

COTTONWOOD UNION SCHOOL DISTRICT

20512 West First Street
Cottonwood, California 96022

AGENDA FOR Tuesday, October 18, 2016, 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Rules and Procedures

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

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

1.0 Call Regular Meeting to Order

2.0 Pledge of Allegiance

3.0 Approval of Agenda

4.0 Recognition (Students, Staff, Curriculum)/Curriculum Review – Star Performers- North Cottonwood Staff- “Going the Extra Distance”

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 20, 2016 (pg. 4-7)

Special Board Meeting held on September 27, 2016 (pg. 8)

Special Board Meeting held on October 5, 2016 (pg. 9)

6.1.2 Accept Letter of Resignation from Kim Brogan- Instructional Aide (pg. 10)

6.1 Approval of Consent Agenda

7.0 Discussion/Action Items:

7.1 Consider approval of the Commercial Warrants. (pg. 11-35)

7.2 First Reading: Board Policies/ Administrative Regulations (pg. 36-128)

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

8.0 Informational Items:

- 8.1 CTA Report
- 8.2 Superintendent's Report -
LCAP Updates
7-11 Committee
- 8.3 Principal's Reports
 - 8.3.1 District Priority: North Cottonwood School
Presented by: Don Ray, Principal,
Allison Brogoitti and Teresa Madison, Instructional Coaches

9.0 Information/Communication Items.

- 9.1 Enrollment Report (pg. 129)
- 9.2 Shasta County Pooled Investment Report for August, 2016. (pg. 130-131)
- 9.3 Quarterly Report on Williams Uniform Complaints (July- September 2016) (pg. 132)
- 9.4 Letter from De'An Chambless, SCOE regarding Unaudited Actuals (pg. 133-134)

10.0 Governing Board Discussion and Suggested Agenda Items.

11.0 Future Meetings:

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

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

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

Public Notice of Action Taken in Closed Session

13.0 Adjournment

AMERICAN WITH DISABILITIES ACT NOTICE

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

DOCUMENT AVAILABILITY

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

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

To review and/or print a board packet:

Go to www.cwusd.com

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

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

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

Cottonwood Union School District

**20512 W. First Street
Cottonwood, CA 96022**

MINUTES for Tuesday, September 20, 2016, 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Members Present: Mr. Iles, Mr. Kohler, Mrs. Cordova, Mr. Vazquez, Mrs. Semingson (arrived at 7:05 p.m.)
Members Absent: None
Others Present: Superintendent Dr. David Alexander
Principals: Doug Geren, Don Ray
Laura Merrick, Business Manager
Becky Bragg, Administrative Assistant
Staff: Five staff members were present along with approximately fifty community members

- 1.0 **Call Regular Meeting to Order-** Mr. Vazquez called regular meeting to order at 6:30 p.m.
- 2.0 **Pledge of Allegiance** led by Mr. Vazquez.
- 3.0 **Approval of Agenda**
ACTION: Mrs. Kohler moved, seconded by Mrs. Cordova, to approve the agenda as presented.
VOTE: Unanimous in favor
- 4.0 **Recognition (Students, Staff)/Curriculum Review –**
Star Performers – North Cottonwood – seventeen students recognized
Staff- “Going the Extra Distance”- Mrs. White, Ms. Andrews, Mrs. Hill, and Mr. Ray were recognized
- 5.0 **Public Forum/Hearing of Persons Wishing to Address the Board –**
None at this time
- 6.0 **Consent Agenda**
 - 6.1 **Review of Consent Agenda**
 - 6.1.1 **Approval of Board Meeting Minutes for:**
Regular Board Meeting held on August 16, 2016
Special Board Meeting held on August 30, 2016
 - 6.1.2 **Approval to Hire**
Kristi Shriner- Instructional Aide
Megan Boyle- Instructional Aide
 - 6.2 **Approval of Consent Agenda**
ACTION: Mrs. Cordova moved, seconded by Mr. Kohler, to approve the agenda as presented.
VOTE: Unanimous in favor

7.0 Discussion/Action Items:

- 7.1 Consider approval of the Crowley Gulch Restoration Project: Reach #3 and #4 funding for \$7,800 and Reach #5 funding for \$8,250 for a total of \$16,050.**
ACTION: Mr. Kohler moved, seconded by Mrs. Cordova, to approve the Crowley Gulch Restoration Project: Reach #3 and #4 funding for \$7,800 and Reach #5 funding for \$8,250 for a total of \$16,050
VOTE: Unanimous in favor
- 7.2 Consider approval of the Commercial Warrants.**
ACTION: Mr. Kohler moved, seconded by Mr. Iles, to approve the Commercial Warrants.
VOTE: Unanimous in favor
- 7.3 Consider approval of funding for E-Rate Year 19 Category 2 (Internal Connections) for Service Provider- Advantel.-** Brian Moore presented on E-Rate
ACTION: Mrs. Cordova moved, seconded by Mr. Iles, to approve of funding for E-Rate Year 19 Category 2 (Internal Connections) for Service Provider- Advantel
VOTE: Unanimous in favor
- 7.4 Public Hearing-** persons wishing to address the Board regarding sufficient/ insufficient pupil textbooks/ instructional materials. Consider adoption of **Resolution #2016-8**, 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: Mr. Kohler moved, seconded by Mrs. Cordova, to approve Resolution #2016-8
VOTE: Unanimous in favor
- 7.5 Consider certification of the 2015/2016 Unaudited Actuals.**
Mrs. Merrick shared the major changes in revenues and expenditures from second interim.
ACTION: Mrs. Cordova moved, seconded by Mr. Kohler, to certify receipt of the 2015-2016 Unaudited Actuals
VOTE: Unanimous in favor
- 7.6 Consider Approval of Resolution #2016-9 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 "The Gann Limit Calculation- 2016" to help explain the Gann Limit)
ACTION: Mr. Kohler moved, seconded by Mrs. Semingson, to approve Resolution #2016-9 fixing the Appropriations Limit
VOTE: Unanimous in favor
- 7.7 Consider approval of Resolution #2016-10, Appointment in Lieu of Election**
ACTION: Mr. Kohler moved, seconded by Mrs. Cordova, to approve Resolution #2016-10, Appointment in Lieu of Election
VOTE: Unanimous in favor

- 7.8 **Consider approval of Resolution #2016-11, Regarding Reduction or Elimination of Classified Services (Layoff or reduction in Days/Hours of Employment of Classified Employees)**

ACTION: Mrs. Semingson moved, seconded by Mr. Kohler, to approve Resolution #2016-11, Regarding Reduction or Elimination of Classified Services

VOTE: Unanimous in favor

- 7.9 **Consider approval of the School Bus Driver Training Agreement**

ACTION: Mrs. Semingson moved, seconded by Mr. Iles, to the School Bus Driver Training Agreement

VOTE: Unanimous in favor

8.0 Informational Items:

- 8.1 **CTA Report-**Ms. Andrews shared that she has heard great things about the summer PLCs, school is off to a great start, and the teachers appreciated a mid-week start date as it made the transition back to school easier for kids. She also shared that the teachers voted this week to approve the new CTA contract with the new evaluation process.

- 8.2 **Superintendent's Report-** Dr. Alexander presented the Annual State of the District and reviewed data and goals. He also presented the board with an Enrollment and Attendance reports.

- 8.3 **Principal's Reports-**

Mr. Ray shared that the teachers at North recently had training with the data management system EADMS and will start discussing how to improve test scores tomorrow. The North students had a successful Jump a Hoop Dance-a-Thon as well as the Ice Cream Social with over 250 community members attending. In the library the Win Den Student Store is open, the STAR party will be held this Friday at the West Cottonwood Pool. The new Buddy Bench, donated by Dignity Health, will be arriving tomorrow!

Mr. Geren shared that the school year is off to a great start with electives and sports going great as well. iReady is in place for intervention and tutoring is taking place. Chrome books are being distributed to kids this week. Fifth graders are going to the State Capitol this year which hasn't been able to happen in years!

9.0 Information/Communication Items:

None

10.0 Governing Board Discussion and Suggested Agenda Items

The Board requested an update on the 7-11 Committee.

11.0 Future Meetings:

- 11.1 Regular Board Meeting, Tuesday, October 18, 2016, 6:30 p.m. in the West Cottonwood School Library, 20512 W. First Street, Cottonwood, CA 96022.

12.0 Closed Session: Adjournment to Closed Session at 8:20 p.m. to consider and/or take action upon the following items:

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

Public Notice of Action Taken in Closed Session-

The board reconvened to Open Session at 8:54 p.m. and Mr. Vazquez announced no action had been taken during closed session.

13.0 Adjournment- the meeting adjourned at 8:55 p.m.

Judy Semingson, President

Tom Vazquez, Clerk

Matt Iles, Member

Greald Kohler, Member

Kimberly Cordova, Member

Cottonwood Union School District
20512 W. First Street
Cottonwood, CA 96022

SPECIAL BOARD MEETING
MINUTES for Tuesday, SEPTEMBER 27, 2016, 3:00 P.M.
In the West Cottonwood School Library

Members Present: Mrs. Cordova, Mr. Kohler, Mrs. Semingson
Members Absent: Mr. Iles, Mr. Vazquez
Others Present: David Alexander, Superintendent
Tom Gauthier, Attorney at Law
Roman Munoz, Attorney at Law
Jill Loftus

- 1.0 **Call Meeting to Order** – Mrs. Semingson called the special meeting to order at 3:10 p.m.
2.0 **Pledge of Allegiance** – Mrs. Semingson led the flag salute.
3.0 **Public Forum/Hearing of Persons Wishing to Address the Board** – None at this time.
4.0 **Closed Session**

4.1 Public Employee Discipline/Dismissal/Release- Govt. Code Section 54957

Public Notice of Action Taken in Closed Session

The board reconvened in Open Session and Mrs. Semingson announced that no action had been taken during the closed session.

- 4.0 **Adjournment** – the meeting adjourned at 9:00 p.m.

Judy Semingson, President

Tom Vazquez, Clerk

Matt Iles, Member

Gerald Kohler, Member

Kimberly Cordova, Member

Cottonwood Union School District
20512 W. First Street
Cottonwood, CA 96022

SPECIAL BOARD MEETING
MINUTES for Wednesday, OCTOBER 5, 2016, 6:00 P.M.
In the West Cottonwood School Library

Members Present: Mrs. Cordova, Mr. Iles, Mr. Kohler, Mrs. Semingson, Mr. Vazquez
Members Absent: None
Others Present: None

- 1.0 **Call Meeting to Order** – Mrs. Semingson called the special meeting to order at 6:06 p.m.
- 2.0 **Pledge of Allegiance** – Mrs. Semingson led the flag salute.
- 3.0 **Public Forum/Hearing of Persons Wishing to Address the Board** – None at this time.
- 4.0 **Closed Session**
 - 4.1 Public Employee Discipline/Dismissal/Release- Govt. Code Section 54957
 - 4.2 Pursuant to Government Code Section 54957,
Public Employee Performance Evaluation- Superintendent

The board came out of Closed Session at 8:15 p.m.
Public Notice of Action Taken in Closed Session
Mrs. Semingson made the following announcement:

- 4.1 During the closed session the Board of Trustees voted to dismiss employee 480061 from employment by the following vote: Motion by Mr. Kohler, second by Mrs. Cordova, and unanimously passed by a vote of 3-0 with Mr. Iles and Mr. Vazquez abstaining from the vote.

- 4.0 **Adjournment** – the meeting adjourned at 8:16 p.m.

Judy Semingson, President

Tom Vazquez, Clerk

Matt Iles, Member

Gerald Kohler, Member

Kimberly Cordova, Member

October 2, 2016

Dear Mrs. Wright and Mr. Geren,

Due to illness, I need to resign from my Instructional Aide position with Cottonwood Union School District. My last day will be Friday, October 14, 2016 unless you think another date is better. I have greatly enjoyed my time with West Cottonwood Junior High and appreciate working here. Thank you for employing me and making it such a great experience.

Sincerely,


Kim Brogan

Scheduled 10/10/2016 - 10/13/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			ALBERT WHITMAN & COMPANY (000724/1) 250 SOUTH NORTHWEST HIGHWAY, SUITE 320 PARK RIDGE, IL 60068							
FP	2016/17	08/05/16	R4817-00095	4TH INTERVENTION	358340	10/11/16	Audit	78.69	5.90	84.59
			2017 (001188)	01-050-1100-0000-4310-1110-1000-100-			84.59			
	Check #			BatchId		Check Date		PO# P4817-00095	Register #	
Total Invoice Amount								78.69		
AP Vendor			AMAZON/ SYNCB (000560/2) P.O. BOX 530958 ATLANTA, GA 30353-0958							
	2016/17	08/24/16	R4817-00125	TECH SUPPLIES	176372926840	10/11/16	Audit	35.99		35.99
			2017 (001159)	01-020-1100-2420-4310-0000-2420-100-						
	Check #			BatchId		Check Date		PO# P4817-00125	Register #	
	2016/17	08/24/16	R4817-00125	TECH SUPPLIES	200446845328	10/11/16	Audit	12.96		12.96
			2017 (001159)	01-020-1100-2420-4310-0000-2420-100-						
	Check #			BatchId		Check Date		PO# P4817-00125	Register #	
	2016/17	08/25/16	R4817-00125	TECH SUPPLIES	142344644499	10/11/16	Audit	24.57		24.57
			2017 (001159)	01-020-1100-2420-4310-0000-2420-100-						
	Check #			BatchId		Check Date		PO# P4817-00125	Register #	
FP	2016/17	08/25/16	R4817-00125	TECH SUPPLIES	142345559046	10/11/16	Audit	59.12		59.12
			2017 (001159)	01-020-1100-2420-4310-0000-2420-100-						
	Check #			BatchId		Check Date		PO# P4817-00125	Register #	
FP	2016/17	09/07/16	R4817-00138	SPEAKERS	233189161716	10/11/16	Audit	70.50		70.50
			2017 (001189)	01-050-1100-2420-4310-1110-1000-100-						
	Check #			BatchId		Check Date		PO# P4817-00138	Register #	
FP	2016/17	09/09/16	R4817-00154	HARD DRIVE	031330226904	10/11/16	Audit	85.99		85.99
			2017 (001159)	01-020-1100-2420-4310-0000-2420-100-						
	Check #			BatchId		Check Date		PO# P4817-00154	Register #	
Total Invoice Amount								289.13		
Direct Vendor			ANDERSON UNION HIGH SCHOOL DST (000085/1) 1469 FERRY ST ANDERSON, CA 96007							
	2016/17	10/03/16		TECH SERVICE	INV17-00042	10/11/16	Audit	12,855.42		12,855.42
				JULY-SEPT						
			2017 (001340)	01-020-0000-1110-5630-1110-1000-100-			6,427.71			
			2017 (001323)	01-050-0000-1110-5630-1110-1000-100-			6,427.71			

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Scheduled 10/10/2016 - 10/13/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			ANDERSON UNION HIGH SCHOOL DST (000085/1)				(continued)			
2016/17	10/04/16		SPANISH TEACHER	INV17-00052	10/11/16	Audit		2,625.24		2,625.24
			2017 (003823) 01-020-0100-0900-2915-1110-1000-000-							
Total Invoice Amount								15,480.66		
AP Vendor			ANDERSON-COTTONWOOD DISP SRVCE (000005/1) PO BOX 541065 LOS ANGELES, CA 90054-1065							
2016/17	10/01/16	R4817-00100	DISPOSAL SERVICE	1723558-0531-6	10/11/16	Audit		926.41		926.41
			2017 (002086) 01-001-0000-8240-5510-0000-8200-000-							
Check #					BatchId	Check Date		PO# P4817-00100	Register #	
2016/17	10/01/16	R4817-00100	DISPOSAL SERVICE	1723559-0531-3	10/11/16	Audit		716.40		716.40
			2017 (002086) 01-001-0000-8240-5510-0000-8200-000-							
Check #					BatchId	Check Date		PO# P4817-00100	Register #	
Total Invoice Amount								1,642.81		
AP Vendor			BOUND TO STAY BOUND BOOKS INC (000076/2) DEPT #610 PO BOX 790044 ST. LOUIS, MO 63179-0044							
2016/17	09/16/16	R4817-00149	LIBRARY BOOKS	939232	10/11/16	Audit		1,386.43		1,386.43
			2017 (001146) 01-020-1100-0180-4210-0000-2420-000-							
Check #					BatchId	Check Date		PO# P4817-00149	Register #	
Total Invoice Amount								1,386.43		
Direct Vendor			BROWN PLUMBING (000680/1) 3990 RAILROAD AVE. REDDING, CA 96001							
2016/17	09/15/16		SEWAGE LINE CLEANOUT	36333	10/11/16	Audit		818.00		818.00
			2017 (001336) 01-020-0000-8110-5630-0000-8110-100-							
Total Invoice Amount								818.00		
AP Vendor			CDW-G (000159/1) 75 REMITTANCE DR STE 1515 CHICAGO, IL 60675-1515							
FP 2016/17	09/21/16	R4817-00166	SERVER HARDDRIVES	FKV9299	10/11/16	Audit		1,247.04		1,247.04
			2017 (003887) 01-001-0000-2420-4310-0000-2420-100-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Scheduled 10/10/2016 - 10/13/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		CDW-G (000159/1)	(continued)							
	Check #			BatchId		Check Date		PO# P4817-00166	Register #	
	2016/17	09/22/16	R4817-00166	NEW SERVER AND ACCESSORIES	FKX1447	10/11/16	Audit	1,898.94		1,898.94
		2017 (003887)	01-001-0000-2420-4310-0000-2420-100-							
	Check #			BatchId		Check Date		PO# P4817-00166	Register #	
FP	2016/17	09/23/16	R4817-00165	WIRELESS ACCESS PT LICENSES	FLF3606	10/11/16	Audit	421.93		421.93
		2017 (003887)	01-001-0000-2420-4310-0000-2420-100-							
	Check #			BatchId		Check Date		PO# P4817-00165	Register #	
Total Invoice Amount								3,567.91		

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

2016/17	09/20/16		DOC STAR	854629	10/11/16	Audit	233.28		233.28
		2017 (001311)	01-001-0000-7200-5610-0000-7200-000-						
Total Invoice Amount								233.28	

Direct Vendor
COMPLIANCE ASSOCIATES INC (000176/1)
20279 ENGINEERS LANE
REDDING, CA 96002

2016/17	10/05/16		PRE EMP DRUG TEST	201254	10/11/16	Audit	140.00		140.00
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-						
Total Invoice Amount								140.00	

Direct Vendor
COTTONWOOD CREEK CHRTR SCH (000721/1)
PO BOX 1648
COTTONWOOD, CA 96022

2016/17	10/01/16		IN LIEU TAXES	OCT 16	10/11/16	Audit	28,979.00		28,979.00
		2017 (001435)	01-001-0000-0000-8096-0000-0000-000-						
Total Invoice Amount								28,979.00	

AP Vendor
COTTONWOOD CUSTOM MIRROR&GLASS (000032/1)
3660 MAIN ST STE A
COTTONWOOD, CA 96022

FP	2016/17	09/21/16	R4817-00151	REPAIR	8058	10/11/16	Audit	191.00		191.00
		2017 (001326)	01-050-0000-8110-5630-0000-8110-100-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Scheduled 10/10/2016 - 10/13/2016						Bank Account COUNTY - County				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		COTTONWOOD CUSTOM MIRROR&GLASS (000032/1) (continued)								
Check #				BatchId		Check Date		PO# P4817-00151	Register #	
Total Invoice Amount								191.00		
Direct Vendor		COTTONWOOD WATER DISTRICT (000002/1) PO BOX 2130 COTTONWOOD, CA 96022								
2016/17	09/22/16		WATER	11750060	10/11/16	Audit		3,164.07		3,164.07
2017 (001307) 01-001-0000-8260-5510-0000-8200-000-										
2016/17	09/23/16		CCCS WATER	409962	10/11/16	Audit		115.67		115.67
2017 (001309) 01-001-0000-8230-5510-0000-8200-000-										
2016/17	09/23/16		WATER CCCS	5989926	10/11/16	Audit		65.08		65.08
2017 (001309) 01-001-0000-8230-5510-0000-8200-000-										
2016/17	09/23/16		WATER SCA	5989926SCA	10/11/16	Audit		2.37		2.37
2017 (001309) 01-001-0000-8230-5510-0000-8200-000-										
Total Invoice Amount								3,347.19		
AP Vendor		CPM EDUCATIONAL PROGRAM (000588/1) 9498 LITTLE RAPIDS WAY ELK GROVE, CA 95758								
FP	2016/17	09/09/16	R4817-00134	TEXTBOOKS - MATH	1606784	10/11/16	Audit	830.74		830.74
2017 (001142) 01-020-0000-1110-4210-1110-1000-000-										
Check #				BatchId		Check Date		PO# P4817-00134	Register #	
Total Invoice Amount								830.74		
AP Vendor		CROSS PETROLEUM (000083/1) PO BOX 492200 REDDING, CA 96049-2200								
2016/17	09/15/16	R4817-00103	FUEL FOR VEHICLES	CL41536	10/11/16	Audit		1,538.99		1,538.99
						1,443.41				
						33.07				
						62.51				
Check #				BatchId		Check Date		PO# P4817-00103	Register #	
2016/17	09/30/16	R4817-00103	FUEL FOR VEHICLES	CL41807	10/11/16	Audit		1,897.85		1,897.85
						1,837.82				
						60.03				
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)										
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Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		CROSS PETROLEUM (000083/1)		(continued)						(continued)
Check #				BatchId		Check Date		PO# P4817-00103	Register #	
Total Invoice Amount								3,436.84		
Direct Vendor		DANNIS WOLIVER KELLEY (000708/1)								
		275 BATTERY STREET								
		SUITE 1150								
		SAN FRANCISCO, CA 94111								
2016/17	08/25/16		PERSONNEL	196653	10/11/16	Audit		2,385.00		2,385.00
			MATTERS							
2017 (001379) 01-001-0000-7200-5810-0000-7200-000-										
Total Invoice Amount								2,385.00		
AP Vendor		DEMCO INC (000090/1)								
		PO BOX 8048								
		MADISON, WI 53708-8048								
FP	2016/17	09/15/16	R4817-00148	LIBRARY SUPPLIES	5960439	10/11/16	Audit	112.59		112.59
2017 (001186) 01-020-1100-0180-4310-0000-2420-100-										
Check #				BatchId		Check Date		PO# P4817-00148	Register #	
Total Invoice Amount								112.59		
AP Vendor		EVAN-MOOR (000243/1)								
		18 LOWER RAGSDALE DR								
		MONTEREY, CA 93940-5746								
FP	2016/17	09/30/16	R4817-00190	INSTRUCTIONAL	132518	10/11/16	Audit	37.59		37.59
				MATERIALS						
2017 (001162) 01-020-1100-0000-4310-1110-1000-100-										
Check #				BatchId		Check Date		PO# P4817-00190	Register #	
Total Invoice Amount								37.59		
AP Vendor		FASTENAL (000517/1)								
		1015 A VISTA WAY								
		RED BLUFF, CA 96080								
FP	2016/17	09/28/16	R4817-00192	MAINT SUPPLIES	CAREB92647	10/11/16	Audit	239.38		239.38
2017 (001245) 01-020-0000-8110-4510-0000-8110-100-										
Check #				BatchId		Check Date		PO# P4817-00192	Register #	
Total Invoice Amount								239.38		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		FIRST NATIONAL BANK OMAHA MASTERCARD (000129/1) PO BOX 2818 OMAHA, NE 68103-2818								
2016/17	10/06/16		ESCAPE CONFERENCE LODGING	0906	10/13/16	Audit		260.95		260.95
2017 (001275) 01-001-0000-7200-5210-0000-7200-000-										
Total Invoice Amount								260.95		

Direct Vendor		FIRST NATIONAL BANK OMAHA VISA (000130/1) PO BOX 2818 OMAHA, NE 68103-2818								
2016/17	10/06/16		FINANCE FEE	0928	10/12/16	Audit		1.75		1.75
2017 (001359) 01-001-0000-2700-5801-0000-2700-000-										
Total Invoice Amount								1.75		

Direct Vendor		FRANZ FAMILY BAKERIES (000537/1) P.O. BOX 742654 LOS ANGELES, CA 90074-2654								
2016/17	09/06/16		BAKERY- CAFE	046300525024	10/10/16	Audit		93.36		93.36
2017 (001890) 13-001-5310-0000-4710-0000-3700-000-										
2016/17	09/12/16		BAKERY- CAFE	046300525619	10/10/16	Audit		120.36		120.36
2017 (001890) 13-001-5310-0000-4710-0000-3700-000-										
2016/17	09/19/16		BAKERY- CAFE	046300526313	10/10/16	Audit		66.10		66.10
2017 (001890) 13-001-5310-0000-4710-0000-3700-000-										
2016/17	09/26/16		BAKERY- CAFE	046300527001	10/10/16	Audit		159.20		159.20
2017 (001890) 13-001-5310-0000-4710-0000-3700-000-										
Total Invoice Amount								439.02		

Direct Vendor		GOLD STAR FOODS, INC. (000630/1) 3781 E AIRPORT DR. ONTARIO, CA 91761								
2016/17	09/13/16		FOOD - CAFE	1773218	10/10/16	Audit		713.31		713.31
2017 (001890) 13-001-5310-0000-4710-0000-3700-000-										
2016/17	09/20/16		FOOD- CAFE	1783113	10/10/16	Audit		879.00		879.00
2017 (001890) 13-001-5310-0000-4710-0000-3700-000-										
2016/17	09/30/16		FOOD- CAFE	1810120	10/10/16	Audit		15.10		15.10

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Scheduled 10/10/2016 - 10/13/2016							Bank Account COUNTY - County			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		GOLD STAR FOODS, INC. (000630/1)			(continued)		(continued)			
2016/17	09/30/16		FOOD- CAFE	1810120 (continued)	10/10/16	Audit		(continued)		
		2017 (001890)	13- 001- 5310- 0000- 4710- 0000- 3700- 000-							
Total Invoice Amount								1,607.41		
AP Vendor		HEARTLAND PAYMENT SYSTEMS, INC (000499/1) 787 ELMGROVE ROAD, BUILDING 1 ROCHESTER, NY 14624								
FP	2016/17	09/30/16	R4817-00188	NUTRIKIDS ANNUAL MAINT	REC0000014075	10/11/16	Audit	1,207.00		1,207.00
		2017 (001894)	13- 001- 5310- 0000- 5801- 0000- 3700- 000-							
Check #		BatchId			Check Date		PO# P4817-00188		Register #	
Total Invoice Amount								1,207.00		
AP Vendor		HOUGHTON MIFFLIN COMPANY (000025/2) 14046 COLLECTIONS CENTER DR CHICAGO, IL 60693								
FP	2016/17	09/13/16	R4817-00137	TESTING MATERIALS	952617234	10/11/16	Audit	270.91		270.91
		2017 (001155)	01- 001- 6500- 3120- 4310- 5001- 3120- 100-							
Check #		BatchId			Check Date		PO# P4817-00137		Register #	
Total Invoice Amount								270.91		
Direct Vendor		I-5 RENTALS (000313/1) 8443 COMMERCIAL WAY REDDING, CA 96002-3902								
2016/17	10/07/16		SCISSOR LIFT - RENTAL	108257	10/12/16	Audit		385.00		385.00
		2017 (001317)	01- 001- 0000- 8110- 5610- 0000- 8700- 100-							
Total Invoice Amount								385.00		
Direct Vendor		K-COE ISOM (000634/2) P.O. BOX 874710 KANSAS CITY, MO 64187-4710								
2016/17	09/30/16		15/16 AUDIT	3063407	10/11/16	Audit		11,500.00		11,500.00
		2017 (003529)	01- 001- 0000- 7100- 5812- 0000- 7190- 000-							
Total Invoice Amount								11,500.00		

Scheduled 10/10/2016 - 10/13/2016							Bank Account COUNTY - County			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			KAPLAN EARLY LEARNING (000734/1) PO BOX 609 LEWISVILLE, NC 27023							
FP	2016/17	09/27/16	R4817-00180	CLASSROOM SUPPLIES	0004223966	10/11/16	Audit	57.92		57.92
			2017 (001188) 01-050-1100-0000-4310-1110-1000-100-							
Check #			BatchId			Check Date		PO# P4817-00180	Register #	
Total Invoice Amount								57.92		
AP Vendor			LAUNDRY WORLD (000141/1) PO BOX 98 ANDERSON, CA 96007							
	2016/17	08/26/16	R4817-00115	JANITORIAL SUPPLIES	134276	10/11/16	Audit	284.88		284.88
			2017 (001253) 01-050-0000-8200-4510-0000-8200-100-							
Check #			BatchId			Check Date		PO# P4817-00115	Register #	
FP	2016/17	08/31/16	R4817-00112	JANITORIAL SUPPLIES	134275	10/11/16	Audit	225.72		225.72
			2017 (001244) 01-020-0000-8200-4510-0000-8200-100-							
Check #			BatchId			Check Date		PO# P4817-00112	Register #	
	2016/17	09/14/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	134873	10/11/16	Audit	23.65		23.65
			2017 (001306) 01-001-0000-8250-5510-0000-8200-000-							
Check #			BatchId			Check Date		PO# P4817-00102	Register #	
	2016/17	09/14/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	134874	10/11/16	Audit	49.75		49.75
			2017 (001306) 01-001-0000-8250-5510-0000-8200-000-							
Check #			BatchId			Check Date		PO# P4817-00102	Register #	
	2016/17	09/14/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	134875	10/11/16	Audit	60.00		60.00
			2017 (001306) 01-001-0000-8250-5510-0000-8200-000-							
Check #			BatchId			Check Date		PO# P4817-00102	Register #	
	2016/17	09/21/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	135216	10/11/16	Audit	23.65		23.65
			2017 (001306) 01-001-0000-8250-5510-0000-8200-000-							
Check #			BatchId			Check Date		PO# P4817-00102	Register #	
	2016/17	09/21/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	135217	10/11/16	Audit	49.75		49.75
			2017 (001306) 01-001-0000-8250-5510-0000-8200-000-							
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)										
								ESCAPE	ONLINE	
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Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Scheduled 10/10/2016 - 10/13/2016							Bank Account COUNTY - County			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	LAUNDRY WORLD (000141/1)		(continued)						(continued)	
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	09/21/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	135218	10/11/16	Audit		60.00		60.00
		2017 (001306)	01-001-0000-8250-5510-0000-8200-000-							
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
FP 2016/17	09/23/16	R4817-00115	JANITORIAL SUPPLIES	134126	10/11/16	Audit		6,050.04		6,050.04
		2017 (001253)	01-050-0000-8200-4510-0000-8200-100-							
Check #				BatchId		Check Date		PO# P4817-00115	Register #	
2016/17	09/23/16	R4817-00112	JANITORIAL SUPPLIES	134127	10/11/16	Audit		7,252.28		7,252.28
		2017 (001244)	01-020-0000-8200-4510-0000-8200-100-							
Check #				BatchId		Check Date		PO# P4817-00112	Register #	
2016/17	09/28/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	135548	10/11/16	Audit		23.65		23.65
		2017 (001306)	01-001-0000-8250-5510-0000-8200-000-							
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	09/28/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	135549	10/11/16	Audit		49.75		49.75
		2017 (001306)	01-001-0000-8250-5510-0000-8200-000-							
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	09/28/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	135550	10/11/16	Audit		60.00		60.00
		2017 (001306)	01-001-0000-8250-5510-0000-8200-000-							
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	10/05/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	135904	10/11/16	Audit		23.65		23.65
		2017 (001306)	01-001-0000-8250-5510-0000-8200-000-							
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	10/05/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	135905	10/11/16	Audit		49.75		49.75
		2017 (001306)	01-001-0000-8250-5510-0000-8200-000-							
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	10/05/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	135906	10/11/16	Audit		60.00		60.00
		2017 (001306)	01-001-0000-8250-5510-0000-8200-000-							
Check #				BatchId		Check Date		PO# P4817-00102	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
						Total Invoice Amount		14,346.52		
Direct Vendor		LES REMLEY (000430/1) 3095 SILVER ST #201 ANDERSON, CA 96007								
2016/17	09/18/16		BASKETBALL OFFICIALS	1209	10/12/16	Audit		965.00		965.00
						2017 (001372) 01-001-0000-0070-5805-1110-4200-100-				
						Total Invoice Amount		965.00		
Direct Vendor		LOZANO SMITH (000202/1) 7404 NORTH SPALDING FRESNO, CA 93720-3370								
2016/17	10/11/16		LEGAL MATTERS	2013405	10/12/16	Audit		2,044.50		2,044.50
						2017 (001379) 01-001-0000-7200-5810-0000-7200-000-				
						Total Invoice Amount		2,044.50		
Direct Vendor		MAILFINANCE (000302/1) 25881 NETWORK PLACE CHICAGO, IL 60673-1258								
2016/17	09/27/16		POSTAGE METER	N6153154	10/11/16	Audit		493.15		493.15
						2017 (001311) 01-001-0000-7200-5610-0000-7200-000-				
						Total Invoice Amount		493.15		
AP Vendor		MCGRAW HILL INC SCHOOL PUBLISHING COMPANY (000008/2) LOCKBOX 71545 CHICAGO, IL 60694-1545								
2016/17	07/14/16	R4817-00003	WONDERWORKS CURRICULUM GRADES K-5	92739919001	10/12/16	Audit		4,201.20		4,201.20
						2017 (003279) 01-001-0000-7156-4140-1110-1000-100-				
Check #				BatchId		Check Date		PO# P4817-00003	Register #	
2016/17	07/17/16	R4817-00003	WONDERWORKS CURRICULUM GRADES K-5	92741159001	10/12/16	Audit		4,881.34		4,881.34
						2017 (003279) 01-001-0000-7156-4140-1110-1000-100-				
Check #				BatchId		Check Date		PO# P4817-00003	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Scheduled 10/10/2016 - 10/13/2016							Bank Account COUNTY - County			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		MCGRAW HILL INC SCHOOL PUBLISHING COMPANY (000008/2) (continued)							(continued)	
2016/17	07/17/16	R4817-00003	WONDERWORKS CURRICULUM GRADES K-5	92741328001	10/12/16	Audit		6,685.34		6,685.34
Check #		2017 (003279) 01-001-0000-7156-4140-1110-1000-100-		BatchId		Check Date		PO# P4817-00003	Register #	
2016/17	07/17/16	R4817-00003	WONDERWORKS CURRICULUM GRADES K-5	92746949001	10/12/16	Audit		527.98		527.98
Check #		2017 (003279) 01-001-0000-7156-4140-1110-1000-100-		BatchId		Check Date		PO# P4817-00003	Register #	
2016/17	07/24/16	R4817-00003	WONDERWORKS CURRICULUM GRADES K-5	92805711001	10/12/16	Audit		1,878.00		1,878.00
Check #		2017 (003279) 01-001-0000-7156-4140-1110-1000-100-		BatchId		Check Date		PO# P4817-00003	Register #	
FP 2016/17	07/29/16	R4817-00003	WONDERWORKS CURRICULUM GRADES K-5	92861117001	10/12/16	Audit		2,229.89		2,229.89
Check #		2017 (003279) 01-001-0000-7156-4140-1110-1000-100-		BatchId		Check Date		PO# P4817-00003	Register #	
FP 2016/17	07/30/16	R4817-00002	WONDERS ELD CURRICULUM	92870414001	10/12/16	Audit		137,962.27		137,962.27
Check #		2017 (003279) 01-001-0000-7156-4140-1110-1000-100-		BatchId		Check Date		PO# P4817-00002	Register #	
2016/17	08/21/16	R4817-00003	WONDERWORKS CURRICULUM GRADES K-5	92798818001	10/12/16	Audit		1,051.70		1,051.70
Check #		2017 (003279) 01-001-0000-7156-4140-1110-1000-100-		BatchId		Check Date		PO# P4817-00003	Register #	
FP 2016/17	09/01/16	R4817-00130	INSTRUCTIONAL MATERIALS	93664256001	10/12/16	Audit		1,306.60		1,306.60
Check #		2017 (001188) 01-050-1100-0000-4310-1110-1000-100-		BatchId		Check Date		PO# P4817-00130	Register #	
FP 2016/17	09/02/16	R4817-00132	WONDERS CURRICULUM	93721961001	10/12/16	Audit		3,829.63		3,829.63
		2017 (003279) 01-001-0000-7156-4140-1110-1000-100-								

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		MCGRAW HILL INC						(continued)		
		SCHOOL PUBLISHING COMPANY (000008/2)		(continued)						
Check #		BatchId		Check Date		PO# P4817-00132		Register #		
				Total Invoice Amount		164,553.95				
AP Vendor		MENDES SUPPLY (000656/1)								
		1030 W DEL NORTE ST								
		EUREKA, CA 95501								
FP	2016/17	09/02/16	R4817-00113	JANITORIAL SUPPLIES	R014111	10/11/16	Audit	1,200.35		1,200.35
Check #		2017 (001244)		01-020-0000-8200-4510-0000-8200-100-		BatchId		Check Date		PO# P4817-00113
										Register #
FP	2016/17	09/02/16	R4817-00116	JANITORIAL SUPPLIES	R014123	10/11/16	Audit	1,671.63		1,671.63
Check #		2017 (001253)		01-050-0000-8200-4510-0000-8200-100-		BatchId		Check Date		PO# P4817-00116
										Register #
	2016/17	09/09/16	R4817-00113	JANITORIAL SUPPLIES	R014111A	10/11/16	Audit	775.94		775.94
Check #		2017 (001244)		01-020-0000-8200-4510-0000-8200-100-		BatchId		Check Date		PO# P4817-00113
										Register #
	2016/17	09/09/16	R4817-00116	JANITORIAL SUPPLIES	R014123A	10/11/16	Audit	2,176.77		2,176.77
Check #		2017 (001253)		01-050-0000-8200-4510-0000-8200-100-		BatchId		Check Date		PO# P4817-00116
										Register #
FP	2016/17	10/06/16	R4817-00189	TRANS SUPPLIES	R014937-00	10/11/16	Audit	122.98		122.98
Check #		2017 (003223)		01-001-0000-0000-4510-0000-3600-100-		BatchId		Check Date		PO# P4817-00189
										Register #
								Total Invoice Amount		5,947.67
Direct Vendor		MT. SHASTA SPRING WATER (000036/1)								
		1878 TWIN VIEW BLVD								
		REDDING, CA 96003-1501								
	2016/17	09/22/16		WATER TRANS	115034	10/11/16	Audit	19.30		19.30
Check #		2017 (003223)		01-001-0000-0000-4510-0000-3600-100-		BatchId				
	2016/17	09/22/16		WATER DO	115037	10/11/16	Audit	7.50		7.50
Check #		2017 (001247)		01-001-0000-2700-4510-0000-2700-100-		BatchId				
								Total Invoice Amount		26.80

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Scheduled 10/10/2016 - 10/13/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		NEOFUNDS BY NEOPOST (000705/1) P.O. BOX 30193 TAMPA, FL 33630-3193								
2016/17	09/09/16		POSTAGE	8534	10/12/16	Audit		500.00		500.00
		2017 (001392)	01-001-0000-7200-5930-0000-7200-100-			166.66				
		2017 (001391)	01-020-0000-2700-5930-0000-2700-100-			166.67				
		2017 (001393)	01-050-0000-2700-5930-0000-2700-100-			166.67				
Total Invoice Amount								500.00		
AP Vendor		NFHS (000120/1) PO BOX 361246 INDIANAPOLIS, IN 46236-5324								
2016/17	09/08/16	R4817-00020	ATHLETIC EQUIPMENT	212840	10/11/16	Audit		61.14		61.14
		2017 (001162)	01-020-1100-0000-4310-1110-1000-100-							
Check #		BatchId			Check Date		PO# P4817-00020		Register #	
Total Invoice Amount								61.14		
Direct Vendor		NORTH VALLEY BUSINSS SYSTM INC (000144/1) 3295 VEDA ST REDDING, CA 96001								
2016/17	09/21/16		POSTAGE SUPPLIES	122576	10/11/16	Audit		207.42		207.42
		2017 (001247)	01-001-0000-2700-4510-0000-2700-100-							
Total Invoice Amount								207.42		
Direct Vendor		NORTHSTATE MECHANICAL SERVICES (000054/1) PO BOX 494996 REDDING, CA 96049								
2016/17	08/22/16		WATER LEAKS	324259	10/11/16	Audit		561.25		561.25
		2017 (001322)	01-050-0000-8200-5630-0000-8200-100-							
2016/17	09/15/16		ICE CREAM FREEZER	324283	10/11/16	Audit		100.00		100.00
		2017 (001337)	01-020-0000-8200-5630-0000-8200-100-							
2016/17	09/20/16		AC ROOM 208 REPAIR	324289	10/11/16	Audit		200.00		200.00
		2017 (001326)	01-050-0000-8110-5630-0000-8110-100-							
Total Invoice Amount								861.25		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Scheduled 10/10/2016 - 10/13/2016							Bank Account COUNTY - County			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		OFFICE DEPOT BUSINESS SERV DIV (000091/2) PO BOX 70025 LOS ANGELES, CA 90074-0025								
FP	2016/17	08/31/16	R4817-00090	SCHOOL SUPPLIES	861621034001	10/11/16	Audit	896.85		896.85
			2017 (001162)	01-020-1100-0000-4310-1110-1000-100-						
	Check #			BatchId		Check Date		PO# P4817-00090	Register #	
FP	2016/17	09/06/16	R4817-00142	OFFICE SUPPLIES	863292157001	10/11/16	Audit	174.43		174.43
			2017 (001247)	01-001-0000-2700-4510-0000-2700-100-						
	Check #			BatchId		Check Date		PO# P4817-00142	Register #	
FP	2016/17	09/08/16	R4817-00141	OFFICE SUPPLIES	863016806001	10/11/16	Audit	93.83		93.83
			2017 (001247)	01-001-0000-2700-4510-0000-2700-100-			63.77			
			2017 (001242)	01-020-0000-2700-4510-0000-2700-100-			30.06			
	Check #			BatchId		Check Date		PO# P4817-00141	Register #	
FP	2016/17	09/12/16	R4817-00146	TONER/INK	863506676001	10/11/16	Audit	68.81		68.81
			2017 (001159)	01-020-1100-2420-4310-0000-2420-100-						
	Check #			BatchId		Check Date		PO# P4817-00146	Register #	
FP	2016/17	09/12/16	R4817-00145	CLASSROOM SUPPLIES	863507242001	10/11/16	Audit	39.14		39.14
			2017 (001162)	01-020-1100-0000-4310-1110-1000-100-						
	Check #			BatchId		Check Date		PO# P4817-00145	Register #	
FP	2016/17	09/12/16	R4817-00144	CLASSROOM SUPPLIES	863508726001	10/11/16	Audit	55.98		55.98
			2017 (001162)	01-020-1100-0000-4310-1110-1000-100-						
	Check #			BatchId		Check Date		PO# P4817-00144	Register #	
FP	2016/17	09/30/16	R4817-00187	OFFICE SUPPLIES	868586705001	10/11/16	Audit	98.50		98.50
			2017 (001247)	01-001-0000-2700-4510-0000-2700-100-						
	Check #			BatchId		Check Date		PO# P4817-00187	Register #	
FP	2016/17	09/30/16	R4817-00184	TEACHER SUPPLIES	868591964001	10/11/16	Audit	269.17		269.17
			2017 (001188)	01-050-1100-0000-4310-1110-1000-100-						
	Check #			BatchId		Check Date		PO# P4817-00184	Register #	
Total Invoice Amount								1,696.71		
AP Vendor		ORIENTAL TRADING CO (000603/1) P.O. BOX 2308 OMAHA, NE 68103-2308								
FP	2016/17	08/26/16	R4817-00128	PBIS PRIZES	679206304-01	10/11/16	Audit	354.57	26.59	381.16
			2017 (001203)	01-050-0000-1110-4310-1110-1000-100-			381.16			
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)								ESCAPE	ONLINE	

Scheduled 10/10/2016 - 10/13/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		ORIENTAL TRADING CO (000603/1)		(continued)						

Check #	BatchId	Check Date	PO# P4817-00128	Register #
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Total Invoice Amount 354.57

Direct Vendor
PACIFIC GAS AND ELECTRIC CO (000007/1)
BOX 997300
SACRAMENTO, CA 95899-7300

2016/17	10/04/16	ELECT- SEPT	100416	10/12/16	Audit	23,207.07	23,207.07
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2017 (001307) 01-001-0000-8260-5510-0000-8200-000-

2016/17	10/04/16	ELEC- SCA	100416- SCA	10/12/16	Audit	134.93	134.93
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2017 (001307) 01-001-0000-8260-5510-0000-8200-000-

2016/17	10/04/16	ELEC- SEPT CCCS	100416-CCCS	10/12/16	Audit	3,707.57	3,707.57
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2017 (001307) 01-001-0000-8260-5510-0000-8200-000-

2016/17	10/07/16	CAFE - ELECTRIC	100716	10/12/16	Audit	2,194.97	2,194.97
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2017 (001307) 01-001-0000-8260-5510-0000-8200-000-

Total Invoice Amount 29,244.54

AP Vendor
PCMG (000606/1)
14120 NEWBROOK DRIVE
SUITE 100
CHANTILLY, VA 20151

FP	2016/17	09/09/16	R4817-00139	MICROSOFT	S97496210101	10/11/16	Audit	2,484.00	2,484.00
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LICENSE RENEWAL

2017 (001159) 01-020-1100-2420-4310-0000-2420-100-

1,242.00

2017 (001189) 01-050-1100-2420-4310-1110-1000-100-

1,242.00

Check #	BatchId	Check Date	PO# P4817-00139	Register #
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Total Invoice Amount 2,484.00

AP Vendor
PLATT ELECTRIC SUPPLY (000030/3)
P.O. BOX 418759
BOSTON, MA 02241-8759

FP	2016/17	09/27/16	R4817-00177	MAINT	K402896	10/11/16	Audit	366.79	366.79
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2017 (001255) 01-050-0000-8110-4510-0000-8110-100-

Check #	BatchId	Check Date	PO# P4817-00177	Register #
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Total Invoice Amount 366.79

Direct Vendor
PREMIER AGENDAS (000097/2)
32656 COLLECTION CENTER DR.
CHICAGO, IL 60693-0326

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Scheduled 10/10/2016 - 10/13/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			PREMIER AGENDAS (000097/2)		(continued)					
2016/17	09/07/16		AGENDA'S	204500471773	10/12/16	Audit		1,291.94		1,291.94
		2017 (001203)	01-050-0000-1110-4310-1110-1000-100-							
2016/17	09/07/16		AGENDA PAGES	204500482221	10/12/16	Audit		55.15		55.15
		2017 (001203)	01-050-0000-1110-4310-1110-1000-100-							
Total Invoice Amount								1,347.09		
Direct Vendor			PRESENCE LEARNING (000669/2) DEPT LA 24306 PASADENA, CA 91185-4306							
2016/17	08/31/16		SPEECH SERVICES	INV9383	10/11/16	Audit		4,840.80		4,840.80
		2017 (002527)	01-001-6500-0204-5101-5770-1190-100-							
Total Invoice Amount								4,840.80		
Direct Vendor			PRODUCERS DAIRY (000203/1) PO BOX 1231 FRESNO, CA 93715-1231							
2016/17	09/10/16		DAIRY - CAFE	20818487	10/12/16	Audit		160.88		160.88
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	09/10/16		DAIRY - CAFE	20818488	10/12/16	Audit		662.40		662.40
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	09/17/16		DAIRY - CAFE	208021303	10/12/16	Audit		160.88		160.88
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	09/17/16		DAIRY - CAFE	20821304	10/12/16	Audit		933.77		933.77
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	09/20/16		DAIRY - CAFE	52803842	10/10/16	Audit		160.88		160.88
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	09/20/16		DAIRY - CAFE	52803843	10/10/16	Audit		519.39		519.39
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	10/01/16		DAIRY - CAFE	20826940	10/12/16	Audit		175.01		175.01
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	10/01/16		DAIRY - CAFE	20826941	10/12/16	Audit		723.95		723.95
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								3,497.16		
Direct Vendor			PROFESSIONAL EXTERMINATORS (000403/1) PO BOX 991507 REDDING, CA 96099							
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)									ESCAPE	ONLINE!!

Scheduled 10/10/2016 - 10/13/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			PROFESSIONAL EXTERMINATORS (000403/1) (continued)							
2016/17	09/21/16		PEST CONTROL	0093040	10/11/16	Audit		40.00		40.00
		2017 (001336)	01-020-0000-8110-5630-0000-8110-100-							
Total Invoice Amount								40.00		
Direct Vendor			PROGRESSUS THERAPY, LLC (000416/3) P.O. BOX 639045 CINCINNATI, OH 45263-9045							
2016/17	09/23/16		OT SERVICES	047438B	10/11/16	Audit		997.05		997.05
		2017 (002528)	01-001-6500-0204-5805-5770-1180-100-							
Total Invoice Amount								997.05		
Direct Vendor			PROPACIFIC FRESH (000491/1) P.O. BOX 1069 DURHAM, CA 95938							
2016/17	09/02/16		FOOD - CAFE	6344143	10/10/16	Audit		488.20		488.20
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	09/09/16		FOOD - CAFE	6347315	10/10/16	Audit		592.84		592.84
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	09/16/16		FOOD- CAFE	6350426	10/10/16	Audit		512.64		512.64
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	09/23/16		FOOD CAFE	6354054	10/10/16	Audit		474.33		474.33
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								2,068.01		
Direct Vendor			RAY MORGAN COMPANY (000561/1) 3131 ESPLANADE CHICO, CA 95973							
2016/17	09/14/16		COPIES	1352318	10/11/16	Audit		2,179.28		2,179.28
		2017 (001312)	01-020-1100-1120-5610-1110-1000-100-					1,089.64		
		2017 (001321)	01-050-1100-1120-5610-1110-1000-100-					1,089.64		
Total Invoice Amount								2,179.28		
AP Vendor			RAYMOND GEDDES (000730/1) 7100 BELAIR ROAD, STE 200 BALTIMORE, MD 21206							
FP	2016/17	09/14/16	R4817-00155	LIBRARY SUPPLIES	593732	10/11/16	Audit	84.69		84.69
		2017 (001186)	01-020-1100-0180-4310-0000-2420-100-							
Check #			BatchId			Check Date		PO# P4817-00155	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
						Total Invoice	Amount	84.69		
Direct Vendor		REDDING TELEPHONE ANSWERING SERV (000189/1) PO BOX 990956 REDDING, CA 96099-0956								
2016/17	10/01/16		SUB CALLING	160900330101	10/12/16	Audit		125.44		125.44
	2017 (001335)	01-020-0000-2700-5630-0000-2700-100-				62.72				
	2017 (003521)	01-050-8150-8110-5630-0000-8110-100-				62.72				
						Total Invoice	Amount	125.44		
Direct Vendor		RYAN DOUGLAS STOCKTON (000526/3) 22119 RED BUD LANE PALO CEDRO, CA 96073								
2016/17	09/03/16		LAWN SERVICE	1185	10/12/16	Audit		750.00		750.00
	2017 (003520)	01-020-8150-8110-5630-0000-8110-100-				375.00				
	2017 (003521)	01-050-8150-8110-5630-0000-8110-100-				375.00				
2016/17	09/11/16		LAWN SERVICE	1186	10/12/16	Audit		750.00		750.00
	2017 (003520)	01-020-8150-8110-5630-0000-8110-100-				375.00				
	2017 (003521)	01-050-8150-8110-5630-0000-8110-100-				375.00				
2016/17	09/19/16		LAWN SERVICE	1187	10/12/16	Audit		750.00		750.00
	2017 (003520)	01-020-8150-8110-5630-0000-8110-100-				375.00				
	2017 (003521)	01-050-8150-8110-5630-0000-8110-100-				375.00				
2016/17	09/26/16		LAWN SERVICE	1189	10/12/16	Audit		750.00		750.00
	2017 (003520)	01-020-8150-8110-5630-0000-8110-100-				375.00				
	2017 (003521)	01-050-8150-8110-5630-0000-8110-100-				375.00				
2016/17	10/01/16		LAWN SERVICE	1191	10/12/16	Audit		750.00		750.00
	2017 (003520)	01-020-8150-8110-5630-0000-8110-100-				375.00				
	2017 (003521)	01-050-8150-8110-5630-0000-8110-100-				375.00				
2016/17	10/09/16		LAWN SERVICE	1196	10/12/16	Audit		750.00		750.00
	2017 (003520)	01-020-8150-8110-5630-0000-8110-100-				375.00				
	2017 (003521)	01-050-8150-8110-5630-0000-8110-100-				375.00				
						Total Invoice	Amount	4,500.00		
Direct Vendor		SCHOLASTIC INC (000015/1) PO BOX 3725 JEFFERSON CITY, MO 65102-3725								
2016/17	09/13/16		JR SCHOLASTIC	M5984903	10/12/16	Audit		43.90		43.90
	2017 (001162)	01-020-1100-0000-4310-1110-1000-100-								

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Scheduled 10/10/2016 - 10/13/2016							Bank Account COUNTY - County			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
							Total Invoice Amount	43.90		
AP Vendor			SCHOLASTIC MAGAZINE (000474/1) P.O. BOX 3725 JEFFERSON CITY, CA 65102-3725							
FP	2016/17	09/20/16	R4817-00037	SCHOLASTIC MAGAZINE	M5951284	10/11/16	Audit	346.12		346.12
2017 (001162) 01-020-1100-0000-4310-1110-1000-100-							Check #	BatchId	Check Date	PO# P4817-00037
							Total Invoice Amount		346.12	Register #
AP Vendor			SCHOOL FIX (000736/1) PO BOX 176 VASSAR, MI 48768							
FP	2016/17	09/29/16	R4817-00178	SIGNS	165961A	10/11/16	Audit	876.36	65.73	942.09
2017 (001245) 01-020-0000-8110-4510-0000-8110-100-							Check #	BatchId	Check Date	PO# P4817-00178
							Total Invoice Amount		876.36	Register #
AP Vendor			SCHOOL IN SITES (000323/1) PO BOX 305 SARALAND, AL 36571							
FP	2016/17	10/10/16	R4817-00203	TECHNOLOGY	40016	10/11/16	Audit	2,400.00		2,400.00
2017 (003286) 01-001-0000-2420-5630-1110-1000-100-							Check #	BatchId	Check Date	PO# P4817-00203
							Total Invoice Amount		2,400.00	Register #
AP Vendor			SCHOOL TECH SUPPLY CO GATEWAY BUSINESS BANK (000386/1) PO BOX 2999 PHOENIX, AZ 85062-2999							
FP	2016/17	09/02/16	R4817-00105	CHROMEBOOKS/CA RTS	28270	10/11/16	Audit	84,583.23		84,583.23
2017 (002328) 01-001-0000-0813-4410-1110-1000-100-							Check #	BatchId	Check Date	PO# P4817-00107
2017 (003887) 01-001-0000-2420-4310-0000-2420-100-							Total Invoice Amount		6,739.10	Register #
							Total Invoice Amount		77,844.13	Register #
FP	2016/17	09/02/16	R4817-00104	CHROMEBOOKS/CA RTS	28271	10/11/16	Audit	88,200.69		88,200.69
2017 (002328) 01-001-0000-0813-4410-1110-1000-100-							Check #	BatchId	Check Date	PO# P4817-00107
2017 (003887) 01-001-0000-2420-4310-0000-2420-100-							Total Invoice Amount		18,525.01	Register #
							Total Invoice Amount		69,675.68	Register #

Selection

Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		SCHOOL TECH SUPPLY CO GATEWAY BUSINESS BANK (000386/1)			(continued)		(continued)			
Check #				BatchId		Check Date		PO# P4817-00104	Register #	
FP	2016/17	09/19/16	R4817-00131	CHROMEBOOK CASES	28463	10/11/16	Audit	1,650.00		1,650.00
Check #		2017 (001159)		01-020-1100-2420-4310-0000-2420-100-						
Check #				BatchId		Check Date		PO# P4817-00131	Register #	
FP	2016/17	10/04/16	R4817-00150	COMPUTERS	28710	10/11/16	Audit	1,017.35		1,017.35
Check #		2017 (001189)		01-050-1100-2420-4310-1110-1000-100-						
Check #				BatchId		Check Date		PO# P4817-00150	Register #	
Total Invoice Amount								175,451.27		
Direct Vendor		SHASTA CO DEPT OF RSOURCE MGMTENVIRONMENTAL HEALTH DIV (000023/1) 1855 PLACER ST STE 201 REDDING, CA 96001								
	2016/17	09/30/16		SEWAGE FEE	00171700-9	10/12/16	Audit	2,604.60		2,604.60
		2017 (001308)		01-001-0000-8220-5510-0000-8200-000-						
	2016/17	09/30/16		SEWAGE FEE CCCS	00172860-CCCS	10/12/16	Audit	1,495.96		1,495.96
		2017 (001308)		01-001-0000-8220-5510-0000-8200-000-						
	2016/17	09/30/16		SEWAGE FEE SCA	00172860 SCA	10/12/16	Audit	54.44		54.44
		2017 (001308)		01-001-0000-8220-5510-0000-8200-000-						
Total Invoice Amount								4,155.00		
Direct Vendor		SHASTA CO OFFICE OF EDUCATION (000055/1) 1644 MAGNOLIA AVE REDDING, CA 96001								
	2016/17	09/21/16		FINGERPRINTING	INV17-00365	10/12/16	Audit	108.00		108.00
		2017 (001360)		01-001-0000-7207-5801-0000-7200-000-						
	2016/17	09/27/16		TRANS OVERSIGHT	INV17-00382	10/12/16	Audit	408.75		408.75
		2017 (003205)		01-001-0000-0000-5630-0000-3600-000-						
	2016/17	10/03/16		VEHICLE MAINT	INV17-00385	10/12/16	Audit	12,509.06		12,509.06
		2017 (003205)		01-001-0000-0000-5630-0000-3600-000-						
	2016/17	10/04/16		LIBRARY SERVICES TRAINING	INV17-00398	10/12/16	Audit	650.00		650.00
		2017 (003200)		01-001-0000-0000-5210-0000-3600-000-						
Total Invoice Amount								13,675.81		
Selection	Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)								ESCAPE ONLINE	
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Scheduled 10/10/2016 - 10/13/2016								Bank Account COUNTY - County		
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		SHASTA FAMILY YMCA (000333/1) 1155 NORTH COURT ST REDDING, CA 96001								
2016/17	09/27/16		SEPT AFTERSCHOOL	100416	10/12/16	Audit		12,278.00		12,278.00
2017 (001377) 01-050-6010-0000-5805-1110-4100-100-								Total Invoice Amount 12,278.00		
AP Vendor		SIERRA PRINTING (000058/1) PO BOX 619 COTTONWOOD, CA 96022-0619								
FP	2016/17	09/27/16	R4817-00172	OFFICE FORMS	14657	10/11/16	Audit	265.53		265.53
2017 (001247) 01-001-0000-2700-4510-0000-2700-100-										
Check #			BatchId			Check Date		PO# P4817-00172	Register #	
FP	2016/17	09/27/16	R4817-00157	FORMS	14658	10/11/16	Audit	91.38		91.38
2017 (001242) 01-020-0000-2700-4510-0000-2700-100-										
Check #			BatchId			Check Date		PO# P4817-00157	Register #	
Total Invoice Amount								356.91		
Direct Vendor		STATE BOARD OF EQUALIZATION FUEL TAXES DIVISION (000071/1) PO BOX 942879 SACRAMENTO, CA 94279-6155								
2016/17	09/30/16		FUEL TAX 3RD QTR	3RD2016	10/11/16	Audit		22.08		22.08
2017 (003195) 01-001-0000-0000-4601-0000-3600-000-										
Total Invoice Amount								22.08		
Direct Vendor		STATE OF CALIFORNIA DEPARTMENT OF JUSTICE (000111/1) ACCOUNTING OFFICE PO BOX 944255 SACRAMENTO, CA 94244-2550								
2016/17	09/06/16		FINGERPRINTING	185017	10/12/16	Audit		132.00		132.00
2017 (001360) 01-001-0000-7207-5801-0000-7200-000-										
Total Invoice Amount								132.00		
AP Vendor		SUMDOG INC (000583/1) 902 BROADWAY, 6TH FLOOR NEW YORK, NY 10010								
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)										
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Scheduled 10/10/2016 - 10/13/2016						Bank Account COUNTY - County				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			SUMDOG INC (000583/1) (continued)							
FP	2016/17	08/24/16	R4817-00036	SUMDOG SUBSCRIPTION	INV-4027	10/11/16	Audit	388.50		388.50
2017 (001182) 01-020-6300-0000-4310-1110-1000-100-										
Check #		BatchId			Check Date		PO# P4817-00036		Register #	
Total Invoice Amount								388.50		
Direct Vendor			SYSCO FOOD SVCS OF SACRAMENTO (000169/1) PO BOX 138007 SACRAMENTO, CA 95813-8007							
	2016/17	09/07/16	NORTH ICE CREAM SOCIAL	609071699	10/10/16	Audit		291.57		291.57
2017 (001257) 01-050-0000-2700-4510-0000-2700-100-										
	2016/17	09/07/16	FOOD - CAFE	609071700	10/10/16	Audit		959.74		959.74
2017 (001890) 13-001-5310-0000-4710-0000-3700-000-						900.51				
2017 (001891) 13-001-5310-0000-4790-0000-3700-000-						59.23				
	2016/17	09/14/16	FOOD - CAFE	609140487	10/10/16	Audit		850.73		850.73
2017 (001890) 13-001-5310-0000-4710-0000-3700-000-						803.36				
2017 (001891) 13-001-5310-0000-4790-0000-3700-000-						47.37				
	2016/17	09/21/16	FOOD- CAFE	609210696	10/10/16	Audit		1,341.34		1,341.34
2017 (001889) 13-001-5310-0000-4510-0000-3700-000-						44.42				
2017 (001890) 13-001-5310-0000-4710-0000-3700-000-						1,172.55				
2017 (001891) 13-001-5310-0000-4790-0000-3700-000-						124.37				
	2016/17	09/28/16	FOOD - CAFE	609280527	10/10/16	Audit		1,491.02		1,491.02
2017 (001889) 13-001-5310-0000-4510-0000-3700-000-						9.58				
2017 (001890) 13-001-5310-0000-4710-0000-3700-000-						1,405.42				
2017 (001891) 13-001-5310-0000-4790-0000-3700-000-						76.02				
Total Invoice Amount								4,934.40		
Direct Vendor			TEHAMA CO LOCK AND SECURITY ANDERSON LOCK & SAFE (000229/1) 1015 Walnut St. RED BLUFF, CA 96080							
	2016/17	08/16/16	KEYS	30388	10/12/16	Audit		10.73		10.73
2017 (001244) 01-020-0000-8200-4510-0000-8200-100-										
	2016/17	08/19/16	KEYS	30465	10/12/16	Audit		10.00		10.00
2017 (001244) 01-020-0000-8200-4510-0000-8200-100-										
Total Invoice Amount								20.73		
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)										
								ESCAPE ONLINE!		
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Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Scheduled 10/10/2016 - 10/13/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		THE DANIELSON COMPANY (000495/1) 435 SOUTHGATE COURT CHICO, CA 95928								
2016/17	09/12/16		FOOD - CAFE	110728	10/10/16	Audit		846.55		846.55
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-			811.40				
		2017 (001891)	13-001-5310-0000-4790-0000-3700-000-			35.15				
2016/17	09/19/16		FOOD - CAFE	111637	10/10/16	Audit		1,088.84		1,088.84
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	09/26/16		FOOD - CAFE	113624	10/10/16	Audit		709.14		709.14
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-			679.85				
		2017 (001891)	13-001-5310-0000-4790-0000-3700-000-			29.29				
Total Invoice Amount								2,644.53		
Direct Vendor		THOMAS TURNER (000674/1) 15830 WHISPERING WOODS TRL REDDING, CA 96001								
2016/17	09/30/16		ASSESSMENTS	SEPT16	10/12/16	Audit		224.68		224.68
		2017 (002528)	01-001-6500-0204-5805-5770-1180-100-							
Total Invoice Amount								224.68		
Direct Vendor		US BANK EQUIPMENT FINANCE (000558/1) P.O. BOX 790448 ST LOUIS, MO 63179-0448								
2016/17	10/26/16		COPIER LEASE	314702564	10/12/16	Audit		1,089.62		1,089.62
		2017 (001312)	01-020-1100-1120-5610-1110-1000-100-			544.81				
		2017 (001321)	01-050-1100-1120-5610-1110-1000-100-			544.81				
Total Invoice Amount								1,089.62		
Direct Vendor		VALLEY WEST ACE HARDWARE (000241/1) 20639 GAS POINT RD COTTONWOOD, CA 96022								
2016/17	09/01/16		MAINT SUPPLIES	053753	10/12/16	Audit		45.53		45.53
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
FP	2016/17	09/01/16	R4817-00117	BLOWER	053754R	10/13/16	Audit	182.74		182.74
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
Check #		BatchId		Check Date		PO# P4817-00117		Register #		
2016/17	09/06/16		MAINT SUPPLIES	053801	10/12/16	Audit		10.73		10.73
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	09/07/16		MAINT SUPPLIES	053813	10/12/16	Audit		23.64		23.64
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)								ESCAPE	ONLINE	

Scheduled 10/10/2016 - 10/13/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		VALLEY WEST ACE HARDWARE (000241/1)		(continued)		(continued)				
2016/17	09/07/16		MAINT SUPPLIES	053813 (continued)	10/12/16	Audit		(continued)		
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	09/09/16		MAINT SUPPLIES	053835	10/12/16	Audit		40.70		40.70
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	09/12/16		MAINT SUPPLIES	053853	10/12/16	Audit		12.89		12.89
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	09/13/16		MAINT SUPPLIES	053861	10/12/16	Audit		103.67		103.67
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	09/15/16		MAINT SUPPLIES	053883	10/12/16	Audit		6.00		6.00
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	09/20/16		MAINT SUPPLIES	053937	10/12/16	Audit		22.00		22.00
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	09/21/16		MAINT SUPPLIES	053947	10/12/16	Audit		26.84		26.84
		2017 (001255)	01-050-0000-8110-4510-0000-8110-100-							
2016/17	09/22/16		MAINT SUPPLIES	053959	10/12/16	Audit		25.77		25.77
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	09/23/16		MAINT SUPPLIES	053966	10/12/16	Audit		17.18		17.18
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	09/26/16		MAINT SUPPLIES	053978	10/12/16	Audit		17.83		17.83
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	09/29/16		MAINT SUPPLIES	054003	10/12/16	Audit		52.64		52.64
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	09/29/16		MAINT SUPPLIES	054004	10/12/16	Audit		19.34		19.34
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	09/29/16		MAINT SUPPLIES	054005	10/12/16	Audit		16.11		16.11
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
Total Invoice Amount								623.61		

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	526,353.00	3,204,192.11	2,677,839.11
13	16,168.47	3,906.42-	20,074.89-
Total	542,521.47		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page Break by Check? = N, Zero? = Y)

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Scheduled 10/10/2016 - 10/13/2016

Bank Account COUNTY - County

Number of Payments	177
Number of Checks	71
Total Check Amount	\$542,423.25
Total Unpaid Sales Tax	\$98.22
Total Expense Amount	\$542,521.47

CHECK AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	11
\$100 - \$499	20
\$500 - \$999	8
\$1,000 - \$4,999	22
\$5,000 - \$9,999	1
\$10,000 - \$14,999	4
\$15,000 - \$99,999	3
\$100,000 - \$199,999	2
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

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

* Number of payments to a different vendor

! Number of Prepaid payments

@ Number of Liability payments

? denotes check name different than payment name

FP denotes Final Payment

APPROVAL OCTOBER 18, 2016

Report Totals -

Number of Payments

177

Number of Checks

71

Total Check Amount

542,423.25

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012132, Page
Break by Check? = N, Zero? = Y)

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POLICY GUIDE SHEET

September 2016

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

BP/AR 1312.3 - Uniform Complaint Procedures

(BP/AR revised)

Mandated policy updated to reflect programs that must be investigated in accordance with the uniform complaint procedures (UCP), as listed on the California Department of Education's 2016/17 UCP Checklist. Mandated administrative regulation revised to clarify required annual notification and complaint filing requirements, and to provide for equitable treatment of a respondent to a complaint as required under federal law.

BP/AR 3230 - Federal Grant Funds

(BP/AR added)

New mandated policy and mandated regulation reflect major requirements for the management of federal grant funds contained in the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called the "Uniform Guidance"), including the mandate to adopt written procedures related to procurement, conflict of interest, cash management, and allowable costs. Policy addresses the board's desire to maintain fiscal integrity and transparency in the use of federal grant funds, key components of the district's financial management system, and the submission of performance reports in accordance with law and the requirements of the awarding agency. Regulation includes material related to allowable costs, procurement, cash management, audits, and records, including requirements for employees to document "time and effort" spent on grant activities. Regulation also reflects the option to delay implementation of the procurement standards in the Uniform Guidance up to July 1, 2017, provided that the decision is documented in the district's procurement policy.

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

(BP/AR revised)

Policy and regulation updated to make minor revisions in the renumbering of legal cites pursuant to the Uniform Guidance for federal grant funds and to cross-reference new BP/AR 3230 - Federal Grant Funds.

AR 3440 - Inventories

(AR revised)

Regulation updated to make minor revisions in the renumbering of legal cites pursuant to the Uniform Guidance for federal grant funds, cross-reference new BP/AR 3230 - Federal Grant Funds, and reflect requirement to annually submit an inventory listing of federally owned property in the district's custody to the federal agency that granted the award.

AR 3460 - Financial Reports and Accountability

(AR revised)

Regulation updated to add general language on the need to audit federal grant funds, while deleting detailed material regarding the submission of records related to the audit of federal funds, now addressed in AR 3230 - Federal Grant Funds. Section on "Other Postemployment Benefits Report" updated to reflect Governmental Accounting Standards Board (GASB) Statement 75, which supersedes GASB Statement 45 for fiscal years beginning after June 15, 2017, although earlier implementation is encouraged. Revisions reflect the requirements to report the total unfunded liability for OPEBs and to perform an actuarial valuation every two years regardless of the number of members in the OPEB plan, although an alternative method is still allowed for plans with fewer than 100 members.

POLICY GUIDE SHEET

September 2016

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AR 3512 - Equipment

(AR revised)

Regulation updated to make minor revisions in the renumbering of legal cites pursuant to the Uniform Guidance for federal grant funds and to cross-reference new BP/AR 3230 - Federal Grant Funds.

BP/AR 5145.3 - Nondiscrimination/Harassment

(BP/AR revised)

Mandated policy revised to clarify (1) that the policy is applicable to off-campus conduct that may have a continuing impact on a student at school, and (2) that the district must investigate all allegations of discrimination of which it has notice, regardless of whether a formal written complaint is filed, and must take action to address any effect of discrimination found. Mandated administrative regulation updated to ensure consistency of reporting procedure with formal complaint process in the UCP and to clarify various provisions in the section on "Transgender and Gender-Nonconforming Students."

BP/AR 5145.7 - Sexual Harassment

(BP/AR revised)

Mandated policy revised to clarify that the district must investigate every allegation of sexual harassment of which it has notice, whether or not a formal written complaint is filed, and, when needed, must take interim measures to ensure safety of any student complainant or victim of sexual harassment. Mandated administrative regulation revised to recommend how the district may address a report of off-campus sexually harassing conduct.

UNIFORM COMPLAINT PROCEDURES

Note: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 **mandates** districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. Pursuant to 5 CCR 4610, districts are required to adopt a uniform system of procedures that meets specified requirements for investigating and resolving complaints alleging (1) noncompliance with state and federal laws and regulations governing educational programs; (2) noncompliance with state law prohibiting the charging of student fees; or (3) unlawful discrimination (such as discriminatory harassment, intimidation, and bullying). Although some bullying incidents may not fall within the provisions of 5 CCR 4610, BP 5131.2 - Bullying strongly recommends that districts use the UCP to investigate all bullying incidents, regardless of whether there is an allegation of discriminatory bullying, to ensure consistent implementation by district staff. It is not always easy or possible for staff to know prior to an investigation whether a student was bullied because of his/her actual or perceived membership in a legally protected class. After investigation, bullying incidents found to involve unlawful discrimination would then be resolved using the UCP. Districts that are concerned about the capacity of a single district compliance officer to handle a possible increase in the number of UCP complaints, or that prefer to handle certain incidents at the school site level whenever possible, may designate multiple compliance officers in accordance with the accompanying administrative regulation.

Education Code 52075 **mandates** districts to adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan. For plan requirements, see BP/AR 0460 - Local Control and Accountability Plan. In addition, legislation enacted in 2015 authorizes the use of the UCP to resolve complaints of noncompliance with laws related to accommodations for lactating students, educational rights of foster youth and homeless students, assignment of students to courses without educational content, and physical education instructional minutes, as specified in items #3 and #6-9 below. Finally, a district should adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging retaliation in response to a complaint.

The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written district policies and procedures for required statements, including prohibition of discrimination (such as discriminatory harassment, intimidation, and bullying) against students pursuant to Education Code 234.1, and (2) records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title II of the Americans with Disabilities Act (20 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000e-17), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107). OCR has issued guidance describing federal requirements for discrimination complaint procedures. OCR requires such procedures to be "prompt and equitable." The factors OCR examines to evaluate each district's procedures are specified in the accompanying administrative regulation, including whether and how the procedures (1) provide notice of the procedures to the district's students, parents/guardians, and employees; (2) ensure adequate, reliable, and impartial investigation of complaints; (3) contain reasonably prompt timeframes for major stages of the complaint process; (4) provide notice to the complainant of the resolution of the complaint; and (5) provide an assurance that action will be taken to prevent recurrence of any discrimination found and to correct its effects.

UNIFORM COMPLAINT PROCEDURES (continued)

CSBA staff received feedback and comments from representatives of CDE and OCR regarding this policy and the accompanying administrative regulation. As a result, the sample policy and regulation have been drafted to go beyond the requirements of California's UCP laws and regulations in an attempt to address issues and concerns raised by CDE and OCR. While CDE and OCR have not approved or signed off on the samples, CSBA believes that the additional details provided herein may help school districts and county offices of education during any compliance check by CDE or in the event that a CDE or OCR investigation occurs.

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

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

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic

UNIFORM COMPLAINT PROCEDURES (continued)

group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

Note: Pursuant to Education Code 222, as added by AB 302 (Ch. 690, Statutes of 2015), a district is required to provide specified accommodations to lactating students on campus, and a complaint may be filed using the UCP when any such student is denied such accommodations.

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

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

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

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

Note: Item #5 below is **mandated** pursuant to Education Code 52075.

5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

Note: Item #6 below permits the use of the UCP for resolving complaints of district noncompliance with law related to specified educational rights of a foster youth pursuant to Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015). For details of the educational rights of foster youth, see BP/AR 6173.1 - Education for Foster Youth.

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school

UNIFORM COMPLAINT PROCEDURES (continued)

or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

Note: Item #7 below permits the use of the UCP for resolving complaints of district noncompliance with law related to specified educational rights of a homeless student pursuant to Education Code 51225.1-51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015). For details of the educational rights of homeless students, see BP/AR 6173 - Education for Homeless Children.

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

Note: Item #8 below is for districts that serve grades 9-12 students. Pursuant to Education Code 51228.1 and 51228.2, as added by AB 1012 (Ch. 703, Statutes of 2015) and as specified below, a UCP complaint may be filed against a district that assigns a student to a course with no educational content for more than one week in any semester or to a course which the student has previously completed, unless the district meets specified conditions. For more information, see BP 6152 - Class Assignment.

8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

Note: Item #9 below is for districts maintaining elementary schools. Pursuant to Education Code 51223, as amended by AB 1391 (Ch. 706, Statutes of 2015), the UCP may be used to file a complaint when an elementary school has not complied with the requirement to offer 200 minutes of physical education instruction each 10 school days. For details of this requirement, see BP/AR 6142.7 - Physical Education and Activity.

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

(cf. 6142.7 - Physical Education and Activity)

UNIFORM COMPLAINT PROCEDURES (continued)

Note: 5 CCR 4621 **mandates** that district policy ensure that complainants are protected from retaliation as specified in item #10 below.

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

Note: Pursuant to 5 CCR 4610, a district may, at its discretion, use the UCP to investigate and resolve other complaints.

11. Any other complaint as specified in a district policy

Note: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face-to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. The following **optional** paragraph provides for a neutral mediator and should be revised to reflect district practice.

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

Note: The following paragraph is **mandated** pursuant to 5 CCR 4621. Appropriate disclosure will vary in each case depending on the facts and circumstances.

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

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

UNIFORM COMPLAINT PROCEDURES (continued)

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: It is important to maintain records of all UCP complaints and the investigations of those complaints. If the district is ever investigated by OCR or CDE, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

Note: 5 CCR 4611 details complaint issues that are not subject to the UCP. Such issues include, but are not limited to, allegations of child abuse, health and safety complaints regarding a child development program, allegations of fraud, and employment discrimination complaints. For procedures related to complaints of discrimination in employment, see AR 4030 - Nondiscrimination in Employment.

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

UNIFORM COMPLAINT PROCEDURES (continued)

Note: Education Code 35186 requires the district to use the UCP, with modifications, to investigate and resolve complaints related to the issues stated in the following paragraph (i.e., "Williams complaints"). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for other uniform complaints, the CDE has created a separate uniform complaint process for the Williams complaints. See AR 1312.4 - Williams Uniform Complaint Procedures for the separate procedure.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
 222 Reasonable accommodations; lactating students
 8200-8498 Child care and development programs
 8500-8538 Adult basic education
 18100-18203 School libraries
 32289 School safety plan, uniform complaint procedures
 35186 Williams uniform complaint procedures
 48853-48853.5 Foster youth
 48985 Notices in language other than English
 49010-49013 Student fees
 49060-49079 Student records
 49069.5 Rights of parents
 49490-49590 Child nutrition programs
 51210 Courses of study grades 1-6
 51223 Physical education, elementary schools
 51225.1-51225.2 Foster youth and homeless children; course credits; graduation requirements
 51228.1-51228.3 Course periods without educational content
 52060-52077 Local control and accountability plan, especially:
 52075 Complaint for lack of compliance with local control and accountability plan requirements
 52160-52178 Bilingual education programs
 52300-52490 Career technical education
 52500-52616.24 Adult schools
 52800-52870 School-based program coordination
 54400-54425 Compensatory education programs
 54440-54445 Migrant education
 54460-54529 Compensatory education programs
 56000-56867 Special education programs
 59000-59300 Special schools and centers
 64000-64001 Consolidated application process

Legal Reference continued: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference: (continued)

GOVERNMENT CODE

11135 *Nondiscrimination in programs or activities funded by state*

12900-12996 *Fair Employment and Housing Act*

PENAL CODE

422.55 *Hate crime; definition*

422.6 *Interference with constitutional right or privilege*

CODE OF REGULATIONS, TITLE 5

3080 *Application of section*

4600-4687 *Uniform complaint procedures*

4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

1221 *Application of laws*

1232g *Family Educational Rights and Privacy Act*

1681-1688 *Title IX of the Education Amendments of 1972*

6301-6577 *Title I basic programs*

6801-6871 *Title III language instruction for limited English proficient and immigrant students*

7101-7184 *Safe and Drug-Free Schools and Communities Act*

7201-7283g *Title V promoting informed parental choice and innovative programs*

7301-7372 *Title V rural and low-income school programs*

12101-12213 *Title II equal opportunity for individuals with disabilities*

UNITED STATES CODE, TITLE 29

794 *Section 504 of Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

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

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

6101-6107 *Age Discrimination Act of 1975*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 *Nondiscrimination on basis of disability; complaints*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 *Family Educational Rights and Privacy Act*

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

104.7 *Designation of responsible employee for Section 504*

106.8 *Designation of responsible employee for Title IX*

106.9 *Notification of nondiscrimination on basis of sex*

110.25 *Notification of nondiscrimination on the basis of age*

Management Resources:

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

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

Management Resources continues: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Management Resources: (continued)

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

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

WEB SITES

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

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

Family Policy Compliance Office: <http://familypolicy.ed.gov>

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

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

UNIFORM COMPLAINT PROCEDURES

Note: 5 CCR 4621 **mandates** that the district's uniform complaint procedures (UCP) be consistent with the procedures of 5 CCR 4600-4687. Additionally, Education Code 52075 **mandates** districts to adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan (LCAP).

Furthermore, a number of federal civil rights statutes and their implementing regulations mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). For example, all districts are **mandated** pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are **mandated** pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt such policies and procedures to address discrimination on the basis of sex and age. Some of the factors considered by the U.S. Department of Education's Office for Civil Rights (OCR) when determining whether a district's procedures are "prompt and equitable" are addressed throughout the following administrative regulation.

Apart from these mandates, state legislation enacted in 2015 authorizes the use of the UCP to resolve complaints of noncompliance with laws related to accommodations for lactating students, educational rights of foster youth and homeless students, assignment of students to courses without educational content, and physical education instructional minutes, as specified in items #3 and #6-9 of the accompanying Board policy.

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

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

Compliance Officers

Note: 5 CCR 4621 requires the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and retaliation. During its Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for receiving and investigating complaints. Districts should identify the specific title(s) of the compliance officer(s) in the space provided below. If a district identifies multiple compliance officers, it is recommended that one be designated the "lead compliance officer."

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

UNIFORM COMPLAINT PROCEDURES (continued)

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

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

Superintendent@cwusd.com

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

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

Note: 5 CCR 4621 **mandates** that the district's policy provide that employees responsible for compliance and/or for investigating and resolving complaints are knowledgeable about the laws and programs at issue in the complaints they are assigned. OCR requires that the compliance officer(s) involved in implementing discrimination complaint procedures be knowledgeable about the procedures and be able to explain them to parents/guardians and students. They must also have training or experience in handling discrimination complaints, including appropriate investigative techniques and understanding of the applicable legal standards.

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

(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)

UNIFORM COMPLAINT PROCEDURES (continued)

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

Notifications

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

Note: 5 CCR 4622 **mandates** the district to include specified information in the required annual notice of its UCP to students, parents/guardians, employees, and others. Pursuant to Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015), the district is required to include information about specified educational rights of foster youth and homeless students in its annual UCP notification.

During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's UCP to the persons specified below. A sample of the annual notice is available through the CDE web site. In addition, 28 CFR 35.107, 34 CFR 106.8, and 34 CFR 110.25 require the district to publish its complaint procedures covering unlawful discrimination.

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)
 (cf. 0460 - Local Control and Accountability Plan)
 (cf. 1220 - Citizen Advisory Committees)
 (cf. 3260 - Fees and Charges)
 (cf. 4112.9/4212.9/4312.9 - Employee Notifications)
 (cf. 5145.6 - Parental Notifications)
 (cf. 6173 - Education for Homeless Children)
 (cf. 6173.1 - Education for Foster Youth)

Note: The following **optional** paragraph may be modified to reflect district practice. In its April 2015 Dear Colleague Letter: Title IX Coordinators, OCR recommends that districts use web posting and social media to disseminate their nondiscrimination notices, policies, and procedures and communicate current compliance officer(s)' contact information to students, parents/guardians, and employees.

UNIFORM COMPLAINT PROCEDURES (continued)

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

Note: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires school districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2002 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on balancing four factors: (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English.

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

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

Note: During the FPM process, CDE staff will check the notice to ensure that it contains a summary of the complaint procedures as specified in items #1-4 below.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of

UNIFORM COMPLAINT PROCEDURES (continued)

Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).

4. Include statements that:

- a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
- b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
- c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
- d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
- e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

UNIFORM COMPLAINT PROCEDURES (continued)

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

Note: Education Code 52075 requires that information regarding LCAP requirements be included in the district's annual notification. See BP/AR 0460 - Local Control and Accountability Plan for details of the LCAP and specific requirements for its adoption and implementation.

- g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

Note: Items #4h and i below reflect Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015). Pursuant to Education Code 48853.5, as amended, the CDE is required to develop a standardized notice of the rights of foster youth in consultation with the California Foster Youth Education Task Force, and to make it available for dissemination by posting it on its Internet Web site.

- h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- i. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:
 - (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
 - (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
 - (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

UNIFORM COMPLAINT PROCEDURES (continued)

- j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

Note: Pursuant to federal law, including 34 CFR 106.8, the district is required to establish "prompt and equitable" procedures for investigating and resolving complaints alleging unlawful discrimination. The following statement reflects OCR's interpretation of such provisions as requiring fairness and equity not just for a complainant but for a respondent as well.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

- k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

Note: To ensure that the public is made aware of districts' obligation to provide copies of the UCP free of charge pursuant to 5 CCR 4622, CDE staff review the notice during the FPM process.

- l. Copies of the district's UCP are available free of charge.

District Responsibilities

Note: 5 CCR 4631 requires that UCP complaints be investigated and completely resolved within 60 calendar days of the receipt of the complaint. Pursuant to 5 CCR 4640, when a UCP complaint is erroneously sent to the CDE without first being filed with the district, the 60-day period specified in 5 CCR 4631 begins when the district receives the complaint.

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

Note: The following paragraph reflects recommendation by OCR to ensure equity in the resolution process of a complaint alleging unlawful discrimination and may be modified to reflect district practice.

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

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

UNIFORM COMPLAINT PROCEDURES (continued)

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaints

Note: Complaints filed under the UCP may be filed directly with a compliance officer or with any site administrator not designated as a compliance officer. For example, acts of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may initially be reported to a principal. See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment. If a site administrator not designated as a compliance officer receives a UCP complaint, he/she must notify a compliance officer. A district may also establish a site-level process for receiving informal reports about incidents for which a UCP complaint may be filed and notifying students and parents/guardians of their right to file a UCP complaint. Any site-level process established by a district should be in writing and distributed in the same manner as the grievance procedures listed herein with an explanation of how it interacts with the UCP complaint process.

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

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

Note: Education Code 49013 **mandates** districts to adopt procedures that allow for anonymous complaints to be filed when a district allegedly violates the prohibition against the charging of student fees. Pursuant to Education Code 52075, anonymous complaints are permitted with regards to the LCAP, as long as evidence, or information leading to evidence, to support the allegation of noncompliance is provided in the complaint.

2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful

UNIFORM COMPLAINT PROCEDURES (continued)

student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

Note: OCR's Revised Sexual Harassment Guidance, Dear Colleague Letter: Sexual Violence, and Questions and Answers on Title IX and Sexual Violence indicate that if a complainant in a sexual harassment case requests that his/her name or that of the victim not be revealed to the alleged perpetrator or asks that the complaint not be pursued, the district should first inform the complainant that honoring the request may limit its ability to respond and pursue disciplinary action against the alleged perpetrator. However, in all instances, the district must still continue to ensure that it provides a safe and nondiscriminatory environment for all students. This principle would also apply to harassment on other bases, such as race, gender, or disability.

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Note: The following section should be used only by those districts that have decided to establish procedures for attempting to resolve complaints through alternative dispute resolution procedures such as mediation; see the accompanying Board policy. **The following section may be modified to specify the alternative dispute resolution method and timelines used within the district.**

UNIFORM COMPLAINT PROCEDURES (continued)

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

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

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

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

Investigation of Complaint

Note: 5 CCR 4631, which requires the district to provide the complainant with the opportunity to present relevant information, does not provide any timeline. Thus, **the timeline specified below may be modified to reflect district practice.**

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

Note: In his/her investigation, the compliance officer should consider all relevant circumstances, such as how the misconduct affected one or more students' education; the type, frequency, and duration of the misconduct; the identity, age, and sex of the individuals involved in and impacted by the conduct and the relationship between them; the number of persons engaged in the conduct and at whom the conduct was directed; the size of the school, location of the incidents, and context in which they occurred; and other incidents at the school involving different individuals.

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

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

Note: 5 CCR 4631 allows the district to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the investigation. 5 CCR 4631 also provides that, if the district refuses to provide the investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant. During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the district's policy or procedures, as specified below.

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

Note: In determining the truth of any allegation, the district should apply the correct standard of proof to the situation. For example, with allegations of unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) or retaliation, OCR uses the "preponderance of the evidence" (more likely than not) standard. Any standard of proof that is more rigorous than required by law could subject a district to liability.

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Note: Pursuant to 5 CCR 4631, the district's written decision must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for districts that do not allow complainants to appeal the compliance officer's decision to the Governing Board. Option 2 is for districts that allow appeals to the Board, and it requires the compliance officer's decision within 30 calendar days so that the Board's decision can still be given within the 60-day time limit.

OPTION 1:

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

OPTION 2:

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

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

Note: Pursuant to 5 CCR 4631, only a complainant has the right to receive a written report, and to file his/her complaint with the Board if dissatisfied with the compliance officer's decision. However, OCR has recommended that the same rights be extended to a respondent to a complaint alleging unlawful discrimination, to ensure the process is equitable for all involved. Districts that selected Option 1 should delete reference to filing of a complaint with the Board in the following paragraph.

~~In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.~~

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

Note: The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1-99.67) protects student privacy, including student records containing details of the actions taken in response to a UCP complaint. However, pursuant to 20 USC 1221, FERPA may not "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Title V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program." In February 2015, the Family Policy Compliance Office (FPCO), the federal agency which administers FERPA, released a letter concluding that FERPA permits a district to disclose to a student who was subjected to unlawful discrimination certain information about the sanctions imposed upon the offender when the sanctions directly relate to that student. Thus, if properly remedying the impact of discrimination would require disclosing to the alleged victim certain information on how the district disciplined the alleged student offender (e.g., a stay-away order), FPCO interprets FERPA as allowing the district to disclose that information.

Given the potential liability from improperly disclosing such information, districts are advised to consult with legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the offender.

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

Note: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. Based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

UNIFORM COMPLAINT PROCEDURES (continued)

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

Note: 5 CCR 4631 and guidance provided by OCR specify components that should be part of the district's decision. Inclusion of these items will help protect the district's position in case of an appeal to the CDE, a complaint submitted to OCR, or if litigation is filed.

For all complaints, the decision shall include: (5 CCR 4631)

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

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

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

- a. How the misconduct affected one or more students' education

UNIFORM COMPLAINT PROCEDURES (continued)

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

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

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

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

Note: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from the CDE.
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For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

UNIFORM COMPLAINT PROCEDURES (continued)

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

Corrective Actions

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

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

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

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

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

Note: In its Dear Colleague Letter: Sexual Violence from April 2011 and its Questions and Answers on Title IX and Sexual Violence from April 2014, OCR provides a detailed discussion of remedies for the broader campus community.

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

Note: Generally, when a complaint is found to have merit, appropriate corrective action is provided to the complainant or other affected person. However, in certain instances, the law may require corrective action to be provided to all affected persons, not just the complainant or subject of the complaint. For example, pursuant to Education Code 49013 and 5 CCR 4600, if the district, or the CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the district is required to provide a remedy to all affected students and parents/guardians, as specified below. The same requirement applies to allegations of noncompliance with the LCAP requirements, pursuant to Education Code 52075, and to noncompliance with required instructional minutes for elementary students' physical education, pursuant to Education Code 51223, as amended by AB 1391 (Ch. 706, Statutes of 2015). Districts that do not maintain elementary schools should delete reference to physical education from the following paragraph.

UNIFORM COMPLAINT PROCEDURES (continued)

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

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

Appeals to the California Department of Education

Note: 5 CCR 4632-4633 provide that any complainant may appeal the district's decision to the CDE, as provided below. Pursuant to Education Code 49013, the district is **mandated** to adopt procedures that include the right to appeal to the CDE, in accordance with 5 CCR 4632, when a complainant is dissatisfied with the district's decision on his/her complaint alleging noncompliance with the law that prohibits districts from requiring students to pay fees, deposits, or charges for their participation in educational activities. Such procedures are also **mandated** by Education Code 52075 with regards to complaints alleging noncompliance with requirements related to the LCAP.

Authority to appeal the district's decision is also available to a complainant who alleges noncompliance with laws regarding (1) the provision of reasonable accommodation to a lactating student, (2) the educational rights of foster youth and homeless students, (3) the assignment of a high school student to a course without educational content, and (4) the required instructional minutes for elementary students' physical education, as specified in items #3 and #6-9 of the accompanying Board policy.

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

Note: Pursuant to 5 CCR 4632-4633, an appeal to the CDE is only available to a complainant who is dissatisfied with the district's decision. However, the OCR has recommended that the district extend the same right to a respondent to an allegation of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) who is dissatisfied with the district's decision, to ensure fairness for all parties involved.

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

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be

UNIFORM COMPLAINT PROCEDURES (continued)

accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

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

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

Note: The CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final written decision; (2) the complainant requires anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; (3) the complainant alleges that he/she would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile; (4) the complainant alleges failure to comply with the due process procedures established pursuant to special education law and regulation to implement a due process hearing order; (5) the complainant alleges facts that indicate that one or more students may be in immediate physical danger or that the health, safety, or welfare of one or more students is threatened; or (6) the complainant alleges failure to follow a student's individualized education program.

FEDERAL GRANT FUNDS

Note: All grants awarded by the federal government, including formula grants (e.g., Title I funding, Part B of the Individuals with Disabilities Education Act) and discretionary grants, are subject to the requirements contained in the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance"), as specified in 2 CFR 200.0-200.521 and Appendices I-XII.

The Uniform Guidance, adopted in December 2014, includes new provisions but primarily consolidates guidance from earlier OMB circulars.

Pursuant to 2 CFR 200.110, as amended by 80 Fed. Reg. 54407, the Uniform Guidance applies to all new and continuing grant awards made on or after December 26, 2014, except that districts may choose to delay implementation of the new procurement standards until July 1, 2017 or such later date as may be approved in the Uniform Guidance. See the accompanying administrative regulation for optional language accepting the delayed implementation.

Pursuant to 2 CFR 200.302, 200.318, and 200.319, the district is **mandated** to adopt written procedures related to procurement, conflict of interest, cash management, payments, and allowable costs. In addition to the following policy, it is recommended that districts maintain a detailed administrative regulation or procedures manual addressing the mandated components.

The Governing Board recognizes the district's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through federal grants. The district shall comply with all requirements detailed in any grant agreement with an awarding agency and with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in 2 CFR 200.0-200.521 and any stricter state laws and district policy.

Any goods or services purchased with federal funds shall be reasonable in cost and necessary for the proper and efficient performance or administration of the program.

The Superintendent or designee shall ensure that the district's financial management systems and procedures provide for the following: (2 CFR 200.302)

1. Identification in district accounts of each federal award received and expended and the federal program under which it was received

(cf. 3100 - Budget)

2. Accurate, current, and complete disclosure of the financial and performance results of each federal award or program in accordance with the reporting requirements of 2 CFR 200.327 and 200.328

(cf. 3460 - Financial Reports and Accountability)

FEDERAL GRANT FUNDS (continued)

3. Records and supporting documentation that adequately identify the source and application of funds for federally funded activities, including information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

4. Effective controls and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes
5. Comparison of actual expenditures with budgeted amounts for each federal award
6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305
7. Written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award

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

The Superintendent or designee shall develop and implement appropriate internal control processes to reasonably assure that transactions are properly executed, recorded, and accounted for so that the district can prepare reliable financial statements and federal reports, maintain accountability over assets, and demonstrate compliance with federal laws, regulations, and conditions of the federal award. (2 CFR 200.61, 200.62, 200.303)

Equipment purchased with federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

(cf. 3440 - Inventories)

(cf. 3512 - Equipment)

All staff involved in the administration or implementation of programs and activities supported by federal funds shall receive information and training on the allowable use of federal funds, purchasing procedures, and reporting processes commensurate with their duties.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

FEDERAL GRANT FUNDS (continued)

Note: Pursuant to 2 CFR 200.328, districts must submit performance reports at the interval required by the awarding agency, which shall be at least annually but no more often than quarterly except in unusual circumstances. The district may request an extension of the due date for any performance report for justifiable reasons.

In addition, the California Department of Education (CDE) is required under Education Code 64001 to monitor districts' compliance with legal requirements for federal categorical programs. This monitoring is accomplished through the Federal Program Monitoring process, which is based on a combination of data and document reviews and on-site visits. For further information, see the CDE's web site and BP 6190 - Evaluation of the Instructional Program.

The district shall submit performance reports to the awarding agency in accordance with the schedule and indicators required for that federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted within 90 days after the ending date of the grant. (2 CFR 200.301, 200.328)

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference: (see next page)

FEDERAL GRANT FUNDS (continued)

Legal Reference:

EDUCATION CODE

42122-42129 Budget requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

180.220 Amount of contract subject to suspension and debarment rules

200.0-200.521 Federal uniform grant guidance, especially:

200.1-200.99 Definitions

200.100-200.113 General provisions

200.317-200.326 Procurement standards

200.327-200.329 Monitoring and reporting

200.333-200.337 Record retention

200.400-200.475 Cost principles

200.500-200.521 Audit requirements

CODE OF FEDERAL REGULATIONS, TITLE 34

76.730-76.731 Records related to federal grant programs

CODE OF FEDERAL REGULATIONS, TITLE 48

2.101 Federal acquisition regulation; definitions

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Department of Education Audit Guide

California School Accounting Manual

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Questions and Answers Regarding 2 CFR Part 200, March 17, 2016

WEB SITES

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

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Office of Management and Budget, Uniform Guidance: https://www.whitehouse.gov/omb/grants_docs

State Controller's Office: <http://www.sco.ca.gov>

System for Award Management (SAM): www.sam.gov/portal/SAM/##11

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

U.S. Government Accountability Office: <http://www.gao.gov>

FEDERAL GRANT FUNDS

Note: The following administrative regulation reflects the major requirements of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance"), as specified in 2 CFR 200.0-200.521 and Appendices I-XII, which governs the use of federal formula and discretionary grant funds awarded to districts.

Pursuant to 2 CFR 200.302, 200.318, and 200.319, the district is **mandated** to adopt written procedures related to procurement, conflict of interest, cash management, payments, and allowable costs. It is recommended that the district expand the following regulation and/or maintain a comprehensive procedures manual which contains internal controls and grant management standards used by the district to ensure the lawful expenditure of federal funds, including, but not limited to, procedures and protocols for cash management, procurement, inventory management, allowability of expenditures, "time and effort" reporting by personnel, and record retention.

Allowable Costs

Note: 2 CFR 200.302 **mandates** that districts develop written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award. Districts may revise this section or their detailed procedures manual to reflect those requirements.

Prior to obligating or spending any federal grant funds, the Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure of federal funds in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award. He/she shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the federal grant.

(cf. 3350 - Travel Expenses)

Note: Pursuant to Education Code 42126 which requires the Superintendent of Public Instruction to prescribe a uniform format for district budgets, districts are required to use the Standardized Account Code Structure (SACS). SACS ensures that districts meet state and federal reporting guidelines and comply with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board. The California Department of Education's California School Accounting Manual provides guidance regarding coding of revenues and expenditures. In March 2016, the State Board of Education approved recommended changes to the California School Accounting Manual that reflect the Uniform Guidance.

The Superintendent or designee shall review and approve all transactions involving federal grant funds and shall ensure the proper coding of expenditures consistent with the California School Accounting Manual.

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

Period of Performance

Note: Pursuant to 2 CFR 200.343, any federal funds that are not obligated or paid within the appropriate timeframes must be returned to the awarding agency. Thus, districts should closely monitor spending throughout the grant cycle.

FEDERAL GRANT FUNDS (continued)

All obligations of federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 90 days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant. (2 CFR 200.77, 200.308, 200.309, 200.343)

Procurement

Note: 2 CFR 200.110, as amended by 80 Fed. Reg. 54407, authorizes districts to delay implementation of the procurement standards in the Uniform Guidance (2 CFR 200.317-200.326) until July 1, 2017 or such later date as may be approved in the Uniform Guidance. Districts that choose to delay implementation are **mandated** to document this decision in their procurement policies, as provided in the following paragraph. Other districts should delete the date in the following paragraph.

On or before July 1, 2017, or such later date as may be approved in the Uniform Guidance, the Superintendent or designee shall comply with the standards specified in 2 CFR 200.317-200.326 and Appendix II of Part 200 when procuring goods and services needed to carry out a federal grant as well as any more restrictive state laws and district policies concerning the procurement of goods and services.

As appropriate to encourage greater economy and efficiency, the Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use federal excess or surplus property. (2 CFR 200.318)

Note: 2 CFR 200.318 **mandates** that districts have written procedures that address all applicable laws regarding the use of federal grant funds in procurement transactions. The U.S. Department of Education's (USDOE) Questions and Answers Regarding 2 CFR Part 200 clarifies that such procedures must address issues related to the bid process (e.g., source evaluation, protests, and claims) since 2 CFR 200.318 provides that the district is solely responsible for settlement of all contractual and administrative issues arising out the procurement process.

The following list reflects major requirements contained in the Uniform Guidance. Districts may revise the following list or the district's comprehensive procedures manual to include additional detail, such as a description of the documents that will be used (e.g., purchase order, requisition), staff responsibilities, and the process for soliciting and receiving bids.

The procurement of goods or services with federal funds shall be conducted in a manner that provides full and open competition in accordance with state laws and district regulations and the following requirements:

FEDERAL GRANT FUNDS (continued)

Note: 2 CFR 200.67 permits districts to establish simplified procurement procedures for "micro-purchases," defined, as described in item #1 below. Pursuant to 48 CFR 2.101, the threshold for such purchases is \$3,500 except as otherwise specified, and will be periodically adjusted for inflation. Use of the simplified procedures requires that the district determine the price to be "reasonable." According to the USDOE's Questions and Answers Regarding 2 CFR Part 200, a documented review of web sites would meet this requirement.

The "small purchases" limit under the Uniform Guidance (item #2 below) is \$150,000. However, the more restrictive California bid limits and district procurement policies must be applied to define the "small purchase" requirements.

Any purchases above the California bid limits (see BP/AR 3311 - Bids) must follow California law.

1. Any purchase of supplies or services that does not exceed the "micro-purchase" threshold specified in 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the district considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases. (2 CFR 200.67, 200.320)
2. For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, the Superintendent or designee shall utilize "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources. (2 CFR 200.320)
3. Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law and AR 3311 - Bids, unless exempt from bidding under the law.

(cf. 3311 - Bids)

4. If a purchase is exempt from bidding and the district's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered. (2 CFR 200.320)

(cf. 3312 - Contracts)

5. Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the district's request, and/or competition is determined inadequate after solicitation of a number of sources. (2 CFR 200.320)
6. Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. *Time and materials type contract* means a contract whose

FEDERAL GRANT FUNDS (continued)

cost is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit. (200.328)

Note: 2 CFR 200.213 restricts districts from procuring goods or services from entities that have been suspended or otherwise excluded from participation in federal assistance programs or activities. Districts may require certification of eligibility from the vendor or use the federal System for Award Management web site to determine whether a particular entity has been excluded.

For any purchase of \$25,000 or more, the Superintendent or designee shall verify that any vendor which is used to procure goods or services is not excluded or disqualified by the federal government. (2 CFR 180.220, 200.213)

Note: 2 CFR 200.319 **mandates** that districts have written procedures for procurement transactions that include the following components.

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used to define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals. (2 CFR 200.319)

The Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price. (2 CFR 200.318)

The Superintendent or designee shall ensure that all contracts for purchases using federal grant funds contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (2 CFR 200.326)

FEDERAL GRANT FUNDS (continued)

Capital Expenditures

Note: 2 CFR 200.313 and 200.439 require a district receiving federal grant funds to obtain prior written approval from the awarding agency before incurring the cost of a capital expenditure, as defined in 2 CFR 200.12 and 200.13. See AR 3512 - Equipment for further information about requirements related to equipment purchased with federal funds, including labeling, maintenance, inventory, and continued use of the equipment after the program continues to be supported by federal funds.

The Superintendent or designee shall obtain prior written approval from the awarding agency before using federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. (2 CFR 200.12, 200.13, 200.20, 200.33, 200.48, 200.58, 200.89, 200.313, 200.439)

Conflict of Interest

Note: 2 CFR 200.318 **mandates** that districts maintain written standards of conduct covering conflicts of interest and the performance of employees engaged in the selection, award, and administration of contracts.

No Governing Board member, district employee, or district representative shall participate in the selection, award, or administration of a contract supported by federal funds if he/she has a real or apparent conflict of interest, such as when he/she or a member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of them has a financial interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value. (2 CFR 200.318)

Employees engaged in the selection, award, and administration of contracts shall also comply with BB 9270 - Conflict of Interest.

(cf. 9270 - Conflict of Interest)

Cash Management

Note: Pursuant to 2 CFR 200.302, districts are **mandated** to develop written procedures to implement the requirements of 2 CFR 200.305.

The Superintendent or designee shall ensure the district's compliance with 2 CFR 200.305 pertaining to payments and cash management, including compliance with applicable methods and procedures that minimize the time elapsing between the transfer of funds to the district and the district's disbursement of funds. (2 CFR 200.305)

FEDERAL GRANT FUNDS (continued)

Note: Pursuant to 2 CFR 200.305, a district may be paid in advance by the awarding agency if it maintains written procedures that minimize the time elapsing between the transfer of funds and disbursement by the district as well as financial management systems that meet the standards for fund control and accountability as established in the Uniform Guidance.

When authorized by law, the district may receive advance payments of federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the district for carrying out the purpose of the program or project. Except under specified conditions, the district shall maintain the advance payments in an interest-bearing account. The district shall remit interest earned on the advanced payment to the awarding agency on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses. (2 CFR 200.305)

When required by the awarding agency, the district shall instead submit a request for reimbursement of actual expenses incurred. The district may also request reimbursement as an alternative to receiving advance payments. (2 CFR 200.305)

The Superintendent or designee shall maintain source documentation supporting the expenditure of federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation.

Personnel

Note: In order to charge staff compensation as an allowable expense of federal grant funds pursuant to 2 CFR 200.430, employees must document the amount of time they spend on grant activities supported by federal funds. These documents, known as "time and effort" records, are used to charge the costs of personnel compensation to federal grants. It is recommended that the district's administrative regulation reflect district practice for documenting time and effort, such as the type of documentation maintained, signature requirements, how often certifications will be completed, and review of the records by a supervisor.

All district employees who are paid in full or in part with federal funds, including employees whose salary is paid with state or local funds but is used to meet a required match or in-kind contribution to a federal program, shall document the amount of time they spend on grant activities. (2 CFR 200.430)

Records

Except as otherwise provided in 2 CFR 200.333, or where state law or district policy requires a longer retention period, financial records, supporting documents, statistical records, and all other district records related to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. (2 CFR 200.333)

FEDERAL GRANT FUNDS (continued)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Audits

Note: Pursuant to 2 CFR 200.501, districts that expend \$750,000 or more in federal grant funds during a fiscal year must have a single audit conducted in accordance with 2 CFR 200.514, unless it chooses to have a program-specific audit conducted in accordance with 2 CFR 200.507. The USDOE's Questions and Answers Regarding 2 CFR Part 200 confirms that compliance with the audit requirements in the Uniform Guidance (2 CFR 200.500-200.521) must begin with the audit of the district's first fiscal year starting on or after December 26, 2014. Thus, for districts whose fiscal year begins on July 1, the first audit subject to the Uniform Guidance would be for the fiscal year ending June 30, 2016. Pursuant to 2 CFR 200.512, the audit must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. For fiscal year ending June 30, 2016, the latest deadline is March 31, 2017.

Districts that expend more than \$50 million in federal funds are subject to the requirements specified in 2 CFR 200.513.

District audits are also subject to the requirements in Education Code 41020, the state Education Audit Appeal Panel's Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, and the California Department of Education Audit Guide. See BP/AR 3460 - Financial Reports and Accountability for further information about audit requirements.

Pursuant to 2 CFR 200.501, districts that expend less than \$750,000 in federal grant funds per fiscal year are exempt from federal audit requirements but must make records available for review or audit by the awarding agency, the pass-through entity, and U.S. Government Accountability Office. Such districts may delete the following section.

Whenever the district expends \$750,000 or more in federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR 200.507 or 200.514. (2 CFR 200.501)

The Superintendent or designee shall ensure that the audit meets the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of federal funds expended by the district shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (2 CFR 200.512)

FEDERAL GRANT FUNDS (continued)

In the event that the audit identifies any deficiency, the Superintendent or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action. (2 CFR 200.26, 200.508, 200.511)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

Note: The following policy and administrative regulation address the sale and disposal of district-owned personal property, such as instructional materials, equipment, and supplies. For policy on the sale or lease of surplus real property, see BP 3280 - Sale or Lease of District-Owned Real Property.

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

(cf. 0440 - District Technology Plan)

(cf. 3512 - Equipment)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of in the local public dump. (Education Code 17546)

Note: Education Code 60510-60530 establish conditions for the sale or disposal of obsolete instructional materials depending on whether such materials are usable or unusable for educational purposes; see the section "Instructional Materials" in the accompanying administrative regulation. The following **optional** paragraph prescribes criteria for determining when instructional materials are obsolete or unusable, and may be revised to reflect district practice.

Instructional materials shall be considered obsolete or unusable by the district if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)

2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy
3. Are damaged beyond use or repair

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

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

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

Note: Pursuant to 2 CFR 200.313, equipment or supplies acquired under a federal grant or subgrant may be retained, sold, or otherwise disposed of, with no further obligation to the awarding federal agency, when they are no longer needed for the original project or program or for other federally supported activities. However, when the current per-unit fair market value of the equipment or the residual inventory of the unused supplies is \$5,000 or more, the federal agency that provided the grant or subgrant shall be entitled to a share of the current market value of the equipment, if retained, or the proceeds from its sale, and to compensation for its share of the unused supplies. See the accompanying administrative regulation.

The Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return. (2 CFR 200.313)

(cf. 3230 - Federal Grant Funds)

(cf. 3440 - Inventories)

Legal Reference: (see next page)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)

Legal Reference:

EDUCATION CODE

17540-17542 *Sale or lease of personal property by one district to another*

17545-17555 *Sale of personal property*

35168 *Inventory, including record of time and mode of disposal*

60510-60530 *Sale, donation, or disposal of instructional materials*

GOVERNMENT CODE

25505 *District property; disposition; proceeds*

CODE OF REGULATIONS, TITLE 5

3944 *Consolidated categorical programs, district title to equipment*

3946 *Disposal of equipment purchased with state and federal consolidated application funds*

UNITED STATES CODE, TITLE 40

549 *Surplus property*

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 *Federal uniform grant guidance*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

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

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

Note: The following administrative regulation addresses the sale and disposal of district-owned personal property, such as instructional materials, equipment, and supplies. For procedures regarding the disposal of real property, see BP/AR 3280 - Sale or Lease of District-Owned Real Property.

Instructional Materials

Note: Education Code 60510-60530 address the sale or disposal of surplus or undistributed obsolete instructional materials that are either usable or unusable for educational purposes. See the accompanying Board policy for language regarding the determination of instructional materials as obsolete or unusable.

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district. Alternatively, such materials may be donated to: (Education Code 60510)

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people

(cf. 0440 - District Technology Plan)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Any organization, agency, or institution receiving obsolete instructional materials donated by the district shall certify to the Governing Board that it agrees to make no charge to any persons to whom it gives or lends these materials. (Education Code 60511)

Note: Education Code 60510.5 encourages, but does not require, districts to take actions described in the following **optional** paragraph.

At least 60 days before selling or donating surplus or undistributed obsolete instructional materials, the Superintendent or designee shall notify the public of the district's intention to do so through a public service announcement on a local television station, in a local newspaper, or by other means that will most effectively reach the entities described above. Representatives of those entities and members of the public also shall be notified of the opportunity to address the Board regarding the distribution of these materials.

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)

(cf. 9323 - Meeting Conduct)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest obtainable price
2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the district has given notice to all persons who have filed a request for such notice

(cf. 3510 - Green School Operations)

(cf. 3511.1 - Integrated Waste Management)

Equipment/Supplies Acquired with Federal Funds

Note: 2 CFR 200.313-200.314 address the sale or disposal of equipment and supplies that were acquired under a federal grant or subgrant. See BP 3512 - Equipment for additional requirements pertaining to the management of such equipment and supplies.

When the district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (2 CFR 200.313)

(cf. 3230 - Federal Grant Funds)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (2 CFR 200.313, 200.314)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (2 CFR 200.313)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)**Other Personal Property**

The district may sell other surplus or obsolete district-owned personal property through any of the following methods:

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 17548)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

(cf. 3311 - Bids)

2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. (Education Code 17545)
3. The district may sell the property without advertising for bids under any of the following conditions:

Note: Pursuant to Education Code 17546, advertising without bids is authorized when the Governing Board members attending a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value; see the accompanying Board policy.

- a. The Board members in attendance at a meeting have unanimously determined that the property does not exceed \$2,500 in value. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

Note: Education Code 17540 authorizes the sale of property to government agencies eligible under the federal surplus property law, renumbered as 40 USC 549.

- b. The district sells the property to agencies of the federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)
- c. The district sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)

sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

Money received from the sale of surplus personal property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

(cf. 3100 - Budget)

INVENTORIES

Note: Education Code 35168 requires the Governing Board to establish and maintain an inventory of all items of equipment with a current market value above \$500, as provided in item #1 below. Generally, the Board delegates this authority to the Superintendent or designee.

2 CFR 200.313 requires that districts conduct inventories of equipment acquired in whole or in part with federal grant funds, and 2 CFR 200.33 defines "equipment" as personal property having a useful life of more than one year and an acquisition cost that exceeds \$5,000 or the capitalization level established by the district for financial statement purposes, whichever is less. In the state's Federal Program Monitoring (FPM) process, the California Department of Education (CDE) reviews whether the district maintains an inventory record for each item of equipment with an acquisition cost of \$500 or more per unit that is purchased with state and/or federal categorical funds. Thus, it is recommended that districts maintain inventories of equipment with an acquisition cost of \$500 or more per unit, as provided in item #2 below.

The district may specify lower amounts for items #1 and #2 below.

Note that the acquisition cost threshold amount established for the equipment inventory need not be the same as the threshold amount established for identifying capital assets for accounting purposes; see BP 3400 - Management of District Assets/Accounts. As explained in the CDE's California School Accounting Manual, all capitalized items should be inventoried, but not all inventoried items should be capitalized.

In order to provide for the proper tracking and control of district property, the Superintendent or designee shall maintain an inventory of equipment in accordance with law for the following:

1. All equipment items currently valued in excess of \$500 (Education Code 35168)
2. All equipment items purchased with state and/or federal categorical funds that have a useful life of more than one year with an acquisition cost of \$500 or more per unit

(cf. 3290 - Gifts, Grants and Bequests)

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

(cf. 3512 - Equipment)

Note: The following **optional** paragraph may be revised to reflect district practice. According to the California School Accounting Manual, some districts choose to inventory certain items, such as computers, audiovisual equipment, and furniture, even if their cost is lower than the threshold defined by law.

In addition, the Superintendent or designee may maintain a list of specific items which shall be inventoried for internal control purposes regardless of their initial cost or current value.

The inventory shall contain a record of the following information: (Education Code 35168; 5 CCR 3946)

1. Name and description of the property
2. Identification number
3. Original cost of the item of equipment or a reasonable estimate if the original cost is unknown

INVENTORIES (continued)

4. Date of acquisition
5. Location of use
6. The date and method of disposal

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Note: Items #1-5 below are for use by districts that have used state and/or federal categorical funds to purchase equipment with an initial cost over the threshold established by law or the district. The district may merge this list into the list above in order to provide consistent procedures for all district equipment.

In addition to the information specified in items #1-6 above, the following information shall be recorded for equipment acquired with state and/or federal categorical funds unless otherwise specified in law: (5 CCR 3946; 2 CFR 200.313)

1. Source of the property (funding source)
2. Titleholder
3. Percentage of federal participation in the cost of the property
4. Use and condition of property
5. Sale price of the property upon disposition and method used to determine current fair market value

(cf. 3230 - Federal Grant Funds)

At the time of purchase, the Superintendent or designee shall affix a label to the equipment containing the identification number and the district name. Equipment items purchased with categorical program funds shall also be labeled with the name of the project in accordance with 5 CCR 3946.

Note: The following **optional** paragraph provides for tracking of items that are moved from their original location. For additional requirements regarding safeguards for equipment purchased with categorical program funds, see AR 3512 - Equipment.

Whenever an equipment item is moved to a new location or the equipment is used for a new purpose, the new location or purpose shall be recorded in the inventory.

INVENTORIES (continued)

Note: 5 CCR 3946 requires that the inventory of equipment purchased with state and/or federal categorical funds be maintained at the district office and appropriate school site. The following **optional** paragraph has been expanded to apply to all inventories conducted by the district and may be revised to reflect district practice.

A copy of the inventory shall be kept at the district office and at the appropriate school site.

(cf. 3580 - District Records)

The Superintendent or designee shall annually submit an inventory listing of federally owned property in its custody to the federal agency that granted the award. (2 CFR 200.312)

Physical Inventory

Note: The FPM process for both state and federal categorical programs includes a determination as to whether the district has conducted a physical inventory of equipment within the past two years in accordance with 2 CFR 200.313 as provided below. The California School Accounting Manual recommends that districts conduct a physical inventory at least once a year. The district may revise the following paragraph to specify a timeline shorter than two years.

At least once every two years, a physical inventory of equipment shall be conducted and the results reconciled with the property records. (2 CFR 200.313)

Note: The following two paragraphs are **optional**. The California School Accounting Manual includes recommended procedures for conducting a physical inventory, including procedures for preparing for the inventory, conducting the inventory count, and recounting. The following paragraph may be revised to reflect any specific district procedures for the physical inventory.

The Superintendent or designee shall establish procedures for conducting the physical inventory which shall include, but not be limited to, designation of person(s) responsible for coordinating and conducting the inventory, preparation and distribution of count sheets, procedures for implementing the inventory, and procedures for conducting a recount to substantiate the validity of the inventory.

The Superintendent or designee shall investigate any differences between the quantities determined by the physical inspection and those in the accounting records.

Legal Reference: (see next page)

INVENTORIES (continued)

Legal Reference:

EDUCATION CODE

35168 *Inventory of equipment*

CODE OF REGULATIONS, TITLE 5

3946 *Control, safeguards, disposal of equipment purchased with consolidated application funds*

16022-16023 *Classification of records*

16035 *Historical inventory of equipment*

UNITED STATES CODE, TITLE 20

2301-2414 *Carl D. Perkins Career and Technical Education Act*

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 *Federal uniform grant guidance*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual, 2008

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

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

Office of Management and Budget: <https://www.whitehouse.gov/omb>

FINANCIAL REPORTS AND ACCOUNTABILITY

Interim Reports

Note: Education Code 42130 requires that the district issue two interim fiscal reports; see the accompanying Board policy for information about the use of these reports to certify whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years.

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

Note: Interim reports must be based on the criteria and standards adopted by the State Board of Education (SBE) pursuant to Education Code 33127. These criteria and standards are specified in 5 CCR 15453-15464 and address the areas listed below.

The interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget, and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 15453-15464)

(cf. 3100 - Budget)

(cf. 3220.1 - Lottery Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

(cf. 3110 - Transfer of Funds)

Audit Report

Note: Pursuant to Education Code 41020, each year the district is required to arrange for an independent audit of all the district's funds. The audit must be approved by the Governing Board and submitted to the County Superintendent of Schools, California Department of Education (CDE), and State Controller within specified timelines. See the accompanying Board policy.

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

Note: The following paragraph is **optional**. Governmental Accounting Standards Board (GASB) Statement 34 contains requirements for the contents of the district's annual audited financial reports.

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

Note: Pursuant to Education Code 41020, the audit must include an audit of income and expenditures for all district funds, as provided below. Additionally, Education Code 41020 requires that the audit include a determination of whether funds were expended in accordance with the district's local control and accountability plan (LCAP). Pursuant to Education Code 52061, the annual update to the LCAP must list expenditures for specific actions to be taken to achieve the goals in the LCAP, including expenditures for services to English learners, foster youth, and students eligible for free and reduced-price meals. See BP/AR 0460 - Local Control and Accountability Plan for requirements pertaining to the LCAP.

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts, state and federal grant funds, and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3230 - Federal Grant Funds)

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

Note: The following **optional** paragraph is for use by districts that elect to participate in the school district of choice program (Education Code 48300-48316); see BP/AR 5117 - Interdistrict Attendance. Pursuant to Education Code 48301, any district that elects to participate in the school district of choice program must ensure that its annual financial audit includes a review of the district's compliance with program requirements to establish a random, unbiased process for student admittance and to provide appropriate and factually accurate parent/guardian communications. A summary of any audit exceptions found by the auditor must be included in reports to each geographically adjacent school district, the county office of education, CDE, and Department of Finance as required by Education Code 48313.

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

(cf. 5117 - Interdistrict Attendance)

Note: Pursuant to Education Code 41344 and 41344.1, the district may appeal to the Education Audit Appeals Panel (EAAP) when an audit finding requires the district to repay an apportionment or pay a penalty. If the EAAP finds that there has been substantial compliance with the law, it may waive or reduce repayments or order other remedial measures to induce future compliance.

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Fund Balance

Note: The following **optional** section reflects GASB Statement 54, which addresses the manner in which fund balances in the general fund must be reported in external financial reports. Pursuant to GASB 54, the Board has sole authority to specify purposes of committed funds (item #3 below) and also must express, or the authority to express, intended purposes of resources resulting in the assigned fund balance (item #4 below); see BP 3100 - Budget.

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Negative Balance Report

Note: When applicable, Education Code 42127.5 requires districts to report the reasons for a negative unrestricted fund balance or negative cash balance. "Unrestricted funds" are any funds that are not constrained by law to be spent on specific purposes and which therefore may be spent as the Board deems appropriate. Such funds may be reported in the committed fund balance, assigned fund balance, or unassigned fund balance as provided in items #3-5 in the section "Fund Balance" above.

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter-Approved Debt Report

Note: The following section addresses notices regarding the issuance of revenue bonds, certificates of participation, and other non-voter-approved debts. Pursuant to Education Code 17150 and 17150.1, the County Superintendent and county auditor may, within 15 days of receiving these notices from the district, comment publicly to the Board regarding the capability of the district to repay the debt obligation.

Pursuant to Education Code 42133, a district that has a qualified or negative certification in any fiscal year cannot issue non-voter-approved debt in that fiscal year or in the next fiscal year unless the County Superintendent determines that the district's repayment of the debt is probable.

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

(cf. 7214 - General Obligation Bonds)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Other Postemployment Benefits Report

Note: The following section reflects GASB Statement 75, which replaces Statement 45 for fiscal years beginning after June 15, 2017 or sooner at the district's discretion. GASB 75 contains reporting requirements pertaining to "other postemployment benefits" (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits for retired employees). Under GASB 75, districts that do not provide OPEB through a trust are required to report the total unfunded liability (i.e., OPEBs that are not prefunded), as calculated in the most recent actuary report, in the district's financial statements. Previously, districts were allowed to amortize the unfunded liability over a period of up to 30 years and report the annual amount in financial statements. The decision of whether to prefund the benefits, and by how much, is at the Board's discretion; see BP 3100 - Budget.

The SBE's criteria and standards for budget adoption (5 CCR 15440-15451) require districts to estimate unfunded OPEBs as well as the unfunded portion of any self-insured benefits program. Changes to the unfunded liabilities are disclosed at interim reporting periods pursuant to 5 CCR 15453 and 15464. These reports are included in the state's standardized account code structure software used to develop budget and interim reports.

CSBA's OPEB Solutions Program provides access to qualified actuaries and consultants and a GASB 45-compliant trust to prefund future obligations. See CSBA's web site for further information.

The following **optional** section may be revised to reflect district practice and should be deleted by districts that do not provide OPEBs.

In accordance with GASB Statement 75, the district's financial statements shall report the expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

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

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

Note: Pursuant to GASB 75, the district must arrange for an actuary to update the valuation of its OPEB obligations every two years. The exception allowing OPEB plans with fewer than 200 members to perform the actuarial valuation every three years has been eliminated effective June 15, 2017. However, GASB 75 includes an option for the use of a specified alternative method in lieu of an actuarial valuation for purposes of determining the total OPEB liability for benefits provided through an OPEB plan with fewer than 100 members. Such districts may modify the following paragraph to reflect district practice.

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

The district's financial obligation for OPEBs shall be reevaluated every two years in accordance with GASB 75.

Workers' Compensation Claims Report

Note: The following **optional** section is for use by districts that are self-insured for workers' compensation claims, either individually or as part of a joint powers agency. See BP 3100 - Budget for provisions related to funding the estimated accrued cost of workers' compensation claims.

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

EQUIPMENT

Note: The California School Accounting Manual distinguishes between "equipment" and "supplies" and defines equipment as having relatively permanent value (e.g., is serviceable for more than one year) and substantially increasing the value of the district's physical assets. Equipment is generally not of an expendable nature and does not easily deteriorate in use. Examples include computer systems, machinery, vehicles, and playground equipment.

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

(cf. 0440 - District Technology Plan)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 3540 - Transportation)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 4040 - Employee Use of Technology)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5142 - Safety)
(cf. 5144 - Discipline)
(cf. 6000 - Concepts and Roles)
(cf. 6163.4 - Student Use of Technology)
(cf. 6171 - Title I Programs)

School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district operations.

(cf. 1230 - School-Connected Organizations)
(cf. 1330 - Use of School Facilities)

Note: The following paragraph is **optional**. It is recommended that the district check its liability coverage for off-site use of district equipment and materials. Whenever an individual is authorized to borrow district equipment, he/she could be required to complete a form identifying the equipment and the intended use and indicating that the individual will assume responsibility for any loss or damage to the equipment. See the accompanying Exhibit for a sample form that may be used for this purpose.

The Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the Superintendent or designee or applicable Board policy.

EQUIPMENT (continued)

Note: Education Code 35168 requires the district to maintain an inventory containing specified information for all equipment currently valued in excess of \$500. For equipment purchased with federal funds, 2 CFR 200.313-200.314 only require districts to maintain inventory records of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit, but the state's Federal Program Monitoring process reviews whether the district maintains an inventory record for every item of equipment with an acquisition cost of \$500 or more per unit that is purchased with state and/or federal categorical funds. CSBA recommends an inventory of all equipment currently valued in excess of \$500 in order to simplify the district's inventory procedures and to comply with law. Also see AR 3440 - Inventories.

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946)

(cf. 3440 - Inventories)

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 2 CFR 200.313, as applicable.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Equipment Acquired with Federal Funds

Note: 2 CFR 200.313 and 200.439 require a district receiving federal grant funds to obtain prior written approval from its awarding agency before incurring the cost of a capital expenditure including general purpose equipment; see AR 3230 - Federal Grant Funds.

The Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds. (2 CFR 200.48, 200.313, 200.439)

(cf. 3230 - Federal Grant Funds)

(cf. 3300 - Expenditures and Purchases)

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district. (2 CFR 200.313; 5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (2 CFR 200.313)

(cf. 3530 - Risk Management/Insurance)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

EQUIPMENT (continued)

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. (2 CFR 200.313)

*Legal Reference:*EDUCATION CODE*17540-17542 Sale or lease of personal property by one district to another**17545-17555 Sale of personal property**17605 Delegation of authority to purchase supplies and equipment**35160 Authority of governing boards**35168 Inventory of equipment**64000-64001 Consolidated application process*CODE OF REGULATIONS, TITLE 5*3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds**4424 Comparability of services**16023 Class 1 - Permanent records*UNITED STATES CODE, TITLE 20*6321 Fiscal requirements*CODE OF FEDERAL REGULATIONS, TITLE 2*200.0-200.521 Federal uniform grant guidance**Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSCalifornia School Accounting ManualWEB SITES*California Department of Education: <http://www.cde.ca.gov>**Office of Management and Budget: <https://www.whitehouse.gov/omb>*

NONDISCRIMINATION/HARASSMENT

Note: The following **mandated** policy reflects various provisions of state and federal law which prohibit discrimination against students in educational programs and activities based on certain actual or perceived characteristics of an individual, including Education Code 220, which prohibits discrimination based on race, nationality, ethnicity, gender, gender identity, gender expression, sex, sexual orientation, religion, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55; Title VI (42 USC 2000d-2000e-17), which prohibits discrimination based on race, color, or national origin; Title IX (20 USC 1681-1688), which prohibits discrimination based on sex, gender, gender identity, pregnancy, and parental status; the Age Discrimination Act of 1975 (42 USC 6101-6107), which prohibits discrimination based on age; and Title II (20 USC 12101-12213) and Section 504 (29 USC 794), which prohibit discrimination based on disability. Education Code 260 gives the Governing Board primary responsibility for ensuring that district programs and activities are free from discrimination based on age or any of these characteristics. See also BP 0410 - Nondiscrimination in District Programs and Activities.

Moreover, this sample Board policy and the accompanying administrative regulation reflect the statutory right of a transgender student to participate in sex-segregated educational programs and use facilities consistent with his/her gender identity as specified in Education Code 221.5, best practices based on existing state and federal law, and regulatory agency guidance such as the May 2016 Dear Colleague Letter: Transgender Students jointly issued by the U.S. Department of Justice's Civil Rights Division and U.S. Department of Education's Office for Civil Rights (OCR). Though OCR's enforcement of the May 2016 Dear Colleague Letter has been enjoined by a federal court, many of the recommended practices have already been adopted by California school districts to reflect state law protecting the rights of transgender students. Districts with questions about the rights of transgender and gender-nonconforming students should consult legal counsel as appropriate. For more information on the rights of transgender students, see CSBA's policy brief Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students and its Final Guidance Regarding Transgender Students, Privacy, and Facilities.

Education Code 234.1 **mandates** that districts adopt policy prohibiting, at school or in any school activity related to school attendance or under the authority of the district, discrimination, including discriminatory harassment, intimidation, and bullying, based on the foregoing characteristics. The California Department of Education (CDE), through its Federal Program Monitoring process, reviews districts' uniform complaint procedures (UCP) and other anti-discrimination policies and practices to ensure compliance with these requirements. In addition, OCR is responsible for the administrative enforcement of federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, sex, disability, and age in programs and activities that receive federal financial assistance from the department, and requires the adoption of nondiscrimination policies and complaint procedures.

CSBA staff received feedback and comment from representatives of CDE and OCR regarding this policy and the accompanying regulation as they relate to the UCP requirements. As a result, the sample policy and regulation have been drafted to go beyond the minimal requirements under California's UCP laws and regulations in an attempt to address issues and concerns raised by CDE and OCR. While CDE and OCR have not approved or signed off on them, CSBA believes that the additional details provided herein may help school districts and county offices of education during any compliance check by CDE or in the event that a CDE or OCR investigation occurs.

NONDISCRIMINATION/HARASSMENT (continued)

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

Note: Education Code 234.1 prohibits unlawful discrimination in school-related activities and when it affects school attendance. However, OCR has clarified in several publications that conduct that occurs off campus may have an adverse effect on a student at school (i.e., create a "hostile environment" for the student). When that happens, the district has an obligation to investigate and to take steps to protect the student.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

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

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Note: In addition to the types of prohibited student conduct described below, prohibited conduct also includes different treatment of students with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services. See BP 0410 - Nondiscrimination in District Programs And Activities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

NONDISCRIMINATION/HARASSMENT (continued)

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

Note: Pursuant to Education Code 234.1 and 34 CFR 106.8, a district is required to adopt and publicize its nondiscrimination policies to the school community. The following paragraph may be modified to reflect district practice.

In addition, in its October 2010 Dear Colleague Letter: Harassment and Bullying, OCR identifies training of the school community as one of the key measures for minimizing discriminatory and harassing behavior in school. See the accompanying administrative regulation for specific measures to prevent discrimination and facilitate students' access to the educational program.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Note: Policies related to discrimination must be consistent with the First Amendment right to free speech. Education Code 48950 prohibits a district from subjecting a high school student to disciplinary sanctions solely on the basis of speech or other communication that would be constitutionally protected if engaged in outside of campus. However, Education Code 48950 also specifies that the law does not prohibit discipline for harassment, threats, or intimidation unless constitutionally protected. Whether such speech might be

NONDISCRIMINATION/HARASSMENT (continued)

entitled to constitutional protection would be determined on a case-by-case basis, with consideration for the specific words used and the circumstances involved. The district should consult legal counsel as necessary.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

(cf. 5144 - Discipline)

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

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

(cf. 5145.2 - Freedom of Speech/Expression)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

Legal Reference: (see next page)

NONDISCRIMINATION/HARASSMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
48900.3 Suspension or expulsion for act of hate violence
48900.4 Suspension or expulsion for threats or harassment
48904 Liability of parent/guardian for willful student misconduct
48907 Student exercise of free expression
48950 Freedom of speech
48985 Translation of notices
49020-49023 Athletic programs
51500 Prohibited instruction or activity
51501 Prohibited means of instruction
60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime
422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972
12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources: (see next page)

NONDISCRIMINATION/HARASSMENT (continued)

Management Resources:

CSBA PUBLICATIONS

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

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

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

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

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

Dear Colleague Letter: Transgender Students, May 2016

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

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

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

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

NONDISCRIMINATION/HARASSMENT

Note: The following **mandated** administrative regulation provides measures that may be implemented by a district to comply with state and federal laws and regulations prohibiting, at school or in school-sponsored or school-related activities, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, of any student based on his/her actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or any other legally protected category or association with a person or group with one or more of these actual or perceived characteristics. Federal and state law also prohibit retaliation against those who engage in activity to protect civil rights.

5 CCR 4621 **mandates** the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying. In addition, 34 CFR 106.8 and other federal regulations **mandate** districts that receive federal financial assistance to adopt procedures for the "prompt and equitable" resolution of student and employee discrimination complaints, including the designation of one or more responsible employees to ensure district compliance with federal laws and regulations governing the district's educational programs.

During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for investigating complaints. The U.S. Department of Education's Office for Civil Rights (OCR) is the agency responsible for the administrative enforcement of federal antidiscrimination laws and regulations in programs and activities that receive federal financial assistance from the department. In reviewing a district's discrimination policies and procedures, OCR will examine whether the district has identified the employee(s) responsible for coordinating compliance with federal civil rights laws, including the investigation of complaints.

The following paragraphs identify the employee(s) designated to coordinate the district's efforts to comply with state and federal civil rights laws (e.g. Title IX and Section 504 coordinators), including the investigation and resolution of discrimination complaints under AR 1312.3 - Uniform Complaint Procedures. Note also that a district may designate more than one employee to coordinate compliance and/or receive and investigate complaints, although each employee designated as a coordinator/compliance officer must be properly trained.

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

NONDISCRIMINATION/HARASSMENT (continued)

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

Superintendent@cwusd.com

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

Note: As part of its responsibility to monitor district compliance with legal requirements concerning discrimination pursuant to Education Code 234.1, CDE is required to ensure that the district posts its nondiscrimination policies in all schools, offices, staff lounges, and student government meeting rooms.

In addition, federal regulations enforced by OCR require the district to notify students, parents/guardians, and employees of its policies prohibiting discrimination on the basis of sex (34 CFR 106.8), disability (34 CFR 104.7 and 28 CFR 35.107), and age (34 CFR 110.25) and of related complaint procedures. In its April 2015 Dear Colleague Letter: Title IX Coordinators, OCR recommends that districts publicize their nondiscrimination notices and the full contact information for their compliance officer(s) by posting them at prominent locations on school web sites and making them available through social media.

Item #1 below may be revised to specify the means by which the district publicizes its nondiscrimination policies and complaint procedures.

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public, posting them on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint,

and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)

Note: In its October 2010 Dear Colleague Letter: Harassment and Bullying, OCR identifies training of the school community as one of the key measures for minimizing discriminatory and harassing behavior in school. See also CSBA's policy brief Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students. Item #3 below may be modified to reflect district practice.

3. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

(cf. 5145.6 - Parental Notifications)

Note: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires school districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2002 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on balancing four factors: (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English.

4. The Superintendent or designee shall ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

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

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment,

NONDISCRIMINATION/HARASSMENT (continued)

intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: Item #6 below is required pursuant to Education Code 234.1 and recommended as a best practice by OCR.

6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

Note: Item #7 below may be revised to reflect district practice. In some situations, the district may need to provide assistance to a student to protect him/her from harassment or bullying. Each situation will need to be analyzed to determine the most appropriate course of action to meet the needs of the student, based on the circumstances involved.

7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

NONDISCRIMINATION/HARASSMENT (continued)

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

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

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that he/she knew was not true

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5144 - Discipline)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Process for Initiating and Responding to Complaints

Note: Education Code 234.1 requires that districts adopt a process for receiving and investigating complaints of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying. Such a process, which is required to be consistent with the uniform complaint procedures specified in 5 CCR 4600-4687, must include (1) a requirement that school personnel who witness an act take immediate steps to intervene when safe to do so, (2) a timeline for investigating and resolving complaints, (3) an appeal process, and (4) translation of forms when required by Education Code 48985. In addition, federal regulations require districts to adopt procedures providing for the prompt and equitable resolution of complaints of discrimination on the basis of sex (34 CFR 106.8), disability (34 CFR 104.7 and 28 CFR 35.107), and age (34 CFR 110.25).

OCR guidance on federal civil rights requirements notes that districts may have a responsibility to respond to notice of discrimination whether or not a formal complaint is filed. In addition, in its April 2011 Dear Colleague Letter: Sexual Violence, OCR cautions that districts may have an obligation to respond to notice of sexual harassment of students which occurs off school grounds or outside school-sponsored or school-related programs or activities, since the sexual harassment may still create a hostile environment at school. This principle would also apply to harassment on other bases, such as race, gender, or disability.

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

NONDISCRIMINATION/HARASSMENT (continued)

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

Note: Though a formal complaint must be in writing pursuant to 5 CCR 4600, the district's obligation to provide a safe school environment for its students overrides the need to comply with formalities. Thus, once the district receives notice of an incident, whether verbally or in writing, it is good practice to begin the investigation of the report and to take steps to stop any prohibited conduct and address any effect on students. The following paragraph reflects such practice and is consistent with OCR recommendation.

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Transgender and Gender-Nonconforming Students

Note: The following section may be modified to reflect district practice. Pursuant to Education Code 221.5, a district is required to permit a student to use facilities and participate in sex-segregated school programs and activities consistent with the student's gender identity, regardless of the gender listed on his/her educational records. The following guidelines are designed to implement Education Code 221.5, other existing state and federal laws that prohibit discrimination and regulatory agency guidance such as the May 2016 [Dear Colleague Letter](#); Transgender Students jointly issued by the Civil Rights Division of the U.S. Department of Justice (DOJ) and OCR. According to the jointly issued Dear Colleague Letter, a school's Title IX obligation to ensure nondiscrimination on the basis of sex requires it to provide transgender students equal access to

NONDISCRIMINATION/HARASSMENT (continued)

educational programs and activities, even in circumstances in which other students, parents/guardians, or community members raise objections or concerns. In addition, in May 2016, the U.S. Department of Education's Office of Elementary and Secondary Education published Examples of Policies and Emerging Practices for Supporting Transgender Students as a resource to complement the jointly issued Dear Colleague Letter. Though OCR's enforcement of the May 2016 Dear Colleague Letter has been enjoined by a federal court, many of the recommended practices have already been adopted by California school districts to reflect state law protecting the rights of transgender students. The guidelines address certain issues and circumstances that may arise in relation to the needs of transgender and gender-nonconforming students, and are by no means exhaustive. Consequently, each instance or situation should be addressed based on its particular circumstances to ensure that the safety, privacy, and other concerns of all students involved are appropriately addressed. For more information on the rights of transgender students, see CSBA's policy brief Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students and its Final Guidance Regarding Transgender Students, Privacy, and Facilities.

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense of his/her gender, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity is different from the gender he/she was assigned at birth.

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her gender identity or

NONDISCRIMINATION/HARASSMENT (continued)

that does not conform to stereotypical notions of masculinity or femininity, as applicable

3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

Note: Timelines included in items #1-2 below may be modified to reflect district practice.
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1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the

NONDISCRIMINATION/HARASSMENT (continued)

student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Note: In the May 2016 Dear Colleague Letter, DOJ and OCR noted that there is no medical diagnosis or treatment requirement that students must meet as a prerequisite to being treated consistent with their gender identity.

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of his/her gender identity and begin to treat the student consistent with his/her gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify and develop strategies for ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

NONDISCRIMINATION/HARASSMENT (continued)

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

Note: 5 CCR 432 requires the legal name, sex, date of birth, etc., of a student to be maintained as part of the student's "mandatory permanent student records" but does not prohibit keeping of other records, such as a student's preferred name, as part of the student's "permitted student records."

5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.

NONDISCRIMINATION/HARASSMENT (continued)

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

SEXUAL HARASSMENT

Note: Education Code 231.5 **mandates** the district to have written policies on sexual harassment. The following policy addresses harassment by and of students in the school setting.

Title IX of the Education Amendments of 1972 (20 USC 1681-1688) prohibits discrimination based on sex by recipients of federal financial assistance. School districts are responsible under Title IX and the regulations for the issuance of a policy against sex discrimination (34 CFR 106.8). Sexual harassment is a form of sex discrimination under Title IX and can deny or limit a student's ability to participate in or receive education benefits, services, or opportunities on the basis of that student's sex.

A district can be held liable for civil damages for the sexual harassment of students pursuant to Title IX and/or Education Code 220, if the district is found to have been "deliberately indifferent" in its response to known sexual harassment. In Davis v. Monroe County Board of Education, the U.S. Supreme Court held that a district would be deliberately indifferent if (1) the harasser and the context in which the sexual harassment occurred were within the district's control; (2) the harassment was so severe, pervasive, and objectively offensive that it deprived a student of access to educational opportunities or benefits provided by the district; (3) the district had actual knowledge of the harassment; and (4) the district's conduct was unreasonable considering the surrounding circumstances. This standard was applied by an appellate court in Donovan v. Poway Unified School District based on Education Code 220.

In addition to filing a private civil lawsuit, an alleged victim of sexual harassment may file a complaint with the California Department of Education (CDE) and/or the U.S. Department of Education's Office for Civil Rights (OCR), the federal agency responsible for administrative enforcement of federal laws and regulations that prohibit discrimination in programs and activities that receive federal financial assistance from the U.S. Department of Education. OCR applies a different standard than the "deliberate indifference" standard when addressing complaints against a district. Under OCR's enforcement standards, a district may be held to be in violation when a student is subjected to harassing conduct by another student, an employee, or a third party, and (1) the district knows or should know about the harassment, (2) the harassment is sufficiently serious as to create a hostile educational environment for the student, and (3) the district failed to take appropriate responsive actions. In other words, while a district is not responsible for the conduct of the other student or the third party, it may be liable for failing to respond adequately once it has notice. However, if a student is sexually harassed by an employee who was acting in the context of his/her job responsibilities, the district may be in violation of Title IX whether or not it has notice.

In April 2011, OCR issued its Dear Colleague Letter: Sexual Violence to supplement its January 2001 Revised Sexual Harassment Guidance on federal Title IX requirements as they pertain to sexual harassment. In the letter, OCR clarifies that sexual violence, including rape, sexual assault, sexual battery, and sexual coercion, is a form of sexual harassment that must be addressed by districts using the same procedures used to address other forms of sexual harassment, such as unwelcome sexual advances.

CSBA staff met with representatives from CDE and OCR to discuss this policy and the accompanying regulation as they relate to the uniform complaint procedure (UCP) requirements. As a result, the sample policy and regulation have been drafted to go beyond the minimal requirements under California's UCP laws and regulations in an attempt to address issues and concerns raised by CDE and OCR. While CDE and OCR have not approved or signed off on them, CSBA believes that the additional details provided herein may help school districts and county offices of education during any compliance check by CDE or in the event that a CDE or OCR investigation occurs.

SEXUAL HARASSMENT (continued)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

Note: OCR's January 2001 Revised Sexual Harassment Guidance and 2011 Dear Colleague Letter: Sexual Violence note that, regardless of whether a harassed student, his/her parent/guardian, or a third party files a complaint under the district procedures or otherwise requests action on the student's behalf, a school that knows, or reasonably should know, about possible harassment must promptly take action to determine what occurred and then take appropriate steps to resolve the situation. Even where a parent/guardian or student does not wish to disclose the student's identity, there are steps a school can take to limit the effects of alleged harassment and prevent its recurrence without initiating formal action. Such steps may include limited investigative activities and actions to protect the complainant and the school community and prevent recurrence while keeping the identity of the complainant confidential. These actions may include providing services to the complainant, such as counseling services; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; or changing and publicizing the school's policies on sexual violence. OCR has indicated that the principles in its Revised Sexual Harassment Guidance also apply to harassment based on race, color, national origin, disability, or age.

It is also important to note that a referral to law enforcement does not relieve a school district of its responsibility to investigate the complaint as a matter of sex discrimination.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

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

Note: Government Code 12950.1 requires any district with 50 or more employees to provide two hours of sexual harassment training and education to supervisory employees once every two years. See AR 4119.11/4219.11/4319.11 - Sexual Harassment. In addition, in its April 2011 Dear Colleague Letter: Sexual Violence, OCR underlies the importance of training in preventing and responding to sexual harassment and encourages districts to provide training to all segments of the school community.

SEXUAL HARASSMENT (continued)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained

Note: In its April 2011 Dear Colleague Letter: Sexual Violence, OCR acknowledges that, where sexual harassment or violence occurs in the context of other possible rule violations, students may be reluctant to report sexual harassment or violence. For example, a student who is sexually harassed while he/she is away from school without permission may be reluctant to file a complaint if he/she believes that he/she may be disciplined for the violation. As such, item #4 below clarifies that any other rule violation will be addressed separately from the sexual harassment complaint in order to encourage students to report the harassment.

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

Note: In its April 2011 Dear Colleague Letter: Sexual Violence, OCR restates the requirement that a district's procedure for investigating sexual harassment complaints must be widely disseminated and be written in language appropriate to the age of the school's students. Examples include having copies of the procedure available throughout the school, publishing the procedure in the student handbook, and identifying individuals who can explain the procedure.

SEXUAL HARASSMENT (continued)

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Note: Pursuant to Education Code 231.5, the district's policy must contain information on where to obtain a specific procedure for reporting incidents of sexual harassment and pursuing available remedies. In addition, 34 CFR 106.8 requires a district to adopt and publish a complaint procedure providing for a prompt and equitable resolution of student complaints alleging sexual harassment. To avoid confusion that may arise from having a multiplicity of complaint processes for resolving a variety of student complaints, it is recommended that districts use the UCP to investigate and resolve sexual harassment complaints involving students. See AR 1312.3 - Uniform Complaint Procedures for details of these procedures.

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Note: Pursuant to Education Code 48900.2, a student in grades 4-12 may be suspended and/or expelled from school for sexual harassment. Education Code 48900.2 also requires the sexual harassment, when considered from the perspective of a reasonable person of the same gender as the alleged victim, to be sufficiently severe or pervasive as to have a negative impact upon the alleged victim's academic performance or to create an intimidating, hostile, or offensive educational environment for the alleged victim. Under OCR's 2001 Revised Sexual Harassment Guidance interpreting Title IX, a hostile environment is created when the conduct is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the school's program based on sex. OCR considers the conduct from both the subjective perspective of the individual who was harassed and from the perspective of a reasonable person with the same characteristics as the alleged victim. Districts should also note that Education Code 48915(c) requires the Superintendent or designee to recommend expulsion for any student, irrespective of grade, who commits sexual assault or battery as defined in the Penal Code. See AR 5144.1 - Suspension and Expulsion/Due Process.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

SEXUAL HARASSMENT (continued)

(cf. 5144 - Discipline)

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

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7 - Employment Status Report)

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

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Legal Reference: (see next page)

SEXUAL HARASSMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination on the basis of sex*

48900 *Grounds for suspension or expulsion*

48900.2 *Additional grounds for suspension or expulsion; sexual harassment*

48904 *Liability of parent/guardian for willful student misconduct*

48980 *Notice at beginning of term*

CIVIL CODE

51.9 *Liability for sexual harassment; business, service and professional relationships*

1714.1 *Liability of parents/guardians for willful misconduct of minor*

GOVERNMENT CODE

12950.1 *Sexual harassment training*

CODE OF REGULATIONS, TITLE 5

4600-4687 *Uniform complaint procedures*

4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

1221 *Application of laws*

1232g *Family Educational Rights and Privacy Act*

1681-1688 *Title IX, discrimination*

UNITED STATES CODE, TITLE 42

1983 *Civil action for deprivation of rights*

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

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

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 *Family Educational Rights and Privacy*

106.1-106.71 *Nondiscrimination on the basis of sex in education programs*

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources: (see next page)

SEXUAL HARASSMENT (continued)

Management Resources:

CSBA PUBLICATIONS

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

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

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

Dear Colleague Letter: Transgender Students, May 2016

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

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

WEB SITES

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

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

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

SEXUAL HARASSMENT

Note: Pursuant to 34 CFR 106.8, districts that receive federal financial assistance are **mandated** to designate an employee to ensure district compliance with Title IX of the Education Amendments of 1972 and its implementing regulations, including the investigation of complaints alleging sex discrimination. The following paragraph specifies the position designated as the district's Title IX Coordinator and compliance officer for purposes of complaints alleging sex discrimination, including sexual harassment, filed under AR 1312.3 - Uniform Complaint Procedures. To designate separate district employees to serve these functions, the district should modify the following paragraph accordingly.

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

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

Superintendent@cwusd.com

(cf. 1312.3 - Uniform Complaint Procedures)

Note: Education Code 212.5 defines sexual harassment as any unwelcome sexual advance, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the educational setting. For purposes of suspension and expulsion, Education Code 48900.2 defines sexual harassment as conduct, when considered from the perspective of a reasonable person of the same gender as the victim, that is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment for the victim. See AR 5144.1 - Suspension and Expulsion/Due Process.

Under OCRs 2001 Revised Sexual Harassment Guidance interpreting Title IX, sexual harassment is unwelcome conduct of a sexual nature. A hostile environment is created when the conduct is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the school's program based on sex. OCR considers the conduct from both the subjective perspective of the individual who was harassed and from the perspective of a reasonable person with the same characteristics as the victim.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

SEXUAL HARASSMENT (continued)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

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

Note: The following list contains common examples of sexual harassment from the U.S. Department of Education's Office for Civil Rights' (OCR) April 2011 Dear Colleague Letter: Sexual Violence, its January 2001 Revised Sexual Harassment Guidance, and definitions specified in 5 CCR 4916.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way

SEXUAL HARASSMENT (continued)

9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution

Note: The following reporting process details site-level steps to be taken by students and others for reporting sexual harassment incidents. In its April 2011 Dear Colleague Letter: Sexual Violence and January 2001 Revised Sexual Harassment Guidance, OCR acknowledges that procedures adopted by districts to address student harassment complaints will vary considerably depending on a number of factors, including the size of the district.

Pursuant to Education Code 231.5, the district's policy must contain information on where to obtain the specific procedure for reporting incidents of sexual harassment and pursuing available remedies. In addition, 34 CFR 106.8 requires a district to adopt and publish a complaint procedure providing for a "prompt and equitable" resolution of student complaints alleging sexual harassment. To avoid confusion that may arise from having a multiplicity of complaint processes for resolving a variety of student complaints, it is recommended that districts use their uniform complaint procedures (UCP) to investigate and resolve sexual harassment complaints involving students and to track complaints through a districtwide system. See AR 1312.3 - Uniform Complaint Procedures for details of these procedures.

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

SEXUAL HARASSMENT (continued)

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Confidentiality

Note: Pursuant to 5 CCR 4964, districts are required to keep complaints and allegations of sexual harassment confidential, except when disclosure is necessary to further the investigation, other needed remedial action, or ongoing monitoring.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

Note: The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1-99.67) protects student privacy, including student records such as the description of the corrective actions taken in response to a complaint of sexual harassment. Thus, districts are advised to consult legal counsel in determining what information must be included in the final written decision sent to the complainant and what information must not be included.

In determining what information to include and not include in the final written decision for complaints regarding sexual harassment, districts should be aware that current law (20 USC 1221) states that nothing in

SEXUAL HARASSMENT (continued)

FERPA is to "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Title V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program." OCR has interpreted these provisions to mean that FERPA permits a district to disclose to a student, who was subjected to sexual harassment, certain information about the sanctions imposed upon the offender when the sanctions directly relate to the student. For instance, if properly remedying the impact of sexual harassment would require disclosing to the alleged victim certain information on how the district disciplined the alleged student offender (e.g., a stay away order), OCR would require the district to disclose that information.

OCR's Revised Sexual Harassment Guidance and 2011 Dear Colleague Letter: Sexual Violence, as well the FAQs issued in April 2014, indicate that if a complainant in a sexual harassment case requests that his/her name or that of the victim not be revealed to the alleged perpetrator or asks that the complaint not be pursued, the district should first inform the complainant that honoring the request may limit its ability to respond and pursue disciplinary action against the alleged perpetrator. However, in all instances, the district must continue to ensure that it provides a safe and nondiscriminatory environment for all students. If there is a high risk of harm to the complainant or others (e.g., if the district has information that the alleged perpetrator is a repeat offender) and the district cannot respond adequately to the risk without disclosing the complainant's identity, then in such limited circumstances the district may be required to investigate the incident and disclose the complainant's identity. If the district determines that it will respect the confidentiality request, it should nevertheless take all reasonable steps to investigate and respond to the complaint. Such steps may include limited investigative activities that do not require the district to reveal the complainant's identity; providing services to the complainant, such as counseling services; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; or changing and publicizing the district's policies on sexual violence.

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

Response Pending Investigation

Note: The following reporting process may be revised to reflect district practice. In its April 2011 Dear Colleague Letter: Sexual Violence, OCR cautions that districts may have an obligation to respond to notice of sexual harassment of students which occurs off school grounds or outside school-sponsored or school-related programs or activities, since the sexual harassment may still create a hostile environment at school.

SEXUAL HARASSMENT (continued)

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

Note: In its January 2001 Revised Sexual Harassment Guidance, OCR states that a procedure for sexual harassment complaints cannot be prompt or equitable unless it is widely disseminated and written in language appropriate to the age of the school's students. Examples include having a copy of the procedures available throughout the school, publishing the procedures in the student handbook, and identifying individuals who can explain the procedure.

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

Note: In its April 2015 Dear Colleague Letter: Title IX Coordinators, OCR recommends that districts use web posting and social media to disseminate their nondiscrimination notices, policies, and procedures and communicate the contact information for current compliance officer(s) to students, parents/guardians, and employees. Item #2 below may be modified to reflect the means used by the district to disseminate its sexual harassment policy and regulation.

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

SEXUAL HARASSMENT (continued)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

Note: Items #5 and #6 below are optional .

5. Be included in the student handbook
6. Be provided to employees and employee organizations

Cottonwood Union School District

ENROLLMENT UPDATE

Current Enrollment as of September 14, 2016

School	As of 5/10/17	As of 4/12/17	As of 3/15/17	As of 2/15/17	As of 1/11/17	As of 12/07/16	As of 11/09/16	As of 10/12/16	As of 9/14/16	Difference 9/14 to Current +/-
North								480	480	0
West								388	389	-1
Total District								868	869	-1
CCCS								224	223	+1

ATTENDANCE UPDATE

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

SHASTA COUNTY POOLED INVESTMENT

August 31, 2016

08/31/16

PURCHASE DATE	SECURITY TYPE	PAR AMOUNT	COST AMOUNT	% OF TOTAL	DISC	PREM	ACCRUED INTEREST	MATURITY	CUSIP	MOODY'S RATING	INT/DISC RATE	YIELD	BROKER	DAYS TO MAT	DAYS-COST
	Local Agency Investment Fund (max 50,000)	50,000,000.00	50,000,000.00	13.31%				09/01/16		not rated	0.55	0.55	LAIF		50,000,000.00
	Repo Agreement (10% max 20% limit)	8,000,000.00	8,000,000.00	2.13%				09/01/16			0.40	0.40	UBS		0.00
	LIR Treasury Fund - Mutual Fund (5.00% max)	8,000,000.00	8,000,000.00	2.13%				09/01/16			0.35	0.35	UBS		0.00
****	Total Inactive Public Deposits (7.5% limit)	0.00	0.00	0.00%											0.00
04/10/14	US Treasury Note	5,000,000.00	4,986,740.00		(13,260.00)			12/15/16	912828A59		0.63	0.73	Union Banc	166	528,594,440.00
03/09/15	US Treasury Note	5,000,000.00	4,980,468.75		(19,531.25)			05/31/17	912828SY7		0.03	0.80	UBS	273	1,359,667,968.75
04/12/16	US Treasury Note	5,000,000.00	5,019,477.89			19,477.89		05/31/18	912828VE7		1.00	0.75	Wedbush	636	3,202,426,893.82
****	Total Treasury Bill (50% limit)	15,000,000.00	14,986,686.64	3.99%											
****	Total Negotiable Cert of Deposit (20% limit)	0.00	0.00	0.00%											
04/28/14	Union Bank Medium Term Note	5,000,000.00	5,000,000.00					09/26/16	90521APH5	A+ / A2	1.50	0.76	UBS	26	130,000,000.00
05/14/13	3M Medium Term Note	5,000,000.00	5,000,000.00					09/29/16	88579YAD3	AA- / Aa2	1.38	0.53	UBS	29	145,000,000.00
04/19/16	US Banc Medium Term Note	5,000,000.00	5,030,091.67			0.00	30,091.67	05/15/17	91159HHD5	A+/A1	1.65	0.92	UBS	257	1,292,733,558.19
01/10/14	GE Medium Term Note	5,000,000.00	5,000,000.00					11/20/17	36962G6K5	AA+ / A1	1.60	1.50	UBS	446	2,230,000,000.00
07/20/15	Bank of NY Medium Term Note	5,000,000.00	5,000,000.00			0.00		08/01/18	06406HCL1	A+/A1	2.10	1.61	UBS	700	3,500,000,000.00
01/25/16	US Bank Medium Term Note	5,000,000.00	5,049,200.00			21,700.00	27,500.00	04/25/19	91159HHD6	A+/A1	2.20	1.70	UBS	957	4,882,578,400.00
****	Total Medium Term Notes (20% limit/ 3% ea)	30,000,000.00	30,079,291.67	8.01%											
12/11/15	Natixy CP	5,000,000.00	4,968,500.00		(31,500.00)			09/08/16	63873JJ68	A-1/P-1	0.84	0.84	UBS	6	29,811,000.00
01/27/16	Abbey Natl N America Comm Paper	5,000,000.00	4,965,383.33		(34,616.67)			10/21/16	00280NKM1	A-1 / P-1	0.93	0.83	UBS	51	253,234,549.83
03/30/16	Union Banc CP	5,000,000.00	4,974,478.15		(25,520.85)			11/30/16	62478XLW8	A-1 / P-1	0.75	0.75	Union Banc	91	452,677,802.55
04/05/16	Abbey Natl N America Comm Paper	5,000,000.00	4,964,902.78		(35,097.22)			12/27/16	00280NMT4	A-1 / P-1	0.95	0.95	UBS	118	585,858,528.04
04/04/16	Abbey Natl N America Comm Paper	5,000,000.00	4,964,000.00		(36,000.00)			12/30/16	00280NMV7	A-1/P-1	0.96	0.96	UBS	121	600,644,000.00
04/08/16	JP Morgan CP	5,000,000.00	4,962,500.00		(37,500.00)			01/03/17	4664OPN33	A-1/P-1	1.00	1.00	UBS	125	620,312,500.00
04/12/16	BNPFRNY CP	5,000,000.00	4,962,638.89		(37,361.11)			01/08/17	09659JN66	A-1/P-1	1.00	1.00	UBS	128	635,217,777.92
06/01/16	Bank Tokyo - Mit NY Comm Paper	5,000,000.00	4,964,016.67		(35,983.33)			02/10/17	0653B9PA5	A-1/P-1	1.02	1.03	UBS	163	809,134,717.21
06/06/16	Natixy CP	5,000,000.00	4,959,125.00		(40,875.00)			03/03/17	63873JQ37	A-1/P-1	1.09	1.09	UBS	184	912,479,000.00
07/27/16	BNPFRNY CP	5,000,000.00	4,954,216.67		(45,783.33)			04/21/17	09659JRM7	A-1/P-1	1.23	1.24	UBS	233	1,154,332,484.11
08/02/16	JP Morgan CP	5,000,000.00	4,960,770.83		(39,229.17)			04/28/17	4664OPRU9	A-1/P-1	1.05	1.05	UBS	240	1,190,584,999.20
08/24/16	Natixy CP	5,000,000.00	4,954,588.89		(45,411.11)			05/19/17	63873JSK7	A-1/P-1	1.22	1.23	UBS	261	1,293,147,700.29
****	Total Comm Paper (20% limit)	60,000,000.00	59,555,122.21	15.86%											
11/21/12	Federal Farm Credit Bond (Callable)	5,000,000.00	4,993,500.00		(6,500.00)			08/21/17	3133EC3G7	AA+ / Aaa	0.80	0.83	UBS	355	1,772,692,500.00
12/12/12	Federal Farm Credit Bond (Callable)	5,000,000.00	4,997,500.00		(2,500.00)			12/13/17	3133EC7B4	AA+ / Aaa	0.84	0.85	UBS	469	2,343,827,500.00
10/22/15	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00					01/22/18	3133EFKL0	AA+ / Aaa	0.84	0.84	UBS	509	2,545,000,000.00
12/15/15	Federal Farm Credit Bank	5,000,000.00	5,000,000.00			0.00	0.00	08/14/18	3133EFSH1	AA+ / Aaa	1.17	1.16	Wedbush	652	3,260,000,000.00
10/26/15	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00					10/26/18	3133EFKW6	AA+ / Aaa	1.01	1.01	UBS	786	3,930,000,000.00
09/06/15	Federal Farm Credit Bond	5,000,000.00	5,000,000.00					11/06/18	3133EEF2	AA+ / Aaa	1.25	1.20	Union Banc	797	3,985,000,000.00
12/14/15	Federal Farm Credit Bank	5,000,000.00	5,000,000.00					12/14/18	3133EFSJ7	AA+/Aaa	1.30	1.30	Union Banc	835	4,175,000,000.00
03/31/16	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00				0.00	12/28/18	3133EFT49	AA+/Aaa	1.19	1.19	UBS	849	4,245,000,000.00
03/29/16	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00					03/29/19	3133EFV38	AA+/Aaa	1.25	1.25	UBS	840	4,700,000,000.00
03/02/16	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00					09/02/20	3133EFH59	AA+/Aaa	1.38	1.38	UBS	1278	6,396,000,000.00
08/03/16	Federal Farm Credit Bank (Callable)	5,000,000.00	5,000,000.00					08/03/20	3133EGPP4	AA+/Aaa	1.36	1.36	UBS	1433	7,165,000,000.00
04/13/16	Federal Farm Credit Bank	5,000,000.00	5,000,000.00					10/13/20	3133EF2A4	AA+/Aaa	1.58	1.58	UBS	1504	7,520,000,000.00
****	Total Federal Farm Credits (20% limit)	60,000,000.00	59,991,000.00	15.97%											

\\Admin\Share\TREASURY\Investments\Pooled Invest FY 15-17\POOLED INVEST FY 16-17.xlsx

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

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Cottonwood Union School District

School Year: 2016/17

Person completing this form: Becky Bragg

Title: Administrative Assistant

Quarterly Report Submission Date:

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

Date information will be reported publicly at governing board meeting:

Please check the box that applies:

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

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


Signature of District Superintendent

David Alexander
Printed Name of District Superintendent

10/04/2016
Date

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



SHASTA COUNTY OFFICE OF EDUCATION

To be leaders in educational excellence, offering support to schools and community to ensure Shasta County students receive a quality education preparing them for high school graduation and success in career and college.

Superintendent
Tom Armelino

Board of Education
Diane Gerard
Rhonda Hull
Sharon Hunter
Steve MacFarland
Laura Manuel
William Stegall
Elizabeth "Buffy" Tanner

September 14, 2016

GOVERNING BOARD COTTONWOOD UNION ELEMENTARY SCHOOL DISTRICT

Dear Board Members:

In accordance with Education Code Sections 52070 and 42127, the Shasta County Office of Education has reviewed the Local Control Accountability Plan (LCAP) and adopted budget of the Cottonwood Union Elementary School District (the District) for fiscal year 2016-17.

Education Code requires the County Office to approve the LCAP or annual update for each school district after determining all of the following:

- The LCAP adheres to the template adopted by the State Board of Education.
- The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP.
- The LCAP adheres to the expenditure requirements for funds apportioned on the basis of the number and concentration of unduplicated students, pursuant to Sections 42238.02 and 42238.03.

Education Code requires the County Office to approve, conditionally approve, or disapprove the adopted budget for each school district after doing the following:

- Examine the adopted budget to determine whether it complies with the standards and criteria established pursuant to Section 33127 and identify any technical corrections needed to bring the budget into compliance with those standards and criteria.
- Determine whether the adopted budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multiyear financial commitments.
- Determine whether the adopted budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.

Based upon our review, the District's 2016-17 LCAP and adopted budget have been approved.

DEFICIT SPENDING

The District is projecting an unrestricted operating deficit of \$178,423 for 2016-17. Additionally, unrestricted operating deficits of \$202,324 and \$204,504 are projected for the subsequent two years. Although the minimum reserve required will be maintained, the District cannot sustain this level of deficit spending. To maintain its fiscal stability, the District will need to evaluate program needs and align spending with available resources to eliminate the ongoing structural deficit.

SALARY AND BENEFIT NEGOTIATIONS

Salary and benefit negotiations have not been settled and potential increases have not been included in the budget. To the extent that collective bargaining settlements result in additional ongoing costs, we advise you that such increased costs should be supported by additional ongoing revenues or ongoing reduction of expenditures.

This letter is a reminder that, before the District's Board of Education takes any action on a proposed collective bargaining agreement, the District must meet the public disclosure requirements of Government Code Section 3547.5 and the California Code of Regulations Title V, Section 15449. The document used for this analysis is titled "Assembly Bill (AB) 1200: Public Disclosure of Proposed Collective Bargaining Agreement."

The AB 1200 document, along with a multi-year projection must be sent to the Shasta County Office of Education ten (10) working days prior to Board approval. AB 2756 amended Section 3547.5 of the Government Code to read: The superintendent of the school district and chief business official shall certify in writing that the costs incurred by the school district under the agreement can be met by the district during the term of the agreement. If a school district does not adopt all of the revisions to its budget needed in the current fiscal year to meet the costs of a collective bargaining agreement, the county superintendent shall issue a qualified or negative certification for the district on the next interim report pursuant to Section 42131 of the Education Code.

SUBMISSION OF STUDIES, REPORTS, EVALUATIONS AND/OR AUDITS

Education Code Sections 42127 and 42127.6 now require districts to submit to the County Office any studies, reports, evaluations, or audits done of the district that contain evidence that the district is showing fiscal distress. They also require the County Office to incorporate that information into our analysis of budgets, interim reports and the district's overall financial condition.

We request that the District submit to this office any such documents commissioned by the District (e.g., reports done by the Fiscal Crisis and Management Assistance Team), or by the State Superintendent of Public Instruction and/or a state control agency any time they are received by your district.

CONCLUSION

We urge the District to carefully monitor their budget throughout the year. It is important to continue to be well-informed of events and other developments affecting school districts and to be prepared to take appropriate actions to lessen the impact on your district.

As always, we would like to thank your staff for their cooperation and effort during the budget process. If you have any questions or concerns, or if we can be of further assistance, please call me at 245-7822.

Sincerely,



De'An Chambless, CPA
Senior Executive Director - Business Services

cc: David Alexander, Superintendent
Laura Merrick, CBO