

COTTONWOOD UNION SCHOOL DISTRICT

20512 West First Street
Cottonwood, California 96022

AGENDA FOR Tuesday, October 15, 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 at 6:30 p.m.

2.0 Pledge of Allegiance

3.0 Approval of Agenda

4.0 Recognition (Students, Staff, Curriculum)/Curriculum Review – -Star Performers- North Cottonwood -Chieftain Crew- West Cottonwood

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

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

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

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

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

6.0 Consent Agenda

6.1 Review of Consent Agenda

6.1.1 Approval of Board Meeting Minutes for:

Regular Board Meeting held on September 17, 2019 (pg. 4-6)

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. (pg. 7-8)

6.1.4 MOU with City of Redding, on behalf of the Redding Municipal Library, for Technology Services. (pg. 9-11)

6.2 Approval of Consent Agenda

7.0 Discussion/Action Items:

7.1 Consider approval of the Commercial Warrants. (pg. 12-36)

7.2 Consider approval of the Bustaidian Salary Schedule. (pg. 37)

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

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

7.5 Consider Approval: Board Policies/ Administrative Regulations (pg. 38-39)

BP 4119.24/4219.24/4319.24- Maintaining Appropriate Adult-Student Interactions (New Policy) (pg. 40-43)

BP/AR 4218- Dismissal/ Suspension/ Disciplinary Action (New Policy) (pg. 44-52)

BP/AR 4218.1- Dismissal/ Suspension/ Disciplinary Action (Merit System) (New Policy) (pg. 53-59)

BP 5123- Promotion/ Acceleration/ Retention (pg. 60-63)

BP 5136- Gangs (pg. 64-69)

BP/AR 6142.2- World Language Instruction (pg. 70-77)

8.0 Informational Items:

8.1 CTA Report

8.2 Superintendent's Report

8.3 Principal's Reports

9.0 Information/Communication Items.

9.1 Enrollment Report (pg. 78)

9.2 Construction Invoices Paid (pg. 79-84)

9.3 Quarterly Report on Williams Uniform Complaints (July-September 2019) (pg. 85)

9.4 CA School Dashboard Local Indicators (pg. 86-104)

10.0 Governing Board Discussion and Suggested Agenda Items.

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 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

13.0 Adjournment

AMERICAN WITH DISABILITIES ACT NOTICE

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

DOCUMENT AVAILABILITY

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

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

To review and/or print a board packet:

Go to www.cwusd.com

Click on [Board of Trustees](#) in the right hand column

Click on [Board Meeting Documents](#) in the left hand column, and

Click on [Meeting Agendas, Minutes, or Board Meeting Packets](#) to review or download as you would like.

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

MINUTES for Tuesday, September 17, 2019, 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Members Present Mrs Cordova, Mr Iles, Mrs McDougall, Mr Vazquez and Mrs Semingson
Members Absent None
Other Present Superintendent Doug Geren
Principals Don Ray, Terri Wright
Assistant Principal Christine Hill
Laura Merrick, Business Manager
Becky Bragg, Administrative Assistant
Staff six staff members were present along with 1 community member

PR 1.0 Call meeting to Order at 5:30 p.m.- Mrs Cordova called the meeting to order at 5 30 p m

PR 2.0 Tour of North Cottonwood Elementary School- the board members took a tour of the North Cottonwood Campus

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

2.0 Pledge of Allegiance led by Mrs Cordova

3.0 Approval of Agenda- Mr Geren added the Old West Cottonwood Marque to the surplus list
ACTION: Mrs Semingson moved, seconded by Mr Vazquez, to approve the agenda with the addition of the West Cottonwood Marque to the surplus list
VOTE: Unanimous in favor

4.0 Recognition (Students, Staff, Curriculum)/Curriculum Review –
-Star Performers- North Cottonwood- None at this time

5.0 Public Forum/Hearing of Persons Wishing to Address the Board
None at this time

6.0 Consent Agenda

6.1 Review of Consent Agenda

6.1.1 Approval of Board Meeting Minutes for.
Regular Board Meeting held on August 20, 2019

6 1 2 Approval to hire **David Blanchard-** Health Clerk, **Sarah Anker, Grace Knott, Tiffany McDougal, Christina Quintana-** Instructional Assistants, **Tavelyn Blanchard-** Preschool Assistant

6 1.3 Accept Letter of Resignation from **Becky Bloom-** Instructional Assistant

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 Discussion on immunization and enrollment. - The board held a discussion on the new laws passed regarding immunization and new enrollments

7.2 Consider approval of the Commercial Warrants.

ACTION: Mrs Semingson moved, seconded by Mrs McDougall, to approve the Commercial Warrants

VOTE: Unanimous in favor

7.3 Public Hearing- persons wishing to address the Board regarding sufficient/ insufficient pupil textbooks/instructional materials Consider adoption of **Resolution #2019-10**, specifying that each pupil within the school district has or will have, prior to the end of the fiscal year, sufficient textbooks or instructional materials in each subject area that are consistent with the curriculum frameworks adopted by the State Board

ACTION: Mrs Semingson moved, seconded by Mr Vazquez, to approve Resolution #2019-10

VOTE: Unanimous in favor

7.4 Consider certification of the 2018/2019 Unaudited Actuals.

ACTION: Mrs McDougall moved, seconded by Mr Vazquez, to approve certification of the 2018/2019 Unaudited Actuals

VOTE: Unanimous in favor

7.5 Consider approval of Resolution #2019-11 fixing the Appropriations Limit. This resolution establishes maximum appropriations for school districts each fiscal year in accordance with the provisions of the Gann Amendment, as amended by Proposition 98 (Also enclosed is a Fiscal Report titled "It's Gann Limit Calculation Time – 2019" to help explain the Gann Limit)

ACTION: Mrs Semingson moved, seconded by Mrs Vazquez, to approve Resolution #2019-11 fixing the Appropriations Limit

VOTE: Unanimous in favor

7.6 Consider Approval of the 2019/20 LCAP Revisions.

ACTION: Mr Vazquez moved, seconded by Mrs McDougall, to approve the 2019/20 LCAP Revisions

VOTE: Unanimous in favor

7.7 Consider approval of the attached surplus list.

ACTION: Mrs Semingson moved, seconded by Mrs McDougall, to approve the attached surplus list adding the old West Cottonwood Marque

VOTE: Unanimous in favor

7.8 Consider Approval: Board Policies/ Administrative Regulations

AR4161 1/4361 1- Personal Illness/ Injury Leave

AR 4261 1- Personal Illness/ Injury Leave

AR 5148- Child Care and Development

BB/E(1)/E(2)- Actions by the Board

BP 1112- Media Relations

AR 3320- Claims and Actions Against the District

BP/AR 3551 - Food Service Operations/Cafeteria Fund

AR 4117 7/4317 7 - Employment Status Reports

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

VOTE: Unanimous in favor

8.0 Informational Items:

- 8.1 CTA Report-** Mrs McNeeley shared that CTA had their first union meeting with many new members and that the school year is going great

8.2 Superintendent’s Report- Mr Geren shared a slide show of the progress of North Cottonwood’s construction project

8.3 Principal’s Reports

Mr. Ray shared that North would be spending more time on math this year, project share is going really well, everyone is enjoying Fabulous Friday Flag and it is very excited for the kids He also shared that there were 52 kids in Running Club last Friday, next Friday is the first STAR swim party, and he is extremely happy with every new staff member

Mrs. Wright shared that 8th graders will be going to Shasta College for Career Day, National See You at the Pole days is September 25th, electives began September 4th, and the first West Site Council Meeting was held today She also shared teachers have done iReady training, , they will be receiving training with the new science curriculum, and Ms Powers is piloting a program that will allow teachers to monitor all student activity on the chrome books

9.0 Information/Communication Items.

- 9 1 Enrollment Report
- 9 2 Pooled Investment Report for August 30, 2019
- 9.3 Construction Invoices Paid

10.0 Governing Board Discussion and Suggested Agenda Items.

None at this time

11.0 Future Meetings:

- 11 1 Regular Board Meeting, **Tuesday, October 15, 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 7:31 p.m. to consider and/or take action upon the following items:

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

Public Notice of Action Taken in Closed Session

No action taken

13.0 Adjournment- the meeting adjourned at 8 22 p m

Kim Cordova, President

Matt Iles, Clerk

Deidre McDougall, Member

Judy Semingson, Member

Tom Vazquez, Member

Tiffany Collver
17100 Marianas Way
Cottonwood, Ca 96022
707-481-2489

To: Mr. Don Ray
Principal
North Cottonwood Elementary School
19920 Gas Point Rd
Cottonwood, Ca 96022


Dear Mr. Ray,

This letter is to inform you of my intent to resign my position as a Special Education Instructional Assistant at North Cottonwood School. My last day will be January 3rd, 2020. I have decided it is time to return to school and work towards either my Special Education Credential or Speech Pathology Degree. This has been a bittersweet decision as I truly love my job here and I am invested in the wellbeing of the children I work with every day. I have made many friends here and have learned so much from this special education program. I hope someday I am able to work with many of the wonderful people at this school again. Please let me know if there is anything I can do to help ease with the transition as I hope to make my departure as smooth as possible for the school, staff, and children.

Again, it has been a very fun, challenging and educational four years for me here at North and I will miss coming to work here everyday. Thank you for the opportunity to be a part of this school and for having the confidence in me to do this job. I greatly appreciate all that North Cottonwood has done for me.

Sincerely,

Tiffany Collver

A handwritten signature in cursive script that reads "Tiffany Collver". The signature is written in black ink and is positioned below the typed name.

Mr Ray and Cottonwood Board,

Please accept this letter as my official resignation from my position as an Instructional Aide at North Cottonwood Elementary School. I have loved working for the Cottonwood Union School District for the past few years, It has taught me so much and I have found friendships with coworkers that will last a lifetime. I have recently been given an opportunity for employment that I cannot pass up. As much as I have loved working here, I think it is time for this chapter of my life to end and for a new one to begin. Thank you for all the opportunities I have been given and thank you for believing in me enough to hire me back when I was fresh out of high school. I will always look back on my time here fondly. Truly, I cannot thank you all enough for making my time here so enjoyable. This is also my two week notice. My official last day will be Tuesday, October 1, 2019.

Thank you,

A handwritten signature in black ink, appearing to read "Sydney Miller". The signature is written in a cursive, flowing style with a large initial "S" and a looped "M".

Sydney Miller

**TECHNOLOGY SERVICES AGREEMENT BETWEEN
COTTONWOOD SCHOOL DISTRICT AND THE CITY
OF REDDING**

This Agreement is entered into between COTTONWOOD SCHOOL DISTRICT (LEA), and the CITY OF REDDING (City) on behalf of the REDDING MUNICIPAL LIBRARY (Provider), on October 1, 2019 and shall terminate on June 30th 2028

WHEREAS, the LEA provides student information to the City and Provider for the purpose of issuing a Public Library card;

WHEREAS, the LEA is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 ("AB 1584"), the California Education Code, the Children's Online Privacy and Protection Act ("COPPA"), and the Family Educational Rights and Privacy Act ("FERPA");

WHEREAS, AB 1584 requires, in part, that any agreement entered into, renewed or amended after January 1, 2015 between a local education agency and a third-party service provider must include certain terms; and

WHEREAS, the LEA, the City, and the Provider desire to have the Technology Services Agreement and the services provided comply with AB 1584

NOW, THEREFORE, the Parties agree as follows:

1. The term of this Agreement shall expire on the termination date listed above or in any addenda to this Agreement, made and agreed to by all parties.
2. Student records obtained by City and/or Provider from LEA continue to be the property of and under the control of the LEA.
3. Students will retain possession and control of their own student-generated content Library cards obtained by students through this program are the students' property and are private accounts to the students
4. Parents, legal guardians, or eligible pupils may review personally identifiable information in the pupil's records and correct erroneous information by contacting library staff
5. City and Provider shall take actions to ensure the security and confidentiality of students' records by adhering to Redding Municipal Library Board Policy 1 regarding

Confidentiality of Library Records and by California State law (Government Code, Title 1, Division 7, Chapter 3.5, Sections 6254) and 6267) which protects the confidentiality of library customers and City and Provider shall protect the confidentiality of such records to the extent allowed by law.

6. In the event of an unauthorized disclosure of a student's records, City shall report to LEA the nature of the unauthorized disclosure and the effected student(s).
7. City shall not use any information in a student's record for any purpose other than those required or specifically permitted by the Technology Services Agreement.
8. City certifies that students' records shall not be retained or available to the City upon completion of the terms of the Technology Services Agreement, except for a case where a student chooses to maintain an account with the Provider for the purpose of maintaining a library card.
9. LEA agrees to work with City to ensure compliance with FERPA and the Parties will ensure compliance.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below:

**CITY OF REDDING,
A Municipal Corporation**

Dated: _____, 2019

**KIMBERLY A. NIEMER
Director of Community Services**

ATTEST:

APPROVED AS TO FORM:

**PAMELA MIZE
City Clerk**

**BARRY E. DEWALT
City Attorney**

**COTTONWOOD SCHOOL
DISTRICT,
A Local Education Agency**

Dated: _____, 2019

**DOUG GEREN
Superintendent of Cottonwood School
District**

REDDING MUNICIPAL LIBRARY

Dated: _____, 2019

**Elizabeth Kelley
Redding Municipal Library Interim
Director**

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019										Bank Account COUNTY - County
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	AMAZON/ SYNCB (000560/2) P O BOX 530958 ATLANTA, GA 30353-0958									
2019/20	09/10/19	R4820-00140	IPADS	467796935959	10/07/19	Audit		926 10		926 10
	2020	(001189)	01-050-1100-2420-4310-1110-1000-100-	BatchId		Check Date		PO# P4820-00140	Register #	
F	2019/20	09/10/19	R4820-00156	CHAIR BACK SUPPORT	474695348894	10/07/19	Audit	51 95		51 95
	2020	(001247)	01-001-0000-2700-4510-0000-2700-100-	BatchId		Check Date		PO# P4820-00156	Register #	
F	2019/20	09/10/19	R4820-00183	DRINKING FOUNTAIN CARTRIDGE	475947956695	10/07/19	Audit	213 88	15 51	229 39
	2020	(001255)	01-050-0000-8110-4510-0000-8110-100-	BatchId		229 39	Check Date	PO# P4820-00183	Register #	
F	2019/20	09/10/19	R4820-00134	OFFICE MONITOR	538799394699	10/07/19	Audit	122 71		122 71
	2020	(001189)	01-050-1100-2420-4310-1110-1000-100-	BatchId		Check Date		PO# P4820-00134	Register #	
F	2019/20	09/10/19	R4820-00137	APRON	673585857869	10/07/19	Audit	73 08	5 30	78 38
	2020	(004764)	01-060-0000-1573-4510-0001-2700-LC1-	BatchId		78 38	Check Date	PO# P4820-00137	Register #	
F	2019/20	09/10/19	R4820-00152	PRINTER	698798797867	10/07/19	Audit	290 64		290 64
	2020	(003887)	01-001-0000-2420-4310-0000-2420-LC1-	BatchId		Check Date		PO# P4820-00152	Register #	
F	2019/20	09/10/19	R4820-00141	LAPTOP SPEAKER	698964877987	10/07/19	Audit	107 20		107 20
	2020	(001159)	01-020-1100-2420-4310-0000-2420-100-	BatchId		Check Date		PO# P4820-00141	Register #	
	2019/20	09/10/19	R4820-00153	STAFF ROOM FURNITURE	747998559337	10/07/19	Audit	757 72		757 72
	2020	(001242)	01-020-0000-2700-4510-0000-2700-100-	BatchId		Check Date		PO# P4820-00153	Register #	
F	2019/20	09/10/19	R4820-00153	STAFF ROOM FURNITURE	767467968549	10/07/19	Audit	652 88		652 88
	2020	(001242)	01-020-0000-2700-4510-0000-2700-100-	BatchId		Check Date		PO# P4820-00153	Register #	
F	2019/20	09/10/19	R4820-00151	DRYING RACK	776349647798	10/07/19	Audit	56 82		56 82
	2020	(001188)	01-050-1100-0000-4310-1110-1000-100-							

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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019 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# P4820-00151	Register #	
F	2019/20	09/10/19	R4820-00162	OFFICE MONITOR	795357384889	10/07/19	Audit	114 85		114 85
			2020 (001189)	01-050-1100-2420-4310-1110-1000-100-						
				BatchId		Check Date		PO# P4820-00163	Register #	
F	2019/20	09/10/19	R4820-00125	PRESCHOOL CLASSROOM SUPPLIES	945536343338	10/07/19	Audit	263 47		263 47
			2020 (004282)	01-060-0000-1573-4310-0001-1000-LC1-						
				BatchId		Check Date		PO# P4820-00125	Register #	
Total Invoice Amount								3,631 30	Check	

Direct Vendor		ANDERSON UNION HIGH SCHOOL DST (000085/1) 1469 FERRY ST ANDERSON, CA 96007								
2019/20	10/07/19		JUL-SEPT 19 TECH ASST	INV20-00039	10/11/19	Audit		12,193 64		12,193 64
			2020 (004212)	01-020-0000-2420-5801-1110-1000-LC1-			6,096 82			
			2020 (004213)	01-050-0000-2420-5801-1110-1000-LC1-			6,096 82			
2019/20	10/07/19		JUL-SEPT 19 TECH ADMN	INV20-00040	10/11/19	Audit		7,000 00		7,000 00
			2020 (004212)	01-020-0000-2420-5801-1110-1000-LC1-			3,500 00			
			2020 (004213)	01-050-0000-2420-5801-1110-1000-LC1-			3,500 00			
Total Invoice Amount								19,193 64	Check	

AP Vendor		ANDERSON-COTTONWOOD DISP SRVCE (000005/1) PO BOX 541065 LOS ANGELES, CA 90054-1065								
2019/20	10/01/19	R4820-00111	GARBAGE DISPOSAL 19/20	1972108-0531-7	10/08/19	Audit		1,524 05		1,524 05
			2020 (002086)	01-001-0000-8240-5510-0000-8200-000-						
				BatchId		Check Date		PO# P4820-00111	Register #	
2019/20	10/01/19	R4820-00111	GARBAGE DISPOSAL 19/20	1978815-0531-1	10/08/19	Audit		1,183 25		1,183 25
			2020 (002086)	01-001-0000-8240-5510-0000-8200-000-						
				BatchId		Check Date		PO# P4820-00111	Register #	
Total Invoice Amount								2,707 30	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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019 Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			AT&T (000043/3) P O BOX 9011 CAROL STREAM, IL 60197-5025							
2019/20	09/19/19		PHONE SERVICE	13631994	10/08/19	Audit		924 41		924 41
			2020 (001384) 01-001-0000-7200-5910-0000-7200-000-							

Total Invoice Amount 924 41 Check

AP Vendor			AXNER EXCAVATING (000143/1) 2900 OLD OREGON TRAIL REDDING, CA 96003							
F	2019/20	09/23/19	R4820-00196	PLAYGROUND CHIPS	L1113994	10/07/19	Audit	3,341 37		3,341 37
			2020 (001255) 01-050-0000-8110-4510-0000-8110-100-							
			BatchId							
						Check Date		PO# P4820-00196		Register #

Total Invoice Amount 3,341 37 Check

Direct Vendor			BLUE STAR GAS (000796/1) 6775 EASTSIDE ROAD ANDERSON, CA 96007							
2019/20	09/18/19		PROPANE - NORTH	1126818-IN	10/08/19	Audit		1,508 19		1,508 19
			2020 (001307) 01-001-0000-8260-5510-0000-8200-000-							


Total Invoice Amount 1,508 19 Check

Direct Vendor			CASCADE UNION ELEM SCHOOL DIST (000094/1) 1645 WEST MILL ST ANDERSON, CA 96007							
2019/20	08/01/19		VEH MAINT	INV20-00187	10/08/19	Audit		8,323 77		8,323 77
			2020 (003205) 01-001-0000-0000-5630-0000-3600-000-							

Total Invoice Amount 8,323 77 Check

AP Vendor			CDW-G (000159/1) 75 REMITTANCE DR STE 1515 CHICAGO, IL 60675-1515							
F	2019/20	09/12/19	R4820-00187	PROJECTOR	TWK1329	10/07/19	Audit	588 80		588 80
			2020 (001189) 01-050-1100-2420-4310-1110-1000-100-							
			BatchId							
						Check Date		PO# P4820-00187		Register #

Total Invoice Amount 588 80 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) = 019262, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE 

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019

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			COASTAL BUSINESS SYSTEMS LEASING COMPANY (000270/1) 336 FIRST ST EUREKA, CA 95501							
2019/20	09/20/19	R4820-00109	DOC STAR 19/20	856642	10/08/19	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	

AP Vendor			COTTONWOOD WATER DISTRICT (000002/1) PO BOX 2130 COTTONWOOD, CA 96022							
2019/20	09/26/19	R4820-00112	WATER 19-20	16010450	10/08/19	Audit		3,523 56		3,523 56
			2020 (001309) 01-001-0000-8230-5510-0000-8200-000- BatchId							
							Check Date	PO# P4820-00112	Register #	
Total Invoice Amount								3,523 56	Check	

AP Vendor			COUNTY OF SHASTA DEPT OF PUBLIC WORKS (000051/1) CSA DIV 1855 PLACER ST REDDING, CA 96001							
2019/20	10/01/19	R4820-00118	SEWER 2019/20	0017170010	10/08/19	Audit		3,339 60		3,339 60
			2020 (001308) 01-001-0000-8220-5510-0000-8200-000- BatchId							
							Check Date	PO# P4820-00118	Register #	
Total Invoice Amount								3,339 60	Check	

AP Vendor			CREATIVE MATHEMATICS (000682/1) 4001 WEST END RD STE 6 ARCATA, CA 95521-9268							
F	2019/20	09/13/19	R4820-00186	MATH DICE	47699	10/07/19	Audit	112 58		112 58
			2020 (004723) 01-001-7510-0000-4310-1110-1000-000- BatchId							
							Check Date	PO# P4820-00186	Register #	
Total Invoice Amount								112 58	Check	

Direct Vendor			CRESSWELL PHYSICAL THERAPY (000271/1) PO BOX 492006 REDDING, CA 96049							
2019/20	09/06/19		OT SERVICES	88	10/08/19	Audit		1,225 00		1,225 00
			2020 (002528) 01-001-6500-0204-5805-5770-1180-100- BatchId							

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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019

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)							
2019/20	09/25/19		OT SERVICES	89	10/08/19	Audit		3,750 00		3,750 00
	2020	(002528)	01-001-6500-0204-5805-5770-1180-100-							
2019/20	10/01/19		OT SERVICES	90	10/08/19	Audit		750 00		750 00
	2020	(002528)	01-001-6500-0204-5805-5770-1180-100-							
Total Invoice Amount								5,725 00	Check	

AP Vendor			CROSS PETROLEUM (000083/1) PO BOX 492200 REDDING, CA 96049-2200							
2019/20	09/15/19	R4820-00113	FUEL FOR VEHICLES 19/20	CL86502	10/08/19	Audit		1,449 18		1,449 18
	2020	(003195)	01-001-0000-0000-4601-0000-3600-000-			1,230 83				
	2020	(001250)	01-001-0000-8120-4510-0000-8110-100-			218 35				
	2020	(001889)	13-001-5310-0000-4510-0000-3700-000-							
			BatchId			Check Date		PO# P4820-00113		Register #
2019/20	09/30/19	R4820-00113	FUEL FOR VEHICLES 19/20	CL86909	10/08/19	Audit		1,730 99		1,730 99
	2020	(003195)	01-001-0000-0000-4601-0000-3600-000-			1,626 47				
	2020	(001250)	01-001-0000-8120-4510-0000-8110-100-			104 52				
	2020	(001889)	13-001-5310-0000-4510-0000-3700-000-							
			BatchId			Check Date		PO# P4820-00113		Register #
Total Invoice Amount								3,180 17	Check	

AP Vendor			CSNO (000681/2) 3511 DEL PASO RD STE 160 PMB 230 SACRAMENTO, CA 95835								
F	2019/20	09/16/19	R4820-00194	CSNO ANNUAL MEMBERSHIP	09762	10/07/19	Audit	120 00		120 00	
			2020	(004879)	01-001-0000-3140-5310-0000-3140-000-						
					BatchId			Check Date		PO# P4820-00194	Register #
Total Invoice Amount								120 00	Check		

Direct Vendor			ENTERPRISE ELEM SCHOOL DIST FOOD SERVICES (000163/1) 1155 MISTLETOE LN REDDING, CA 96002							
	2019/20	08/01/19		FOOD SERVICES	0801	10/08/19	Audit	200 00		200 00
			2020	(001894)	13-001-5310-0000-5801-0000-3700-000-					

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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

Page 5 of 25

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
								Total Invoice Amount	200 00	Check
AP Vendor EVOLLVE INC DBA OZOBOT (000898/2) 129 W TORRANCE BLVD REDONDO BEACH, CA 90277										
F	2019/20	09/18/19	R4820-00184	EVO KIT	27154	10/07/19	Audit	212 36		212 36
2020 (004129) 01-020-0100-2210-4310-1110-1000-LC2-					BatchId	Check Date	PO# P4820-00184	Register #		
								Total Invoice Amount	212 36	Check
Direct Vendor FIRST NATIONAL BANK OMAHA MASTERCARD (000129/1) PO BOX 2818 OMAHA, NE 68103-2818										
	2019/20	09/22/19		AERIES CONF	0436	10/11/19	Audit	826 38		826 38
2020 (001278) 01-020-0000-2700-5210-0000-2700-100-										
								Total Invoice Amount	826 38	Check
AP Vendor FIRST NATIONAL BANK OMAHA VISA (000130/1) PO BOX 2818 OMAHA, NE 68103-2818										
F	2019/20	09/22/19	R4820-00160	HYATT- AERIES CONFERENCE	1022539	10/08/19	Audit	357 44		357 44
2020 (001286) 01-050-0000-2700-5210-0000-2700-100-					BatchId	Check Date	PO# P4820-00160	Register #		
	2019/20	09/22/19	R4820-00101	HYATT- AERIES CONFERENCE	3817338901	10/08/19	Audit	826 38		826 38
2020 (001278) 01-020-0000-2700-5210-0000-2700-100-										
2020 (001286) 01-050-0000-2700-5210-0000-2700-100-					BatchId	826 38	Check Date	PO# P4820-00101	Register #	
F	2019/20	09/24/19	R4820-00101	HYATT- AERIES CONFERENCE	15101	10/08/19	Audit	346 16		346 16
2020 (001278) 01-020-0000-2700-5210-0000-2700-100-										
2020 (001286) 01-050-0000-2700-5210-0000-2700-100-					BatchId	346 16	Check Date	PO# P4820-00101	Register #	
								Total Invoice Amount	1,529 98	Check

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

Scheduled 10/07/2019 - 10/11/2019										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		FRANZ FAMILY BAKERIES (000537/1) P O BOX 742654 LOS ANGELES, CA 90074-2654								
2019/20	09/03/19		BAKERY - CAFE	049300524612	10/07/19	Audit		92 20		92 20
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/09/19		BAKERY - CAFE	049300525211	10/07/19	Audit		98 70		98 70
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/16/19		BAKERY - CAFE	049300525911	10/07/19	Audit		273 85		273 85
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/23/19		BAKERY - CAFE	049300526610	10/07/19	Audit		79 20		79 20
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/30/19		BAKERY - CAFE	049300527310	10/07/19	Audit		151 60		151 60
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								695 55	Check	
Direct Vendor		GOLD STAR FOODS, INC (000630/2) P O BOX 4328 ONTARIO, CA 91761								
2019/20	09/03/19		FOOD - CAFE	2831464	10/07/19	Audit		48 75		48 75
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/05/19		FOOD - CAFE	2809520	10/07/19	Audit		918 86		918 86
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/17/19		FOOD - CAFE	2852178	10/07/19	Audit		9 00		9 00
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/20/19		FOOD - CAFE	1347540	10/07/19	Audit		48 75-		48 75-
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/25/19		FOOD - CAFE	2863406	10/07/19	Audit		14 40		14 40
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/26/19		FOOD - CAFE	2834563	10/07/19	Audit		1,248 25		1,248 25
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								2,190 51	Check	
Direct Vendor		GORDON D LEMKE (000891/1) 11969 LIVONA LANE REDDING, CA 96003								
2019/20	09/26/19		PROGRESS BILLING	21760	10/08/19	Audit		10,740 87		10,740 87
			NO 3							

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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

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Scheduled 10/07/2019 - 10/11/2019 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	GORDON D LEMKE (000891/1) (continued)											
2019/20	09/26/19		PROGRESS BILLING NO 3	21760 (continued)	10/08/19	Audit		(continued)				
		2020 (004841)	40-000-0000-0000-6210-0000-8500-000-									

Total Invoice Amount 10,740 87 Check

Direct Vendor	KELLY-MOORE PAINTS (000288/1) 2686 HILLTOP DR REDDING, CA 96002											
2019/20	09/04/19		FIELD MARKING PAINT	260486	10/08/19	Audit		110 68		110 68		
		2020 (001164)	01-020-0000-0070-4310-1110-4200-100-									

Total Invoice Amount 110 68 Check

AP Vendor	LAUNDRY WORLD (000141/1) PO BOX 98 ANDERSON, CA 96007												
F	2019/20	08/20/19	R4820-00177	JANITORIAL SUPPLIES	194605	10/08/19	Audit	622 05		622 05			
			2020 (001244)	01-020-0000-8200-4510-0000-8200-100- BatchId									
						Check Date		PO# P4820-00177		Register #			
F	2019/20	08/20/19	R4820-00176	JANITORIAL SUPPLIES	194606	10/08/19	Audit	622 05		622 05			
			2020 (001253)	01-050-0000-8200-4510-0000-8200-100- BatchId									
						Check Date		PO# P4820-00176		Register #			
	2019/20	09/10/19	R4820-00177	JANITORIAL SUPPLIES	195984	10/08/19	Audit	1,898 06		1,898 06			
			2020 (001244)	01-020-0000-8200-4510-0000-8200-100- BatchId									
						Check Date		PO# P4820-00177		Register #			
	2019/20	09/10/19	R4820-00176	JANITORIAL SUPPLIES	195985	10/08/19	Audit	3,453 18		3,453 18			
			2020 (001253)	01-050-0000-8200-4510-0000-8200-100- BatchId									
						Check Date		PO# P4820-00176		Register #			
	2019/20	09/10/19	R4820-00177	JANITORIAL SUPPLIES	196082	10/08/19	Audit	4,332 85		4,332 85			
			2020 (001244)	01-020-0000-8200-4510-0000-8200-100- BatchId									
						Check Date		PO# P4820-00177		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) = 019262, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE **CONLINE**

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	LAUNDRY WORLD (000141/1)		(continued)						(continued)	
2019/20	09/11/19	R4820-00116	LAUNDRY SERVICE 19-20	195590	10/08/19	Audit		12 05		12 05
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4820-00116	Register #	
2019/20	09/11/19	R4820-00116	LAUNDRY SERVICE 19-20	195591	10/08/19	Audit		67 69		67 69
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4820-00116	Register #	
2019/20	09/11/19	R4820-00116	LAUNDRY SERVICE 19-20	195592	10/08/19	Audit		91 37		91 37
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4820-00116	Register #	
2019/20	09/18/19	R4820-00176	JANITORIAL SUPPLIES	195987	10/08/19	Audit		4,472 00		4,472 00
		2020 (001253)	01-050-0000-8200-4510-0000-8200-100- Batchld			Check Date		PO# P4820-00176	Register #	
2019/20	09/18/19	R4820-00116	LAUNDRY SERVICE 19-20	196021	10/08/19	Audit		12 05		12 05
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4820-00116	Register #	
2019/20	09/18/19	R4820-00116	LAUNDRY SERVICE 19-20	196022	10/08/19	Audit		67 69		67 69
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4820-00116	Register #	
2019/20	09/18/19	R4820-00116	LAUNDRY SERVICE 19-20	196024	10/08/19	Audit		91 37		91 37
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4820-00116	Register #	
2019/20	09/25/19	R4820-00176	JANITORIAL SUPPLIES	195988	10/08/19	Audit		268 02		268 02
		2020 (001253)	01-050-0000-8200-4510-0000-8200-100- Batchld			Check Date		PO# P4820-00176	Register #	
2019/20	09/25/19	R4820-00177	JANITORIAL SUPPLIES	195990	10/08/19	Audit		268 02		268 02
		2020 (001244)	01-020-0000-8200-4510-0000-8200-100- Batchld			Check Date		PO# P4820-00177	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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			LAUNDRY WORLD (000141/1) (continued)						(continued)	
2019/20	09/25/19	R4820-00116	LAUNDRY SERVICE 19-20	196448	10/08/19	Audit		12 05		12 05
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000- BatchId			Check Date		PO# P4820-00116	Register #	
2019/20	09/25/19	R4820-00116	LAUNDRY SERVICE 19-20	196449	10/08/19	Audit		67 69		67 69
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000- BatchId			Check Date		PO# P4820-00116	Register #	
2019/20	09/25/19	R4820-00116	LAUNDRY SERVICE 19-20	196450	10/08/19	Audit		91 37		91 37
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000- BatchId			Check Date		PO# P4820-00116	Register #	
2019/20	10/02/19	R4820-00116	LAUNDRY SERVICE 19-20	196888	10/08/19	Audit		12 05		12 05
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000- BatchId			Check Date		PO# P4820-00116	Register #	
2019/20	10/02/19	R4820-00116	LAUNDRY SERVICE 19-20	196889	10/08/19	Audit		67 69		67 69
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000- BatchId			Check Date		PO# P4820-00116	Register #	
2019/20	10/02/19	R4820-00116	LAUNDRY SERVICE 19-20	196890	10/08/19	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								16,620 67	Check	

Direct Vendor MID PACIFIC ENGINEERING, INC (000887/1)
P O BOX 492067
REDDING, CA 96049

2019/20	08/31/19		CONSTRUCTION TESTING	20191643	10/08/19	Audit		6,647 56		6,647 56
		2020 (004841)	40-000-0000-0000-6210-0000-8500-000-							
Total Invoice Amount								6,647 56	Check	

Direct Vendor NEOFUNDS BY NEOPOST (000705/1)
P O BOX 30193
TAMPA, FL 33630-3193

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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019 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			NEOFUNDS BY NEOPOST (000705/1)		(continued)						
2019/20	09/30/19		POSTAGE	0930	10/11/19	Audit		500 00		500 00	
		2020 (001392)	01-001-0000-7200-5930-0000-7200-LC2-			166 66					
		2020 (001391)	01-020-0000-2700-5930-0000-2700-100-			166 67					
		2020 (001393)	01-050-0000-2700-5930-0000-2700-100-			166 67					
Total Invoice Amount								500 00	Check		
AP Vendor			NEWS-2-YOU (000719/1) PO BOX 550 HURON, OH 44839								
F	2019/20	09/06/19	R4820-00180	N2Y ADD ONS	INV-1010354	10/07/19	Audit	273 52		273 52	
			2020 (001235)	01-050-6300-0000-4310-1110-1000-LC1-	BatchId		Check Date	PO# P4820-00180	Register #		
Total Invoice Amount								273 52	Check		
Direct Vendor			NORTH STATE GROCERY, INC (000476/1) P O BOX 439 COTTONWOOD, CA 96022								
2019/20	09/17/19		COOKING ELECTIVE	2833413091719	10/11/19	Audit		35 40		35 40	
		2020 (004125)	01-020-0100-2206-4310-1110-1000-LC2-								
2019/20	09/24/19		COOKING ELECTIVE	613414092419	10/11/19	Audit		13 79		13 79	
		2020 (004125)	01-020-0100-2206-4310-1110-1000-LC2-								
2019/20	09/30/19		FOOD - PRESCHOOL	53414093019	10/11/19	Audit		6 00		6 00	
		2020 (004765)	01-060-0000-1573-4710-0001-3700-LC1-								
2019/20	10/01/19		COOKING ELECTIVE	773414100119	10/11/19	Audit		16 14		16 14	
		2020 (004125)	01-020-0100-2206-4310-1110-1000-LC2-								
Total Invoice Amount								71 33	Check		
Direct Vendor			NORTHWOOD BACKFLOW SERVICES (000404/1) 16971 TEXAS SPRINGS RD REDDING, CA 96001								
2019/20	10/02/19		BACKFLOW DEVICES	15910	10/08/19	Audit		1,337 60		1,337 60	
		2020 (001322)	01-050-0000-8200-5630-0000-8200-100-								
Total Invoice Amount								1,337 60	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) = 019262, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019 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			OFFICE DEPOT, INC (000091/4) PO BOX 29248 PHOENIX, AZ 85038-9248							
2019/20	08/09/19	R4820-00129	OFFICE SUPPLIES	360309701001	10/07/19	Audit		4 27		4 27
		2020 (001242)	01-020-0000-2700-4510-0000-2700-100- BatchId			Check Date		PO# P4820-00129	Register #	
2019/20	08/12/19	R4820-00129	OFFICE SUPPLIES	360309287001	10/07/19	Audit		78 68		78 68
		2020 (001242)	01-020-0000-2700-4510-0000-2700-100- BatchId			Check Date		PO# P4820-00129	Register #	
F	2019/20	08/30/19	R4820-00171	OFFICE SUPPLIES	371651332001	10/07/19	Audit	37 59		37 59
		2020 (001247)	01-001-0000-2700-4510-0000-2700-100- BatchId			Check Date		PO# P4820-00171	Register #	
2019/20	09/04/19	R4820-00171	OFFICE SUPPLIES	371658658001	10/07/19	Audit		26 80		26 80
		2020 (001247)	01-001-0000-2700-4510-0000-2700-100- BatchId			Check Date		PO# P4820-00171	Register #	
F	2019/20	09/05/19	R4820-00129	OFFICE SUPPLIES	374302381001	10/07/19	Audit	4 27-		4 27-
		2020 (001242)	01-020-0000-2700-4510-0000-2700-100- BatchId			Check Date		PO# P4820-00129	Register #	
2019/20	09/10/19	R4820-00170	SCHOOL AND OFFICE SUPPLIES	375905471001	10/07/19	Audit		105 37		105 37
		2020 (001242)	01-020-0000-2700-4510-0000-2700-100- BatchId			34 15				
		2020 (001162)	01-020-1100-0000-4310-1110-1000-100- BatchId			71 22		PO# P4820-00170	Register #	
F	2019/20	09/10/19	R4820-00170	SCHOOL AND OFFICE SUPPLIES	375906330001	10/07/19	Audit	33 02		33 02
		2020 (001242)	01-020-0000-2700-4510-0000-2700-100- BatchId			10 70				
		2020 (001162)	01-020-1100-0000-4310-1110-1000-100- BatchId			22 32		PO# P4820-00170	Register #	
F	2019/20	09/10/19	R4820-00169	INK	375908621001	10/07/19	Audit	137 30		137 30
		2020 (001159)	01-020-1100-2420-4310-0000-2420-100- BatchId			Check Date		PO# P4820-00169	Register #	
2019/20	09/18/19	R4820-00191	OFFICE SUPPLIES	379736196001	10/07/19	Audit		111 42		111 42
		2020 (001257)	01-050-0000-2700-4510-0000-2700-100- BatchId			Check Date		PO# P4820-00191	Register #	
F	2019/20	09/19/19	R4820-00191	OFFICE SUPPLIES	379736882001	10/07/19	Audit	15 10		15 10
		2020 (001257)	01-050-0000-2700-4510-0000-2700-100-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019262, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE **ONLINE**

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019

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			OFFICE DEPOT, INC (000091/4)		(continued)					
(continued)										
				BatchId		Check Date		PO# P4820-00191	Register #	
F	2019/20	09/19/19	R4820-00192	OFFICE SUPPLIES	379921894001	10/07/19	Audit	83 96		83 96
			2020 (001162)	01-020-1100-0000-4310-1110-1000-100-						
				BatchId		Check Date		PO# P4820-00192	Register #	
F	2019/20	09/25/19	R4820-00200	OFFICE SUPPLIES	382401118001	10/07/19	Audit	114 89		114 89
			2020 (003223)	01-001-0000-0000-4510-0000-3600-100-						
				BatchId		Check Date		PO# P4820-00200	Register #	
Total Invoice Amount								744 13	Check	

Direct Vendor		PACE ENGINEERING, INC (000821/1) 1730 SOUTH ST REDDING, CA 96001								
	2019/20	09/10/19		NORTH ENGINEERING MINI-CAMPUS	36202	10/08/19	Audit	9,843 00		9,843 00
				2020 (004694)	01-050-0000-0000-6211-0000-8500-000-					
Total Invoice Amount								9,843 00	Check	

AP Vendor		PACIFIC GAS AND ELECTRIC CO (000007/1) BOX 997300 SACRAMENTO, CA 95899-7300								
	2019/20	10/09/19	R4820-00117	CAFE - SEPT	1009	10/11/19	Audit	2,446 62		2,446 62
				2020 (001307)	01-001-0000-8260-5510-0000-8200-000-					
				BatchId		Check Date		PO# P4820-00117	Register #	
Total Invoice Amount								2,446 62	Check	

AP Vendor		POSITIVE PROMOTIONS (000785/1) PO BOX 18021 HAUPPAUGE, NY 11788-8821								
F	2019/20	09/26/19	R4820-00195	STAR PERFORMER MEDALS	06394329	10/07/19	Audit	347 66		347 66
				2020 (001188)	01-050-1100-0000-4310-1110-1000-100-					
				BatchId		Check Date		PO# P4820-00195	Register #	
Total Invoice Amount								347 66	Check	

Direct Vendor		PRESENCE LEARNING, INC (000669/3) P O, BOX 743532 LOS ANGELES, CA 90074-3532								
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Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019

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		PRESENCE LEARNING, INC (000669/3)			(continued)					
2019/20	09/09/19		SPEECH SERVICES - AUG	INV29556	10/08/19	Audit		4,207 17		4,207 17
		2020 (002500)	01-001-6500-0204-5805-5770-1190-100-							
2019/20	10/08/19		SPEECH SERVICES - SEPT	INV29820	10/08/19	Audit		18,820 58		18,820 58
		2020 (002500)	01-001-6500-0204-5805-5770-1190-100-							

Total Invoice Amount 23,027 75 Check

Direct Vendor		PRODUCERS DAIRY (000203/1) PO BOX 1231 FRESNO, CA 93715-1231								
2019/20	09/05/19		DAIRY - CAFE	63601824	10/07/19	Audit		251 82		251 82
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/07/19		DAIRY - CAFE	63601822	10/07/19	Audit		430 19		430 19
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/12/19		DAIRY - CAFE	63601934	10/07/19	Audit		238 08		238 08
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/14/19		DAIRY - CAFE	63601880	10/07/19	Audit		209 64		209 64
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/14/19		DAIRY - CAFE	63630182	10/07/19	Audit		451 09		451 09
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/16/19		DAIRY - CAFE	63601989	10/07/19	Audit		168 08		168 08
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/19/19		DIARY - CAFE	63602058	10/07/19	Audit		461 73		461 73
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/21/19		DAIRY - CAFE	63602060	10/07/19	Audit		279 94		279 94
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/23/19		DAIRY - CAFE	63602133	10/07/19	Audit		195 89		195 89
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/26/19		DIARY - CAFE	6360205	10/07/19	Audit		427 69		427 69
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/26/19		DIARY - CAFE	63619269187	10/07/19	Audit		266 19		266 19
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							

Total Invoice Amount 3,380 34 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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019 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			PROFESSIONAL EXTERMINATORS (000403/1) PO BOX 991507 REDDING, CA 96099							
2019/20	09/18/19		PEST CONTROL	0113370	10/08/19	Audit		45 00		45 00
		2020 (001336)	01-020-0000-8110-5630-0000-8110-100-							
Total Invoice Amount								45 00	Check	

Direct Vendor			PROPACIFIC FRESH (000491/1) P O BOX 1069 DURHAM, CA 95938							
2019/20	09/06/19		FOOD - CAFE	6726399	10/07/19	Audit		525 22		525 22
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/16/19		FOOD - CAFE	6728891	10/07/19	Audit		453 34		453 34
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/23/19		FOOD - CAFE	6731346	10/07/19	Audit		824 35		824 35
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	09/30/19		FOOD - CAFE	6733509	10/07/19	Audit		549 96		549 96
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								2,352 87	Check	

AP Vendor			QUALITY SAW & MOWER (000053/1) 2901 DOUGLAS ST ANDERSON, CA 96007							
F	2019/20	10/02/19	R4820-00203	POLE SAW	40764	10/07/19	Audit	699 30		699 30
			2020 (004783)	01-001-0000-8110-4410-0000-8200-100-						
				BatchId		Check Date		PO# P4820-00203	Register #	
Total Invoice Amount								699 30	Check	

AP Vendor			REALLY GOOD STUFF INC (000345/1) PO BOX 734329 CHICAGO, IL 60673-4329							
F	2019/20	09/19/19	R4820-00198	MULTIPLES POSTERS	7109485	10/07/19	Audit	66 91	4 85	71 76
			2020 (004723)	01-001-7510-0000-4310-1110-1000-000-						
				BatchId		Check Date		PO# P4820-00198	Register #	
Total Invoice Amount								66 91	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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019 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			RED BLUFF FLOORS (000876/1) 406 WALNUT RED BLUFF, CA 96080							
2019/20	09/07/19		REPAIR FLOOR	4011	10/08/19	Audit		500 00		500 00
			#207							
		2020 (001326)	01-050-0000-8110-5630-0000-8110-100-							

Total Invoice Amount 500 00 Check

AP Vendor			RYAN'S LAWN CARE (000526/5) 3873 WOLVERINE DR REDDING, CA 96001							
2019/20	09/14/19	R4820-00122	LAWN MAINT 19/20	1613	10/08/19	Audit		750 00		750 00
		2020 (004214)	01-020-0000-8110-5801-0000-8110-100-							
		2020 (004217)	01-050-0000-8110-5801-0000-8110-100-							
			BatchId			Check Date		PO# P4820-00122		Register #
2019/20	09/20/19	R4820-00122	LAWN MAINT 19/20	1622	10/08/19	Audit		750 00		750 00
		2020 (004214)	01-020-0000-8110-5801-0000-8110-100-							
		2020 (004217)	01-050-0000-8110-5801-0000-8110-100-							
			BatchId			Check Date		PO# P4820-00122		Register #
2019/20	09/28/19	R4820-00122	LAWN MAINT 19/20	1629	10/08/19	Audit		750 00		750 00
		2020 (004214)	01-020-0000-8110-5801-0000-8110-100-							
		2020 (004217)	01-050-0000-8110-5801-0000-8110-100-							
			BatchId			Check Date		PO# P4820-00122		Register #
2019/20	10/05/19	R4820-00122	LAWN MAINT 19/20	1630	10/08/19	Audit		750 00		750 00
		2020 (004214)	01-020-0000-8110-5801-0000-8110-100-							
		2020 (004217)	01-050-0000-8110-5801-0000-8110-100-							
			BatchId			Check Date		PO# P4820-00122		Register #

& Employee Also Total Invoice Amount 3,000 00 Check

AP Vendor			SCHOOL FIX (000736/1) PO BOX 176 VASSAR, MI 48768								
F	2019/20	09/10/19	R4820-00182	FOOD SERVICE MAT	315791A	10/07/19	Audit		124 05	124 05	
			2020 (004125)	01-020-0100-2206-4310-1110-1000-LC2-							
			BatchId			Check Date		PO# P4820-00182		Register #	

Total Invoice Amount 124 05 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) = 019262, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE Page 16 of 25

Scheduled 10/07/2019 - 10/11/2019 Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor SCHOOL SERVICES OF CALIFORNIA (000103/3) P O Box 15546 SACRAMENTO, CA 95852-1546										
F	2019/20	09/01/19	R4820-00154	2019/20 FISCAL BUDGET SERVICES	0122259-IN	10/07/19	Audit	3,660 00		3,660 00
			2020 (001359)	01-001-0000-2700-5801-0000-2700-000-	Batchld		Check Date	PO# P4820-00154	Register #	
F	2019/20	09/13/19	R4820-00155	HUMAN RESOURCE ESSENTIALS WORKSHOP	W105884-IN	10/07/19	Audit	650 00		650 00
			2020 (001275)	01-001-0000-7200-5210-0000-7200-000-	Batchld		Check Date	PO# P4820-00155	Register #	

Total Invoice Amount 4,310 00 Check

AP Vendor SCP DISTRIBUTORS LLC (000812/1) PO BOX 80248 CITY OF INDUSTRY, CA 91716										
	2019/20	09/06/19	R4820-00121	POOL CHEMICALS	SN030171	10/08/19	Audit	19 02		19 02
			2020 (001254)	01-001-0000-8210-4510-0000-8200-100-	Batchld		Check Date	PO# P4820-00121	Register #	
	2019/20	09/06/19	R4820-00121	POOL CHEMICALS	SN033531	10/08/19	Audit	642 80		642 80
			2020 (001254)	01-001-0000-8210-4510-0000-8200-100-	Batchld		Check Date	PO# P4820-00121	Register #	
	2019/20	09/06/19	R4820-00121	POOL CHEMICALS	SN033606	10/08/19	Audit	108 00-		108 00-
			2020 (001254)	01-001-0000-8210-4510-0000-8200-100-	Batchld		Check Date	PO# P4820-00121	Register #	
	2019/20	09/24/19	R4820-00121	POOL CHEMICALS	SNO31079	10/08/19	Audit	934 62		934 62
			2020 (001254)	01-001-0000-8210-4510-0000-8200-100-	Batchld		Check Date	PO# P4820-00121	Register #	

Total Invoice Amount 1,488 44 Check

Direct Vendor SHASTA CO DEPT OF RSOURCE MGMTENVIRONMENTAL HEALTH DIV (000023/1) 1855 PLACER ST STE 201 REDDING, CA 96001										
	2019/20	09/10/19		NORTH FOOD PERMIT	0910	10/08/19	Audit	177 00		177 00
			2020 (001894)	13-001-5310-0000-5801-0000-3700-000-						

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019 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	SHASTA CO DEPT OF RSOURCE MGMTENVIRONMENTAL HEALTH DIV (000023/1) (continued) (continued)									
2019/20	09/10/19		WEST FOOD PERMIT	91019	10/08/19	Audit		177 00		177 00
2020 (001894) 13-001-5310-0000-5801-0000-3700-000-										

Total Invoice Amount 354 00 Check

Direct Vendor	SHASTA CO OFFICE OF EDUCATION (000055/1) 1644 MAGNOLIA AVE REDDING, CA 96001									
2019/20	09/16/19		FINGERPRINTING	INV20-00147	10/08/19	Audit		225 00		225 00
2020 (001360) 01-001-0000-7207-5801-0000-7200-000-										
2019/20	09/30/19		DTS AGREEMENT	INV20-00177	10/08/19	Audit		585 00		585 00
2020 (003156) 01-001-0000-2420-5801-0000-2420-LC2-										

Total Invoice Amount 810 00 Check

AP Vendor	SIERRA PRINTING (000058/1) PO BOX 619 COTTONWOOD, CA 96022-0619									
F	2019/20	09/18/19	R4820-00179	BUS SLIPS	15741	10/07/19	Audit		412 91	412 91
2020 (001257) 01-050-0000-2700-4510-0000-2700-100-BatchId								Check Date	PO# P4820-00179	Register #
F	2019/20	09/23/19	R4820-00178	WINDOW ENVELOPES	15744	10/07/19	Audit		181 25	181 25
2020 (001247) 01-001-0000-2700-4510-0000-2700-100-BatchId								Check Date	PO# P4820-00178	Register #

Total Invoice Amount 594 16 Check

AP Vendor	SOTER TECHNOLOGIES, LLC (000878/1) 1393 VETERANS MEMORIAL HIGHWAY, SUITE 315N HAUPPAUGE, NY 11788										
	2019/20	07/02/19	R4820-00034	VAPING DETECTOR & SOFTWARE	2667	10/07/19	Audit		2,530 00	2,530 00	
2020 (004783) 01-001-0000-8110-4410-0000-8200-100-								2,067 67			
2020 (001353) 01-020-0000-2700-5801-0000-2700-100-BatchId								462 33	Check Date	PO# P4820-00034	Register #
F	2019/20	09/30/19	R4820-00034	VAPING DETECTOR & SOFTWARE	2867	10/07/19	Audit		2,530 00-	2,530 00-	
2020 (004783) 01-001-0000-8110-4410-0000-8200-100-								2,067 65-			
2020 (001353) 01-020-0000-2700-5801-0000-2700-100-								462 35-			

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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019

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	SOTER TECHNOLOGIES, LLC (000878/1)			(continued)						(continued)

BatchId

Check Date

PO# P4820-00034

Register #

Total Invoice Amount

00 Check

AP Vendor	SPLASH MATH (000735/1) 548 MARKET STREET #64304 SAN FRANCISCO, CA 94104-5401									
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F	2019/20	07/11/19	R4820-00057	SPLASH MATH	SMINV20160337	10/07/19	Audit	960 00		960 00
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2019/20
2020 (001235) 01-050-6300-0000-4310-1110-1000-LC1-

BatchId

Check Date

PO# P4820-00057

Register #

Total Invoice Amount

960 00 Check

Direct Vendor	STATE OF CALIFORNIA DEPARTMENT OF JUSTICE (000111/1) ACCOUNTING OFFICE PO BOX 944255 SACRAMENTO, CA 94244-2550									
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	2019/20	10/03/19		FINGERPRINTING	407297	10/11/19	Audit	245 00		245 00
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2020 (001360) 01-001-0000-7207-5801-0000-7200-000-

Total Invoice Amount

245 00 Check

Direct Vendor	SYSCO FOOD SVCS OF SACRAMENTO (000169/1) PO BOX 138007 SACRAMENTO, CA 95813-8007									
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	2019/20	09/05/19		FOOD - CAFE	231445039	10/07/19	Audit	772 07		772 07
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2020 (001890) 13-001-5310-0000-4710-0000-3700-000-

2020 (001891) 13-001-5310-0000-4790-0000-3700-000-

711 54

60 53

	2019/20	09/12/19		FOOD - CAFE	231455423	10/07/19	Audit	760 24		760 24
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2020 (001890) 13-001-5310-0000-4710-0000-3700-000-

2020 (001891) 13-001-5310-0000-4790-0000-3700-000-

737 13

23 11

	2019/20	09/19/19		FOOD - CAFE	231465046	10/07/19	Audit	1,598 79		1,598 79
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2020 (001203) 01-050-0000-1110-4310-1110-1000-LC2-

2020 (001889) 13-001-5310-0000-4510-0000-3700-000-

2020 (001890) 13-001-5310-0000-4710-0000-3700-000-

2020 (001891) 13-001-5310-0000-4790-0000-3700-000-

249 46

126 19

1,090 70

132 44

	2019/20	09/26/19		FOOD - CAFE	231474722	10/07/19	Audit	1,686 50		1,686 50
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2020 (001890) 13-001-5310-0000-4710-0000-3700-000-

2020 (001891) 13-001-5310-0000-4790-0000-3700-000-

1,530 71

155 79

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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

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Page 19 of 25

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019 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 **4,817 60** Check

AP Vendor	TEHAMA CO DEPT OF EDUCATION (000033/1) 1135 LINCOLN PO BOX 689 RED BLUFF, CA 96080-3198									
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F	2019/20	09/17/19	R4820-00185	FEDERAL COMPLIANCE WORKSHOP	INV20-00294	10/07/19	Audit	140 00		140 00
			2020 (001275)	01-001-0000-7200-5210-0000-7200-000-	Batchld		Check Date	PO# P4820-00185	Register #	

	2019/20	09/27/19		ELPAC TRAINING	INV20-00353	10/08/19	Audit	40 00		40 00
			2020 (001275)	01-001-0000-7200-5210-0000-7200-000-						

Total Invoice Amount **180 00** Check

Direct Vendor	THE DANIELSON COMPANY (000495/1) 435 SOUTHGATE COURT CHICO, CA 95928									
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	2019/20	09/04/19		FOOD - CAFE	204618	10/07/19	Audit	916 83		916 83
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-			800 81			
			2020 (001891)	13-001-5310-0000-4790-0000-3700-000-			116 02			

	2019/20	09/09/19		FOOD - CAFE	205321	10/07/19	Audit	1,095 05		1,095 05
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						

	2019/20	09/13/19		FOOD - CAFE	206127	10/07/19	Audit	999 71		999 71
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-			960 86			
			2020 (001891)	13-001-5310-0000-4790-0000-3700-000-			38 85			

	2019/20	09/23/19		FOOD - CAFE	206883	10/07/19	Audit	977 67		977 67
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-			954 72			
			2020 (001891)	13-001-5310-0000-4790-0000-3700-000-			22 95			

	2019/20	09/25/19		FOOD - CAFE	207039	10/07/19	Audit	472 54		472 54
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-			409 99			
			2020 (001891)	13-001-5310-0000-4790-0000-3700-000-			62 55			

	2019/20	09/30/19		FOOD - CAFE	207670	10/07/19	Audit	1,131 76		1,131 76
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						

Total Invoice Amount **5,593 56** Check

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019 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) P O BOX 60532 CITY OF INDUSTRY, CA 91716-0532										
2019/20	09/05/19	R4820-00208	PRESCHOOL SUPPLIES 19/20	005278	10/08/19	Audit		44 75		44 75
		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-			44 75				
				BatchId		Check Date		PO# P4820-00208	Register #	
2019/20	09/10/19	R4820-00208	PRESCHOOL SUPPLIES 19/20	010555	10/08/19	Audit		9 57		9 57
		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-			9 57				
				BatchId		Check Date		PO# P4820-00208	Register #	
2019/20	09/10/19	R4820-00208	PRESCHOOL SUPPLIES 19/20	0910	10/08/19	Audit		43 19		43 19
		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-			43 19				
				BatchId		Check Date		PO# P4820-00208	Register #	
2019/20	09/11/19	R4820-00208	PRESCHOOL SUPPLIES 19/20	011596	10/08/19	Audit		19 29		19 29
		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-			19 29				
				BatchId		Check Date		PO# P4820-00208	Register #	
2019/20	09/11/19	R4820-00208	PRESCHOOL SUPPLIES 19/20	190562	10/08/19	Audit		29 64		29 64
		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-			29 64				
				BatchId		Check Date		PO# P4820-00208	Register #	
2019/20	09/11/19	R4820-00208	PRESCHOOL SUPPLIES 19/20	648217	10/08/19	Audit		197 43		197 43
		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-			197 43				

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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019

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)				
						Batchld	Check Date	PO# P4820-00208	Register #		
2019/20	09/19/19	R4820-00208	PRESCHOOL SUPPLIES 19/20	019885	10/08/19	Audit		6 00		6 00	
	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-					6 00				
						Batchld	Check Date	PO# P4820-00208	Register #		
2019/20	09/25/19	R4820-00208	PRESCHOOL SUPPLIES 19/20	025106	10/08/19	Audit		6 00		6 00	
	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-					6 00				
						Batchld	Check Date	PO# P4820-00208	Register #		
Total Invoice Amount								355 87	Check		
Direct Vendor			UNITED WAY (000064/1) 2280 BENTON DR BLDG B REDDING, CA 96003								
2019/20	09/01/19		REPLACE STALE DATED CHECK	1002	10/11/19	Audit		6 00		6 00	
	2020 (002747)	76-	- - - 9500-	- - -							
Total Invoice Amount								6 00	Check		
Direct Vendor			US BANK EQUIPMENT FINANCE (000558/1) P O BOX 790448 ST LOUIS, MO 63179-0448								
2019/20	10/20/19		COPIERS	395804503	10/08/19	Audit		3,110 44		3,110 44	
	2020 (001312)	01-020-1100-1120-5610-1110-1000-100-					1,555 22				
	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	09/04/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064564	10/08/19	Audit		14 77		14 77	
	2020 (001245)	01-020-0000-8110-4510-0000-8110-100-									

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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE

Page 22 of 25

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019

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)						
				BatchId		Check Date		PO# P4820-00114	Register #	
2019/20	09/05/19	R4820-00115	MAINTENANCE SUPPLIES BLANKET PO 2019/20	064579	10/08/19	Audit		47 15		47 15
		2020 (001255)	01-050-0000-8110-4510-0000-8110-100-	BatchId		Check Date		PO# P4820-00115	Register #	
2019/20	09/09/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064625	10/08/19	Audit		36 41		36 41
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	BatchId		Check Date		PO# P4820-00114	Register #	
2019/20	09/11/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064647	10/08/19	Audit		17 15		17 15
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	BatchId		Check Date		PO# P4820-00114	Register #	
2019/20	09/11/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064652	10/08/19	Audit		28 59		28 59
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	BatchId		Check Date		PO# P4820-00114	Register #	
2019/20	09/16/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064711	10/08/19	Audit		30 02		30 02
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	BatchId		Check Date		PO# P4820-00114	Register #	
2019/20	09/19/19	R4820-00115	MAINTENANCE SUPPLIES BLANKET PO 2019/20	064751	10/08/19	Audit		4 28		4 28
		2020 (001255)	01-050-0000-8110-4510-0000-8110-100-	BatchId		Check Date		PO# P4820-00115	Register #	
2019/20	09/23/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064790	10/08/19	Audit		18 63		18 63
		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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

ReqPay05a

Payment Register

Scheduled 10/07/2019 - 10/11/2019 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)				
2019/20	09/24/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064798	10/08/19	Audit		34 31		34 31	
			2020 (001245) 01-020-0000-8110-4510-0000-8110-100- Batchld				Check Date	PO# P4820-00114	Register #		
2019/20	09/24/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064799	10/08/19	Audit		24 66		24 66	
			2020 (001245) 01-020-0000-8110-4510-0000-8110-100- Batchld				Check Date	PO# P4820-00114	Register #		
Total Invoice Amount								255 97	Check		

AP Vendor			WATER RITE PRODUCTS, INC (000895/1) 4807 RIO LINDA BLVD SACRAMENTO, CA 95838								
F	2019/20	09/11/19	R4820-00161	(2) DRINKING FOUNTAIN BOTTLE FILLER	683463	10/07/19	Audit	2,508 53		2,508 53	
			2020 (004783) 01-001-0000-8110-4410-0000-8200-100- Batchld				Check Date	PO# P4820-00161	Register #		
Total Invoice Amount								2,508 53	Check		

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	133,872 89	1,661,810 29	1,527,937 40
13	19,334 97	10,550 59	8,784 38-
40	17,388 43	1,689,894 19	1,672,505 76
76	6 00	60,506 14-	60,512 14-
Total	170,602 29		

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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

Number of Payments	168
Number of Checks	58
Number of ACH Advice	0
Number of vCard Advice	0
Total Check/Advice Amount	\$170,576 63
Total Unpaid Sales Tax	\$25 66
Total Expense Amount	\$170,602 29
CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS	
\$0 - \$99	5
\$100 - \$499	14
\$500 - \$999	11
\$1,000 - \$4,999	19
\$5,000 - \$9,999	5
\$10,000 - \$14,999	1
\$15,000 - \$99,999	3
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	
***** ITEMS OF INTEREST *****	
* Number of payments to a different vendor	
! Number of Prepaid payments	
@ Number of Liability payments	
& Number of Employee Also Vendors	1
? denotes check name different than payment name	
F denotes Final Payment	

APPROVAL DATE _____

Report Totals - Payment Count 168 Check Count 58 ACH Count 0 vCard Count 0 Total Check/Advice Amount 170,576 63

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) = 019262, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

Page 25 of 25

COTTONWOOD UNION SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE 2019-2020

	STEPS	1	2	3	4	5	6	7
A	DISTRICT/PAYROLL	21.53	22.30	23.05	23.80	24.53	25.31	26.06
B	SITE/ADM ASST	19.35	20.09	20.79	21.51	22.22	22.95	23.67
C	SITE/CLERICAL	17.08	17.86	18.63	19.35	20.13	20.85	21.63
D	INSTR AIDE	13.25	13.36	13.44	13.97	14.45	14.96	15.47
E	INSTR AIDE/ SN, PRESCH ASST.	13.41	13.91	14.48	14.97	15.48	15.99	16.49
F	HEALTH AIDE	13.00	13.44	13.97	14.45	14.96	15.47	16.00
G	INTERPRETER	20.50	21.39	22.28	23.17	24.08	24.96	25.86
H	HEALTH CLERK, PRESCH TEACHER	14.28	14.90	15.57	16.30	17.07	17.83	18.54
I	BILINGUAL AIDE	13.00	13.44	13.97	14.45	14.96	15.48	16.00
J	LAB TECH/LIBR TECH	17.08	17.86	18.63	19.35	20.10	20.85	21.63
K	CUST/MAINT DAY	15.58	16.15	16.70	17.29	17.86	18.41	18.98
L	CUST/MAINT SWING	16.02	16.60	17.21	17.79	18.36	18.95	19.51
M	CUST MAINT/ LEAD	17.08	17.65	18.24	18.78	19.35	19.93	20.51
N	KITCHEN MANAGER	21.24	21.89	22.54	23.19	23.84	24.49	25.15
O	CAFE ASST	13.00	13.20	13.40	13.60	14.15	14.74	15.31
P	HEAD COOK	16.29	16.87	17.43	17.93	18.59	19.15	19.72
Q	BUS DRIVER I	16.15	17.00	17.86	18.71	19.54	20.39	21.25
R	BUS DRIVER II	17.49	18.29	19.10	19.93	20.75	21.55	22.37
S	BUS DRIVER/MECH	17.46	18.33	19.19	20.04	20.85	21.70	22.56
T	TRANS LEAD	23.78	24.52	25.28	26.06	26.84	27.64	28.46
U	LICENSED HEALTH	18.54	19.24	19.96	20.50	21.32	22.12	22.96
V	MAINTENANCE/SKILLED	19.11	19.9	20.72	21.61	22.48	23.43	24.32
W	BUSTODIAN	15.87	16.58	17.28	18.01	18.70	19.4	20.12
X	PRESCHOOL DIRECTOR	21.57	22.24	22.91	23.59	24.27	24.94	25.61
	BUSTAIIDIAN	14.70	15.29	15.90	16.54	17.20	17.89	18.61
	LONGEVITY							
	2.5 @ 14							
	5.0 @ 16							
	7.5 @ 18							
	10. @ 20							
	12.5 @ 22							
	15.0 @ 24							

POLICY GUIDE SHEET

July 2019

Page 1 of 2

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

BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions

(BP added)

New policy addresses the avoidance of unlawful and inappropriate interactions between staff and students, an employee's responsibility to report another employee's violation of this policy, disciplinary consequences for staff, referral to law enforcement when appropriate, the requirement to post the code of conduct on school and/or district websites, and examples of conduct that are inappropriate or can create the appearance of impropriety

BP/AR 4218 - Dismissal/Suspension/Disciplinary Action

(BP added, AR revised)

New policy contains material formerly in AR pertaining to board actions in disciplinary hearings for classified employees and new material consistent with BP 4118 - Dismissal/Suspension/Disciplinary Action for certificated employees Policy also reflects **NEW LAW (AB 2234, 2018)** which requires the board to delegate its authority to an administrative law judge in cases involving allegations of egregious misconduct with a minor Regulation updates and consolidates the causes for disciplinary action Regulation also adds the requirement to set a timeline by which the employee may request a hearing, which must be not less than five days after serving notice upon the employee Section on "Compulsory Leave of Absence" expanded to define "mandatory" and "optional" leave of absence offenses and reflect requirements pertaining to extension of the leave and compensation during the leave Material pertaining to merit system districts moved to BP/AR 4218 1 - Dismissal/Suspension/Disciplinary Action (Merit System)

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

(BP/AR added)

New policy and regulation address requirements for disciplinary proceedings for classified employees in merit system districts BP/AR contain material formerly in AR 4218 - Dismissal/Suspension/Disciplinary Action, and new material consistent with BP/AR 4218 and BP/AR 4118 - Dismissal/Suspension/Disciplinary Action for certificated employees Policy also reflects **NEW LAW (AB 2234, 2018)** which requires the personnel commission to delegate its authority to an administrative law judge in cases involving allegations of egregious misconduct with a minor

BP 5123 - Promotion/Acceleration/Retention

(BP revised)

Policy updated to make minor revision reflecting current law pertaining to the requirement to provide remedial instruction to students who are recommended for retention or are identified as being at risk for retention

BP/AR 5136 - Gangs

(BP/AR revised)

Policy and regulation updated to expand material related to supports and services for students identified as gang members and reflect best practices for gang prevention, intervention, and suppression described in **NEW RESOURCE** from the National Gang Center and in publication from the Los Angeles Police Department

POLICY GUIDE SHEET

July 2019

Page 2 of 2

BP/AR 6142.2 - World Language Instruction

(BP/AR revised)

Policy and regulation retitled to be consistent with terminology used in the Education Code pursuant to **NEW LAW (AB 2319, 2018)** Policy and regulation updated to reflect **NEW STATE CONTENT STANDARDS** for world language instruction adopted by the State Board of Education in January 2019 Policy also reflects University of California guidance stating that American Sign Language courses may be used to satisfy world language coursework requirements for college admission, and reflects state regulations which require districts to establish a process for receiving and responding to input from parents/guardians and other stakeholders regarding the world language in which instruction will be provided in any program sufficient to produce proficiency in a world language Regulation also reflects state regulation requiring districts to establish a process for receiving and responding to parent/guardian requests to establish a language acquisition program not currently offered at the school

CSBA Sample Board Policy

All Personnel

BP 4119 24(a)

4219.24

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS

4319 24

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

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

(cf 4119 21/4219 21/4319 21 - Professional Standards)

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

(cf 5145 7 - Sexual Harassment)

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Note Pursuant to the Child Abuse and Neglect Reporting Act (Penal Code 11164-11174 3), persons identified as "mandated reporters," including, but not limited to, school administrators, certificated staff, and classified staff, are required to report known or suspected child abuse, including sexual assault and sexual exploitation. For required procedures for filing a report, see BP/AR 5141 4 - Child Abuse Prevention and Reporting.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

(cf 1312 1 - Complaints Concerning District Employees)

(cf 1312 3 - Uniform Complaint Procedures)

(cf 5141 4 - Child Abuse Prevention and Reporting)

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS (continued)

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

(cf 4117 7/4317 7 - Employment Status Reports)
(cf 4118 - Dismissal/Suspension/Disciplinary Action)
(cf 4218 - Dismissal/Suspension/Disciplinary Action)

Note: Education Code 44050 requires districts maintaining an employee code of conduct that addresses employee interactions with students to post, in a publicly accessible manner, on each school's web site or on the district web site if a school does not maintain one, the section(s) of the code of conduct dealing with employee-student interactions. At the beginning of each school year, the district must also provide parents/guardians with written copies of the sections of the employee code of conduct that address employee interactions with students. The applicable sections of the code of conduct may appear in a variety of district documents, including, but not limited to, this Board policy, sections of BP/E 4119 21/4219 21/4319 21 - Professional Standards, and employee handbooks.

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf 1113 - District and School Web Sites)
(cf 5145 6 - Parental Notifications)

Inappropriate Conduct

Note: The following section lists examples of inappropriate conduct and conduct that can create the appearance of impropriety. For additional examples of behaviors that may constitute sexual harassment of students, see BP/AR 5145 7 - Sexual Harassment.

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

1. Initiating inappropriate physical contact
2. Being alone with a student outside of the view of others
3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS (continued)

4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal

When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

(cf 4040 - Employee Use of Technology)

5. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee
6. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
7. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
8. Addressing a student in an overly familiar manner, such as by using a term of endearment
9. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
10. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
11. Transporting a student in a personal vehicle without prior authorization
12. Encouraging students to confide their personal or family problems and/or relationships
13. Disclosing personal, family, or other private matters to students or sharing personal secrets with students

Legal Reference (see next page)

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS (continued)

Legal Reference

EDUCATION CODE

44030 5 *Employment status reports*

44050 *Employee code of conduct, employee interactions with students*

44242 5 *Reports and review of alleged misconduct*

44940 *Sex offenses and narcotic offenses, compulsory leave of absence*

48980 *Parental notifications*

PENAL CODE

11164-11174 3 *Child Abuse and Neglect Reporting Act*

CODE OF REGULATIONS, TITLE 5

80303 *Reports of change in employment status, alleged misconduct*

80304 *Notice of sexual misconduct*

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CSBA Sample Board Policy

Classified Personnel

BP 4218(a)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Note The following policy is for use by districts that have not incorporated the merit system for classified employees pursuant to Education Code 45240-45320 For procedures applicable to districts that have incorporated the merit system, see BP/AR 4218 1 - Dismissal/Suspension/Disciplinary Action (Merit System)

The following policy is subject to collective bargaining and may be deleted or revised by any district whose collective bargaining agreement covers classified employee dismissal, suspension, and other disciplinary action

The Governing Board expects all employees to perform their jobs satisfactorily and to exhibit professional and appropriate conduct. A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law or any applicable collective bargaining agreement, Board policy, and administrative regulation

(cf 1312 1 - Complaints Concerning District Employees)
(cf 4000 - Concepts and Roles)
(cf 4112 5/4212 5/4312 5 - Criminal Record Check)
(cf 4119 11/4219 11/4319 11 - Sexual Harassment)
(cf 4119 21/4219 21/4319 21 - Professional Standards)
(cf 4141/4241 - Collective Bargaining Agreement)
(cf 4200 - Classified Personnel)

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented

(cf 4030 - Nondiscrimination in Employment)
(cf 4112 6/4212 6/4312 6 - Personnel Files)
(cf 4119 1/4219 1/4319 1 - Civil and Legal Rights)

Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal

A probationary classified employee may be dismissed by the Superintendent or designee at any time prior to the expiration of the probationary period

(cf 4216 - Probationary/Permanent Status)

Note Education Code 45113 **mandates** districts not incorporating the merit system to prescribe, by written rule or regulation, causes and procedures for disciplinary action against permanent classified employees Also see the accompanying administrative regulation

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

Permanent classified employees shall be subject to disciplinary action only for cause as specified in the accompanying administrative regulation. (Education Code 45113)

Procedures for Disciplinary Proceedings

Note The following section should be revised to reflect district practice Pursuant to Education Code 45113 and 45116, a permanent classified employee must be given notice of any recommendation for disciplinary action against the employee, including a time period during which the employee may request a hearing on the charges See the section "Initiation and Notification of Charges" in the accompanying administrative regulation

Pursuant to Education Code 45113, the Governing Board may delegate its authority to determine whether sufficient cause exists for disciplinary action against classified employees, excluding peace officers as defined in Penal Code 830 32, to an impartial third-party hearing officer Hearings conducted by the Board or a hearing officer are not subject to the procedures used by the Office of Administrative Hearings pursuant to Government Code 11500-11529 The following section is for use by boards who conduct their own hearing and should be revised by boards that use a hearing officer

As amended by AB 2234 (Ch 996, Statutes of 2018), Education Code 45113 requires the Board to delegate its authority to an administrative law judge in cases involving allegations of egregious misconduct with a minor Egregious misconduct is defined as immoral conduct leading to an allegation of a sex offense pursuant to Education Code 44010, a controlled substance offense pursuant to Education Code 44011, or child abuse or neglect pursuant to Penal Code 11165 2-11165 6 In conducting hearings on such matters, the administrative law judge is required to comply with Education Code 44990-44994, as added by AB 2234, pertaining to the testimony of minor witnesses

If a permanent classified employee receives a notice from the Superintendent or designee of a recommended suspension, demotion, involuntary reassignment, or dismissal, the employee may request a Board hearing on the matter.

If the employee fails to request a hearing within the time specified in the notice, the employee is deemed to have waived the right to do so, and the Board may order the recommended disciplinary action into effect immediately

If a timely request is submitted, a hearing shall be conducted by the Board, except that, if the matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. (Education Code 45113, 45312)

(cf 3515 3 - District Police/Security Department)

The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board and the availability of legal counsel and witnesses The employee shall be notified of the time and place of the hearing

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

The hearing shall be held in closed session, unless the employee requests that the matter be heard in an open session meeting (Government Code 54957)

(cf 9321 - Closed Session)

The employee shall be entitled to appear personally, produce evidence, and be represented by legal counsel.

The Board may use the services of its legal counsel in ruling upon procedural questions, objections to evidence, and issues of law. The Board may review and consider the records of any prior personnel action proceedings against the employee in which a disciplinary action was ultimately sustained and any records contained in the employee's personnel files and introduced into evidence at the hearing. The Board shall not be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made by the Board.

At any time before a matter is submitted to the Board for decision, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of disciplinary action. If the amended or supplemental recommendation includes new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare a defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegation may be made orally at the hearing and shall be noted on the record.

Following the hearing, the Board shall affirm, modify, or reject the disciplinary action recommended by the Superintendent or designee. The decision of the Board shall be in writing and shall contain findings of fact and the disciplinary action approved, if any. The decision of the Board shall be final.

Within 10 working days of the Board's final decision, a copy of the decision shall be delivered to the employee and/or designated representative personally or by registered mail.

In cases involving an allegation of egregious misconduct, the ruling of the administrative law judge shall be binding on the district and the employee (Education Code 45113)

Legal Reference (see next page)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

Legal Reference

EDUCATION CODE

- 35161 Delegation of powers and duties
- 44009 Conviction of specified crimes
- 44010 Sex offense
- 44011 "Controlled substance offense" defined
- 44031 Personnel file
- 44940 Leave of absence, employee charged with mandatory or optional leave of absence offense
- 44940 5 Compulsory leave of absence, procedures, extension, compensation, bond or security
- 44990-44994 Testimony of minor witnesses at dismissal or suspension hearings
- 45101 Definitions (including "disciplinary action," "cause")
- 45109 Fixing of duties
- 45113 Rules and regulations for classified service in districts not incorporating the merit system
- 45123 Employment after conviction of sex or narcotics offense
- 45124 Dismissal of sexual psychopath
- 45202 Transfer of accumulated sick leave and other benefits following dismissal
- 45240-45320 Merit system, classified employees

CODE OF CIVIL PROCEDURE

- 1286 2 Grounds for vacating decision of arbitrator

GOVERNMENT CODE

- 11500-11529 Administrative adjudication
- 12900-12996 Fair Employment and Housing Act
- 54957 Brown Act open meeting laws, closed session

HEALTH AND SAFETY CODE

- 11054 Schedule I, substances included
- 11055 Schedule II, substances included
- 11056 Schedule III, substances included
- 11357-11361 Marijuana
- 11363 Peyote
- 11364 Opium
- 11370 1 Possession of controlled substances with a firearm

PENAL CODE

- 187 Murder
- 667 5 Sex offenders
- 830 32 Peace officers employed by district
- 1192 7 Violent or serious felony
- 11165 2-11165 6 Child abuse or neglect, definitions

VEHICLE CODE

- 5808 8 School bus drivers, dismissal for safety-related cause

UNITED STATES CODE, TITLE 42

- 12101-12213 Americans with Disabilities Act

COURT DECISIONS

- California School Employees Association v Bonita Unified School District, (2008) No B200141
- California School Employees v Livingston Union School District, (2007) 149 Cal App 4th 391
- CSEA v Foothill Community College District, (1975) 52 Cal App 3rd 150, 155-156, 124 Cal Rptr 830

CSBA Sample Administrative Regulation

Classified Personnel

AR 4218(a)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Causes for Disciplinary Action

Note The following section should be revised to reflect district practice Education Code 45118 mandates districts not incorporating the merit system to prescribe, by rule or regulation, causes for disciplinary action against permanent classified employees Pursuant to Education Code 45101, such employees may be disciplined only for cause as so prescribed

A permanent classified employee may be subject to suspension, demotion, involuntary reassignment, or dismissal for one or more of the following causes:

Note Pursuant to Education Code 45122.1, 45123, and 45124, districts must not continue to employ anyone who has been convicted of a specified sex offense, controlled substance offense, or violent or serious offense as defined, except for employees who have been rehabilitated or had their conviction reversed or the charges dismissed Also see AR 4112.5/4212.5/4312.5 - Criminal Record Check

1. Immoral conduct, including, but not limited to, egregious misconduct that is the basis for a sex offense as defined in Education Code 44010, a controlled substance offense as defined in Education Code 44018, or child abuse and neglect as described in Penal Code 11165.2-11165.6

(cf 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions)

(cf 5141.4 - Child Abuse Prevention and Reporting)

2. Conduct that constitutes a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c)

3. Unlawful discrimination, including harassment, against any student or other employee

(cf 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf 5145.3 - Nondiscrimination/Harassment)

(cf 5145.7 - Sexual Harassment)

4. Violation of or refusal to obey state or federal law or regulation, Board policy, or district or school procedure

5. Falsification of any information supplied to the district, including, but not limited to, information supplied on application forms, employment records, or any other school district records

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

- 6 Unsatisfactory performance
7. Unprofessional conduct
- 8 Dishonesty
- 9 Neglect of duty or absence without leave
10. Insubordination
- 11 Use of alcohol or a controlled substance while on duty or in such close time proximity thereto as to affect the employee's performance

(cf 4020 - Drug and Alcohol-Free Workplace)

(cf 4112 41/4212 41/4312 41 - Employee Drug Testing)

(cf 4112 42/4212 42/4312 42 - Drug and Alcohol Testing for School Bus Drivers)

(cf 4159/4259/4359 - Employee Assistance Program)

12. Destruction or misuse of district property

(cf 4040 - Employee Use of Technology)

- 13 Failure to fulfill any ongoing condition of employment including, but not limited to, maintenance of any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position

(cf 4112 4/4212 4/4312 4 - Health Examinations)

(cf 4212 - Appointment and Conditions of Employment)

Note Pursuant to the federal Americans with Disabilities Act (42 USC 12101-12213) and the state's Fair Employment and Housing Act (Government Code 12900-12996), the district has a duty to reasonably accommodate qualified employees with known disabilities, except when such accommodation would cause an undue hardship to the district. This accommodation is not required for individuals who are not otherwise qualified for the job.

- 14 A physical or mental condition which precludes the employee from the proper performance of duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law

(cf 4030 - Nondiscrimination in Employment)

(cf 4032 - Reasonable Accommodation)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

- 15 Retaliation against any person who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on or directly related to the job

(cf 4119 1/4219 1/4319 1 - Civil and Legal Rights)

- 16 Violation of Education Code 45303 or Government Code 1028 (advocacy of communism)

17. Any other misconduct which is of such nature that it causes discredit or injury to the district or the employee's position

An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)

(cf 5145 2 - Freedom of Speech/Expression)

No disciplinary action shall be taken for any cause which arose before the employee became permanent, nor for any cause which arose more than two years before the date of the filing of the notice of cause unless this cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee would have disclosed the facts to the district. (Education Code 45113)

(cf 4216 - Probationary/Permanent Status)

Initiation and Notification of Charges

Note Education Code 45113 **mandates** districts to adopt disciplinary procedures which contain provisions for giving classified employees a written notice of specific charges, the employee's right to a hearing on those charges, the time within which the hearing may be requested, and a card or paper to complete to request a hearing

The Superintendent or designee shall file any recommendation for a disciplinary action in writing with the Governing Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address

The notice shall, in ordinary and concise language, inform the employee of the specific charge(s) or cause(s) for the disciplinary action, the specific acts and omissions upon which the action is based, and, if applicable, the district rule or regulation that the employee has

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

allegedly violated. In addition, the notice shall include the employee's right to a hearing on those charges, the time within which the hearing may be requested which shall be not less than five days after service of the notice to the employee, and a card or paper which the employee may sign and file to deny the charges and request a hearing. (Education Code 45113, 45116)

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

Request for Hearing

Note As provided in the section "Initiation and Notification of Charges" above Education Code 45113 requires that the notice of disciplinary action include the time within which a hearing may be requested, which cannot be less than five days after service of the notice to the employee. In California School Employees Association v Livingston Union School District, the appeal court ruled that the district failed to provide due process to an employee when it denied the employee the opportunity to request a hearing based on the employee's failure to respond within five days after service of the notice. The district's policy had established the date of "service of the notice" as the date of mailing, but the employee was a 10-month employee who was out of town when the notice was delivered. The court held that the notice was not "reasonably calculated" to provide an opportunity to timely request a hearing. Thus, it is recommended that districts use the date of the employee's receipt of the notice as the date upon which the five-day response period begins.

Within the time specified in the notice of the recommendation of disciplinary action, the employee may request a hearing on the charges by signing and filing the card or paper included with the notice. (Education Code 45113)

Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute a sufficient notice of the request for a hearing. The request shall be delivered to the office of the Superintendent or designee during normal work hours of that office. If mailed to the office of the Superintendent or designee, it must be received or postmarked no later than the time limit specified by the district. In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any request for a hearing on the dismissal shall also constitute a request to hear the suspension order, and the necessity of the suspension order shall be an issue in the hearing.

Employment Status Pending a Hearing

A classified employee against whom a recommendation of disciplinary action has been issued shall remain on active duty status pending any hearing on the charges, unless the Superintendent or designee determines that the employee's continuance in active duty would present an unreasonable risk of harm to students, staff, or property. The Superintendent or designee may, in writing, order the employee immediately suspended from duty without pay and shall state the reasons that the suspension is deemed necessary. The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested, immediately after issuance.

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)**Compulsory Leave of Absence**

Note State law requires that classified employees in merit system districts and certificated employees be immediately placed on compulsory leave of absence following conviction for certain offenses specified in Education Code 44940, and gives districts discretion to place such employees on leave for other specified offenses. Although existing state law does not explicitly provide for application to classified employees in nonmerit system districts, such districts have authority pursuant to Education Code 45113 to establish causes for suspension or dismissal. The following section may be revised to reflect district practice.

Upon being informed by law enforcement that a classified employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes.

1. Any sex offense as defined in Education Code 44010.
2. Violation or attempted violation of Penal Code 187 (murder or attempted murder).
3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056.

The Superintendent or designee may place on an immediate compulsory leave of absence a classified employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols.

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings. However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless the employee demands a hearing on the dismissal.

(3/90 6/94) 7/19

CSBA Sample Board Policy

Classified Personnel

BP 4218.1(a)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM)

Note The following **optional** policy is for use by districts that have incorporated the merit system for classified employees pursuant to Education Code 45240-45320 For procedures applicable to districts that have not incorporated the merit system, see BP/AR 4218 - Dismissal/Suspension/Disciplinary Action

The following policy is subject to collective bargaining and may be deleted or revised by any district whose collective bargaining agreement covers classified employee dismissal, suspension, and other disciplinary action If a negotiated collective bargaining agreement contains different provisions for employee discipline, those negotiated agreements would take precedence over this policy and the accompanying administrative regulation for those employees covered by the collective bargaining agreement

The Governing Board expects all employees to perform their jobs satisfactorily and exhibit professional and appropriate conduct A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law, any applicable collective bargaining agreement, Board policy and administrative regulation, and the rules of the personnel commission

(cf 1312 1 - Complaints Concerning District Employees)
(cf 4000 - Concepts and Roles)
(cf 4112 5/4212 5/4312 5 - Criminal Record Check)
(cf 4119 11/4219 11/4319 11 - Sexual Harassment)
(cf 4119 21/4219 21/4319 21 - Professional Standards)
(cf 4119 24/4219 24/4319 24 - Maintaining Appropriate Adult-Student Interactions)
(cf 4141/4241 - Collective Bargaining Agreement)
(cf 4200 - Classified Personnel)

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal

The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented

(cf 4030 - Nondiscrimination in Employment)
(cf 4112 6/4212 6/4312 6 - Personnel Files)
(cf 4119 1/4219 1/4319 1 - Civil and Legal Rights)

A probationary classified employee may be dismissed by the Superintendent or designee at any time prior to the expiration of the probationary period.

(cf 4216 - Probationary/Permanent Status)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

Note Education Code 45302 provides that no permanent classified employee can be demoted or removed except for reasonable cause designated by rule of the personnel commission See the accompanying administrative regulation

Any classified employee designated as a permanent employee shall be subject to disciplinary action only for cause as specified in administrative regulation. (Education Code 45302)

Procedures for Disciplinary Proceedings

Note The following section should be revised to reflect district practice and/or rules of the personnel commission

If a permanent classified employee receives a notice from the Superintendent or designee of a recommended suspension, demotion, involuntary reassignment, or dismissal, the employee may request a hearing on the matter.

If the employee fails to request a hearing within the time specified in the notice, the employee shall be deemed to have waived the right to do so, and the Board may order the recommended disciplinary action into effect immediately

If a timely request is submitted, the hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board and the availability of legal counsel and witnesses The parties shall be notified of the time and place of the hearing.

The matter shall be heard by the Board in closed session, unless the employee requests that the matter be heard in an open session meeting. (Government Code 54957)

(cf 9321 - Closed Session)

The employee shall be entitled to appear personally, produce evidence, and be represented by legal counsel The Board may use the services of its legal counsel in ruling upon procedural questions, objections to evidence, and issues of law. The Board may review and consider the records of any prior personnel action proceedings against the employee in which a disciplinary action was ultimately sustained and any records that were contained in the employee's personnel files and introduced into evidence at the hearing. The Board shall not be bound by rules of evidence used in California courts Informality in any such hearing shall not invalidate any order or decision made by the Board.

At any time before a matter is submitted to the Board for decision, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of disciplinary action If the amended or supplemental recommendation includes new causes or allegations, the employee shall be

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

afforded a reasonable opportunity to prepare a defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegation may be made orally at the hearing and shall be noted on the record

Note Pursuant to Education Code 45305, a permanent classified employee in a merit system district may appeal the Governing Board's decision to the personnel commission within 14 days after receipt of written notice for a suspension, demotion, or dismissal See the accompanying administrative regulation

As amended by AB 2234 (Ch 996, Statutes of 2018), Education Code 45312 requires the personnel commission to delegate its authority to an administrative law judge in cases involving allegations of egregious misconduct with a minor Egregious misconduct is defined as immoral conduct leading to an allegation of a sex offense pursuant to Education Code 44010, a controlled substance offense pursuant to Education Code 44011, or child abuse or neglect pursuant to Penal Code 11165.2-11165.6 In conducting hearings on such matters, the administrative law judge must comply with Education Code 44990-44994, as added by AB 2234, pertaining to the testimony of minor witnesses

An employee may appeal the Board's decision to the personnel commission in accordance with Education Code 45305-45307. The decision of the personnel commission shall be final. (Education Code 45306)

However, if the matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee The ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45312)

*Legal Reference*EDUCATION CODE35161 *Delegation of powers and duties*44009 *Conviction of specified crimes*44010 *Sex offense*44011 *"Controlled substance offense" defined*44931 *Personnel file*44940 *Leave of absence, employee charged with mandatory or optional leave of absence offense*44940.5 *Compulsory leave of absence*44990-44994 *Testimony of minor witnesses at dismissal or suspension hearings*45101 *Definitions (including "disciplinary action," "cause")*45109 *Fixing of duties*45123 *Employment after conviction of sex or narcotics offense*45124 *Dismissal of sexual psychopath*45202 *Transfer of accumulated sick leave and other benefits following dismissal*45240-45320 *Merit system, classified employees, especially*45302-45307 *Suspension, dismissal, or other disciplinary action, classified employees*

Legal Reference continued (see next page)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

Legal Reference (continued)

CODE OF CIVIL PROCEDURE

1286 2 *Grounds for vacating decision of arbitrator*

GOVERNMENT CODE

11500-11529 *Administrative adjudication*

12900-12996 *Fair Employment and Housing Act*

54957 *Brown Act open meeting laws, closed session*

HEALTH AND SAFETY CODE

11054 *Schedule I, substances included*

11055 *Schedule II, substances included*

11056 *Schedule III, substances included*

11357-11361 *Marijuana*

11363 *Peyote*

11364 *Opium*

11370 1 *Possession of controlled substances with a firearm*

PENAL CODE

187 *Murder*

667 5 *Sex offenders*

830 32 *Peace officers employed by district*

1192 7 *Violent or serious felony*

11165 2-11165 6 *Child abuse or neglect, definitions*

VEHICLE CODE

1808 8 *School bus drivers, dismissal for safety-related cause*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

COURT DECISIONS

California School Employees Association v Bonita Unified School District, (2008) No B200141

California School Employees v Livingston Union School District, (2007) 149 Cal App 4th 391

CSEA v Foothill Community College District, (1975) 52 Cal App 3rd 150, 155-156, 124 Cal Rptr 830

Management Resources

CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION PUBLICATIONS

Merit Rules and Regulations CSPCA Recommended Personnel Policies and Procedures Manual for California School Merit Systems, 2014

WEBSITES

California School Personnel Commissioners Association <https://meritsystem.org>

CSBA Sample Administrative Regulation

Classified Personnel

AR 4218 1(a)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM)

Note The following **optional** administrative regulation is for use by districts that have incorporated the merit system for classified employees pursuant to Education Code 45240-45320 and should be revised for consistency with the rules of the personnel commission

Causes for Disciplinary Action

Note In merit system districts, causes for suspension or dismissal of classified employees are those designated by rule of the personnel commission and those specified in Education Code 45303 (advocacy of communism) The following section may be revised to include a list of causes designated by the personnel commission

Pursuant to Education Code 45267, districts must not continue to employ anyone who has been convicted of a specified sex offense, controlled substance offense, or violent or serious offense as defined, with specified exceptions for employees who have been rehabilitated or had their conviction reversed or the charges dismissed Also see AR 4112 5/4212 5/4312 5 - Criminal Record Check

A permanent classified employee may be subject to suspension without pay for up to 30 days, demotion, involuntary reassignment, or dismissal for one or more of the causes designated by the personnel commission (Education Code 45302, 45304)

Initiation and Notification of Charges

The Superintendent or designee shall file any recommendation for a disciplinary action in writing with the Governing Board A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address

The notice shall, in ordinary and concise language, inform the employee of the specific charge(s) or cause(s) for the disciplinary action, the specific acts and omissions upon which the action is based, and, if applicable, the district rule or regulation that the employee has allegedly violated (Education Code 45116)

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

In addition, the notice shall advise the employee of the right to appeal and the timeline and procedure for doing so

Request for Hearing

Note The following section, including the timeline for the employee's request of a Board hearing on the disciplinary action, may be revised to reflect district practice

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

Within the time period specified in the notice of the recommendation of disciplinary action, which shall be no more than five working days, a permanent classified employee may submit to the Superintendent or designee a request for a hearing on the charges

In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any request for a hearing on the dismissal shall also constitute a request to hear the suspension order, and the necessity of the suspension order shall be an issue in the hearing

Employment Status Pending a Hearing

A classified employee against whom a recommendation of disciplinary action has been issued shall remain on active duty status pending any Board hearing on the charges, unless the Superintendent or designee determines that the employee's continuance in active duty would present an unreasonable risk of harm to students, staff, or property. The Superintendent or designee may, in writing, order the employee immediately suspended from duty without pay and shall state the reasons that the suspension is deemed necessary. The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested, immediately after issuance.

Compulsory Leave of Absence

Upon being informed by law enforcement that a classified employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes: (Education Code 44940, 45304)

1. Any sex offense as defined in Education Code 44010
2. Violation or attempted violation of Penal Code 187 (murder or attempted murder)
3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056

The Superintendent or designee may place on an immediate compulsory leave of absence a classified employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols (Education Code 44940)

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings.

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless the employee demands a hearing on the dismissal (Education Code 44940, 44940.5)

Note Pursuant to Education Code 44940.5, while on compulsory leave, the employee may receive full salary if a suitable bond or other acceptable security is provided as a guarantee that the employee will repay the leave-period salary if convicted of the charges or upon failure to return to district service. If the employee is acquitted or the charges are dismissed, the district must reimburse the employee for the cost of the bond upon return to service in the district. If an employee who does not furnish a bond or other security is acquitted or the charges are dismissed, the district must pay the salary for the time spent on leave upon return to service.

Education Code 44940.5 specifies that, if the charges against an employee are dismissed upon successful completion of a drug diversion program and the employee returns to service, the employee may elect to receive payment for the accrued leave and differential pay for the length of the employee's leave of absence.

During the period of compulsory leave, the employee shall be compensated in accordance with Education Code 44940.5

Appeal to the Personnel Commission

Note The following section may be revised to reflect appeal procedures established by the personnel commission. Pursuant to Education Code 45307, the personnel commission may modify the disciplinary action, but may not make the action more stringent than was approved by the Board. If the personnel commission sustains the employee, it may order all or part of the full compensation from the time of suspension, demotion, or dismissal and may establish other terms and conditions for the employee's reinstatement (e.g., compensation of the employee's expenses in pursuit of the appeal, transfer of the employee, expunction of the disciplinary action from the employee's personnel file).

Any permanent classified employee who has been suspended, demoted, or dismissed may appeal to the personnel commission within 14 days after receipt of a copy of the written charges by filing a written answer to the charges. (Education Code 45305)

Upon request of the employee, the personnel commission or a hearing officer designated by the personnel commission shall conduct a hearing. The employee shall be entitled to appear in person at the hearing and may be represented by legal counsel. (Education Code 45306)

The decision of the personnel commission shall be final. The district shall notify the personnel commission in writing when it has fully complied with the decision. (Education Code 45306, 45307)

CSBA Sample Board Policy

Students

BP 5123(a)

PROMOTION/ACCELERATION/RETENTION

Note Education Code 48070 and 48070 5 **mandate** that the Governing Board adopt a policy, at a public meeting, regarding the promotion and retention of students, including, but not limited to, promotion and retention at specified grade levels and with specified provisions

The Governing Board expects students to progress through each grade level within one school year. Toward this end, instruction shall be designed to accommodate the variety of ways that students learn and provide strategies for addressing academic deficiencies as needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement

(cf 6011 - Academic Standards)
(cf 6146 1 - High School Graduation Requirements)
(cf 6146 5 - Elementary/Middle School Graduation Requirements)
(cf 6170 1 - Transitional Kindergarten)

When high academic achievement is evident, the teacher may recommend a student for acceleration to a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

Note Education Code 48070 5 **mandates** that the Board's policy provide for the identification of students who should be retained and who are at risk of being retained at the end of grades 2, 3, 4, the intermediate grades (usually grade 6), and the middle school grades (usually grade 8) Items #1-5 below should be revised to reflect the grade levels offered by the district. If the Board chooses to expand these requirements to cover other grade levels, the following list should be revised accordingly

Education Code 48070 5 further **mandates** that the Board's policy provide for students to be identified as early in the school year, and as early in their school careers, as practicable

Teachers shall identify students who should be retained or who are at risk of being retained at their current grade level as early as possible in the school year and as early in their school careers as practicable. Such students shall be identified at the following grade levels. (Education Code 48070 5)

1. Between grades 2 and 3
2. Between grades 3 and 4
3. Between grades 4 and 5

PROMOTION/ACCELERATION/RETENTION (continued)

Note If all the schools in the district are configured in the same manner, the district may specify the actual grade levels in items #4 and 5 below (e g , between grades 6 and 7, between grades 8 and 9)

4. Between the end of the intermediate grades and the beginning of the middle school grades
5. Between the end of the middle school grades and the beginning of the high school grades

Note Education Code 48070 5 **mandates** that the district's policy establish the basis for identifying students who should be retained and who are at risk of being retained If a student performs below the minimum standard based on indicators established by the district, the student shall be retained, unless the teacher determines that retention is not the appropriate intervention for the student's academic deficiencies, see the accompanying administrative regulation

Pursuant to Education Code 48070 5, the district may use either of the following (1) the student's grades and other indicators of academic achievement designated by the district (Option 1 below) or (2) the results of state assessments administered pursuant to Education Code 60640-60649 and minimum levels of proficiency recommended by the State Board of Education (SBE) (Option 2 below) With regard to students with special needs, the determination as to the appropriate standards for promotion or retention should be made as part of the individualized education program process, see BP/AR 6159 - Individualized Education Program

Education Code 48070 5 provides that, when a district chooses to identify students on the basis of grades pursuant to Option 1, the Board shall also designate other indicators of academic achievement that will be used These other indicators of achievement (e g , state or district assessments, portfolios, attendance) should be specified in the blanks provided below

OPTION 1: Students shall be identified for retention on the basis of failure to meet minimum levels of proficiency, as indicated by grades and the following additional indicators of academic achievement.

(cf 5121 - Grades/Evaluation of Student Achievement)

Note According to the California Department of Education's (CDE) "FAQs Pupil Promotion and Retention," student results from the California Assessment of Student Performance and Progress may be included as indicators of academic achievement for the purpose of identifying students for promotion or retention as provided in Option 2 below, but should not be the only criterion until minimum performance levels for this purpose have been established by CDE Other indicators of achievement (e g , grades, district assessments, portfolios, attendance) should be specified in the blanks provided below

PROMOTION/ACCELERATION/RETENTION (continued)

OPTION 2: Students shall be identified for retention on the basis of failure to meet minimum levels of proficiency, as indicated by the results of state assessments administered pursuant to Education Code 60640-60649 and the following additional indicators of academic achievement

(cf 6162 5 - Student Assessment)
(cf 6162 51 - State Academic Achievement Tests)

Note The remainder of this policy is for use by all districts

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts, and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades (Education Code 48070.5)

(cf 6142 91 - Reading/Language Arts Instruction)
(cf 6142 92 - Mathematics Instruction)

Note Education Code 48070 5 **mandates** that the district's policy specify the teacher(s) responsible for the promotion/retention decision in cases where the student does not have a single regular classroom teacher. The following paragraph should be revised to indicate the specific teacher(s) who will be responsible (e.g., teachers responsible for core subjects).

If a student does not have a single regular classroom teacher, the Superintendent or designee shall specify the teacher(s) responsible for the decision to promote or retain the student (Education Code 48070 5)

Note Education Code 48070 5 **mandates** that the district's policy include a process by which the teacher's decision to promote or retain a student may be appealed, see the accompanying administrative regulation

The teacher's decision to promote or retain a student may be appealed in accordance with AR 5123 Promotion/Acceleration/Retention

Note Pursuant to Education Code 48070 5, the Board must adopt policy indicating the manner in which supplemental instruction will be provided to students who are recommended for retention or are identified as being at risk for retention. See BP 6179 - Supplemental Instruction for language fulfilling this mandate

When any student in grades 2-9 is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall offer an appropriate program of remedial instruction to assist the student in meeting grade-level expectations (Education Code 48070.5)

PROMOTION/ACCELERATION/RETENTION (continued)

*(cf 6176 - Weekend/Saturday Classes)
(cf 6177 - Summer Learning Programs)
(cf 6179 - Supplemental Instruction)*

Legal Reference

EDUCATION CODE

46300 Method of computing average daily attendance

48010 Admittance to first grade

48011 Promotion/retention following one year of kindergarten

48070-48070 5 Promotion and retention

56345 Elements of individualized education program

60640-60649 California Assessment of Student Performance and Progress

CODE OF REGULATIONS, TITLE 5

200-202 Admission and exclusion of students

Management Resources

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FAQs Promotion, Retention, and Grading (students with disabilities)

FAQs Pupil Promotion and Retention

Kindergarten Continuance Form

WEB SITES

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

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

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(12/13 12/15) 7/19

CSBA Sample Board Policy

Students

BP 5136(a)

GANGS

Note The following **optional** policy and regulation may be used as a component of the district's comprehensive safety plan and should be revised to reflect district practice See BP/AR 0450 - Comprehensive Safety Plan

The National Gang Center, in its publication Gangs in Schools, recommends adopting policies that addresses gang-related incidents

The Governing Board desires to keep district schools free from the threats or harmful influence of any groups who exhibit behavior disruptive to the school environment and/or the safety and well-being of students The Board additionally desires to provide support and intervention to students who are members of gangs to enable them to successfully disengage from gang involvement and be successful in school.

(cf 0450 - Comprehensive Safety Plan)
(cf 3513 4 - Drug and Alcohol Free Schools)
(cf 5131 4 - Student Disturbances)
(cf 5131 6 - Alcohol and Other Drugs)
(cf 5131 7 - Weapons and Dangerous Instruments)
(cf 5137 - Positive School Climate)

Note The following paragraph is based on the Los Angeles Police Department's "Why Young People Join Gangs," available on its web site

The Superintendent or designee shall develop strategies for gang prevention that address the reasons that students may become involved in gangs, including the identity, recognition, or status achieved as being part of a gang, protection from gang violence in the community, the need for companionship and an extended family, intimidation to join a gang, desire to join a gang to be in a position to intimidate others, and/or connection with criminal activity.

Note The following paragraph reflects recommendations in the National Gang Center's Strategic Planning Tool and Gangs in Schools, both available on its web site

Gang violence prevention shall start as early as possible and include, but not be limited to, age-appropriate education that focuses on developing emotional and social competence, increasing prosocial peer bonds, strengthening attachment and commitment to school, and enhancing cooperative learning skills Prevention shall also include improving parent/guardian involvement in and support for their children's academic progress, as well as ongoing gang awareness education for parents/guardians, including gang identifiers

(cf 5020 - Parent Involvement)
(cf 6164 2 - Guidance/Counseling Services)

GANGS (continued)

The Superintendent or designee shall take steps to deter gang activity on school campuses, including threats and intimidation of students and staff, recruitment or intimidation of students to join gangs, bullying, fighting, criminal activities, and confrontations between members of different gangs.

(cf 5131 2 - Bullying)

Note Education Code 35183 authorizes the Governing Board to approve a site-initiated plan that prohibits the school's students from wearing gang-related apparel. The definition of "gang-related apparel" must be limited to apparel that reasonably could be determined to threaten the health and safety of the school environment, and the Board's approval must be based on a determination the policy is necessary for the health and safety of the school environment. In Marvin H. Jeglin et al v. San Jacinto Unified School District et al, a federal district court held that in order to justify a gang-related dress code, there must be evidence of a gang presence at a school and actual or threatened disruption or material interference with school activity. Education Code 32282 specifies that for the purpose of establishing a schoolwide dress code, gang-related apparel shall not be considered a protected form of speech pursuant to Education Code 48950. For further information, see BP/AR 5132 - Dress and Grooming.

The Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the principal or designee and the student's parent/guardian.

(cf 5132 - Dress and Grooming)

Note Education Code 51265 urges districts to give high priority to in-service training programs on gang violence and substance abuse prevention education.

The Superintendent or designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources. The Superintendent or designee shall also provide staff development on social and emotional learning, classroom management, interactive teaching, and cooperative learning skills.

(cf 4331 - Staff Development)

(cf 4231 - Staff Development)

(cf 4331 - Staff Development)

The Superintendent or designee may consider gang activity prevention and intervention when developing programs outside of the school day.

(cf 5148 - Child Care and Development)

(cf 5148 2 - Preschool/Early Childhood Education)

(cf 5148 3 - Before/After School Programs)

GANGS (continued)

(cf 6145 - Extracurricular and Cocurricular Activities)
(cf 6145 2 - Athletic Competition)

The Superintendent or designee shall collaborate with child welfare services, mental health agencies, social services, and local law enforcement authorities in the prevention and intervention of gang activity

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

Legal Reference

EDUCATION CODE

32282 School safety plans
35183 Gang-related apparel
48907 Student exercise of free expression
48950 Student freedom of speech
51264 Educational in-service training, CDE guidelines
51265 Gang violence and drug and alcohol abuse prevention in-service training
51266-51266 5 Model gang and substance abuse prevention curriculum

PENAL CODE

186 22 Participation in criminal street gang
13826-13826 7 Gang violence suppression
UNITED STATES CODE, TITLE 20
7101-7122 Student Support and Academic Enrichment Grants

Management Resources

LOS ANGELES POLICE DEPARTMENT PUBLICATIONS

Why Young People Join Gangs

NATIONAL GANG CENTER PUBLICATIONS

Strategic Planning Tool

Gangs in Schools, March 2019

Parents' Guide to Gangs, July 2015

WEB SITES

California Cities Gang Prevention Network <http://www.ccgpn.org>

California Department of Education <https://www.cde.ca.gov/ls/ss/sa>

Gang Resistance Education and Training <https://www.great-online.org/GREAT-Home>

Los Angeles Police Department, Gangs

http://www.lapdonline.org/get_informed/content_basic_view/1396

Homeboy Industries <https://homeboyindustries.org>

National Gang Center <https://www.nationalgangcenter.gov>

(10/95 10/96) 7/19

Policy Reference UPDATE Service

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CSBA Sample Administrative Regulation

Students

AR 5136(a)

GANGS

Note The following optional administrative regulation may be revised to reflect district practice

Prevention, Intervention, and Suppression Measures

Note Districts may consider utilizing the Gang Resistance Education and Training Program (G R E A T) for students in grades 4-7 Taught by local law enforcement, the program is designed to create stronger bonds with students and their communities and has a family component aimed at strengthening the resiliency of individual families susceptible to gang influences

The Superintendent or designee shall become informed of the gang history in the district and community, conduct assessments of current gang activity at the school sites, and document and follow up on gang-related incidents.

In order to discourage the influence of gangs, the following measures shall be implemented.

- 1 Any student suspected of gang affiliation based on the display of behavior, gestures, apparel, or paraphernalia shall be referred to the principal or designee, and the following actions taken, as appropriate:
 - a The student's parent/guardian shall be contacted and may be asked to meet with school staff in order to proactively address the concern and be included as part of the solution
 - b The student may be sent home to change clothes if necessary.

(cf 5132 - Dress and Grooming)

- c The student's behaviors and progress in school shall be documented, including attendance and grades

(cf 5103 - Absences and Excuses)

(cf 5113 1 - Chronic Absence and Truancy)

(cf 5113 11 - Attendance Supervision)

(cf 5113 12 - District School Attendance Review Board)

(cf 6164 2 - Guidance/Counseling Services)

- d Intervention techniques such as mentoring, academic support, and a system of wraparound support service shall be implemented to help the student disengage from gang involvement

GANGS (continued)

- e. Consistent and graduated discipline and accountability shall be implemented when appropriate and combined with positive support using conflict-resolution strategies and other restorative justice practices demonstrated to be effective with gang-involved youth.
- f. Students shall be offered help in rejecting gang associations, including possible referral to community-based gang suppression and prevention organizations.
- g. Law enforcement shall be notified if the student is suspected of being involved in gangs.

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

- 2. Any graffiti on school premises shall be removed, washed down, or painted over as soon as discovered. Graffiti shall be documented and photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders. This information can also be used to determine whether a threat or incident is imminent.

(cf 3515 - Campus Security)
(cf 5131.5 - Vandalism and Graffiti)

- 3. Classroom and after-school programs may include gang prevention lessons that are taught jointly by teachers, counselors, law enforcement, and/or other organizations that are knowledgeable about gang prevention and shall:
 - a. Provide social and emotional learning designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities
 - b. Explain the dangers of gang membership
 - c. Provide counseling for targeted at-risk students
 - d. Include lessons or role-playing workshops in gang avoidance skills and nonviolent conflict resolution, including communication skills, anti-bullying, anger management, acceptance, and mediation skills

(cf 5131.2 - Bullying)

- e. Assign individual gang members to cooperative learning groups in which they may work toward common goals with students who are not members of their gang

GANGS (continued)

- f Provide school-to-career instruction
- g. Provide positive interaction with local law enforcement

(cf 5137 - Positive School Climate)

- 4. Staff shall actively promote membership in authorized school clubs and student organizations, sports and cultural activities and affiliations with the local community, and community service projects which can provide students companionship, safety, and a sense of purpose and belonging.

(cf 6142 4 - Service Learning/Community Service Classes)
(cf 6145 - Extracurricular and Cocurricular Activities)
(cf 6145 2 - Athletic Competition)

Parent/Guardian and Community Outreach

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

The Superintendent or designee may offer gang prevention classes or counseling for parents/guardians which may address the following topics.

- 1. The reasons students join gangs
- 2. The dangers and consequences of gang membership
- 3. Warning signs which may indicate that students are at risk of becoming involved with gangs, including the use of social media for gang communication and promotion
- 4. The nature of local gang apparel and graffiti
- 5. Effective parenting techniques and planning family time
- 6. Conflict resolution techniques

In addition, the Superintendent or designee may offer community programs that address the scope and nature of local gang problems and strategies by which each segment of the community may alleviate gang problems.

(10/95 10/96) 7/19

CSBA Sample Board Policy

Instruction

BP 6142.2(a)

WORLD LANGUAGE INSTRUCTION

Note The following **optional** policy may be revised to reflect district practice

Education Code 51220 requires districts that serve students in grades 7-12 to offer courses in world languages In January 2019, the State Board of Education adopted revised content standards and proficiency levels for world languages The 2003 Foreign Language Framework for California Public Schools does not reflect current content standards and is scheduled to be updated in May 2020

The following policy may be revised by districts that do not maintain any of grades 7-12 to reflect any K-6 programs designed to develop student's literacy in a language other than English

In order to prepare students for global citizenship and to broaden their intercultural understanding and career opportunities, the Governing Board shall provide students with opportunities to develop communicative and cultural proficiency and literacy in one or more world languages

Note The following paragraph may be revised to reflect language courses available in the district The revised state content standards acknowledge the need for the study of a wide variety of languages, and recognize American Sign Language as a world language

The Superintendent or designee shall recommend a variety of world languages to be taught in the district's educational program based on student interest, community needs, and available resources

For any program designed to provide students with instruction in a language other than English to a degree sufficient to produce proficiency in that language, the Superintendent or designee shall establish a process for schools to receive and respond to input from parents/guardians and other stakeholders regarding the non-English language in which instruction will be provided. (5 CCR 11300, 11312)

If American Sign Language courses are offered, they shall be open to all students regardless of hearing status.

Note Education Code 51228 requires districts to offer students in grades 7-12 a course of study that fulfills the requirements and prerequisites for admission to California colleges and universities, see BP 6143 - Courses of Study Admissions criteria for California State University and University of California include two years of coursework in one language other than English that has been approved by the University of California "Frequently Asked Questions" in the University of California's A-G Policy Resource Guide, available on its web site, clarify that American Sign Language may be used to fulfill the requirement The following paragraph may be revised by districts that do not maintain any of grades 7-12

WORLD LANGUAGE INSTRUCTION (continued)

The district shall offer a sequential curriculum aligned with the state content standards, state curriculum framework, and, as applicable, California university admission requirements for languages other than English

(cf 6011 - Academic Standards)

(cf 6141 - Curriculum Development and Evaluation)

Instruction in world languages shall be offered to secondary school students beginning no later than grade 7 and shall be designed to develop students' skills in understanding, speaking, reading, and writing the language (Education Code 51220)

(cf 6143 - Courses of Study)

Note The following **optional** paragraph is for use by districts that choose to offer a dual-language immersion program and may be revised to reflect district practice. The Center for Applied Linguistics notes that dual-language immersion programs are often focused on the primary grades and that such programs may continue for five years but optimally throughout grades K-12. Also see the accompanying administrative regulation.

For further information and recommendations regarding dual-language immersion programs, see CSBA's governance brief [English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs](#).

The district may establish 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 (Education Code 305-306)

(cf 6174 - Education for English Learners)

Note Pursuant to Education Code 60119, as a condition of receiving funds for instructional materials from any state source, the Governing Board is required to hold a public hearing to determine, through a resolution, whether each student in the district has sufficient textbooks and/or instructional materials in specified subjects, including world language, that are aligned to the state content standards or curriculum framework; see BP 6161 1 - Selection and Evaluation of Instructional Materials

The Board shall ensure that students have access to high-quality instructional materials in world languages. In accordance with Board policy, teachers shall be encouraged to identify and use supplemental resources, such as literature, technology, newspapers and other media, dictionaries, and volunteers from the community to enhance the world language instructional program

(cf 1240 - Volunteer Assistance)

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

(cf 6161 11 - Supplementary Instructional Materials)

(cf 6163 1- Library Media Centers)

WORLD LANGUAGE INSTRUCTION (continued)

The Superintendent or designee shall provide professional development as necessary to ensure that teachers of world languages have the knowledge and skills they need to implement an effective instructional program that helps students attain academic standards, including communicative and cultural proficiency and understanding.

(cf 4131 - Staff Development)

Note The following **optional** paragraph is for use by districts that maintain one or more high schools. Education Code 51225.3 requires high school students to complete a one-year course in either world language, which includes American Sign Language, or visual and performing arts as a condition of high school graduation, see BP 6146.1 - High School Graduation Requirements. Pursuant to Education Code 51243-51245 and 5 CCR 1632, world language instruction completed in a private school must be granted credit toward high school graduation provided that the instruction meets specified standards and conditions, see BP/AR 6146.11 - Alternative Credits Toward Graduation.

Students shall obtain credit toward high school graduation requirements for completing one year of a world language or American Sign Language course during grades 9-12.

(cf 6146.1 - High School Graduation Requirements)

(cf 6146.11 - Alternative Credits Toward Graduation)

Note A number of districts have chosen to present a biliteracy award upon high school graduation to students who demonstrate a high level of proficiency in speaking, reading, and writing skills in one or more languages in addition to English. The California Spanish Assessment, which is part of the California Assessment of Student Performance and Progress, can be used to measure a student's competency in the Spanish language and is suitable for assessing qualifications for the State Seal of Biliteracy. See the California Department of Education's [California Spanish Assessment Fact Sheet](#). Also see BP/AR 5126 - Awards for Achievement.

The district shall determine appropriate measures to assess student proficiency in world languages offered by district schools. Students who have attained a high level of proficiency may receive recognition for their achievement, including the State Seal of Biliteracy for students graduating from high school.

(cf 5126 - Awards for Achievement)

Note The following **optional** paragraph should be revised to reflect indicators agreed upon by the Board and Superintendent for evaluating the district's world languages instructional program.

The Superintendent or designee shall provide periodic reports to the Board regarding the effectiveness of the district's world language program which may include, but not be limited to, whether the district's world language program is serving the grade levels required by law, a description of the district's curriculum and the extent to which it is aligned with the state's content standards and curriculum framework, student achievement of district standards for

WORLD LANGUAGE INSTRUCTION (continued)

world language instruction, and student participation rates in each language course. Program evaluation shall be used to identify needed improvements and may be considered in determining the world languages to be taught in the district.

(cf 0500 - Accountability)

(cf 6190 - Evaluation of the Instructional Program)

Legal Reference

EDUCATION CODE

300-310 Education for English learners

42238 02 Local control funding formula, class size requirements

44253 1-44253 11 Qualifications of teachers of English learners

44256-44257 Credential requirements, including teachers of world language

48980 Parental notifications

51212 Legislative intent to encourage world language instruction in grades 1-6

51220 Courses of study, grades 7-12

51225 3 High school graduation requirements

51243-51245 Alternative credits toward graduation for world language instruction in private school

60119 Public hearings, instructional materials

60605 3 Content standards for world language instruction

60605 5 Revision of state standards for world language instruction

CODE OF REGULATIONS, TITLE 5

1632 Alternative credits toward graduation for foreign language instruction in private school

11300-11316 Multilingual and English learner education

Management Resources

CSBA PUBLICATIONS

Proposition 58 Regulations, Fact Sheet, August 2018

English Learners in Focus: The English Learner Roadmap: Providing Direction for English Learner Success, Governance Brief, February 2018

English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs, Governance Brief, September 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Multilingual FAQ

World Languages Framework for California Public Schools, Kindergarten Through Grade Twelve

California Spanish Assessment Fact Sheet, March 2019

World Languages Standards for California Public Schools, Kindergarten Through Grade Twelve, January 2019

California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, 2017

CENTER FOR APPLIED LINGUISTICS PUBLICATIONS

Guiding Principles for Dual Language Education, Second Edition, 2007

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-622: Serving English Learners

WORLD LANGUAGE INSTRUCTION (continued)

Management Resources (continued)

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

21st Century Skills Map World Languages, January 2011

UNIVERSITY OF CALIFORNIA PUBLICATIONS

A-G Policy Resource Guide

WEB SITES

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

American Council on the Teaching of Foreign Languages <http://www.actfl.org>

California Association for Bilingual Education <http://www.gocabe.org>

California Department of Education, World Languages <http://www.cde.ca.gov/ci/lp>

California Language Teachers' Association <http://www.clta.net>

California World Language Project <http://www.stanford.edu/group/CFLP>

Center for Applied Linguistics <http://www.cal.org>

National Education Association, Partnership for 21st Century Skills

<http://www.nea.org/home/34888.htm>

University of California, A-G Policy Resource Guide <http://www.uop.edu/agguide>

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(3/09 3/17) 7/19

CSBA Sample Administrative Regulation

Instruction

AR 6142 2(a)

WORLD LANGUAGE INSTRUCTION

Content of Instruction

Note Items #1-3 below reflect the three categories of content standards for world languages adopted by the State Board of Education in January 2019. Within each category, the state standards describe four proficiency levels. The revised content standards also address information literacy, technology literacy, media literacy, and emotional literacy as outlined in the National Education Association's 21st Century Skills Map.

The district may revise the following list to reflect topics addressed in the district's world language program.

The district's instructional program for world languages shall be designed to help students gain knowledge about language systems, develop a cultural understanding, and use that knowledge to communicate. Students shall receive instruction which is aligned with state academic standards appropriate to their age and stage of linguistic and cultural proficiency in the following categories:

1. **Communication** Students shall be taught to effectively convey and receive messages by engaging in or interpreting written, spoken, and/or signed languages, including:
 - a. Language functions, which describe the purposes to which language is used in culturally appropriate real-world communication
 - b. The setting in which the language is used, which includes using language both within and beyond the classroom to interact in local communities and abroad
 - c. The structures used to convey meaning
2. **Cultures** Students shall receive instruction that allows them to interact, with competence and understanding, with those who are native to the language in a variety of real-world settings

(cf. 6142 94 - History-Social Science Instruction)

3. **Connections** Students shall receive instruction that builds, reinforces, and expands their knowledge of other disciplines using the language to develop critical thinking and problem-solving skills, and to access and evaluate information and diverse perspectives readily or only available through the language and its cultures, in order to function in real-world, academic and career-related settings

(cf. 6011 - Academic Standards)

WORLD LANGUAGE INSTRUCTION (continued)**Dual-Language Immersion Programs**

Note The following **optional** section is for use by districts that choose to establish a dual-language immersion program integrating native English speakers and English learners in a class that is taught in both English and a second language, see the accompanying Board policy

Items #1-2 below reflect program models described on the California Department of Education's (CDE) web site and may be revised to reflect district practice

The district's dual-language immersion programs may be based on either or both of the following models:

1. A 50.50 model in which instruction is provided in the non-English target language for 50 percent of the time and in English for 50 percent of the time, throughout the duration of the program
2. A 90 10 model in which instruction is provided in the non-English target language for 90 percent of the time and in English for 10 percent of the time during the first year of the program, decreasing the percentage of time in the non-English language in each subsequent year until there is a 50-50 balance of languages

(cf 6174 - Education for English Learners)

Native English speakers shall generally be admitted into the program only during the first grade level at which the program is offered, and English learners during the first or second grade level at which the program is offered. Bilingual students may enter the program at any time. On a case-by-case basis, the Superintendent or designee may admit a student later in the program if it is determined that the student is adequately prepared for and will benefit from the program.

Note The following paragraph reflects the recommendation of CDE in its "Multilingual FAQ," available on its web site, and may be revised to reflect district practice

In enrolling students for the program, the district shall strive to maintain a ratio of half native English speakers and half English learners, and such ratio shall not fall below one-third for either language group except under exceptional circumstances.

Note The following paragraph may be deleted by districts that do not offer a dual-language immersion program in any of grades K-3

Any dual-language immersion program offered in grades K-3 shall comply with class size requirements specified in Education Code 42238.02 (Education Code 310)

(cf 6151 - Class Size)

WORLD LANGUAGE INSTRUCTION (continued)

Note Teachers in a class serving one or more English learners are required to possess the qualifications described in Education Code 44253 1-44253 11 and CTC leaflet CL-622, Serving English Learners Also see AR 4112 22 - Staff Teaching English Learners

Whenever one or more English learners are enrolled in a dual-language immersion classroom, the class shall be taught by a teacher who possesses the appropriate authorization issued by the Commission on Teacher Credentialing

(cf 4112 22 - Staff Teaching English Learners)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the district's dual-language immersion program and other language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program (Education Code 31140)

(cf 5145 6 - Parental Notifications)

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 students enrolled in the school to establish a language acquisition program other than, or in addition to, programs available at the school When the request is for a dual-language immersion program, requests from parents/guardians of enrolled students who are native speakers of English shall be considered along with requests from parents/guardians of English learners in determining whether the threshold has been met to require district response See AR 6174 - Education for English Learners

If a school does not currently offer a dual-language immersion program but the parents/guardians of 30 or more students at the school, or 20 or more students at the same grade level, request the establishment of such a program, the district shall determine whether it is possible to offer such a program in accordance with 5 CCR 11311.

(3/09 3/17) 7/19

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									528	528	0
West									416	415	1
Total District									944	943	+1
CCCS									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 09/30/2019

Bank Account COUNTY - County

Number of Payments	1
Number of Checks	1
Number of ACH Advice	0
Number of vCard Advice	0
Total Check/Advice Amount	\$474,596 44
Total Unpaid Sales Tax	\$ 00
Total Expense Amount	\$474,596 44
<hr/>	
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 -	
<hr/>	
***** ITEMS OF INTEREST *****	
* Number of payments to a different vendor	
! Number of Prepaid payments	
@ Number of Liability payments	
& Number of Employee Also Vendors	
? denotes check name different than payment name	
F denotes Final Payment	

Laura L Merrick
9/30/19

Report Totals - Payment Count 1 Check Count 1 ACH Count 0 vCard Count 0 Total Check/Advice Amount 474,596 44

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 019163, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

Scheduled 09/30/2019

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	09/30/19		NORTH MINI-CAMPUS	PROGRESS BILLING 3	09/30/19	Audit		474,596 44		474,596 44
		2020 (004841)	40-000-0000-0000-6210-0000-8500-000-							

Total Invoice Amount 474,596 44 Check

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
40	474,596 44	445,216 26	29,380 18-

40 - 6210 - 8500 (004841)

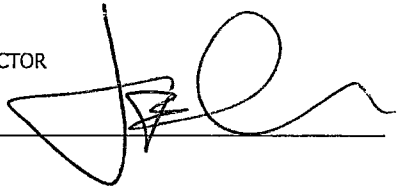
Progress Billing #3

PAYMENT APPLICATION

<p>TO. COTTONWOOD UNION ELEM SCHOOL DIST 20512 WEST FIRST STREET COTTONWOOD CA 96022</p>	<p>PROJECT NAME AND LOCATION: NORTH COTTONWOOD KINDER/TK CAMPUS APBP 19920 GAS POINT ROAD COTTONWOOD CA 96022</p>	<p>APPLICATION # 3 PERIOD THRU. 09/30/2019 Owner Project #: 02-117645 DATE OF CONTRACT: 7/3/2019</p>	<p>Distribution to. ___ OWNER ___ ARCHITECT ___ CONTRACTOR</p>
<p>FROM. CERAMI & BROWNING CONST, INC 4475 TENAYA COURT, SUITE A REDDING CA 96003</p>	<p>ARCHITECT: SEMINGSON ARCHITECTS</p>		

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)		1,178,349 01
5. RETAINAGE:		
A 5% Of Completed Work (Columns D+ E on Continuation Page)	58,917.46	
B 0% of Material Stored (Column F on Continuation Page)	0 00	
Total Retainage (Line 5a + 5b or Column I on Continuation Page)		58,917 46
6. TOTAL COMPLETED AND STORED LESS RETAINAGE: (Line 4 minus Line 5 Total)		1,119,431 55
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT:		644,835 11
8. CURRENT PAYMENT DUE.		474,596 44
9. BALANCE TO FINISH: Line 3 - Line 6	1,594,418 69	
SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	0.00	-137499 46
Total approved this month	6749 70	0 00
TOTALS	6749.70	-137499 46
NET CHANGES	130,749 76-	

Contractor's signature below CERAMI & BROWNING CONST, INC

By  Date 9/24/19

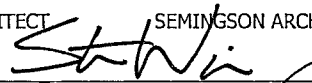
State of _____
County of _____
Subscribed and sworn to before me this _____ day of _____
Notary Public
My Commission Expires _____

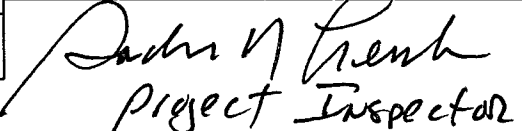
ARCHITECT'S CERTIFICATION

Architect's signature below

CERTIFIED AMOUNT 474,596 44

ARCHITECT SEMINGSON ARCHITECTS

By  Date 9/25/19

 Project Inspector

PAYMENT APPLICATION DETAILS

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

Application Number: 3
 For Period Ending: 09/30/2019

A	B	C	D		E	F	G		H	I
			From Previous Application	This Period Value			Completed and Stored To Date	Total %		
Item Number - Description		Scheduled Value	From Previous Application	This Period Value	Materials Presently Stored	Completed and Stored To Date	Total %	Balance To Finish	Retainage Value	
01000	GENERAL CONDITIONS	356,433 45	78452 82	47,333 08	0 00	125785 90	35 29	230,647 55	6,289 29	
01010	JOB SITE SUPERVISION	144,000 00	21600 00	28,800 00	0 00	50400 00	35 00	93,600 00	2,520 00	
01050	BONDS AND INSURANCE	54,472 70	54472 70	0 00	0 00	54472 70	100 00	0 00	2,723 64	
02000	SITE WORK	319,042 50	276593 63	16,448 25	0 00	293041 88	91 85	26,000 62	14,652 10	
02020	UNDERGROUND UTILITIES	300,715 80	53198 90	52,896 40	0 00	106095 30	35 28	194,620 50	5,304 77	
02035	AC PAVING AND BASE	69,006 42	0 00	60,035 59	0 00	60035 59	87 00	8,970 83	3,001 78	
02045	LANDSCAPE AND IRRIGATION	49,140 00	2457 00	449 92	0 00	2906 92	5 92	46,233 08	145 35	
03000	CONCRETE	336,000 00	224477 61	39,591 80	0 00	264069 41	78 59	71,930 59	13,203 47	
06000	CARPENTRY	285,075 00	4725 00	224,280 00	0 00	229005 00	80 33	56,070 00	11,450 25	
06020	CASEWORK	13,078 80	0 00	0 00	0 00	0 00	0 00	13,078 80	0 00	
07000	THERMAL INSULATION	36,256 50	0 00	0 00	0 00	0 00	0 00	36,256 50	0 00	
07010	METAL ROOFING	98,779 80	0 00	11,853 58	0 00	11853 58	12 00	86,926 22	592 68	
07015	WELDED DOWNSPOUTS	14,395 50	0 00	0 00	0 00	0 00	0 00	14,395 50	0 00	
07040	SHEET METAL AND FLASHING	1,732 50	0 00	0 00	0 00	0 00	0 00	1,732 50	0 00	
07050	SHEET METAL AND FLASHING	866 25	0 00	0 00	0 00	0 00	0 00	866 25	0 00	
08000	DOORS AND FINISH HARDWARE	39,438 00	0 00	7,887 60	0 00	7887 60	20 00	31,550 40	394 38	
08005	WINDOWS	15,838 63	0 00	9,503 18	0 00	9503 18	60 00	6,335 45	475 16	

PAYMENT APPLICATION DETAILS

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

Application Number: 3
 For Period Ending 09/30/2019

A	B	C	D	E	F	G		H	I
Item Number - Description		Scheduled Value	Work Completed		Materials Presently Stored	Completed and Stored To Date	Total %	Balance To Finish	Retainage Value
			From Previous Application	This Period Value					
09000	PLASTER WALLS AND SOFFITS	112,455 00	0 00	0 00	0 00	0 00	0 00	112,455 00	0 00
09010	DRYWALL AND TACKBOARD	48,032 25	0 00	0 00	0 00	0 00	0 00	48,032 25	0 00
09020	CERAMIC TILE	14,337 75	0 00	0 00	0 00	0 00	0 00	14,337 75	0 00
09030	ACOUSTICAL CEILING	23,793 00	0 00	0 00	0 00	0 00	0 00	23,793 00	0 00
09040	FLOORING	13,885 20	0 00	0 00	0 00	0 00	0 00	13,885 20	0 00
09050	PAINTING	19,099 50	0 00	0 00	0 00	0 00	0 00	19,099 50	0 00
10000	SPECIALTIES	13,896 75	0 00	0 00	0 00	0 00	0 00	13,896 75	0 00
15000	PLUMBING	78,750 00	21000 26	9,134 22	0 00	30134 48	38 27	48,615 52	1,506 72
15010	FIRE SPRINKLERS	26,059 95	0 00	21,315 21	0 00	21315 21	81 79	4,744 74	1,065 76
15100	HVAC	78,666 00	0 00	15,733 20	0 00	15733 20	20 00	62,932 80	786 66
16000	ELECTRICAL AND FIRE ALARM	281,352 75	13928 25	5,969 25	0 00	19897 50	7 07	261,455 25	994 87
CCO1	COR#1 VALUE ENGINEERING CREDIT	128,805 86-	-72132 36	56,673 50-	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	0 00	5,017 42	0 00	5017 42	89 11	612 94	250 88
TOTAL		2,713,850 24	678,773 81	499,575 20	0 00	1178349 01	43 42	1,535,501 23	58,917 46

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

USE THIS FORM STARTING JULY 1, 2012

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

Identifying Information

Name of Claimant CERAMI & BROWNING CONST. INC

Name of Customer COTTONWOOD UNION ELEM. SCHOOL DIST

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

Owner

Through Date September 30, 2019

Conditional Waiver and Release

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

Maker of Check COTTONWOOD UNION ELEM. SCHOOL DIST

Amount of Check \$ 474,596.44

Check Payable to CERAMI & BROWNING CONST. INC

Exceptions

This document does not affect any of the following:

- (1) Retentions
- (2) Extras for which the claimant has not received payment
- (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment

Date(s) of waiver and release _____

Amount(s) of unpaid progress payments(s) \$ _____

- (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment

Signature

Claimant's Signature 

Claimant's Title CEO

Date of Signature. 9/24/19

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Cottonwood Union School District

School Year: 19/20

Person completing this form Becky Bragg

Title: Admin Assistant

Quarterly Report Submission Date

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

Date information will be reported publicly at governing board meeting.

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		



 Signature of District Superintendent

Doug Geren

 Printed Name of District Superintendent

10/01/2019

 Date

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



Welcome,
Cottonwood Union
Elementary!

Home

Optional Narrative

Help Desk

Logout

Priorities

Priority 1 ✓

Priority 2 ✓

Priority 3 ✓

Priority 6 ✓

Priority 7 ✓

Self-Reflection Tool (Priority 1) – Appropriately Assigned Teachers, Access to Curriculum- Aligned Instructional Materials, and Safe, Clean and Functional School Facilities

This is the submission form for the local educational agency (school district, charter school, and county office of education) to complete on the local performance indicator for appropriately assigned teachers, access to curriculum-aligned instructional materials, and safe, clean and functional school facilities (Priority 1).

Standard: Local educational agency annually measures its progress in meeting the Williams settlement requirements at 100% at all of its school sites, as applicable, and promptly addresses any complaints or other deficiencies identified throughout the academic year, as applicable, and provides information annually on progress meeting this standard to its local governing board and to stakeholders and the public through the California School Dashboard (Dashboard).

Instructions: Local educational agency uses locally available information, including data currently reported through the School Accountability Report Card, and determines whether it report the results to its local governing board and through the self-reflection tool below. In the future, this information will be auto-populated within the Dashboard for local educational agencies that use the California Department of Education's School Accountability Report Card template. Currently, all local educational agencies will need to provide the following information:

All fields marked with an asterisk (*) are required

Number/percentage of misassignments of teachers of English learners, total teacher misassignments, and vacant teacher positions: *

0

Number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home: *

0

Number of identified instances where facilities do not meet the "good repair" standard (including deficiencies and extreme deficiencies): *

0

Criteria:

***Optional:* Provide any additional information that the local educational agency believes is relevant to understanding its progress on meeting the requirements for appropriately assigned teachers, access to curriculum-aligned instructional materials, and safe, clean and functional school facilities.**

Text limit is 1500 characters

Date taken to local governing board:

*

03/19/2019

Submit Responses

Clear Submission

Questions lcff@cde.ca.gov (<mailto:lcff@cde.ca.gov>)

California Department of Education
1430 N Street
Sacramento, CA 95814



Welcome,
Cottonwood Union
Elementary!

Home

Optional Narrative

Help Desk

Logout

Priorities

Priority 1 ✓

Priority 2 ✓

Priority 3 ✓

Priority 6 ✓

Priority 7 ✓

Self-Reflection Tool (Priority 2) – Implementation of State Academic Standards

This is the submission form for the local educational agency (school district, charter school, and county office of education) to complete on the local performance indicator for the implementation of state academic standards (Priority 2).

Standard: Local educational agency annually measures its progress implementing state academic standards and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the California School Dashboard (Dashboard)

Instructions Local educational agency measures its progress using one of the self-reflective tools below and reports the results to its local governing board at a regularly scheduled meeting and through the Dashboard.

Local educational agencies may provide a narrative summary of their progress in the implementation of state academic standards based on locally selected measures or tools (Option 1). Alternatively, local educational agencies may complete the optional reflection tool (Option 2).

All fields marked with an asterisk (*) are required

Option 1: Narrative Summary

In the narrative box, identify the locally selected measures or tools that the local educational agency is using to track its progress in implementing the state academic standards adopted by the State Board of Education and briefly describe why the local educational agency chose the selected measures or tools.

Additionally, summarize the local educational agency's progress in implementing the academic standards adopted by the State Board of Education, based on the locally selected measures or tools. The adopted academic standards are:

- English Language Arts – Common Core State Standards for English Language Arts
- English Language Development (Aligned to Common Core State Standards for English Language Arts)
- Mathematics – Common Core State Standards for Mathematics
- Next Generation Science Standards
- History-Social Science
- Career Technical Education
- Health Education Content Standards
- Physical Education Model Content Standards
- Visual and Performing Arts
- World Language

Text is limited to 3000 characters

Option 2: Reflection Tool

Recently Adopted Academic Standards and/or Curriculum Frameworks

1. Rate the local educational agency's progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below.

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

English Language Arts – Common Core State Standards for English Language Arts

1 2 3 4 5

English Language Development (Aligned to English Language Arts Standards)

1 2 3 4 5

Mathematics – Common Core State Standards for Mathematics

1 2 3 4 5

Next Generation Science Standards

1 2 3 4 5

History-Social Science

1 2 3 4 5

2. Rate the local educational agency's progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below available in all classrooms where the subject is taught.

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

English Language Arts – Common Core State Standards for English Language Arts

1 2 3 4 5

English Language Development (Aligned to English Language Arts Standards)

1 2 3 4 5

Mathematics – Common Core State Standards for Mathematics

1 2 3 4 5

Next Generation Science Standards

1 2 3 4 5

History-Social Science

1 2 3 4 5

3. Rate the local educational agency's progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academic standards and/or curriculum frameworks identified below (e.g., collaborative time, focused classroom walkthroughs, teacher pairing)

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

English Language Arts – Common Core State Standards for English Language Arts

1 2 3 4 5

English Language Development (Aligned to English Language Arts Standards)

1 2 3 4 5

Mathematics – Common Core State Standards for Mathematics

1 2 3 4 5

Next Generation Science Standards

1 2 3 4 5

History-Social Science

1 2 3 4 5

Other Adopted Academic Standards

4. Rate the local educational agency's progress implementing each of the following academic standards adopted by the State Board of Education for all students.

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Career Technical Education

1 2 3 4 5

Health Education Content Standards

1 2 3 4 5

Physical Education Model Content Standards

1 2 3 4 5

Visual and Performing Arts

1 2 3 4 5

World Language

1 2 3 4 5

Support for Teachers and Administrators

Rate the LEA's success at engaging in the following activities with teachers and school administrators during the prior school year (including the summer preceding the prior school year).

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Identifying the professional learning needs of groups of teachers or staff as a whole

1 2 3 4 5

Identifying the professional learning needs of individual teachers

1 2 3 4 5

Providing support for teachers on the standards they have not yet mastered

1 2 3 4 5

Criteria:

Optional: Provide any additional information that the local educational agency believes is relevant to understanding its progress on meeting the requirements for implementation of state academic standards.

Text limit is 1500 characters

Date taken to local governing board:

*

10/15/2019

Submit Responses

Clear Submission

Questions lcff@cde.ca.gov (mailto:lcff@cde.ca.gov)

California Department of Education
1430 N Street
Sacramento, CA 95814



Welcome,
Cottonwood Union
Elementary!

Self-Reflection Tool (Priority 3) – Parent Engagement

Home

This is the submission form for the local educational agency coordinator (school district, charter school, and county office) to complete on the local performance indicator for parent engagement (Priority 3).

Optional Narrative

Help Desk

Standard The local educational agency (LEA) annually measures its progress in: (1) seeking input from parents in decision making, and (2) promoting parental participation in programs, and reports the results to its local governing board at a regularly scheduled meeting and to stakeholders and the public through the California School Dashboard (Dashboard).

Logout

Priorities

Criteria: The LEA will assess its performance on a (Met, Not Met, or Not Met for Two or More Years) scale.

Priority 1



Priority 2



Evidence: The LEA measures its progress using the self-reflection tool included in the Dashboard, and reports these results to its local governing board at a regularly scheduled meeting and through the local data selection option in the Dashboard

Priority 3



Priority 6



Priority 7



Introduction This self-reflection tool is organized into three sections. Each section includes promising practices in family engagement

- 1 Building Relationships between School Staff and Families
- 2 Building Partnerships for Student Outcomes
- 3 Seeking Input for Decision-making

LEAs use this self-reflection tool to reflect on its progress, successes, needs and areas of growth in family engagement policies, programs, and practices. This tool will enable an LEA to engage in continuous improvement and determine next steps to make improvements in the areas identified

The results of the process should be used to inform the LCAP and the development process, to assess prior year goals, actions and services as well as to plan or modify future goals, actions, and services in the LCAP

For each statement in the table below

- 1 Identify the diverse stakeholders that need to participate in the self-reflection process in order to ensure input from all groups of families, staff and students in the LEA, including families of unduplicated students and families of individuals with exceptional needs as well as families of underrepresented students.

- 2 Engage stakeholders in determining what data and information will be considered o complete the self-reflection tool LEAs should consider how the practices apply to families of all student groups, including families of unduplicated students and families of individuals with exceptional needs as well as families of underrepresented students

- 3 Based on the analysis of data, identify the number which best indicates the LEA's current stage of implementation for each practice using the following rating scale (lowest to highest):
 - 1 – Exploration and Research Phase
 - 2 – Beginning Development
 - 3 – Initial Implementation
 - 4 – Full Implementation
 - 5 – Full Implementation and Sustainability

- 4 Write a brief response to the prompts following each of the three sections.

- 5 Use the information from the self-reflection process to inform the LCAP and the LCAP development process, as well as the development of other school and district plans

All fields marked with an asterisk (*) are required

Building Relationships

1. Rate the LEA's progress in developing the capacity of staff (i.e. administrators, teachers, and classified staff) to build trusting and respectful relationships with families *

Rating Scale (lowest to highest) 1 – Exploration and Research Phase, 2 – Beginning Development, 3 – Initial Implementation, 4 – Full Implementation, 5 – Full Implementation and Sustainability

3 – Initial Implementation

2. Rate the LEA's progress in creating welcoming environments for all families in the community. *

Rating Scale (lowest to highest) 1 – Exploration and Research Phase, 2 – Beginning Development, 3 – Initial Implementation, 4 – Full Implementation, 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustainability

3. Rate the LEA's progress in supporting staff to learn about each family's strengths, cultures, languages, and goals for their children. *

Rating Scale (lowest to highest) 1 – Exploration and Research Phase, 2 – Beginning Development, 3 – Initial Implementation, 4 – Full Implementation, 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustainability

4. Rate the LEA's progress in developing multiple opportunities for the LEA and school sites to engage in 2-way communication between families and educators using language that is understandable and accessible to families. *

Rating Scale (lowest to highest) 1 – Exploration and Research Phase, 2 – Beginning Development, 3 – Initial Implementation, 4 – Full Implementation, 5 – Full Implementation and Sustainability

4 – Full Implementation

Dashboard Narrative Box

Briefly describe the LEA's current strengths and progress in this area and identify a focus area for improvement, including how the LEA will improve the engagement of underrepresented families *

Our community is a close-knit community and our staff is available inside and outside of school to discuss any areas of concern with parents. Attendance and communication are our areas of concern. We are making a concerted effort to make personal contact with parents regarding academics and attendance. We formed a communication committee this year to consider three different apps to improve our communication efforts with parents. We are trying to open up the lines of parent communication by using multiple means of communication including a Parent App, all calls, principal's monthly newsletters, emails, text messages and a Cottonwood Facebook page.

Text is limited to 3000 characters

Building Partnerships for Student Outcomes

5. Rate the LEA's progress in providing professional learning and support to teachers and principals to improve a school's capacity to partner with families. *

Rating Scale (lowest to highest) 1 – Exploration and Research Phase, 2 – Beginning Development, 3 – Initial Implementation, 4 – Full Implementation, 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustainability

6. Rate the LEA's progress in providing families with information and resources to support student learning and development in the home *

Rating Scale (lowest to highest) 1 – Exploration and Research Phase, 2 – Beginning Development, 3 – Initial Implementation, 4 – Full Implementation, 5 – Full Implementation and Sustainability

2 – Beginning Development

7. Rate the LEA's progress in implementing policies or programs for teachers to meet with families and students to discuss student progress and ways to work together to support improved student outcomes. *

Rating Scale (lowest to highest) 1 – Exploration and Research Phase, 2 – Beginning Development, 3 – Initial Implementation, 4 – Full Implementation, 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustainability

8. Rate the LEA's progress in supporting families to understand and exercise their legal rights and advocate for their own students and all students. *

Rating Scale (lowest to highest) 1 – Exploration and Research Phase, 2 – Beginning Development, 3 – Initial Implementation, 4 – Full Implementation, 5 – Full Implementation and Sustainability

4 – Full Implementation

Dashboard Narrative Box

Briefly describe the LEA's current strengths and progress in this area and identify a focus area for improvement, including how the LEA will improve the engagement of underrepresented families *

We have a parent liaison to support our English Learners, Foster Youth and Low Income students This makes a great connection to the community, parents, and schools The liaison goes out of her way to connect parents with local resources and also includes a Health Fair An area that we would like to improve is offering ways that parents can support their students with academics We currently are working on an Attendance campaign to educate the parents and students of the importance of attending school We believe that with increased attendance we will see a gain in student achievement

Text is limited to 3000 characters

Seeking Input for Decision Making

9. Rate the LEA's progress in building the capacity of and supporting principals and staff to effectively engage families in advisory groups and with decision-making. *

Rating Scale (lowest to highest) 1 – Exploration and Research Phase, 2 – Beginning Development, 3 – Initial Implementation, 4 – Full Implementation, 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustaina

10. Rate the LEA's progress in building the capacity of and supporting family members to effectively engage in advisory groups and decision-making. *

Rating Scale (lowest to highest) 1 – Exploration and Research Phase, 2 – Beginning Development, 3 – Initial Implementation, 4 – Full Implementation, 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustaina

11. Rate the LEA's progress in providing all families with opportunities to provide input on policies and programs, and implementing strategies to reach and seek input from any underrepresented groups in the school community. *

Rating Scale (lowest to highest) 1 – Exploration and Research Phase, 2 – Beginning Development, 3 – Initial Implementation, 4 – Full Implementation, 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustaina

12. Rate the LEA's progress in providing opportunities to have families, teachers, principals, and district administrators work together to plan, design, implement and evaluate family engagement activities at school and district levels. *

Rating Scale (lowest to highest) 1 – Exploration and Research Phase, 2 – Beginning Development, 3 – Initial Implementation, 4 – Full Implementation, 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustaina

Dashboard Narrative Box

Briefly describe the LEA's current strengths and progress in this area and identify a focus area for improvement, including how the LEA will improve the engagement of underrepresented families *

Principals work hard to reach out to the community and provide a parent liaison for underrepresented families

We are constantly working to improve things for our families as evidence of our communication committee, attendance committee, community involvement committees and other community events. Our Parent Club is very active and provide the "extras" for areas of need that the general budget does not support. The Parent Club and School Site Council work to improve the school climate and academics for students and staff.

Text is limited to 3000 characters

Date taken to local governing board: *

10/15/2019

Submit Responses

Clear Submission

Questions: lcff@cde.ca.gov (mailto:lcff@cde.ca.gov)

California Department of Education
1430 N Street
Sacramento, CA 95814



Welcome,
Cottonwood Union
Elementary!

Self-Reflection Tool (Priority 6) – School Climate

Home

This is the submission form for the local educational agency coordinator (school district, charter school, and county office) to complete on the local performance indicator for school climate (Priority 6).

Optional Narrative

Standard The LEA administers a local climate survey at least every other year that provides a valid measure of perceptions of school safety and connectedness, such as the California Healthy Kids Survey, to students in at least one grade within the grade span(s) that the LEA serves (e.g., K–5, 6–8, 9–12), and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the California School Dashboard.

Help Desk

Logout

Priorities

Priority 1



Evidence: The LEA administers a survey, as specified, and reports the results to its local governing board and through the local data selection option in the Dashboard.

Priority 2



Priority 3



Local educational agencies (LEAs) will provide a narrative summary of the local administration and analysis of a local climate survey that captures a valid measure of student perceptions of school safety and connectedness in at least one grade within the grade span (e.g., K–5, 6–8, 9–12) in a text box provided in the California School Dashboard. LEAs will have an opportunity to include differences among student groups, and for surveys that provide an overall score, such as the California Healthy Kids Survey, report the overall score for all students and student groups. This summary may also include an analysis of a subset of specific items on a local survey and additional data collection tools that are particularly relevant to school conditions and climate. The following are suggested guiding questions to help frame the narrative summary

Priority 6



Priority 7



- 1 **DATA** Reflect on the key learnings from the survey results and share what the LEA learned
- 2 **MEANING** What do the disaggregated results (if applicable) of the survey and other data collection methods reveal about schools in the LEA, such as areas of strength or growth, challenges, and barriers?
- 3 **USE** What revisions, decisions, or actions has, or will, the LEA implement in response to the results for continuous improvement purposes? Why? If you have already implemented actions, did you see the results you were seeking?

Text is limited to 3000 characters

1 DATA Our results showed a need to improve communications with parents We make a concerted effort to communicate through a variety of platforms email, website, one-on-one parent conferences, Cottonwood Facebook page, auto-dial phone calls, notes home, meetings, parent conferences, and the parent liaison

2 MEANING

Areas of strength- We communicate using multiple platforms We are a tight knit community and have a strong Parent Club Parent representatives attend our School Site Council meetings and our Parent Liaison supports our most vulnerable student groups The Liaison works with families to link them to community resources and works one-on-one with our at-risk student groups

Areas for growth- chronic absenteeism and attendance rate for all schools.

Challenges/barriers-We have a significant amount of students with unexcused and excused absences which affects student achievement and our budget We have made a concerted effort to educate parents on the importance of attending school especially in prek-1st grades An Attendance Campaign has been implemented and we have targeted our chronically absent students this year so that we provide these at-risk students with the necessary supports and resources to succeed

3 USE As a result of our parent feedback and in the spirit of continuous improvement, we will implement the following actions Communication Committee, Increase Parent Engagement Activities,

Criteria:

Optional: Provide any additional information that the local educational agency believes is relevant to understanding its progress on school climate.

Text is limited to 1500 characters

Date taken to local governing board: *

10/15/2019

Submit Responses

Clear Submission

Questions lcff@cde.ca.gov (<mailto:lcff@cde.ca.gov>)

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1430 N Street
Sacramento, CA 95814



Welcome,
Cottonwood Union
Elementary!

Home

Optional Narrative

Help Desk

Logout

Priorities

Priority 1 ✓

Priority 2 ✓

Priority 3 ✓

Priority 6 ✓

Priority 7 ✓

Self-Reflection Tool (Priority 7) – Access to a Broad Course of Study

Standard: Local educational agencies (LEAs) annually measure their progress in the extent to which students have access to, and are enrolled in, a broad course of study that includes the adopted courses of study specified in the California Education Code for Grades 1-6 and Grades 7-12, as applicable, including the programs and services developed and provided to unduplicated students and individuals with exceptional needs, and report the results to their local governing board at regularly scheduled meetings of the local governing board and to stakeholders and the public through the Dashboard.

Evidence: The LEA responds to the self-reflection tools as specified and reports the results to its local governing board and through the local data selection option in the Dashboard.

Approach for Self-Reflection Tool to Use as Evidence

LEAs provide a narrative summary of the extent to which all students have access to and are enrolled in a broad course of study by addressing, at a minimum, the following four prompts:

- 1. Briefly identify the locally selected measures or tools that the LEA is using to track the extent to which all students have access to, and are enrolled in, a broad course of study, based on grade spans, unduplicated student groups, and individuals with exceptional needs served.**

The Cottonwood Union School District (CUSD) tracks progress in meeting Priority 7 standards by undertaking a review of course offerings, class schedules, and after school schedules to assess the extent to which all students have access to and are enrolled in a broad course of studies. Additionally, enrollment and participation reports identify access based upon grade spans, unduplicated student groups, and students with exceptional needs. Reports can then demonstrate access and participation in a broad course of studies for each of our schools.

Text is limited to 3000 characters

2. Using the locally selected measures or tools, summarize the extent to which all students have access to, and are enrolled in, a broad course of study. The summary should identify any differences across school sites and student groups in access to, and enrollment in, a broad course of study. LEAs may describe progress over time in the extent to which all students have access to, and are enrolled in, a broad course of study.

For the 2018-2019 year, 100% of CUSD students had full access to a broad course of studies as defined by the California Education Code 51210 and 51220(a)-(i) All CUSD students in grades TK – 8 were enrolled in a broad course of studies All elementary schools offered access in the areas identified as a broad course of studies for grades 1-6 Elementary students had access to some courses, such as visual and performing arts, both within and outside of the regular school day In addition, CUSD after school programs offered a variety of options for participation in the visual and performing arts, health and physical education All CUSD secondary students had access to a broad course of studies within their school offerings

Text is limited to 3000 characters

3. Given the results of the tool or locally selected measures, identify the barriers preventing the LEA from providing access to a broad course of study for all students.

Over time, CUSD has increased the number of options students have in selecting specific courses that meet the broad course of studies parameters We use student feedback annually to add relevant and up-to-date electives in order to keep learning engaging and meet the requirements Barriers preventing CUSD from maximizing broad course of study offerings to all students include a lack of time during the regular school day

Text is limited to 3000 characters

4. In response to the results of the tool or locally selected measures, what revisions, decisions, or new actions will the LEA implement, or has the LEA implemented, to ensure access to a broad course of study for all students?

The career and technical education course for 8th grade is implemented and sustainable As CUSD continues to assess a broad course of study for all students, additional collaboration is planned with the high school district to address common interests and needs to identify mutual resources available to both districts Regular analysis of enrollment and participation data helps to inform the district as it makes decisions on offerings and using LCFF funds to support Priority 7

Text is limited to 3000 characters

Additional information about enrollment in courses and the number of courses offered in different subjects at schools is available on the California Department of Education DataQuest web page (<https://data1.cde.ca.gov/dataquest/page2.asp?Level=District&subject=Course>)

Criteria:

Optional. Provide any additional information that the local educational agency believes is relevant to understanding its progress on the extent to which students have access to, and are enrolled in, a broad course of study.

Text is limited to 1500 characters

Date taken to local governing board: *

10/15/2019

[Submit Responses](#)

[Clear Submission](#)

Questions: lcff@cde.ca.gov (mailto:lcff@cde.ca.gov)

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