

Superintendent

Teresa Healy

Board Members

Jordan Dodson
 Myra Chavoya-Perez
 Carrie Guthrie
 Nick Scott
 Kevin Nicholson

**TULELAKE BASIN JOINT
 UNIFIED SCHOOL DISTRICT
 Regular Board Meeting
 January 27, 2021
 Closed Session: 5:00 p.m.
 Open Session: 6:00 p.m.
 District Conference Room
 400 G Street, Tullake, CA**

Meeting facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting please provide a written request to the Superintendent at the Tullake Basin Joint Unified School District Office at least three working days prior to any public meeting. This meeting is being recorded.

AGENDA

Call to Order by Presiding Officer _____ at ____ p.m.

Roll Call: Jordan Dodson, President	present ____
Myra Chavoya-Perez, Clerk	present ____
Carrie Guthrie, Member	present ____
Nick Scott, Member	present ____
Kevin Nicholson, Member	present ____
Teresa Healy, Superintendent	present ____

APPROVAL of AGENDA

[Motion , Second ____/____/____]

PUBLIC COMMENTS ON CLOSED SESSION AGENDA:

Under this item, the public is invited to address the Board regarding items that are on the Closed Session agenda. Speakers are limited to three minutes each. Please introduce yourself to the board. The Board is not allowed under the law to take action on matters that are not listed on the agenda.

Motion to go into Closed Session.

[Motion , Second ____/____/____]

CLOSED SESSION AGENDA

The board will adjourn to closed session to discuss:

1. PERSONNEL: Public Employee Employment: Government Code § 54957

Recommendations for Approval: a) Accept Letter of Retirement from THS Office Manager
 b) Accept Letter of Retirement from District Secretary
 c) Accept Letter of Resignation from Activities Director

2. PERSONNEL: Closed Session – Government Code § 54957

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Various Certificated and Classified Employees)

3. PERSONNEL: Closed Session – Government Code § 54957

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: (Superintendent)

4. POTENTIAL LITIGATION: Closed Session - Government Code § 54956.9**5. NEGOTIATIONS: Conference with labor negotiator pursuant to {Government Code § 54957.6):**

Agency Negotiator: Teresa Healy; Employee Organization: Classified School Employees' Association (CSEA)

6. **NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}: Agency Negotiator: Teresa Healy; Employee Organization: California Teacher's Association, Tulelake Basin Teacher's Association (CTA, TBTA)

Motion to come out of Closed Session

[Motion , Second _/_/_]

Pledge of Allegiance

Reporting of Closed session Items:

1. **PERSONNEL: Public Employee Employment:** Government Code § 54957
Recommendations for Approval: a) Accept Letter of Retirement from THS Office Manager
b) Accept Letter of Retirement from District Secretary
c) Accept Letter of Resignation from Activities Director

[Motion , Second _/_/_]

2. **PERSONNEL: Closed Session – Government Code § 54957**
PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Various Certificated and Classified Employees)

3. **PERSONNEL: Closed Session – Government Code § 54957**
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: (Superintendent)

4. **POTENTIAL LITIGATION: Closed Session - Government Code § 54956.9**

5. **NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}:
Agency Negotiator: Teresa Healy; Employee Organization: Classified School Employees' Association (CSEA)

6. **NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}: Agency
Negotiator: Teresa Healy; Employee Organization: California Teacher's Association, Tulelake Basin Teacher's Association (CTA, TBTA)

REPORTS

1. Financial Reports - Mrs. Thompson.
 - a. Cash Balances Report
 - b. Cash Flow Report
 - c. Edward Jones Investment Statement
2. Athletic Report – Mrs. Brown
3. Elementary School Report - Dr. Butler.
4. Tulelake High School/Superintendent Report - Mrs.Healy
 - a. District Enrollment
5. Board Member Reports

PUBLIC COMMENTS ON ITEMS NOT ON AGENDA: Under this item, the public is invited to address the Board regarding items that are not on tonight's agenda. Speakers are limited to three minutes each. Please introduce yourself to the board. The Board is not allowed under the law to take action on matters that are not on the agenda. The public will have the opportunity to comment on all agenda items as they are presented this evening.

CONSENT AGENDA

The consent agenda, if approved, will be recorded in the minutes as if each item had been acted upon individually. Requests by members of the board to have any item taken off the consent agenda for discussion will be honored without debate. Requests by the public to have an item taken off the consent agenda will be considered prior to the Board taking action.

Motion That all consent items to be approved as recommended by the superintendent.

Alternative Motion That consent items with the exception of (name items) be approved as recommended by the Superintendent

Approval of Consent Agenda

1. Review of consent agenda
2. Approval of consent agenda [Motion , Second _/_/_]

1. Administration

1.1 Approve Minutes.

- 1.1.1 Approve the Minutes of the Regular Meeting December 15, 2020

2. Budget and Finance

- 2.1.1 Bills Listing

3. Board Policies

3.1 First Reading of Revised Board Policies/Administrative Regulations – December 2020

Administrative Regulation 0430 - Comprehensive Local Plan for Special Education
Board Policy 1312.3 - Uniform Complaint Procedures
Administrative Regulation 1312.3 - Uniform Complaint Procedures
Board Policy 4119.25/4219.25/4319.25 - Political Activities of Employees
Administrative Regulation 4119.25/4219.25/4319.25 - Political Activities of Employees
Board Policy 4140/4240/4340 - Bargaining Units
Board Policy 5113.2 - Work Permits
Administrative Regulation 5113.2 - Work Permits
Board Policy 5126 - Awards for Achievement
Administrative Regulation 5126 - Awards for Achievement
Board Policy 5141.31 - Immunizations
Administrative Regulation 5141.31 - Immunizations
Board Policy 5148.3 - Preschool/Early Childhood Education
Administrative Regulation 5148.3 - Preschool/Early Childhood Education
Board Policy 6146.1 - High School Graduation Requirements
Board Policy 6146.2 - Certificate of Proficiency/High School Equivalency
Administrative Regulation 6146.2 - Certificate of Proficiency/High School Equivalency
NEW - Exhibit 6146.2 - Certificate of Proficiency/High School Equivalency
Board Policy 6170.1 - Transitional Kindergarten
Board Bylaw 9012 - Board Member Electronic Communications
Board Bylaw 9320 - Meetings and Notices

ACTION ITEMS

- A. Approve Resolution No. 21-01 Audit Certification – Financial Report/Audit
- B. Approve Resolution No. 21-02 Audit Certification of Corrective Action Audit Findings and Recommendations
- C. Approve Resolution No. 21-03 Audit Corrective Action 2020-3
- D. Approve Resolution No. 21-04 Audit Corrective Action 2020-4
- E. Approval of School Accountability Report Cards (SARCs) for TES, THS)
- F. Approve MOU Between TBTA and TBJUSD

[Motion , Second _/_/_]

CORRESPONDENCE

- A. Letter from Leslie Corder, Director of Fiscal Services Modoc County Office of Education regarding First Interim Financial report.
- B. Letter from Singleton Auman PC regarding 2019/2020 School Year Annual Audit.

BOARD MEMBER REQUEST FOR ITEMS FOR NEXT REGULAR BOARD MEETING

- 1. Items from the Board Calendar
- 2. Next Regular Board Meeting – February 24, 2021

ADJOURNMENT: Time: ____ p.m.

[Motion , Second ____/____/____]

CLOSED SESSION

Celeste Wedmore
3429 N. County Road 112
Tulelake, CA 96134

January 21, 2021

Dear TBJUSD Board of Trustees,

It is with mixed emotions that I submit this notice of retirement resignation as I have spent the better part of my life serving Tulelake High School since August 1989. For 32 years, I have had the pleasure of serving the students, teachers, administration and parents of this community, and am very grateful to you and past district board members for providing me the opportunity to love on and nurture your children in feeling valued, safe, and cared for as if they were my own.

It has always been my heart's desire to encourage all students to do their best, to strive for excellence, and truly believe confidently they are capable of achieving their greatest aspirations. So thank you for making such a rewarding career possible in working with children, our nation's greatest resource. Having said that, I look forward with hope and great expectation to the next chapter of my life investing in the lives of my own grandchildren and serving this community in other ways, especially through sharing my piano music.

Therefore, Pursuant to Article XXXIII Retirement Provisions of the collective bargaining agreement with CSEA, I, CELESTE WEDMORE, hereby give my unconditional and irrevocable notice of retirement and resignation from all employment with the Tulelake Basin Joint Unified School District effective June 30 of the current school year. I understand that once given, this resignation is effective immediately and cannot be withdrawn or revoked.

Signed:



CELESTE WEDMORE

Kay Wilson
P O Box 682
Tulelake, CA 96134

January 27, 2021

Pursuant to Article XXXIII Retirement Provisions of the collective bargaining agreement with CSEA, I, KAY WILSON, hereby give my unconditional and irrevocable notice of retirement and resignation from all employment with the Tulelake Basin Joint Unified School District effective August 31, 2021 of the current school year. I understand that once given, this resignation is effective immediately and cannot be withdrawn or revoked.

Signed:

A handwritten signature in black ink, appearing to read 'Kay Wilson', followed by a long horizontal line extending to the right.

KAY WILSON

Karyn Hantzmon
4840 Larry Place
Klamath Falls, OR 97603
January 4, 2021

Teresa Healy and Board of Trustees
Tulelake Basin Joint Unified School District
400 G Street
Tulelake, CA 96134

Dear Teresa Healy and Board of Trustees:

Please accept this as my official resignation from the position of Activities Director at Tulelake High School. Unfortunately without adequate support from the staff and administration and a written job description I am unable to fulfill my duties to the best of my abilities. It has affected my instructional abilities for my primary position of junior high English Language Arts instructor.

My last day as Activities Director will be June 30, 2021. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

Sincerely,



Karyn Hantzmon

FINANCIAL REPORTS

Tulelake Basin Joint Unified School District

Current Unreconciled Cash Balances as of January 20, 2021

	January 20, 2021	December 9, 2020	November 18, 2020	October 21, 2020	September 24, 2020	August 20, 2020
Account	Current Balance	Prior Balance	Prior Balance	Prior Balance	Prior Balance	Prior Balance
Fund 01 - General Fund	\$1,517,910.59	\$764,625.62	\$1,208,983.78	\$1,176,250.98	\$921,747.30	\$611,280.54
Fund 11 - Adult Education Fund	\$51,573.92	\$56,596.73	\$56,596.73	\$57,117.10	\$59,864.63	\$70,024.05
Fund 13 - Cafeteria Fund	\$38,616.29	\$38,105.57	\$59,731.07	\$56,578.86	\$57,427.32	\$66,317.26
Fund 17 - Special Reserve Fund	\$4,054.01	\$4,054.01	\$4,054.01	\$4,042.00	\$4,042.00	\$4,042.00
Fund 40 - Capital Outlay Fund	\$878.48	\$878.48	\$878.48	\$875.79	\$875.79	\$915.71
Edward Jones	\$2,217,189.32	\$2,209,367.01	\$2,209,367.01	\$2,208,773.26	\$2,203,904.53	\$2,200,150.12
Reserve Account	\$256,106.83	\$256,102.48	\$256,098.27	\$256,093.92	\$256,089.71	\$256,085.36
	\$4,086,329.44	\$3,329,729.90	\$3,795,709.35	\$3,759,731.91	\$3,503,951.28	\$3,208,815.04

	January 22, 2020	December 13, 2019	November 15, 2019	October 17, 2019	September 19, 2019	August 22, 2019
Account	Prior Balance	Prior Balance	Prior Balance	Prior Balance	Prior Balance	Prior Balance
Fund 01 - General Fund	\$883,564.74	\$400,964.65	\$696,313.76	\$652,340.11	\$466,061.42	\$619,308.60
Fund 11 - Adult Education Fund	\$51,396.55	\$55,133.38	\$59,857.05	\$66,347.12	\$86,696.27	\$96,926.31
Fund 13 - Cafeteria Fund	\$68,128.90	\$43,940.50	\$52,373.19	\$31,252.13	\$59,781.64	\$74,379.49
Fund 17 - Special Reserve Fund	\$4,012.31	\$3,991.58	\$3,991.58	\$3,974.03	\$3,974.03	\$3,974.03
Fund 40 - Capital Outlay Fund	\$3,730.82	\$3,711.55	\$3,711.55	\$3,695.23	\$3,695.23	\$3,695.23
Edward Jones	\$2,103,589.62	\$2,095,239.38	\$2,095,239.38	\$2,092,680.08	\$2,085,438.92	\$2,081,806.55
Reserve Account	\$256,055.47	\$256,051.12	\$256,046.91	\$256,042.56	\$256,038.35	\$256,034.00
	\$3,370,478.41	\$2,859,032.16	\$3,167,533.42	\$3,106,331.26	\$2,961,685.86	\$3,136,124.21

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT

Cash Flow Projections- FY2020/2021

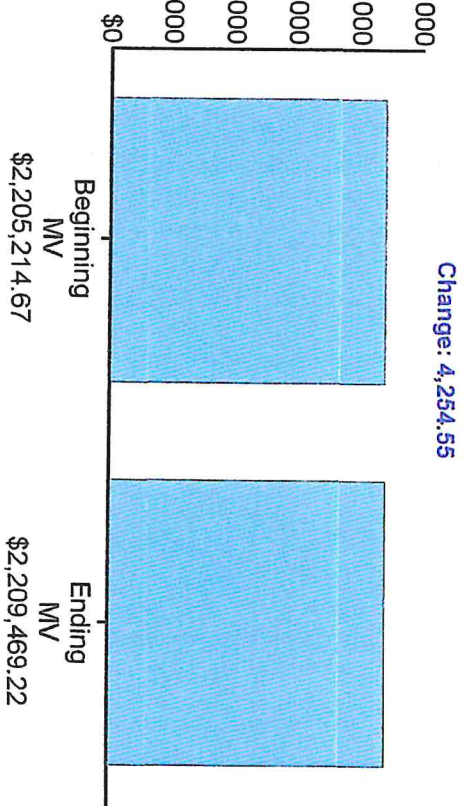
Bsrce	Program Title	2020/21		TOTAL CASH											
		AWARD AMT	Prior Yr Funds	RECEIVED	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY				
0012	MAA	6,350.04		2,904.01				2904.01							
0200	Mandated Costs	15,186.00		15,186.00					15,186.00						
1100	Lottery	58,599.00	7,916.71	29,114.96			7,916.71			21,198.25					
3010	Title I	203,237.00		93,005.00				49,046.00		43,959.00					
3210	CARES-ESSER	132,205.00		33,236.00		33,051.00				6,210.00	185.00				
3215	Learning Loss Mitigation														
3220	Learning Loss Mitigation	414,253.00		414,253.00											
4035	Title II, Part A	21,198.00		9,293.00				350.00			8,943.00				
4126	Title V, Part B	6,304.00		0.00											
4127	Title IV	11,792.00		0.00											
4128	NSAEC	0.00	2,128.50	5,701.00						5,701.00					
4203	Title III, LEP	24,102.00		12,561.00	12,561.00										
6010	After School Education & Safety	176,317.00		114,606.46						114,606.46					
6230	Prop 39	0.00		0.00											
6300	Lottery-Prop 20	20,682.00	8,578.02	8,710.53			8,578.02			132.51					
6387	CTE Incentive Grant	133,964.52	36,207.48	170,172.00		170,172.00									
6690	TUPE	0.00		0.00											
7010	Ag Incentive	16,462.00	2,599.00	14,946.00		2,599.00				12,347.00					
7311	Classified Employee Prof Dev	0.00		0.00											
7388	COVID-19	0.00		0.00											
7420	Learning Loss Mitigation	40,860.00		40,860.00			40,860.00								
7510	Low Performing Student	0.00		0.00											
0000	LCFF	2,726,989.00		1,513,492.00	378,373.00	378,373.00	378,373.00	378,373.00							
	Prior Year - 8019	0.00	595,127.00	595,127.00	595,127.00										
	One-time discretionary														
1400	EPA	830,271.00	(227,833.00)	290,558.00	(227,833.00)		259,196.00			259,195.00					
0000	SELPA EI PS Grant	0.00		0.00											
0000	Property Taxes	1,403,318.00		884,896.51	21,643.11	43.31		20,168.33		843,041.76					
0000	ERAF			(25,551.30)		(25,551.30)									
0000	Forest Reserves	98,340.00		0.00											
0000	Interest	10,000.00		3,818.59	1,898.15			1,920.44							
0000	Other	223,951.00		76,244.63				76244.63							
	Transfers	(30,000.00)	(137,846.89)	(142,846.89)		(137,846.89)				(5,000.00)					
		6,544,380.56	424,723.71	4,160,287.50	781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	9,128.00				
			Cash In		781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	9,128.00				
		Cash Out	PAYROLL		103,587.65	368,242.27	372,838.54	390,223.72	388,141.30	383,838.21	18,473.96				
			WARRANTS		127,993.85	102,518.12	171,607.44	95,028.20	63,189.45	139,212.81	73,288.13				
			256,081.01	Reserve Act											
		ME Balance	149,596.74		699,784.50	649,864.23	1,214,594.98	1,258,349.47	822,204.72	1,600,544.68	1,517,910.59				



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 001050333312

MARKET VALUE SUMMARY

	Current Period 11/01/20 to 11/30/20	Year-to-Date 01/01/20 to 11/30/20	Current Period 11/01/20 to 11/30/20
Beginning Market Value	\$2,205,214.67	\$2,120,985.94	\$2,500,000
Taxable Interest	7,228.51	43,268.89	\$2,000,000
Fees and Expenses		-375.00	\$1,500,000
Change in Investment Value	-2,973.96	45,589.39	\$1,000,000
Ending Market Value	\$2,209,469.22	\$2,209,469.22	\$500,000

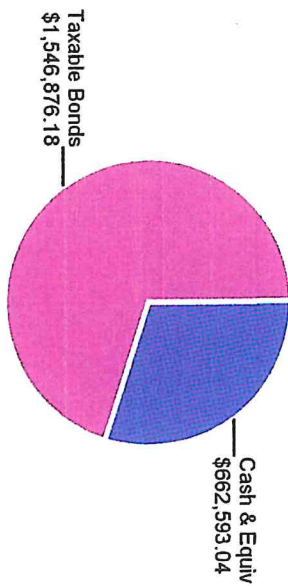




EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 0050000010

ASSET SUMMARY

Assets	Current Period Market Value	% of Total	Estimated Annual Income
Cash & Equivalents	662,593.04	30.00	39.66
Taxable Bonds	1,546,876.18	70.00	35,048.00
Total Market Value	\$2,209,469.22	100.00	\$35,087.66

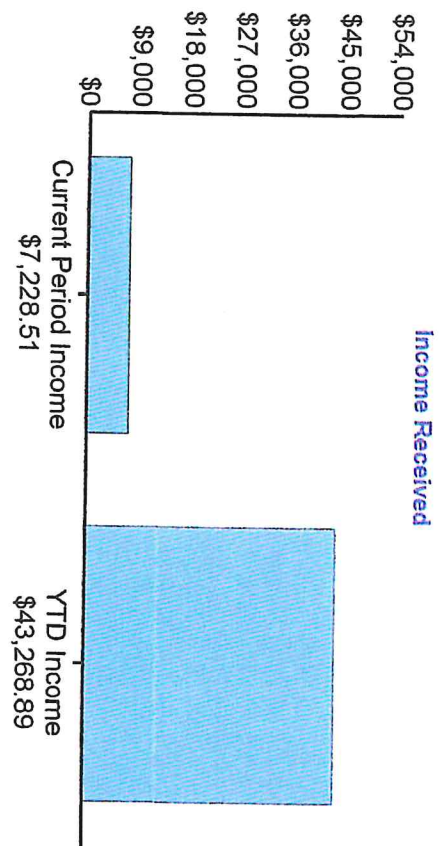




EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 00000000000000000000

INCOME SUMMARY

	Income Received Current Period	Income Received YTD
Taxable Interest	7,228.51	43,268.89
Total Current Period Income	\$7,228.51	\$43,268.89





EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 0005088375



CASH SUMMARY

	Principal Cash	Income Cash	Total Cash
Beginning Cash 11/01/2020	-\$258,484.37	\$258,484.37	\$0.00
Taxable Interest		7,228.51	7,228.51
Net Money Market Activity	-7,228.51		-7,228.51
Ending Cash 11/30/2020	-\$265,712.88	\$265,712.88	\$0.00



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 001050983310

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November 1, 2020 to November 30, 2020

ASSET DETAIL

Security Description	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
Cash & Equivalents								
Cash/Money Market								
First American Government - 31846V203 Oblig Fd Cl Y #3763	662,593.040	1.0000	662,593.04	662,593.04	0.00	30.0	39.66	0.01
Total Cash/Money Market			\$662,593.04	\$662,593.04	\$0.00	30.0	\$39.66	
Cash								
Principal Cash			-265,712.88	-265,712.88		-12.0		
Income Cash			265,712.88	265,712.88		12.0		
Total Cash			\$0.00	\$0.00	\$0.00	0.0	\$0.00	
Total Cash & Equivalents			\$662,593.04	\$662,593.04	\$0.00	30.0	\$39.66	

Taxable Bonds

Corporate Issues

Capital One Bank (USA) - 140420F62 C D 1.650 09/21/2021	88,000.000	101.1190	88,984.72	88,000.00	984.72	4.0	1,452.00	1.63
Wells Fargo Bk N A Sioux Falls Sd - 949763CQ7 C D 1.800 11/16/2021	245,000.000	101.6670	249,084.15	245,000.00	4,084.15	11.3	4,410.00	1.77



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 000000000000

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November 1, 2020 to November 30, 2020

ASSET DETAIL (continued)

Security Description	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
Morgan Stanley Dean Witter Bank Inc - 61747MX55 C D 3.000 05/10/2022								
	245,000.000	104.1800	255,241.00	245,000.00	10,241.00	11.6	7,350.00	2.88
Citibank Na - 17312QL49 C D 3.000 05/11/2022								
	58,000.000	104.1870	60,428.46	58,000.00	2,428.46	2.7	1,740.00	2.88
Amerant Bank Na - 02357QAF4 C D 1.850 12/20/2022								
	150,000.000	103.4590	155,188.50	150,000.00	5,188.50	7.0	2,775.00	1.79
Sallie Mae Bank - 795450L29 C D 2.800 02/22/2023								
	225,000.000	105.8620	238,189.50	225,000.00	13,189.50	10.8	6,300.00	2.64
Bank Hapoalim Bm Ny - 06251AW48 C D 2.900 03/25/2024								
	241,000.000	108.8650	262,364.65	241,000.00	21,364.65	11.9	6,989.00	2.66
Raymond James Bk Natl Assn ST - 75472RAK7 C D 1.800 11/08/2024								
	224,000.000	105.9800	237,395.20	224,000.00	13,395.20	10.7	4,032.00	1.70
Total Corporate Issues			\$1,546,876.18	\$1,476,000.00	\$70,876.18	70.0	\$35,048.00	
Total Taxable Bonds			\$1,546,876.18	\$1,476,000.00	\$70,876.18	70.0	\$35,048.00	
Total Assets			\$2,209,469.22	\$2,138,593.04	\$70,876.18	100.0	\$35,087.66	
Estimated Current Yield								1.58





EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: (01650983515)

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November 1, 2020 to November 30, 2020

ASSET DETAIL MESSAGES

Time of trade execution and trading party (if not disclosed) will be provided upon request.

Publicly traded assets are valued in accordance with market quotations or valuation methodologies from financial industry services believed by us to be reliable. Assets that are not publicly traded may be reflected at values from other external sources. Assets for which a current value is not available may be reflected at a previous value or as not valued, at par value, or at a nominal value. Values shown do not necessarily reflect prices at which assets could be bought or sold. Values are updated based on internal policy and may be updated less frequently than statement generation.

Estimated Current Yield and Estimated Annual Income are estimates provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 00050983510

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TRANSACTION DETAIL

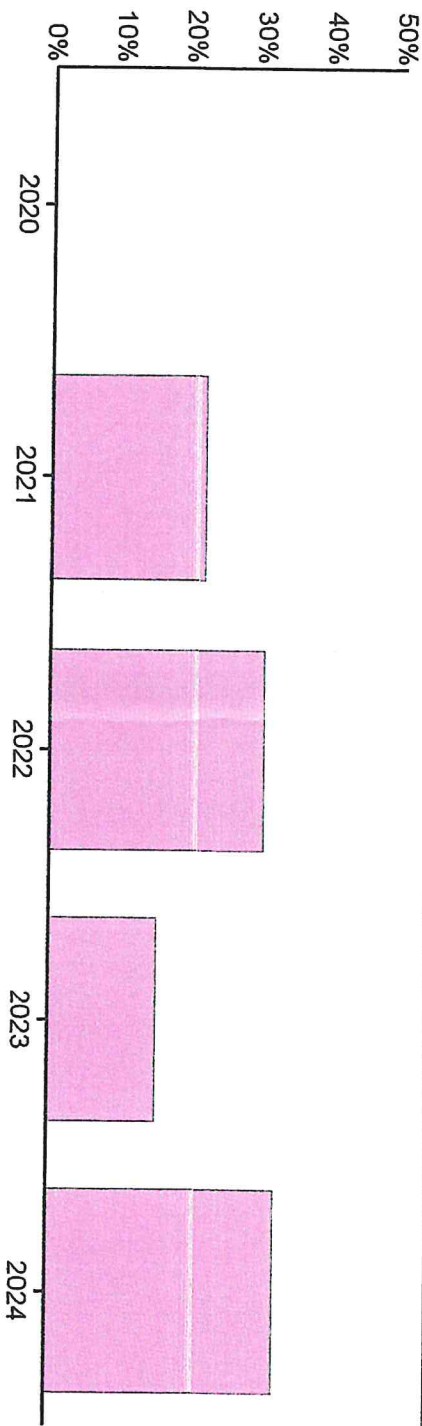
Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
Beginning Balance 11/01/2020					
11/02/20	Asset Income	Interest Earned On First Am Govt Ob Fd Cl Y Interest From 10/1/20 To 10/31/20	\$258,484.37 3.34	-\$258,484.37	\$2,131,364.53
11/09/20	Asset Income	Interest Earned On Raymond James C D 1.800% 11/08/24 0.009074 USD/\$1 P V On 224,000 Par Value Due 11/8/20	2,032.57		
11/10/20	Asset Income	Interest Earned On Morgan Stanley C D 3.000% 5/10/22 0.015123 USD/\$1 P V On 245,000 Par Value Due 11/10/20	3,705.21		
11/12/20	Asset Income	Interest Earned On Citibank Na C D 3.000% 5/11/22 0.015123 USD/\$1 P V On 58,000 Par Value Due 11/11/20	877.15		
11/16/20	Asset Income	Interest Earned On Wells Fargo Bk C D 1.800% 11/16/21 0.001529 USD/\$1 P V On 245,000 Par Value Due 11/16/20	374.55		
11/20/20	Asset Income	Interest Earned On Amerant Bank Na C D 1.850% 12/20/22 0.001571 USD/\$1 P V On 150,000 Par Value Due 11/20/20	235.69		
	Purchase	Combined Purchases For The Period 11/ 1/20 - 11/30/20 Of First Am Govt Ob Fd Cl Y		-7,228.51	7,228.51
Ending Balance 11/30/2020			\$265,712.88	-\$265,712.88	\$2,138,593.04





EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 000509635-10

BOND SUMMARY



	Par Value	Market Value	Percentage of Category
MATURITY			
2020	0.00	0.00	0.00
2021	333,000.00	338,068.87	21.86
2022	453,000.00	470,857.96	30.44
2023	225,000.00	238,189.50	15.40
2024	465,000.00	499,759.85	32.30
Total of Category	\$1,476,000.00	\$1,546,876.18	100.00

MOODY'S RATING			
N/A			
NOT RATED			
	715,000.00	742,514.65	48.00
	761,000.00	804,361.53	52.00
Total of Category	\$1,476,000.00	\$1,546,876.18	100.00



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 00000000000000000000

Page 10 of 10
November 1, 2020 to November 30, 2020

00--M-UD-UY-338-01
0082141-00-03775-01



1956

BOND SUMMARY (continued)

	Par Value	Market Value	Percentage of Category
S&P RATING			
NOT RATED	1,476,000.00	1,546,876.18	100.00
Total of Category	\$1,476,000.00	\$1,546,876.18	100.00

BOND SUMMARY MESSAGES

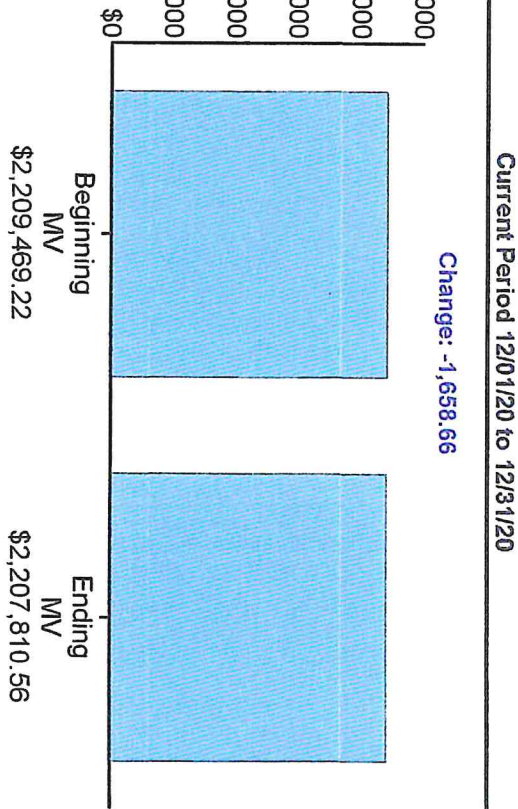
Data contained within this section excluded Mutual Funds, Exchange Traded Funds, and Closed-Ended Funds.



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 001050983518

MARKET VALUE SUMMARY

	Current Period 12/01/20 to 12/31/20	Year-to-Date 01/01/20 to 12/31/20	
Beginning Market Value	\$2,209,469.22	\$2,120,985.94	\$2,500,000
Taxable Interest	593.80	43,862.69	
Fees and Expenses	-125.00	-500.00	\$2,000,000
Long Term Gains/Losses	0.56	0.56	\$1,500,000
Short Term Gains/Losses	0.22	0.22	
Change in Investment Value	-2,128.24	43,461.15	\$1,000,000
Ending Market Value	\$2,207,810.56	\$2,207,810.56	\$500,000

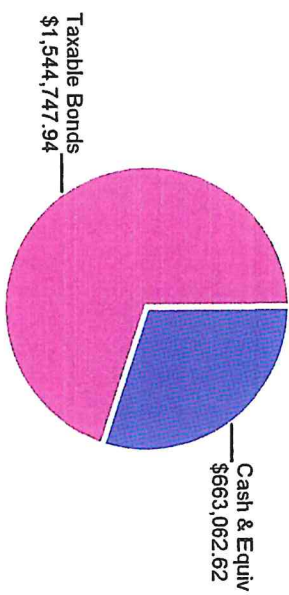




EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 4010509885153

ASSET SUMMARY

Assets	Current Period Market Value	% of Total	Estimated Annual Income
Cash & Equivalents	663,062.62	30.00	39.69
Taxable Bonds	1,544,747.94	70.00	35,048.00
Total Market Value	\$2,207,810.56	100.00	\$35,087.69

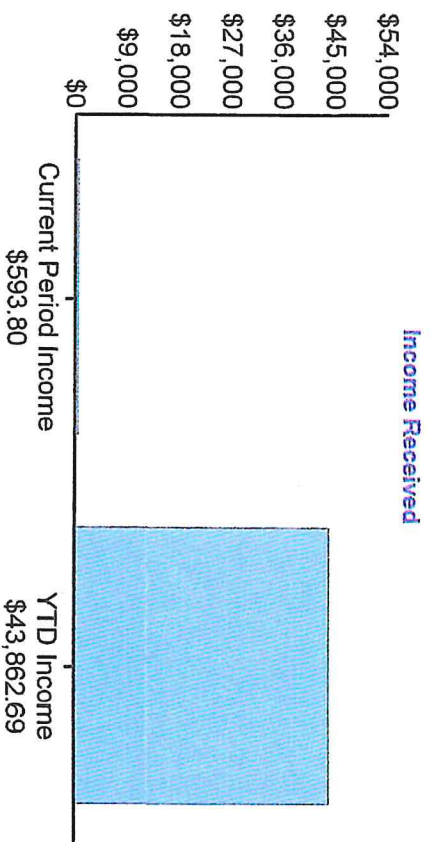




EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 001650923315

INCOME SUMMARY

	Income Received Current Period	Income Received YTD
Taxable Interest	593.80	43,862.69
Total Current Period Income	\$593.80	\$43,862.69





EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 001050983515

Page 4 of 11
December 1, 2020 to December 31, 2020

CASH SUMMARY

	Principal Cash	Income Cash	Total Cash
Beginning Cash 12/01/2020	-\$265,712.88	\$265,712.88	\$0.00
Taxable Interest		593.80	593.80
Fees and Expenses	-125.00		-125.00
Capital Gain Distributions	0.78		0.78
Net Money Market Activity	-469.58		-469.58
Ending Cash 12/31/2020	-\$266,306.68	\$266,306.68	\$0.00





EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 001050983515

Page 5 of 11
December 1, 2020 to December 31, 2020

ASSET DETAIL

Security Description	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
Cash & Equivalents								
Cash/Money Market								
First American Government - 31846V203 Oblig Fd Cl Y #3763	663,062.620	1.0000	663,062.62	663,062.62	0.00	30.0	39.69	0.01
Total Cash/Money Market			\$663,062.62	\$663,062.62	\$0.00	30.0	\$39.69	
Cash								
Principal Cash			-266,306.68	-266,306.68		-12.1		
Income Cash			266,306.68	266,306.68		12.1		
Total Cash			\$0.00	\$0.00	\$0.00	0.0	\$0.00	
Total Cash & Equivalents			\$663,062.62	\$663,062.62	\$0.00	30.0	\$39.69	
Taxable Bonds								
Corporate Issues								
Capital One Bank (USA) - 140420F62 C D 1.650 09/21/2021	88,000.000	101.0160	88,894.08	88,000.00	894.08	4.0	1,452.00	1.63
Wells Fargo Bk N A Sioux Falls Sd - 949763CQ7 C D 1.800 11/16/2021	245,000.000	101.5360	248,763.20	245,000.00	3,763.20	11.3	4,410.00	1.77



**Estimated
Current Yield**

Estimated Current Yield



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 901050988515

Page 7 of 11
December 1, 2020 to December 31, 2020

ASSET DETAIL MESSAGES

Time of trade execution and trading party (if not disclosed) will be provided upon request.

Publicly traded assets are valued in accordance with market quotations or valuation methodologies from financial industry services believed by us to be reliable. Assets that are not publicly traded may be reflected at values from other external sources. Assets for which a current value is not available may be reflected at a previous value or as not valued, at par value, or at a nominal value. Values shown do not necessarily reflect prices at which assets could be bought or sold. Values are updated based on internal policy and may be updated less frequently than statement generation.

Estimated Current Yield and Estimated Annual Income are estimates provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 0010509835153

Page 8 of 11
December 1, 2020 to December 31, 2020

TRANSACTION DETAIL

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
Beginning Balance 12/01/2020					
12/01/20	Asset Income	Interest Earned On First Am Govt Ob Fd Cl Y Interest From 11/1/20 To 11/30/20	\$265,712.88 3.25	-\$265,712.88	\$2,138,593.04
12/16/20	Asset Income	Interest Earned On Wells Fargo Bk C D 1.800% 11/16/21 0.001479 USD/\$1 Pw On 245,000 Par Value Due 12/16/20	362.47		
12/21/20	Asset Income	Interest Earned On Amerant Bank Na C D 1.850% 12/20/22 0.001521 USD/\$1 Pw On 150,000 Par Value Due 12/20/20	228.08		
12/24/20	Fee	Trust Fees Collected Charged For Period 09/01/2020 Thru 11/30/2020		-125.00	
12/29/20	Cash Receipt	Cash Receipt Long-Term Capital Gain Div First Am Govt Ob Fd Cl Y Ltcg Payable 12/29/20		0.22	
12/29/20	Cash Receipt	Cash Receipt Short-Term Capital Gain Div First Am Govt Ob Fd Cl Y Stcg Payable 12/29/20		0.56	
	Purchase	Combined Purchases For The Period 12/1/20 - 12/31/20 Of First Am Govt Ob Fd Cl Y		-594.58	594.58
	Sale	Combined Sales For The Period 12/1/20 - 12/31/20 Of First Am Govt Ob Fd Cl Y		125.00	-125.00
Ending Balance 12/31/2020			\$266,306.68	-\$266,306.68	\$2,139,062.62



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 001050923515

SALE/MATURITY SUMMARY

Trade Date	Description	Tax Cost	Proceeds	Estimated Gain/Loss
Cash and Equivalents				
First American Government				
Oblig Fd Cl Y				
#3763				
FGVXX				
12/29/20	Cash Receipt		0.22	0.22
	Long-Term Capital Gain Div			
	Ltcg Payable 12/29/20			
12/29/20	Cash Receipt		0.56	0.56
	Short-Term Capital Gain Div			
	Stcg Payable 12/29/20			
Total First American Government Oblig Fd		\$0.00	\$0.78	\$0.78
Total Cash and Equivalents				
		\$0.00	\$0.78	\$0.78
Total Sales & Maturities				
		\$0.00	\$0.78	\$0.78

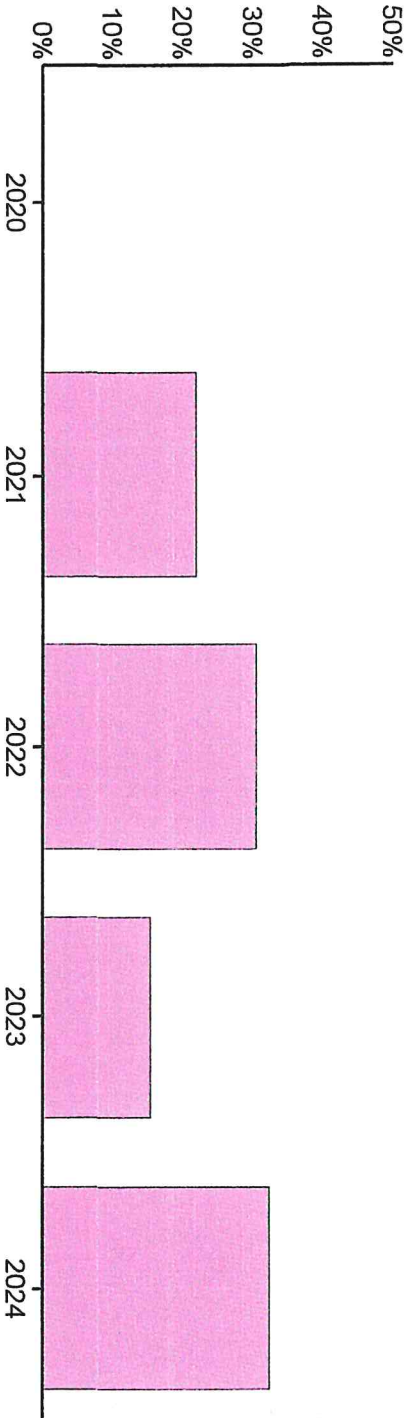
SALE/MATURITY SUMMARY MESSAGES

Estimates should not be used for tax purposes



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 2010309005103

BOND SUMMARY



MATURITY	Par Value	Market Value	Percentage of Category
2020	0.00	0.00	0.00
2021	333,000.00	337,657.28	21.86
2022	453,000.00	470,237.57	30.45
2023	225,000.00	237,955.50	15.40
2024	465,000.00	498,897.59	32.29

Total of Category	\$1,476,000.00	\$1,544,747.94	100.00
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MOODY'S RATING

N/A	715,000.00	741,472.15	48.00
NOT RATED	761,000.00	803,275.79	52.00

Total of Category	\$1,476,000.00	\$1,544,747.94	100.00
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EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: 201650983515

Page 11 of 11
December 1, 2020 to December 31, 2020

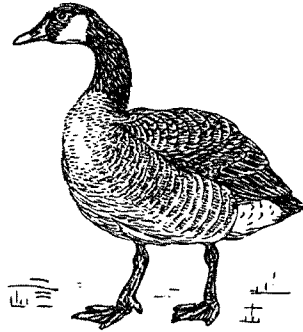
BOND SUMMARY (continued)

	Par Value	Market Value	Percentage of Category
S&P RATING			
NOT RATED	1,476,000.00	1,544,747.94	100.00
Total of Category	\$1,476,000.00	\$1,544,747.94	100.00

BOND SUMMARY MESSAGES

Data contained within this section excluded Mutual Funds, Exchange Traded Funds, and Closed-Ended Funds.

ATHLETIC REPORT



Honker Athletic Report

January 2021

Athletics:

*Attached is the graphic from CIF that outlines the return to play protocols.

*EAL has decided to start with baseball, softball, and track. If allowed by the guidelines, we will start mid-February. Games will run from the end of February through the beginning of April. Basketball games will run from the end of April through the beginning of June. Soccer will run around the same time as baseball and softball if we are in the correct tier.

*We need a softball coach ASAP.

*Football for 2021 can begin conditioning/practice at the end of July and we are looking forward to a regular fall football season.

*Kyle Schaad, Nick Scott, Don Kirby, and Tricia Brown are now certified NRA Level 1 Shotgun coaches.

*Open gym has been very successful and kids are very thankful for the opportunity. Hoping we can offer some time for JH students to attend some open gym time too.

California Interscholastic Federation



EDUCATION-BASED ATHLETICS COVID-19 MODIFICATIONS

- Information is current as of January 12, 2021
- [CDPH Youth Sports Guidelines](#)
- CIF Guidelines will be adjusted weekly
- In the event of a positive test for COVID-19, schools will follow the current [CDPH Guidelines for Schools](#)
- Any student-athlete testing positive for COVID-19 may not return to practice or competition until cleared by their physician
- Schools must still follow all guidelines from their local county and the governing board of their school district or private/parochial school

CIF Season 1 Sports (January - April):

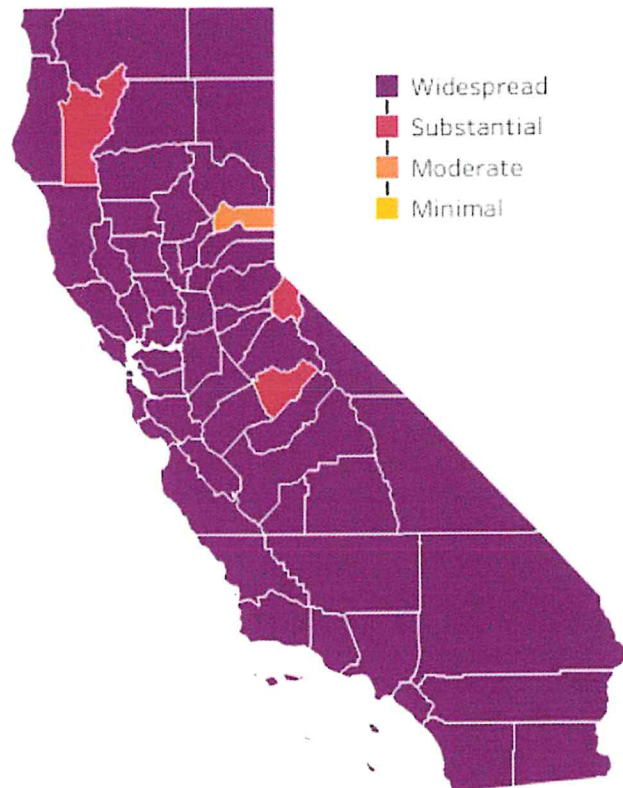
Traditional Competitive Cheer, Cross Country, Field Hockey, Football, Gymnastics, Skiing/Snowboarding, Girls Volleyball, Water Polo

CIF Season 2 Sports (March - June):

Badminton, Baseball, Basketball, Competitive Sport Cheer, Golf, Lacrosse, Soccer, Softball, Swimming & Diving, Tennis, Track & Field, Boys Volleyball, Wrestling

**Please refer to respective CIF Sections for verification of seasons of sport*

January 12, 2021 County Tier Status



WIDESPREAD

Sports allowed in this tier: Cross Country, Golf, Skiing/Snowboarding, Swimming & Diving, Tennis, and Track & Field.

SUBSTANTIAL

Sports allowed in this tier: Baseball, Field Hockey, Girls Lacrosse, and Softball.

MODERATE

Sports allowed in this tier: Badminton, Football, Gymnastics, Boys Lacrosse, Soccer, Volleyball, and Water Polo.

MINIMAL

Sports allowed in this tier: Basketball, Competitive Cheerleading, and Wrestling.

Physical conditioning, practice, skill building, and training that can be conducted outdoors, with 6-feet of physical distancing, and within stable team cohorts are currently authorized for all sports regardless of county tier status. Such activities may be conducted indoors consistent with the Gym & Fitness Center Guidance Capacity. In counties under the Regional Stay at Home Order, only activities consistent with the sentence above are permitted, regardless of the county's tier status.

Competition between two teams will not be allowed in California until January 25, 2021, at the earliest. Once return to competition is allowed every participating school's county must also be in the authorized tier status for the respective sport in order to compete.

ELEMENTARY REPORT



Elementary Board Report

January 2021

- Practice for the Virtual Winter Program has begun.
- We sent out forms for families to choose in-person or distance learning for the days in Quarter 3 which starts on Monday, January 25th.
- Talent Show forms are out. We will have a virtual Talent Show in March. Forms are in the office now if anyone wants to sign up. Families on Distance Learning are encouraged to participate (the whole family, not just the student).
- Good job, TES Staff! We made it through half of the year!
- February brings the 100th day of school!

HIGH SCHOOL/SUPERINTENDENT REPORT

Memo

To: Teresa Healy
From: Mark Mahan
CC: Board of Trustees
Date: January 22, 2021
Re: Enrollment for 2019/20 and 2020/21 schools years

	Sep-19	Sep-20	Oct-19	Oct-20	Nov-19	Nov-20	Dec-19	Dec-20	Jan-20	Jan-21	Feb-20	Feb-21	Mar-20	Mar-21	Apr-20	Apr-21	May-20	May-21
TBES	235	224	235	224	226	217	227	213	223	218	226		227		228		228	
THS	179	193	178	194	179	194	177	196	177	195	179		180		180		180	
Total	414	417	413	418	405	411	404	409	400	413	405		407		408		408	

Difference 3 5 6 5 13

Average 3 4 4.67 4.75 6.40

P1 ADA		
	2019/20	2020/21
K-8	265.33	
9-12	111.33	

P2 ADA		
	2019/20	2020/21
K-8	259.75	
9-12	110.22	

CONSENT AGENDA

Superintendent
Teresa Healy

Board Members
Jordan Dodson
Myra Chavoya-Perez
Carrie Guthrie
Nick Scott
Kevin Nicholson

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT

Regular Board Meeting

December 15, 2020

Closed Session: 5:00 p.m.

Open Session: 6:00 p.m.

District Conference Room

400 G Street, Tulelake, CA

Meeting facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting please provide a written request to the Superintendent at the Tulelake Basin Joint Unified School District Office at least three working days prior to any public meeting. This meeting may be recorded.

MINUTES

Call to Order by Presiding Officer Dodson, at 5:10 p.m.

Roll Call:

Jordan Dodson, President	present
Myra Chavoya-Perez, Clerk	present
Carrie Guthrie, Member	present
Nick Scott, Member	present
Kevin Nicholson, Member	present
Teresa Healy, Superintendent	present

APPROVAL of AGENDA

[Motion Guthrie, Second Scott 5/0/0]

Motion to go into Closed Session.

[Motion Scott, Second Chavoya-Perez 5/0/0]

PUBLIC COMMENTS ON CLOSED SESSION AGENDA

Under this item, the public is invited to address the Board regarding items that are on the Closed Session agenda. Speakers are limited to three minutes each. Please introduce yourself to the board. The Board is not allowed under the law to take action on matters that are not listed on the agenda.

No Comments.

CLOSED SESSION AGENDA

The board will adjourn to closed session to discuss:

1. **PERSONNEL:** Closed Session – Government Code § 54957 Public Employee Employment:
2. **PERSONNEL:** Closed Session – Government Code § 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Various Certificated and Classified Employees)
3. **PERSONNEL:** Closed Session – Government Code § 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: (Superintendent)
4. **POTENTIAL LITIGATION:** Closed Session - Government Code § 54956.9
5. **NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}: Agency Negotiator: Teresa Healy; Employee Organization: Classified School Employees' Association (CSEA)
6. **NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}: Agency Negotiator: Teresa Healy; Employee Organization: Tulelake Basin Teachers' Association (TBTA)

Motion to come out of Closed Session.

[Motion Nicholson, Second Scott 5/0/0]

<u>PLEDGE OF ALLEGIANCE</u>

CLOSED SESSION ACTION ITEMS:

1. **PERSONNEL:** Closed Session – Government Code § 54957 Public Employee Employment:
2. **PERSONNEL:** Closed Session – Government Code § 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Various Certificated and Classified Employees)
3. **PERSONNEL:** Closed Session – Government Code § 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: (Superintendent)
4. **POTENTIAL LITIGATION:** Closed Session - Government Code § 54956.9
5. **NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}: Agency Negotiator: Teresa Healy; Employee Organization: Classified School Employees' Association (CSEA)
6. **NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}: Agency Negotiator: Teresa Healy; Employee Organization: Tulelake Basin Teachers' Association (TBTA)

A. Installation and seating of New Board Members- Dodson, Guthrie & Nicholson

Secretary of the Board, Teresa Healy, will administer the Oath of Office to the board member(s)-elect:

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

REPORTS

1. Financial Reports presented by Mrs. Thompson.
 - a. Cash Flow Report
 - b. Cash Balances Report
 - c. Edward Jones Investment Statement will be presented in January.
2. Athletic Report presented by Mrs. Brown.
3. Tulelake Elementary School presented by Dr. Butler.

In addition she reported that the Student Council students shopped for Toys for Tots donations, The Grinch will visit on the 16th, PPA is sponsoring Christmas crafts day, Santa will visit on Friday.
4. High School/Superintendent Report presented by Mrs. Healy.
 - a. Enrollment holding steady.

In addition she reported that the Grinch visited each classroom today, the Student Council is delivering treats to the Distance Learners, Dress Up Days, Blood Drive on the 16th, and Progress Reports are being sent out.
5. Board Reports

Member Chavoya-Perez thanked everyone for encouraging school spirit, Thanks for Hanging On!

Member Guthrie reported that she attended a Boosters Meeting – there are parents willing to work to make positive things happen for our kids.

Member Nicholson – no comments.

Member Scott reported that he was disappointed that the Christmas Program couldn't happen this year, thanked the staff for doing positive things for our kids.

President Dodson thanked the teachers and staff for making our kids feel special and safe. Wished everyone a Merry Christmas and awesome break!

PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

Under this item, the public is invited to address the Board regarding items that are not on tonight's agenda. Speakers are limited to three minutes each. Please introduce yourself to the board. The Board is not allowed under the law to take action on matters that are not on the agenda. The public will have the opportunity to comment on all agenda items as they are presented this evening.

Teresa Perry CSEA President thanked the board for all their hard work, Wished Merry Christmas to all hope you have a good break!

CONSENT AGENDA

The consent agenda, if approved, will be recorded in the minutes as if each item had been acted upon individually. Requests by members of the board to have any item taken off the consent agenda for discussion will be honored without debate. Requests by the public to have an item taken off the consent agenda will be considered prior to the Board taking action.

Approval of Consent Agenda

- 1. Review of consent agenda**
- 2. Approval of consent agenda** [Motion Scott, Second Chavoya-Perez 5/0/0]

- 1. Administration**

- 1.1 Approve Minutes.**

- 1.1.1 Approve the Minutes of the December 2, 2020 Regular Board Meeting

- 2. Budget and Finance**

- 2.1.1 Bills Listing

- 3. Board Policies**

- 3.1.1 Adoption of Updated Board Policies and Administrative Regulations July 2020, Oct. 2020

Board Policy 3555 - Nutrition Program Compliance
Exhibit 3555 - Nutrition Program Compliance
Administrative Regulation 4030 - Nondiscrimination in Employment
Board Policy 4119.11/4219.11/4319.11 - Sexual Harassment
Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment
Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures
Board Policy 5141.22 - Infectious Diseases
Administrative Regulation 5141.22 - Infectious Diseases
Administrative Regulation 5145.3 - Nondiscrimination/Harassment
Board Policy 5145.6 - Parental Notifications
Exhibit 5145.6 - Parental Notifications
Board Policy 5145.7 - Sexual Harassment
Administrative Regulation 5145.7 - Sexual Harassment
Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures
Board Policy 6142.7 - Physical Education and Activity
Administrative Regulation 6142.7 - Physical Education and Activity
Board Policy 6159 - Individualized Education Program
Administrative Regulation 6159 - Individualized Education Program
Board Policy 6159.1 - Procedural Safeguards for Special Education
Administrative Regulation 6159.1 - Procedural Safeguards for Special Education
Board Policy 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education
Administrative Regulation 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education
Exhibit 1113 - District and School Web Sites
Board Policy 3280 - Sale or Lease of District-Owned Real Property
Board Policy 3530 - Risk Management/Insurance
Administrative Regulation 3530 - Risk Management/Insurance
Board Policy 4119.11/4219.11/4319.11 - Sexual Harassment
Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment
Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures
Exhibit 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures
Board Policy 4157/4257/4357 - Employee Safety
Administrative Regulation 4157/4257/4357 - Employee Safety
Administrative Regulation 4157.1/4257.1/4357.1 - Work-Related Injuries
Board Policy 5113.1 - Chronic Absence and Truancy
Administrative Regulation 5113.1 - Chronic Absence and Truancy
Administrative Regulation 5113.11 - Attendance Supervision
Board Policy 5145.7 - Sexual Harassment
Administrative Regulation 5145.7 - Sexual Harassment
Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures
Exhibit 5145.71 - Title IX Sexual Harassment Complaint Procedures
Board Policy 6161.1 - Selection and Evaluation of Instructional Materials
Administrative Regulation 6161.1 - Selection and Evaluation of Instructional Materials
Exhibit 6161.1 - Selection and Evaluation of Instructional Materials
Exhibit(1) 9323.2 - Actions by the Board

ACTION ITEMS

- A.** LCFF Budget Overview for Parents [Motion Chavoya-Perez, Second Guthrie 5/0/0]
- B.** Certify First Interim Report (insert) [Motion Chavoya-Perez, Second Scott 5/0/0]
- C.** Quarterly Report – Williams Act [Motion Nicholson, Second Scott 5/0/0]
- D.** Contract with Office Tech for Copier Replacements
[Motion Chavoya-Perez, Second Guthrie 5/0/0]

DISCUSSION ITEM

- 1.** Discussion of Sport Guidelines during COVID Restrictions for Players/Spectators
Discussed the possibility of livestreaming, limited tickets for families, concessions, drivers for sports events when we are able to participate in these events.

BOARD MEMBER REQUEST FOR ITEMS FOR NEXT REGULAR BOARD MEETING

- 1.** Items from the Board Calendar
- 2.** Next Regular Board Meeting – January 27, 2021
- 3.** Board Study Session – February 19, 2021

ADJOURNMENT: Time 6:50 p.m.

[Motion Guthrie, Second Scott 5/0/0]

ReqPay05e

Payment Register by Check

Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058393, Dated 12/15/2020, Cleared (000826), PO# PO21-00226, Batchld AP12152020A

AP Vendor Casbo Professional Development (000091/1) 1001 K Street, 5th Floor Sacramento, CA 95814										
F	2020/21	12/15/20	VR21-00227	CASBO HR Summit	631242	12/15/20	Cleared	89.00		89.00
		2021	01. 7311. 0. 1110. 1000. 5202. 670. 050.							

Check # 30058394, Dated 12/15/2020, Cleared (000826), PO# PO21-00025, Batchld AP12152020A

AP Vendor Ed Staub & Sons (000143/2) PO Box 488 Klamath Falls, OR 97601-0339										
2020/21	12/10/20	VR21-00025	Propane and Fuel for ALL SITES	3878925	12/15/20	Paid	Cleared	2,723.57		2,723.57
		2021	01. 0000. 0. 0000. 8200. 5502. 071. .							
		2021	01. 0000. 0. 0000. 8200. 5502. 670. .							
		2021	01. 0000. 0. 0000. 8200. 5506. 272. .							
		2021	01. 0672. 0. 8100. 8200. 5506. 670. .							
		2021	01. 8100. 0. 0000. 8100. 4300. 670. .							
		2021	13. 5310. 0. 0000. 8200. 5506. 670. .							
Check Amount for 30058393								89.00		

Check # 30058395, Dated 12/15/2020, Cleared (000826), PO# PO21-00221, Batchld AP12152020A

AP Vendor The Home Depot Pro (000511/4) PO Box 742440 Los Angeles, CA 90074-2440										
F	2020/21	12/10/20	VR21-00222	Floor Scrubber THS	586070088	12/15/20	Cleared	7,368.00		7,368.00
		2021	01. 3220. 0. 1110. 1000. 6500. 670. .							
F	2020/21	12/15/20	VR21-00226	COVID Cleaning Supplies for THS	58636567	12/15/20	Cleared	1,127.71		1,127.71
		2021	01. 3220. 0. 1110. 1000. 4300. 670. .							
F	2020/21	12/17/20	VR21-00221	COVID Supplies	588063925	12/15/20	Cleared	279.54		279.54
		2021	01. 3220. 0. 1110. 1000. 4300. 670. .							
F	2020/21	12/15/20	VR21-00220	TES Janitorial Supplies	588611350	12/15/20	Cleared	.17		.17
		2021	01. 0000. 0. 0000. 8200. 4300. 071. .							
Check Amount for 30058395								8,775.42		

Check # 30058396, Dated 12/15/2020, Cleared (000826), PO# PO21-00047, Batchld AP12152020A

AP Vendor										
Check Amount for 30058396										

Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymnt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058396, Dated 12/15/2020, Cleared (000826), PO# PO21-00047, BatchId AP12152020A

AP Vendor K & K Produce (000949/1) P.O. Box 144 Alturas, CA 96101										
2020/21	12/10/20	VR21-00047	Milk and Food for Cafeterias	500768	12/15/20	Paid	Cleared	2,288.00		2,288.00
	2021	13. 5310. 0. 0000. 3700. 4300. 670.								
	2021	13. 5310. 0. 0000. 3700. 4700. 670.				2,288.00				

Check Amount for 30058396 2,288.00

Check # 30058397, Dated 12/15/2020, Cleared (000826), PO# ,BatchId AP12152020A

Direct Vendor Lozano Smith, LLP (000587/1) 7404 North Spalding Fresno, CA 93720-3370										
2020/21	12/15/20		Legal Issues- Response to COVID OSHA Complaint	2123560	12/15/20	Paid	Cleared	2,482.50		2,482.50
	2021	01. 0000. 0. 0000. 7100. 5800. 670.								

Check Amount for 30058397 2,482.50

Check # 30058398, Dated 12/15/2020, Cleared (000826), PO# PO21-00222, BatchId AP12152020A

AP Vendor Quill Corporation (000321/3) P.O. Box 37600 Philadelphia, PA 19101-0600										
F	2020/21	12/10/20	VR21-00223	Distance learning paper	12492743	12/15/20	Paid	Cleared	1,678.45	1,678.45
	2021	01. 3220. 0. 1110. 1000. 4300. 670.								

Check Amount for 30058398 1,678.45

Check # 30058399, Dated 12/15/2020, Cleared (000826), PO# ,BatchId AP12152020A

Direct Vendor Ricoh Americas Corporation (000575/3) P.O. Box 790448 St Louis, MO 63179-0448										
2020/21	12/10/20		Contract payment for D.O. Copier inc. sales and use tax	430314161	12/15/20	Paid	Cleared	160.88		160.88
	2021	01. 0000. 0. 0000. 7550. 5630. 670.								

Check Amount for 30058399 160.88

Check # 30058400, Dated 12/15/2020, Cleared (000826), PO# PO21-00041, BatchId AP12152020A

Selection Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)										
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ReqPay05e

Payment Register by Check #

Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058400, Dated 12/15/2020, Cleared (000826), PO# PO21-00041, BatchId AP12152020A

AP Vendor Staples Credit Plan (000375/4) DEPT 51-7820044922 PO Box 78004 Phoenix, AZ 85062-8004										
F	2020/21	12/15/20	VR21-00041	Toner-District Wide	2696780211	12/15/20	Cleared	916.93		916.93
			2021 01. 1100. 0. 1110. 1000. 4300. 670. 090.							
F	2020/21	12/15/20	VR21-00224	Extra Toner to Prepare Distance learning packets	2699327121	12/15/20	Cleared	5,396.54		5,396.54
			2021 01. 3220. 0. 1110. 1000. 4300. 670.							

Check Amount for 30058400 6,313.47

Check # 30058401, Dated 12/15/2020, Cleared (000826), PO# PO21-00228, BatchId AP12152020A

AP Vendor Sterling Computers (000966/2) PO Box 310359 Des Moines, IA 50331-0359										
F	2020/21	12/10/20	VR21-00229	Two Servers for Student and Staff data storage	0087240	12/15/20	Cleared	23,427.23		23,427.23
			2021 01. 3220. 0. 1110. 1000. 6500. 670.							

Check Amount for 30058401 23,427.23

Check # 30058402, Dated 12/15/2020, Cleared (000826), PO# PO21-00016, BatchId AP12152020A

AP Vendor Sysco Portland (000387/1) P.O. Box 2210 Wilsonville, OR 97070-0527										
	2020/21	12/15/20	VR21-00016	Food and Supplies for Cafeteria for 2020/2021	101244	12/15/20	Cleared	3,644.21		3,644.21
			2021 13. 5310. 0. 0000. 3700. 4300. 670.					566.26		
			2021 13. 5310. 0. 0000. 3700. 4700. 670.					3,077.95		

Check Amount for 30058402 3,644.21

Check # 30058485, Dated 01/05/2021, Printed (000828), PO# PO21-00025, BatchId AP01052021A

AP Vendor Ed Staub & Sons (000143/2) PO Box 488 Klamath Falls, OR 97601-0339										
	2020/21	12/17/20	VR21-00025	Propane and Fuel for ALL SITES	3929394	01/04/21	Printed	1,591.70		1,591.70

Selection	Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)								ESCAPE ONLINE	Page 3 of 20
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005 - Tulelake Basin J.U.S.D.

Generated for Angie Forrester (AFORRESTER), Jan 21 2021

3:33PM

Payment Register by Check

Bank Account COUNTRY - County AP											
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
Check # 30058485, Dated 01/05/2021, Printed (000828), PO# PO21-00025,Batchld AP01052021A											
AP Vendor	(continued)										
2020/21	12/17/20	VR21-00025	Propane and Fuel for ALL SITES	3929394 (continued)	01/04/21	Paid	Printed	(continued)			
	2021 01. 0000. 0. 0000. 8200. 5502. 071.										
	2021 01. 0000. 0. 0000. 8200. 5502. 670.										
	2021 01. 0000. 0. 0000. 8200. 5506. 272.										
	2021 01. 0672. 0. 8100. 8200. 5506. 670.					1,591.70					
	2021 01. 8100. 0. 0000. 8100. 4300. 670.										
	2021 13. 5310. 0. 0000. 8200. 5506. 670.										
2020/21	12/17/20		Fuel Credit Cardlock for 12/1-12/15/2020	CL3864581	01/04/21	Paid	Printed	519.45		519.45	
	2021 01. 0000. 0. 0000. 3600. 4311. 670.					151.77					
	2021 01. 0000. 0. 0000. 7300. 4311. 670.					74.41					
	2021 01. 0000. 0. 1110. 4100. 5204. 272.					22.06					
	2021 01. 0000. 0. 1110. 4200. 4311. 272.					149.90					
	2021 01. 7010. 0. 3800. 1000. 4311. 272.					121.31					
Check # 30058486, Dated 01/05/2021, Printed (000828), PO# ,Batchld AP01052021A											
Direct Vendor	Envoy Plan Services (000465/5)										
	TSA Consulting Group, Inc. PO Box 2799 Fort Walton Beach, FL 32549-2799										
2020/21	12/16/20		Admin Fees for Novemeber 2020	60394	01/04/21	Paid	Printed	27.50		27.50	
	2021 01. 0000. 0. 0000. 7200. 5800. 670.										
Check # 30058487, Dated 01/05/2021, Printed (000828), PO# ,Batchld AP01052021A											
Direct Vendor	Pacific Power (000297/2)										
	PO Box 26000 Portland, OR 97256-0001										
2020/21	01/04/21		Utilities/Electric All Sites	101245	01/04/21	Paid	Printed	11,362.76		11,362.76	
	2021 01. 0000. 0. 0000. 8200. 5501. 071.					4,004.51					
	2021 01. 0000. 0. 0000. 8200. 5501. 272.					6,531.68					
	2021 01. 0672. 0. 8100. 8200. 5501. 670.					826.57					
Check Amount for 30058487									11,362.76		
Selection	Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)								ESCAPE	ONLINE	Page 4 of 20

Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058488, Dated 01/05/2021, Printed (000828), PO# PO21-00244, Batchld AP01052021A

AP Vendor	Rogue Boiler Works LLC (000866/2)									
	PO Box 809									
	Shady Cove, OR 97539									
2020/21	12/18/20	VR21-00245	THS Boiler Motor Repair labor only	5047	01/04/21	Paid	Printed	825.00		825.00
	2021	01. 8100. 0. 0000. 8100. 5630. 272.								

Check Amount for 30058488 825.00

Check # 30058537, Dated 01/08/2021, Printed (000829), PO# PO21-00029, Batchld AP01082021A

AP Vendor	A-Z Bus Sales, Inc -Sacramento (000002/4)									
	PO Box 102479									
	Pasadena, CA 91189-2479									
2020/21	01/06/21	VR21-00029	Parts and Materials for School Buses	02P477968	01/08/21	Paid	Printed	513.95		513.95
	2021	01. 0000. 0. 0000. 3600. 4314. 670.								

Check Amount for 30058537 513.95

Check # 30058538, Dated 01/08/2021, Printed (000829), PO# PO21-00030, Batchld AP01082021A

AP Vendor	Wayne C. Bethel Refrigeration & Heating (000990/1)									
	PO Box 159									
	Alturas, CA 96101									
2020/21	01/05/21	VR21-00030	Check and Repair Refrigeration and heating units	28239	01/08/21	Paid	Printed	1,263.97		1,263.97
	2021	01. 8100. 0. 0000. 8100. 5630. 071.								
	2021	01. 8100. 0. 0000. 8100. 5630. 272.						1,263.97		

Check Amount for 30058538 1,263.97

Check # 30058539, Dated 01/08/2021, Printed (000829), PO# , Batchld AP01082021A

Direct Vendor	Cal-Ore Telephone (000065/1)									
	P.O. Box 847									
	Dorris, CA 96023									
2020/21	01/06/21		Phone, Honker Line and TASSEL	101252	01/08/21	Paid	Printed	2,230.03		2,230.03
	2021	01. 0000. 0. 0000. 3600. 5901. 670.						300.33		
	2021	01. 0000. 0. 0000. 7200. 5901. 670.						421.95		
	2021	01. 0000. 0. 0000. 7700. 5901. 670. 090.						49.92		
	2021	01. 0000. 0. 0000. 8200. 5901. 071.						343.27		

Selection	Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)	ESCAPE	ONLINE
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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 30058539, Dated 01/08/2021, Printed (000829), PO# ,Batchld AP01082021A										
Direct Vendor	Cal-Ore Telephone (000065/1)		(continued)							
2020/21	01/06/21		Phone, Honker Line and TASSEL	101252 (continued)	01/08/21	Paid	Printed	(continued)		
			2021 01. 0000. 0. 0000. 8200. 5901. 272.			373.77				
			2021 01. 0000. 0. 1110. 1000. 5903. 071. 090.			280.68				
			2021 01. 0000. 0. 1110. 1000. 5903. 272. 090.			309.63				
			2021 01. 0672. 0. 8100. 8200. 5901. 670.			99.78				
			2021 01. 6010. 0. 1131. 4000. 4300. 670.			50.70				
Check # 30058540, Dated 01/08/2021, Printed (000829), PO# ,Batchld AP01082021A										
Direct Vendor	Canon Financial Services Inc. (000913/1)							Check Amount for 30058539	2,230.03	
	14904 Collections Center Drive Chicago, IL 60693-0149									
2020/21	01/06/21		Contract Charge for Copiers at THS and TES	22233655	01/08/21	Paid	Printed	718.73		718.73
			2021 01. 0000. 0. 0000. 7550. 5620. 071.			479.15				
			2021 01. 0000. 0. 0000. 7550. 5620. 272.			239.58				
Check # 30058541, Dated 01/08/2021, Printed (000829), PO# PO21-00249,Batchld AP01082021A										
AP Vendor	CCSEA (000721/1)							Check Amount for 30058540	718.73	
	1121 L. Street, Suite 510 Sacramento, CA 95814									
F	2020/21	01/07/21	VR21-00250 NGSS PD-2 Strands	101256	01/08/21	Paid	Printed	450.00		450.00
			2021 01. 4035. 0. 1110. 1000. 5202. 670. 050.							
Check # 30058542, Dated 01/08/2021, Printed (000829), PO# PO21-00237,Batchld AP01082021A										
AP Vendor	CDW Government, Inc. (000096/1)							Check Amount for 30058541	450.00	
	75 Remittance Dr., Suite 1515 Chicago, IL 60675-1515									
2020/21	01/06/21	VR21-00238	CTE Computers and Supplies	5200932	01/08/21	Paid	Printed	455.81		455.81
			2021 01. 6387. 0. 3800. 1000. 4400. 670.							
F	2020/21	01/06/21	VR21-00239 Windows DataCenter and Standard Licenses	5355690	01/08/21	Paid	Printed	1,638.00		1,638.00
Selection	Sorted by Check #. Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)							ESCAPE	ONLINE	Page 6 of 20

Payment Register by Check

Bank Account COUNTY - County AP										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 30058542, Dated 01/08/2021, Printed (000829), PO# PO21-00238,Batchld AP01082021A (continued)										
AP Vendor	(continued)									
F	2020/21	01/06/21	VR21-00239	CDW Government, Inc. (000096/1)	Windows DataCenter and Standard Licenses	5355690 (continued)	01/08/21	Printed	(continued)	(continued)
	2021	01.	1100.	0.	1110.	1000.	5800.	670.	090.	
Check # 30058543, Dated 01/08/2021, Printed (000829), PO# ,Batchld AP01082021A										
Direct Vendor	WEX Bank (000102/2)									
			PO Box 4337							
			Carol Stream, IL 60197-4337							
2020/21	01/06/21		FUEL CREDIT CARD CHARGES	69194551	01/08/21	Paid	Printed	28.23		28.23
	2021	01.	0000.	0.	0000.	7300.	4311.	670.		
Check # 30058544, Dated 01/08/2021, Printed (000829), PO# ,Batchld AP01082021A										
Direct Vendor	City of Tulalake (000104/1)									
			PO Box 847							
			Tulalake, CA 96134							
2020/21	01/06/21		Util.	101253	01/08/21	Paid	Printed	2,795.54		2,795.54
			-water/sewer/garbage ALL SITES							
	2021	01.	0000.	0.	0000.	8200.	5503.	071.		179.28
	2021	01.	0000.	0.	0000.	8200.	5503.	272.		291.48
	2021	01.	0000.	0.	0000.	8200.	5504.	071.		743.88
	2021	01.	0000.	0.	0000.	8200.	5504.	272.		540.70
	2021	01.	0000.	0.	0000.	8200.	5504.	670.		137.34
	2021	01.	0672.	0.	8100.	8200.	5503.	670.		74.76
	2021	01.	0672.	0.	8100.	8200.	5504.	670.		378.80
	2021	13.	5310.	0.	0000.	8200.	5504.	670.		449.30
Check # 30058545, Dated 01/08/2021, Printed (000829), PO# PO21-00025,Batchld AP01082021A										
AP Vendor	Ed Staub & Sons (000143/2)									
			PO Box 488							
			Klamath Falls, OR 97601-0339							
2020/21	01/07/21		VR21-00025	Propane and Fuel for ALL SITES	3949530	01/08/21	Paid	Printed	2,122.26	2,122.26
Selection Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)										
									ESCAPE	ONLINE
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Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058545, Dated 01/08/2021, Printed (000829), PO# PO21-00025, Batchld AP01082021A

AP Vendor	Ed Staub & Sons (000143/2)									
2020/21	01/07/21	VR21-00025	Propane and Fuel for ALL SITES	3949530 (continued)	01/08/21	Paid	Printed	(continued)		
	2021	01.0000.	0.0000.8200.5502.071.							
	2021	01.0000.	0.0000.8200.5502.670.							
	2021	01.0000.	0.0000.8200.5506.272.			2,122.26				
	2021	01.0672.	0.8100.8200.5506.670.							
	2021	01.8100.	0.0000.8100.4300.670.							
	2021	13.5310.	0.0000.8200.5506.670.							

2020/21	01/07/21		Propane Tank Rent TES - Cafeteria	4048833	01/08/21	Paid	Printed	58.00		58.00
2021	13.5310.	0.0000.8200.5506.670.								

2020/21	01/05/21		Fuel Credit Cardlock Charges	CL3958935	01/08/21	Paid	Printed	180.47		180.47
	2021	01.0000.	0.0000.7100.5800.670.			44.39				
	2021	01.0000.	0.0000.8101.4311.670.			76.58				
	2021	01.7010.	0.3800.1000.4311.272.			59.50				

Check Amount for 30058545 2,360.73

Check # 30058546, Dated 01/08/2021, Printed (000829), PO# PO21-00242, Batchld AP01082021A

AP Vendor	The Home Depot Pro (000511/4)									
	PO Box 742440									
	Los Angeles, CA 90074-2440									
F	2020/21	01/06/21	VR21-00243	Climate RX Ice Melt	590710786	01/08/21	Paid	Printed	150.00	150.00
	2021	01.0000.	0.0000.8200.4300.071.							
	2020/21	01/06/21	VR21-00244	Commercial Auto Flush	590940102	01/08/21	Paid	Printed	3,368.08	3,368.08
	2021	01.7420.	0.1110.1000.4300.670.							

Check Amount for 30058546 3,518.08

Check # 30058547, Dated 01/08/2021, Printed (000829), PO# PO21-00229, Batchld AP01082021A

AP Vendor	FSI-Forinet Security, Inc. (001019/1)									
	7411 Carnousie Court									
	Gilroy, CA 95020									
?F	2020/21	01/06/21	VR21-00230	Firewall and Filter Upgrade	2609	01/08/21	Paid	Printed	7,305.00	7,556.50
	Different Name	FSI Security								

Selection	Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)									

ReqPay05e

Payment Register by Check #

Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058547, Dated 01/08/2021, Printed (000829), PO# PO21-00229, Batchld AP01082021A

AP Vendor	FSI-Fortnet Security, Inc. (001019/1)		(continued)							
2020/21	01/06/21	VR21-00230	Firewall and Filter Upgrade	2609 (continued)	01/08/21	Paid	Printed	(continued)		
Different Name	FSI Security					7,556.50				
2021	01. 3220. 0. 1110. 1000. 4300. 670.									

Check # 30058548, Dated 01/08/2021, Printed (000829), PO# PO21-00246, Batchld AP01082021A

AP Vendor	Home Depot Credit Services (000194/5)							7,305.00		
	Dept. 32-2149472908									
	PO Box 9001030									
	Louisville, KY 40290-1030									
2020/21	01/07/21	VR21-00247	Materials and Supplies	1014224	01/08/21	Paid	Printed	492.33	35.69	528.02
2021	01. 8100. 0. 0000. 8100. 4300. 670.					528.02				
F	2020/21	01/07/21	VR21-00217	Assorted Tools for TES	1020527	Paid	Printed	191.27	13.87	205.14
2021	01. 8100. 0. 0000. 8100. 4400. 670.					205.14				
F	2020/21	01/07/21	VR21-00213	Salt for Ice Melt for THS	2902843	Paid	Printed	178.80	12.96	191.76
2021	01. 8100. 0. 0000. 8100. 4300. 272.					191.76				
F	2020/21	01/07/21	VR21-00232	Batteries for TES	4021327	Paid	Printed	197.81	14.34	212.15
2021	01. 0000. 0. 1110. 1000. 4300. 071.					212.15				

Check # 30058549, Dated 01/08/2021, Printed (000829), PO# PO21-00047, Batchld AP01082021A

AP Vendor	K & K Produce (000949/1)							1,060.21		
	P.O. Box 144									
	Alturas, CA 96101									
2020/21	01/07/21	VR21-00047	Milk and Food for Cafeterias	502996	01/08/21	Paid	Printed	1,695.36		1,695.36
2021	13. 5310. 0. 0000. 3700. 4300. 670.									
2021	13. 5310. 0. 0000. 3700. 4700. 670.					1,695.36				

Check # 30058550, Dated 01/08/2021, Printed (000829), PO# , Batchld AP01082021A

Check Amount for 30058549 1,695.36

Selection	Sorted by Check #. Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)	ESCAPE	ONLINE
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Payment Register by Check

Bank Account COUNTRY - County AP										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 30058550, Dated 01/08/2021, Printed (000829), PO#,Batchld AP01082021A										
Direct Vendor Office Technologies, Inc. (001021/1)										
1912 United Way										
Medford, OR 97504										
?	2020/21	01/06/21	Contract Base rate for D.O. Copier 12/30/20-1/29/21	14899	01/08/21	Paid	Printed	156.85		156.85
Different Name Office Technologies Inc										
2021 01. 0000. 0. 0000. 7550. 5630. 670.										
Check # 30058551, Dated 01/08/2021, Printed (000829), PO# PO21-00240,Batchld AP01082021A										
AP Vendor OTC Brands, Inc. (000294/2)										
PO Box 14502										
Des Moines, IA 50306										
F	2020/21	01/07/21	VR21-00241 TASSEL items	707323673-03	01/08/21	Paid	Printed	1,404.10		1,404.10
2021 01. 6010. 0. 1131. 4000. 4300. 670.										
Check # 30058552, Dated 01/08/2021, Printed (000829), PO# PO21-00081,Batchld AP01082021A										
AP Vendor Pitney Bowes (000960/1)										
8000-9090-1013-9934										
PO BOX 371874										
Pittsburgh, PA 15250-7874										
2020/21	01/07/21	VR21-00082	Annual Refills for Postage Machine	101255	01/08/21	Paid	Printed	258.88		258.88
2021 01. 0000. 0. 0000. 7200. 5904. 670.										
Check # 30058553, Dated 01/08/2021, Printed (000829), PO# PO21-00006,Batchld AP01082021A										
AP Vendor Quill Corporation (000321/3)										
P.O. Box 37600										
Philadelphia, PA 19101-0600										
2020/21	01/06/21	VR21-00006	TES, THS and District Office Supplies	13154410	01/08/21	Paid	Printed	61.09		61.09
2021 01. 0000. 0. 0000. 2700. 4300. 272.										
2021 01. 0000. 0. 0000. 2700. 4330. 071.										
2021 01. 0000. 0. 0000. 7200. 4330. 670.										
61.09										
Check Amount for 30058550 156.85										
Check Amount for 30058551 1,404.10										
Check Amount for 30058552 258.88										
Check Amount for 30058553 61.09										
Selection Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)										
									ESCAPE	ONLINE
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Bank Account COUNTRY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check Amount for 30058553 61.09

Check # 30058554, Dated 01/08/2021, Printed (000829), PO# ,BatchId AP01082021A

Direct Vendor Ray Morgan Company (000946/1)
 3131 Esplanade
 Chico, CA 95973

2020/21	01/05/21		District Office Copier contract fees	3175247	01/08/21	Paid	Printed	63.49		63.49
	2021	01.0000.0.0000.7550.5620.670.								

Check Amount for 30058554 63.49

Check # 30058555, Dated 01/08/2021, Printed (000829), PO# PO21-00051, BatchId AP01082021A

AP Vendor SYNCB/AMAZON (000016/2)
 PO Box 530958
 Atlanta, GA 30353-0958

F	2020/21	01/05/21	VR21-00051	Computer Components and Supplies	101246	01/08/21	Paid	Printed	670.94	670.94
	2021	01.1100.0.1110.1000.4300.670.090.								
F	2020/21	01/05/21	VR21-00234	Headphones for TES- Individual	101247	01/08/21	Paid	Printed	355.80	355.80
	2021	01.7420.0.1110.1000.4300.670.								
F	2020/21	01/05/21	VR21-00121	Computer Components and Supplies -COVID 19	101248	01/08/21	Paid	Printed	1,797.03	1,797.03
	2021	01.3220.0.1110.1000.4300.670.								
F	2020/21	01/05/21	VR21-00219	Exhaust Motor For TES	101249	01/08/21	Paid	Printed	291.97	291.97
	2021	01.8100.0.0000.8100.4300.071.								
	2020/21	01/05/21	VR21-00005	Safety PPE Supplies	101250	01/08/21	Paid	Printed	755.62	755.62
	2021	01.7388.0.1110.1000.4300.670.								
F	2020/21	01/05/21	VR21-00216	Chromebooks	101251	01/08/21	Paid	Printed	13,605.50	13,605.50
	2021	01.3220.0.1110.1000.4300.670.								
	2020/21	01/07/21		COVID Related Items purchased on closed po21-00075	445648967765	01/08/21	Paid	Printed	995.36	995.36
	2021	01.7420.0.1110.1000.4300.670.								

Check Amount for 30058555 18,472.22

Selection	Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)	ESCAPE	ONLINE
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Bank Account COUNTRY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058556, Dated 01/08/2021, Printed (000829), PO# PO21-00180, Batchld AP01082021A

AP Vendor	US Bank Corporate									
	Payment Systems (000423/1)									
	PO Box 790428									
	St. Louis, MO 63179-0428									
2020/21	01/06/21	VR21-00181	PBIS Pictures-Shutterfly	101254	01/08/21	Paid	Printed	13.40		13.40
	2021	01.0000.0.1110.1000.4300.071.								

Check Amount for 30058556 13.40

Check # 30058557, Dated 01/08/2021, Printed (000829), PO# , Batchld AP01082021A

Direct Vendor	Verizon Wireless (000433/1)									
	P.O. Box 660108									
	Dallas, TX 75266-0108									
2020/21	01/05/21		Cell phone service	9869646570	01/08/21	Paid	Printed	230.16		230.16
	2021	01.0000.0.0000.3600.5902.670.				24.59				
	2021	01.0000.0.0000.7100.5902.670.				52.17				
	2021	01.0000.0.0000.7700.5902.670.				47.92				
	2021	01.0000.0.1110.4200.5902.272.				35.22				
	2021	01.8100.0.0000.8100.5902.670.				31.78				
	2021	11.0000.0.4110.1000.5902.375.				38.48				

Check Amount for 30058557 230.16

Check # 30058558, Dated 01/08/2021, Printed (000829), PO# PO21-00239, Batchld AP01082021A

AP Vendor	Wal-Mart Store #1772 (000436/2)									
	Wal-Mart Community									
	P.O. Box 530933									
	Atlanta, GA 30353-0933									
F	2020/21	01/06/21	VR21-00240	TASSEL items	015901	Paid	Printed	1,523.92	110.48	1,634.40
	2021	01.6010.0.1131.4000.4300.670.				1,634.40				

Check Amount for 30058558 1,523.92

Check # 30058559, Dated 01/08/2021, Printed (000829), PO# PO21-00235, Batchld AP01082021A

AP Vendor	Ward's Science (000438/2)									
	PO Box 644312									
	Pittsburgh, PA 15264-4312									
F	2020/21	01/05/21	VR21-00236	Science Supplies	8803135368	Paid	Printed	284.46		284.46
	2021	01.6300.0.1110.1000.4300.272.								

Check Amount for 30058559 284.46

Selection	Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)	ESCAPE	ONLINE
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Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058560, Dated 01/14/2021, Printed (000830), PO# PO21-00256, Batchld AP01142021

AP Vendor	ACSA's Foundation For Educational Administration (000007/1)	1575 Bayshore Highway	Burlingame, CA 94010							
F	2020/21	01/13/21	VR21-00257	Superintendent Symposium for T. Healy	01/13/21	Paid	Printed	325.00		325.00
				2021 01. 4035. 0. 1110. 1000. 5202. 670. 050.						

Check Amount for 30058560 325.00

Check # 30058561, Dated 01/14/2021, Printed (000830), PO# PO21-00241, Batchld AP01142021

AP Vendor	Allstate Sign & Plaque Corp. (000621/1)	70 Burt Dr.	Deer Park, NY 11729							
F	2020/21	01/12/21	VR21-00242	Signs For TES Grounds	01/13/21	Paid	Printed	506.04	36.69	542.73
				2021 01. 0000. 0. 1110. 1000. 4300. 071.			542.73			

Check Amount for 30058561 506.04

Check # 30058562, Dated 01/14/2021, Printed (000830), PO# PO21-00247, Batchld AP01142021

Direct Vendor	AlSCO Medford (000014/1)	P.O. Box 1280	Medford, OR 97501							
	2020/21	01/08/21		Laundry Services for TES and THS Cafeterias	01/13/21	Paid	Printed	856.00		856.00
				2021 13. 5310. 0. 0000. 8200. 5505. 670.						

Check Amount for 30058562 856.00

Check # 30058563, Dated 01/14/2021, Printed (000830), PO# PO21-00247, Batchld AP01142021

AP Vendor	Casbo Professional Development (000091/1)	1001 K Street, 5th Floor	Sacramento, CA 95814							
F	2020/21	01/12/21	VR21-00248	CASBO Food Services Workshop	01/13/21	Paid	Printed	265.00		265.00
				2021 01. 7311. 0. 1110. 1000. 5202. 670. 050.						

Check Amount for 30058563 265.00

Check # 30058564, Dated 01/14/2021, Printed (000830), PO# PO21-00237, Batchld AP01142021

Selection	Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)									
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Bank Account COUNTY - County AP										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Expense Amount	
Check # 30058564, Dated 01/14/2021, Printed (000830), PO# PO21-00237,Batchld AP01142021										
AP Vendor	CDW Government, Inc. (000096/1)									
	75 Remittance Dr., Suite 1515									
	Chicago, IL 60675-1515									
2020/21	01/11/21	VR21-00238	CTE Computers and Supplies	2489224	01/13/21	Paid	Printed	611.33	611.33	
	2021	01.6387	0.3800.1000.4400.670.							
Check # 30058565, Dated 01/14/2021, Printed (000830), PO# PO21-00182,Batchld AP01142021										
AP Vendor	Ed Staub & Sons (000143/2)									
	PO Box 488									
	Klamath Falls, OR 97601-0339									
2020/21	01/07/21	VR21-00183	Propane	4059591	01/13/21	Paid	Printed	282.44	282.44	
	2021	01.7010	0.3800.1000.4300.272.							
Check # 30058566, Dated 01/14/2021, Printed (000830), PO# PO21-00243,Batchld AP01142021										
AP Vendor	The Home Depot Pro (000511/4)									
	PO Box 742440									
	Los Angeles, CA 90074-2440									
2020/21	01/12/21	VR21-00244	Commercial Auto Flush	592338073	01/13/21	Paid	Printed	168.40	168.40	
	2021	01.7420	0.1110.1000.4300.670.							
F	2020/21	01/12/21	VR21-00220	TES Janitorial Supplies	592493811	01/13/21	Printed	144.79	144.79	
	2021	01.0000	0.0000.8200.4300.071.							
Check # 30058567, Dated 01/14/2021, Printed (000830), PO# ,Batchld AP01142021										
Direct Vendor	LEAF (001022/1)									
	P.O. Box 5066									
	Hartford, CT 06102-5066									
2020/21	01/08/21		Copier Lease	11415064	01/13/21	Paid	Printed	974.93	974.93	
			Contract fees ALL SITES							
	2021	01.0000	0.0000.7550.5620.670.							
Check # 30058568, Dated 01/14/2021, Printed (000830), PO# ,Batchld AP01142021										
								974.93		
Selection	Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)								ESCAPE	ONLINE
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Bank Account COUNTY - County AP										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 30058568, Dated 01/14/2021, Printed (000830), PO# ,BatchId AP01142021										
Direct Vendor	MCI (000253/1) P.O. Box 15043 Albany, NY 12212-5043									
2020/21	01/11/21		Long Distance Phone Service	101258	01/13/21	Paid	Printed	99.04		99.04
		2021	01. 0000. 0. 0000. 3600. 5901. 670. .			17.20				
		2021	01. 0000. 0. 0000. 7200. 5901. 670. .			26.78				
		2021	01. 0000. 0. 0000. 7700. 5901. 670. 090.			3.08				
		2021	01. 0000. 0. 0000. 8200. 5901. 071. .			27.41				
		2021	01. 0000. 0. 0000. 8200. 5901. 272. .			24.57				
Check Amount for 30058568								99.04		
Check # 30058569, Dated 01/14/2021, Printed (000830), PO# PO21-00138,BatchId AP01142021										
AP Vendor	Merrill Lumber Company Acct. 1520 (000454/1) 284 E. Front Street Drawer E Merrill, OR 97633									
2020/21	01/11/21	VR21-00139	Assorted Supplies for TES	C183906	01/13/21	Paid	Printed	35.96	2.61	38.57
		2021	01. 0000. 0. 0000. 8200. 4300. 071. .			38.57				
Check Amount for 30058569								35.96		
Check # 30058570, Dated 01/14/2021, Printed (000830), PO# PO21-00210,BatchId AP01142021										
AP Vendor	Norco, Inc. (000278/4) LB 413124 PO Box 35144 Seattle, WA 98124-5144									
F	2020/21	01/12/21	VR21-00211	Welder Tips	30702100	01/13/21	Paid	Printed	14.26	14.26
		2021	01. 0000. 0. 3800. 1000. 4300. 272. .							
F	2020/21	01/12/21	VR21-00185	Shop Supplies	36450484	01/13/21	Paid	Printed	666.51	666.51
		2021	01. 0000. 0. 3800. 1000. 4300. 272. .							
Check Amount for 30058570								680.77		
Check # 30058571, Dated 01/14/2021, Printed (000830), PO# ,BatchId AP01142021										
Direct Vendor	Ricoh Americas Corporation (000575/3) P.O. Box 790448 St Louis, MO 63179-0448									
Selection	Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)									
ESCAPE									ONLINE	Page 15 of 20

Bank Account COUNTRY - County AP										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 30058571, Dated 01/14/2021, Printed (000830), PO# ,Batchld AP01142021										
Direct Vendor	Ricoh Americas Corporation (000575/3)			(continued)						
2020/21	01/12/21		Contract Payment for D.O. copier inc sales and use tax	432689271	01/13/21	Paid	Printed	160.88		160.88
	2021	01. 0000.	0. 0000.	7550.	5630.	670.				
Check # 30058572, Dated 01/14/2021, Printed (000830), PO# ,Batchld AP01142021										
Direct Vendor	Schools Excess Liability Fund (001023/1)									
	1531 "I" Street, Suite 300 Sacramento, CA 95814									
?	2020/21	01/12/21	AB 218 Revived Liability Funding Plan	AB2182573593	01/13/21	Paid	Printed	7,607.44		7,607.44
	Different Name	SELF School Excess Liability Fund								
	2021	01. 0000.	0. 0000.	7200.	5450.	670.				
Check # 30058573, Dated 01/14/2021, Printed (000830), PO# PO21-00264,Batchld AP01142021										
AP Vendor	Stateline Auto Parts, Inc. (000378/1)									
	P.O. Box 260 22301 Stateline Road Merrill, OR 97633									
F	2020/21	01/13/21	VR21-00265 Oil and Fuel Filters	451807	01/13/21	Paid	Printed	145.15		145.15
	2021	01. 7010.	0. 3800.	1000.	4300.	272.				
2020/21	01/11/21	VR21-00031	Parts and Supplies for Vehicles and Buses	453188	01/13/21	Paid	Printed	179.64		179.64
	2021	01. 0000.	0. 0000.	3600.	4314.	670.	110.45			
	2021	01. 0000.	0. 0000.	8101.	4314.	670.	69.19			
Check # 30058574, Dated 01/14/2021, Printed (000830), PO# PO21-00259,Batchld AP01142021										
AP Vendor	Fortuna Union School District									
	Sandra Dale, Grow AgEd (001001/1)									
	Fortuna Union HS District									
	379 12th Street Fortuna, CA 95540									

Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058574, Dated 01/14/2021, Printed (000830), PO# PO21-00259, Batchld AP01142021

AP Vendor	Fortuna Union School District									
	Sandra Dale, Grow AgEd	(001001/1)	(continued)							
2020/21	01/11/21	VR21-00260	Registration for	101257	01/13/21	Paid	Printed	75.00		75.00
			Supervising Teacher							
			Inst.							
Different Name	Fortuna Union School District									
2021	01. 7010.	0. 3800.	1000. 5201.	272. 050.						

Check Amount for 30058574 75.00

Check # 30058575, Dated 01/14/2021, Printed (000830), PO# PO21-00016, Batchld AP01142021

AP Vendor	Sysco Portland (000387/1)									
	P.O. Box 2210									
	Wilsonville, OR 97070-0527									
2020/21	01/12/21	VR21-00016	Food and Supplies	101259	01/13/21	Paid	Printed	3,670.17		3,670.17
			for Cafeteria for							
			2020/2021							
2021	13. 5310.	0. 0000.	3700. 4300.	670.		320.16				
2021	13. 5310.	0. 0000.	3700. 4700.	670.		3,350.01				

Check Amount for 30058575 3,670.17

Check # 30058686, Dated 01/21/2021, Printed (000831), PO# PO21-00260, Batchld AP01212021B

AP Vendor	Cascade Athletic Supply Co. (000092/1)									
	2930 Biddle Road									
	Medford, OR 97504									
2020/21	01/19/21	VR21-00261	Individual PE	265075	01/21/21	Paid	Printed	685.49		685.49
			supplies- COVID							
			guidelines							
2021	01. 7420.	0. 1110.	1000. 4300.	670.						

Check Amount for 30058686 685.49

Check # 30058687, Dated 01/21/2021, Printed (000831), PO# PO21-00025, Batchld AP01212021B

AP Vendor	Ed Staub & Sons (000143/2)									
	PO Box 488									
	Klamath Falls, OR 97601-0339									
2020/21	01/19/21	VR21-00025	Propane and Fuel for	3785230	01/21/21	Paid	Printed	9,035.58		9,035.58
			ALL SITES							
2021	01. 0000.	0. 0000.	8200. 5502.	071.						
2021	01. 0000.	0. 0000.	8200. 5502.	670.		217.74				
2021	01. 0000.	0. 0000.	8200. 5506.	272.		8,817.84				

Selection Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)

005 - Tulelake Basin J.U.S.D.

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Bank Account COUNTY - County AP										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 30058687, Dated 01/21/2021, Printed (000831), PO# PO21-00025,Batchld AP01212021B										
AP Vendor	Ed Staub & Sons (000143/2)		(continued)							
2020/21	01/19/21	VR21-00025	Propane and Fuel for ALL SITES	3785230 (continued)	01/21/21	Paid	Printed	(continued)		
	2021	01. 0672.	0. 8100. 8200. 5506. 670.							
	2021	01. 8100.	0. 0000. 8100. 4300. 670.							
	2021	13. 5310.	0. 0000. 8200. 5506. 670.							
2020/21	01/19/21		Fuel Cardlock Charges for 1/1/21-1/15/21	CL4068821	01/21/21	Paid	Printed	874.73		874.73
	2021	01. 0000.	0. 0000. 3600. 4311. 670.			659.07				
	2021	01. 0000.	0. 0000. 8101. 4311. 670.			155.29				
	2021	01. 0000.	0. 1110. 1000. 5204. 071.			60.37				
								Check Amount for 30058687	9,910.31	
Check # 30058688, Dated 01/21/2021, Printed (000831), PO# PO21-00243,Batchld AP01212021B										
AP Vendor	The Home Depot Pro (000511/4)									
	PO Box 742440									
	Los Angeles, CA 90074-2440									
F	2020/21	01/19/21	VR21-00244	Commercial Auto Flush	593253768	01/21/21	Paid	10,946.26		10,946.26
	2021	01. 7420.	0. 1110. 1000. 4300. 670.							
F	2020/21	01/19/21	VR21-00255	Supplies for TES	593528342	01/21/21	Paid	2,177.61		2,177.61
	2021	01. 0000.	0. 0000. 8200. 4300. 071.							
								Check Amount for 30058688	13,123.87	
Check # 30058689, Dated 01/21/2021, Printed (000831), PO# ,Batchld AP01212021B										
Direct Vendor	Gaynor Telesystems Inc. (000830/1)									
	9650 Tanqueray Ct.									
	Redding, CA 96003									
2020/21	01/15/21		Phone System Support Plan 2/25/21-2/24/22	INV000039042	01/21/21	Paid	Printed	2,010.68		2,010.68
	2021	01. 0000.	0. 0000. 7100. 5800. 670.							
								Check Amount for 30058689	2,010.68	
Check # 30058690, Dated 01/21/2021, Printed (000831), PO# ,Batchld AP01212021B										
Selection	Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)								ESCAPE	ONLINE
Page 18 of 20										

Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058690, Dated 01/21/2021, Printed (000831), PO# ,Batchld AP01212021B

Direct Vendor										
Lozano Smith, LLP (000587/1)										
7404 North Spalding										
Fresno, CA 93720-3370										
2020/21	01/15/21		General Legal	21256062125607	01/21/21	Paid	Printed	78.74		78.74
Issues										
2021	01. 0000.	0.	0000.	7100.	5800.	670.				

Check Amount for 30058690 78.74

Check # 30058691, Dated 01/21/2021, Printed (000831), PO# PO21-00002,Batchld AP01212021B

AP Vendor										
Staples Credit Plan (000375/4)										
DEPT 51-7820044922										
PO Box 78004										
Phoenix, AZ 85062-8004										
2020/21	01/15/21	VR21-00002	Supplies for THS and	2741231271	01/21/21	Paid	Printed	54.54		54.54
TES										
2021	01. 0000.	0.	1110.	1000.	4330.	071.		54.54		
2021	01. 0000.	0.	1110.	1000.	4330.	272.				

Check Amount for 30058691 54.54

EXPENSES BY FUND - Bank Account COUNTY

Fund	Expense	Cash Balance	Difference
01	144,841.58	1,492,485.80	1,347,644.22
11	38.48	51,573.92	51,535.44
13	12,661.04	38,616.29	25,955.25
Total	157,541.10		

Number of Payments	82
Number of Checks	59
Number of ACH Advice	0
Number of vCard Advice	0
Total Check/Advice Amount	\$157,062.96
Total Unpaid Sales Tax	\$478.14
Total Expense Amount	\$157,541.10

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	11
\$100 - \$499	12
\$500 - \$999	9
\$1,000 - \$4,999	18
\$5,000 - \$9,999	5
\$10,000 - \$14,999	2
\$15,000 - \$99,999	2
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

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

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

Report Totals -	Payment Count	82	Check Count	59	ACH Count	0	vCard Count	0	Total Check/Advice Amount	157,062.96
Selection	Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Payment Type = N, On Hold? = N, Starting Create Date = 12/10/2020, Ending Create Date = 1/21/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)									
	005 - Tulaleke Basin J.U.S.D.									ESCAPE ONLINE
	Generated for Angie Forrester (AFORRESTER), Jan 21 2021 3:33PM									Page 20 of 20

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

ITEM:

DATE: January 27, 2021

SUBJECT TITLE:

First Reading of Updated Board Policies and Administrative Regulations

REQUESTED ACTION:

Action: X Information: ____ Discussion: ____ Information/Discussion: ____

BACKGROUND INFORMATION:

First Reading of Updated Board Policies and Administrative Regulations

PROPOSED PLAN/PROGRAM REPORT:

First Reading –Dec 2020 Policies

Administrative Regulation 0430 - Comprehensive Local Plan for Special Education

Board Policy 1312.3 - Uniform Complaint Procedures

Administrative Regulation 1312.3 - Uniform Complaint Procedures

Board Policy 4119.25/4219.25/4319.25 - Political Activities of Employees

Administrative Regulation 4119.25/4219.25/4319.25 - Political Activities of Employees

Board Policy 4140/4240/4340 - Bargaining Units

Board Policy 5113.2 - Work Permits

Administrative Regulation 5113.2 - Work Permits

Board Policy 5126 - Awards for Achievement

Administrative Regulation 5126 - Awards for Achievement

Board Policy 5141.31 - Immunizations

Administrative Regulation 5141.31 - Immunizations

Board Policy 5148.3 - Preschool/Early Childhood Education

Administrative Regulation 5148.3 - Preschool/Early Childhood Education

Board Policy 6146.1 - High School Graduation Requirements

Board Policy 6146.2 - Certificate of Proficiency/High School Equivalency

Administrative Regulation 6146.2 - Certificate of Proficiency/High School Equivalency

NEW - Exhibit 6146.2 - Certificate of Proficiency/High School Equivalency

Board Policy 6170.1 - Transitional Kindergarten

Board Bylaw 9012 - Board Member Electronic Communications

Board Bylaw 9320 - Meetings and Notices

SPECIFIC FINANCIAL IMPACT OF ACTION PROPOSED/TAKEN:

N/A

RECOMMENDATION:

First Reading of Updated Board Policies and Administrative Regulation

ORIGINATOR:

Teresa Healy, Superintendent

APPROVED FOR SUBMISSION TO THE BOARD BY:

Teresa Healy, Superintendent

CSBA POLICY GUIDE SHEET

December 2020

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

Administrative Regulation 0430 - Comprehensive Local Plan for Special Education

Regulation updated to reflect **NEW LAW (SB 98, 2020)** which extends, from July 1, 2021 to July 1, 2023, the date by which the Special Education Local Plan Area (SELPA) must include in its local plan an annual assurances support plan demonstrating how the SELPA and its participating agencies are coordinating to assure effective outcomes for students with disabilities.

Board Policy 1312.3 - Uniform Complaint Procedures

Policy updated to reflect the relationship between the state uniform complaint procedures (UCP) and **NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026)** regarding Title IX complaints of sexual harassment. Policy also reflects **NEW STATE REGULATIONS (Register 2020, No. 21)** which limit the applicability of the UCP for complaints regarding special education and child nutrition programs, add procedures for addressing complaints regarding health and safety deficiencies in license-exempt California State Preschool Programs (CSPP), and delete the referral of complaints of fraud to the California Department of Education (CDE). The list of programs subject to the UCP revised and reorganized to more directly reflect CDE's 2020-21 Federal Program Monitoring (FPM) instrument.

Administrative Regulation 1312.3 - Uniform Complaint Procedures

Regulation updated to provide optional language stating that the compliance officer for purposes of the UCP will be the same person designated to serve as the Title IX Coordinator for addressing complaints of sexual harassment. Section on "Notifications" reflects CDE's 2020-21 FPM instrument which requires additional content for the annual notification to students, parents/guardians, employees, and others. Regulation also updated to reflect **NEW STATE REGULATIONS (Register 2020, No. 21)** which (1) clarify that for complaints related to the local control and accountability plan (LCAP) the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP, (2) designate the final written decision as the "investigation report" and specifies required components for that report, (3) change the timeline for filing an appeal to CDE from 15 calendar days to 30 calendar days, (4) expand the basis upon which an appeal may be filed, (5) require the district to submit specified documents to CDE within 10 days after the district has been notified that an appeal has been filed, (6) require the district to investigate and address any allegations that CDE determines were not addressed in the district's investigation, (7) require CDE to issue a written decision regarding an appeal within 60 days of CDE's receipt of the appeal unless extended by written agreement or documentation by CDE of exceptional circumstances, and (8) authorize either party to request reconsideration by the Superintendent of Public Instruction or designee within 30 days of the appeal decision. Section on "Health and Safety Complaints for License-Exempt Preschool Programs" reflects a requirement of new state regulations to include in the annual UCP notification a list of which district programs are licensed or exempt from licensing.

Board Policy 4119.25/4219.25/4319.25 - Political Activities of Employees

Policy updated to recognize the importance of employee political activity, voting, and civic engagement, and reflect Pickering v. Board of Education Township High School District regarding the prohibition against dismissing or demoting an employee due to engagement in constitutionally protected political activity.

Administrative Regulation 4119.25/4219.25/4319.25 - Political Activities of Employees

Regulation updated to reflect law which makes it a misdemeanor to use any reproduction of the district's seal in any campaign literature or mass mailing with the intent to deceive voters, the prohibition against posting or distributing political campaign materials in classrooms or through distance learning platforms, and the court's decision in San Leandro Teachers Association v. Governing Board of San Leandro Unified School District regarding the district's ability to refuse to permit the use of school mailboxes for union

communications involving candidate endorsements. Regulation also updated to delete material regarding employee organization communications which do not constitute political activity, now addressed in 4140/4240/4340 - Bargaining Units, and to delete material regarding employee activities during a concerted action or work stoppage.

Board Policy 4140/4240/4340 - Bargaining Units

Policy updated to reflect Public Employment Relations Board decisions regarding the wearing of union buttons, clarify material regarding employees in management, senior management, and confidential positions, divide material regarding "Access to Employee Orientations" and "Access to Employee Contact Information," and add section on "Communications with Employees" with material formerly in AR 4119.25/4219.25/4319.25 - Political Activities of Employees.

Board Policy 5113.2 - Work Permits

Policy updated to reflect **NEW LAW (AB 908, 2020)** which prohibits consideration of grades, grade point average, or school attendance in the event of an extended campus closure due to a natural disaster, pandemic, or other emergency.

Administrative Regulation 5113.2 - Work Permits

Regulation updated to reflect **NEW LAW (AB 908, 2020)** which prohibits consideration of grades, grade point average, or school attendance in the event of an extended campus closure due to a natural disaster, pandemic, or other emergency and provides flexibility in the work permit application process during such a closure. Regulation also updated to clarify that (1) students who have graduated early from high school or have received a certificate of proficiency need a "certificate of age" rather than a work permit to be employed; (2) a work permit is not required for students who are serving with written parent/guardian permission as unpaid trainees, volunteers, or in an in-school placement, nor for students who are employed in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian; (3) a student applying for a full-time work permit needs to appear in person with the student's parent/guardian except during an extended school closure; (4) a work permit shall not be denied based on a student's grades, grade point average, or school attendance when a student will be participating in a government-administered employment and training program that will occur during a school vacation or recess; (5) work permits are required to be issued on forms provided by or authorized by CDE; and (6) impairment of a student's health can be the basis for revocation of a work permit.

Board Policy 5126 - Awards for Achievement

Policy updated to add optional language for the presentation of biliteracy awards to students who are English learners upon their reclassification as fluent English proficient. New optional section on "State Seal of Civic Engagement" addresses awards for students who have demonstrated excellence in civics education and participation and an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. Policy also clarifies that a district committee established by the board to administer a scholarship and loan fund is subject to the open meeting requirements of the Brown Act.

Administrative Regulation 5126 - Awards for Achievement

Regulation updated to add eligibility criteria for the Golden State Seal Merit Diploma which had been removed while the criteria were in flux. Regulation also adds eligibility criteria for the State Seal of Biliteracy and reflects **NEW LAW (SB 98, 2020)** which authorizes the Superintendent of Public Instruction to provide alternative criteria for students on track to graduate in 2020 or 2021 who were not able to take the English Language Proficiency Assessments for California or who did not receive a letter grade in English language arts due to COVID-19, and waives the requirement to take the California Assessment of Student Performance and Progress for students who were not able to take the exam. New section on "State Seal of Civic Engagement" includes eligibility criteria, clarifies that the state criteria establish a framework for the development of qualifications based on local contexts, and adds material regarding the provision of insignias.

Board Policy 5141.31 - Immunizations

Policy updated to reflect **NEW LAWS (SB 276, 2019 and SB 714, 2019)** which specify conditions under which a medical exemption is effective. Policy also deletes outdated date regarding immunization requirements for enrollment or advancement to grade 7.

Administrative Regulation 5141.31 - Immunizations

Regulation updated to delete outdated material regarding immunization requirements for enrollment or advancement to grade 7, and to add material regarding immunization records and the California Immunization Registry (CAIR). Regulation also updated to reflect **NEW LAWS (SB 276, 2019 and SB 714, 2019)** addressing medical exemptions, including provisions that (1) medical exemption requests must be made by a licensed physician or surgeon on an electronic, standardized, statewide form developed by the California Department of Public Health (CDPH) and transmitted using CAIR; (2) a student who has a medical exemption issued prior to January 1, 2020 must be allowed to continue enrollment until the next grade span, except that after July 1, 2021 a student may not be admitted or advanced to grade 7 unless the student has been immunized as required or a medical exemption form has been filed; (3) temporary exemptions cannot exceed one year and all medical exemptions cannot extend beyond the grade span; (4) medical exemptions may be revoked by CDPH if it is determined that the exemption does not meet applicable criteria; (5) a parent/guardian may appeal the revocation of a student's medical exemption to the Secretary of California Health and Human Services; and (6) districts must annually file the written report on the immunization status of new students to CDPH and the local department of public health.

Board Policy 5148.3 - Preschool/Early Childhood Education

Policy updated to reflect **NEW STATE REGULATIONS (Register 2020, No. 21)** which establish modifications to the UCP for investigating and resolving complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the CSPP.

Administrative Regulation 5148.3 - Preschool/Early Childhood Education

Regulation updated to clarify that families need to meet at least one of two specified criteria to be eligible for subsidized services. Regulation also reflects **NEW LAW (SB 75, 2019)** which authorizes eligibility for a full-day CSPP without meeting the requirements related to the need for child care services if all families meeting those requirements have been enrolled and establishes enrollment priorities for schools where at least 80 percent of students are eligible for free or reduced-price meals.

Board Policy 6146.1 - High School Graduation Requirements

Policy updated to change "foreign language" to "world language" to reflect current terminology in law, add material regarding the provision of credits towards community service hours for completion of a course in community emergency response training, and reflect **NEW LAW (AB 1350, 2020)** which authorizes districts to award a retroactive diploma to students who were in good standing and on track to graduate at the end of the 2019-20 school year but were unable to complete the statewide graduation requirements due to COVID-19.

Board Policy 6146.2 - Certificate of Proficiency/High School Equivalency

Policy updated to clarify the distinction between a certificate of proficiency and a high school equivalency certificate. Policy also reflects that there is a fee for these tests which is waived for homeless or foster youth under 25 years of age who meet all other registration requirements and submit certification of homeless or foster youth status.

Administrative Regulation 6146.2 - Certificate of Proficiency/High School Equivalency

Regulation updated to reflect **NEW LAW (SB 820, 2020)** which requires CDE to schedule testing dates at least once in the fall semester and once in the spring semester, add the requirement that districts develop a consent form that may be used by persons receiving a certificate of proficiency to be exempted from compulsory school attendance, and reflect the two tests currently approved by the State Board of Education for the purpose of attaining a California High School Equivalency Certificate (the General Educational Development test and the High School Equivalency Test).

NEW - Exhibit 6146.2 - Certificate of Proficiency/High School Equivalency

New exhibit presents a sample consent form to be used by students who receive a certificate of proficiency, and their parents/guardians if the student is under 18 years of age, for the purpose of requesting an exemption from compulsory school attendance for the student.

Board Policy 6170.1 - Transitional Kindergarten

Policy updated to clarify that it is only districts with an extended day kindergarten program that are authorized to maintain transitional kindergarten (TK) and kindergarten programs for different lengths of time either at the same or different school sites and reflect **NEW LAW (SB 98, 2020)** which extends, until August 1, 2021, the requirement for credentialed teachers who are first assigned to a TK class to meet additional qualifications.

Board Bylaw 9012 - Board Member Electronic Communications

Bylaw updated to clarify that electronic communications should not be used as a means to restrict access to a public forum, that meeting locations include teleconference locations, and that the prohibition against serial meetings includes a series of communications directly or through intermediaries. Bylaw reflects **NEW LAW (AB 992, 2020)** which authorizes board members to engage in separate conversations or communications on social media platforms that are open and accessible to the public as long as a majority of the board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the board, board members do not respond directly to any communication from other board members, and board members do not comment on or use digital icons to express reactions to communications made by other board members. Bylaw also references court decisions which clarify that a public official's social media account which includes discussion of public business may be considered a public forum from which the official cannot exclude access or comments by members of the public based on viewpoint.

Board Bylaw 9320 - Meetings and Notices

Bylaw updated to clarify that meeting locations include teleconference locations and reflect **NEW LAW (AB 992, 2020)** which authorizes board members to engage in separate conversations or communications on social media platforms that are open and accessible to the public as long as a majority of the board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the board, board members do not respond directly to any communication from other board members, and board members do not comment on or use digital icons to express reactions to communications made by other board members. Bylaw also updated to clarify the vote requirements for holding a closed session during an emergency meeting and for adjourning or continuing a board meeting to a later time or location.

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION

Definitions

Free appropriate public education (FAPE) means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the California Department of Education, including the requirements of 34 CFR 300.1-300.818; include appropriate preschool, elementary school, or secondary school education for individuals between the ages of 3 and 21; and are provided in conformity with an individualized education program (IEP) that meets the requirements of 34 CFR 300.320-300.324. (Education Code 56040; 34 CFR 300.17, 300.101, 300.104)

Least restrictive environment means that, to the maximum extent appropriate, students with disabilities, including individuals in public or private institutions or other care facilities, be educated with individuals who are nondisabled, including the provision of nonacademic and extracurricular services and activities. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (Education Code 56040.1; 34 CFR 300.107, 300.114, 300.117)

Elements of the Local Plan

The local plan developed by the Special Education Local Plan Area (SELPA) shall include, but not be limited to: (Education Code 56122, 56205, 56206)

1. Policies, procedures, and programs, that are consistent with state laws, regulations, and policies and 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201 governing the following:
 - a. Free appropriate public education
 - b. Full educational opportunity
 - c. Child find and referral
 - d. Individualized education programs, including development, implementation, review, and revision
 - e. Least restrictive environment
 - f. Procedural safeguards
 - g. Annual and triennial assessments
 - h. Confidentiality

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

- v. Prohibition of mandatory medication use pursuant to Education Code 56040.5 and 20 USC 1412(a)(25)
- 2. An annual budget plan, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each local educational agency (LEA) within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures
- 3. An annual service plan, describing the services to be provided by each LEA, regardless of whether the LEA participates in the local plan, including the nature of the services and the physical location at which the services will be provided. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.
- 4. Beginning July 1, 2023, an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating for purposes of assuring effective outcomes for students with disabilities, including a description of:
 - a. How the governing board of the SELPA will support participating agencies in achieving the goals, actions, and services identified in their local control and accountability plans
 - b. How the governing board of the SELPA will connect participating agencies in need of technical assistance to the statewide system of support
 - c. The services, technical assistance, and support the governing board of the SELPA will provide to meet the required policies, procedures, and programs specified in Education Code 56205
- 5. A description of programs for early childhood special education from birth through five years of age
- 6. A description of the method by which members of the public, including parents/guardians of individuals with disabilities who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205

UNIFORM COMPLAINT PROCEDURES

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

Complaints Subject to UCP

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

1. Accommodations for pregnant and parenting students (Education Code 46015)

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

2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)

(cf. 6200 - Adult Education)

3. After School Education and Safety programs (Education Code 8482-8484.65)

(cf. 5148.2 - Before/After School Programs)

4. Agricultural career technical education (Education Code 52460-52462)

5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

6. Child care and development programs (Education Code 8200-8498)

(cf. 5148 - Child Care and Development)

7. Compensatory education (Education Code 54400)

(cf. 6171 - Title I Programs)

8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 6142.7 - Physical Education and Activity)

16. Student fees (Education Code 49010-49013)

(cf. 3260 - Fees and Charges)

17. Reasonable accommodations to a lactating student (Education Code 222)

18. Regional occupational centers and programs (Education Code 52300-52334.7)

(cf. 6178.2 - Regional Occupational Center/Program)

19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

(cf. 0420 - School Plans/Site Councils)

20. School safety plans (Education Code 32280-32289)

(cf. 0450 - Comprehensive Safety Plan)

21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

(cf. 0420 - School Plans/Site Councils)

22. State preschool programs (Education Code 8235-8239.1)

(cf. 5148.3 - Preschool/Early Childhood Education)

23. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)

24. 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

25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
4. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

5. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
6. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
7. 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 shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference: (continued)

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3200-3205 Special education compliance complaints

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

4690-4694 Complaints regarding health and safety issues in license-exempt preschool programs

900-4965 Nondiscrimination in elementary and secondary education programs

15580-15584 Child nutrition programs complaint procedures

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

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

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

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

6101-6107 Age Discrimination Act of 1975

11431-11435 McKinney-Vento Homeless Assistance Act

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

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

104.7 Designation of responsible employee for Section 504

106.1-106.82 Nondiscrimination on the basis of sex in education programs, especially:

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources: (see next page)

UNIFORM COMPLAINT PROCEDURES

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

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

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment. The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.71 - Title IX Sexual Harassment Complaints Procedures)

(title or position)

(unit or office)

(address)

(telephone number)

(email)

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

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about

UNIFORM COMPLAINT PROCEDURES (continued)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint must be filed no later than one year from the date the alleged violation occurred
4. A statement that, in the case of a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, a UCP complaint must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3260 - Fees and Charges)

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

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

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

(cf. 6175 - Migrant Education Program)

UNIFORM COMPLAINT PROCEDURES (continued)

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
5. 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.
6. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the

UNIFORM COMPLAINT PROCEDURES (continued)

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

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

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

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

Timeline for Investigation Report

OPTION 1:

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

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

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report 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 investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

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

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

(cf. 6164.5 - Student Success Teams)

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

(cf. 6145 - Extracurricular and Cocurricular Activities)

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

(cf. 5144 - Discipline)

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

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

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

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

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

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

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, 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, 51222, 51223, 52075)

UNIFORM COMPLAINT PROCEDURES (continued)

6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Health and Safety Complaints in License-Exempt Preschool Programs

Any complaint regarding health or safety issues in a license-exempt CSPP program shall be addressed through the procedures described in 5 CCR 4690-4694.

In each license-exempt CSPP classroom, a notice shall be posted notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. (Education Code 8235.5; 5 CCR 4690)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint and shall contain a space to indicate whether the complainant desires a response to the complaint. If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. (Education Code 8235.5; 5 CCR 4690)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8235.5; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working

All Personnel

BP 4119.25(a)

4219.25

POLITICAL ACTIVITIES OF EMPLOYEES

4319.25

The Governing Board recognizes the importance of political activity, voting, and civic engagement, and respects the right of district employees to engage in political discussions and activities as individuals on their own time and at their own expense. When engaging in such activities, employees shall make it clear that they are acting on their own behalf and not as representatives of the district.

(cf. 1160 - Political Processes)

(cf. 6144 - Controversial Issues)

District employees, as members of the community, may use school facilities for meetings, including political activities, as permitted under the Civic Center Act and district policy.

(cf. 1330 - Use of School Facilities)

Employees shall refrain from prohibited political activities identified in law, Board policy, and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

(cf. 1325 - Advertising and Promotion)

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

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

Legal Reference: (see next page)

All Personnel

AR 4119.25(a)

4219.25

POLITICAL ACTIVITIES OF EMPLOYEES

4319.25

No employee shall be prohibited from soliciting or receiving political funds or contributions to promote the support or defeat of a ballot measure during nonworking time, including before and after school, the lunch period, or other scheduled work intermittency during the school day. (Education Code 7056)

District employees shall not:

1. Use district funds, services, supplies, equipment, work hours, or other public resources to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Governing Board (Education Code 7054, 7056; Government Code 8314)
2. Use the district's seal in any campaign literature or mass mailing with the intent to deceive voters, including, but not limited to, the use of a reproduction or facsimile of the seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by the Board, a Board member, or the district (Elections Code 18304)

(cf. 1160 - Political Processes)

3. During working hours, solicit or receive any political funds or contributions to promote the passage or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service or other working conditions (Education Code 7056)
4. During working hours, solicit or receive any political funds or contributions to promote the passage or defeat of other types of ballot measures
5. Use district equipment for the preparation or reproduction of political campaign materials

(cf. 3512 - Equipment)

6. Post or distribute political campaign materials in classrooms, through distance learning platforms, or on district property
7. Disseminate political campaign materials through the district's mail service, e-mail, or staff mailboxes

(cf. 4040 - Employee Use of Technology)

8. Use students to write, address, or distribute political campaign materials
9. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of all perspectives

All Personnel

BP 4140(a)

4240

BARGAINING UNITS

4340

The Governing Board recognizes the right of district employees to form a bargaining unit, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4301 - Administrative Staff Organization)

(cf. 4312.1 - Contracts)

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

BARGAINING UNITS (continued)

district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication provided that, at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

Access to Employee Orientations

The district shall permit employee organizations access to new employee orientations where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of the orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

Access to Employee Contact Information

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same

BARGAINING UNITS (continued)

required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

Legal Reference: (see next page)

WORK PERMITS

The Governing Board recognizes that part-time employment can provide students with income, job experience, and valuable life skills and should be permitted to the extent that such employment does not interfere with a student's education. Before accepting any offer of employment, district students who are minors shall obtain work permits from the Superintendent or designee, regardless of whether the employment will occur when school is in session and/or not in session, unless otherwise exempted by law.

(cf. 6178 - Career Technical Education)

In determining whether to grant or continue a work permit, the Superintendent or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits shall be required to demonstrate and maintain a 2.0 grade point average and satisfactory school attendance, except during periods of extended school closure due to an emergency as described in Education Code 49200 and the accompanying administrative regulation. On a case-by-case basis, the Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

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

Students with work permits may be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)

(cf. 5112.1 - Exemptions from Attendance)

Work permits shall be limited to part-time employment as defined by law, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full time when school is in session shall be enrolled in part-time continuation classes. A student age 14 or 15 who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code 49130, 49131, 49135)

(cf. 6178.1 - Work-Based Learning)

(cf. 6184 - Continuation Education)

Legal Reference: (see next page)

WORK PERMITS

Before accepting employment, a student under the age of 18 who is subject to the state's compulsory attendance law, including a student who has not yet graduated from high school or has not received a certificate of proficiency, shall obtain a work permit.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The district may issue a permit authorizing employment while school is in session, including employment connected with a work experience education program pursuant to Education Code 51760-51769.5, to a student 14-17 years of age. The district also may issue a permit to any student 12-17 years of age to be employed during a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance pursuant to Education Code 48231 because the student arrived from another state within 10 days before the end of the school term. (Education Code 49111, 49113, 49160)

(cf. 6178.1 - Work-Based Learning)

If a student has obtained an offer of employment in the entertainment industry, the student shall request a work permit from the California Department of Industrial Relations, Division of Labor Standards Enforcement, pursuant to Labor Code 1308.5 and 8 CCR 11752-11753.

A work permit shall not be required for a student who is not receiving pay or financial reimbursement for services rendered in volunteer services or educational purposes, is not in an employer-employee relationship in accordance with the Fair Labor Standards Act, is serving as an unpaid trainee or volunteer or in an in-school placement, and has submitted written parent/guardian permission. (5 CCR 10121)

In addition, a student shall not be required to obtain a work permit if the student is self-employed; is working at odd jobs such as yard work and babysitting in private homes where the student is not regularly employed; is a self-employed news carrier delivering newspapers to consumers on a regular route; is employed in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian and is performed upon or in connection with premises the parent/guardian owns, operates, or controls; or is otherwise exempted by law.

Persons Authorized to Issue Work Permits

The following individuals are authorized to issue a work permit to a student in the district: (Education Code 49110)

1. The Superintendent

WORK PERMITS (continued)

In determining whether to approve a work permit, the Superintendent or designee shall verify the student's date of birth, the type of work permit to be issued, and whether the student meets any other criteria established by the Governing Board. The Superintendent or designee may inspect the student's records and/or may confer with at least one of the student's teachers for evidence of satisfactory grades and school attendance and to determine whether the student possesses the motivation and maturity to maintain academic progress while working.

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

However, a work permit shall not be denied based on a student's grades, grade point average, or school attendance under either of the following circumstances: (Education Code 49120, 49200)

1. The student's school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency.
2. The student is applying for a work permit in order to participate in a government-administered employment and training program that will occur during the regular summer recess or vacation of the student's school.

Students shall not be approved to work in environments declared hazardous or dangerous for young workers or otherwise prohibited by child labor laws. (Labor Code 1290-1298; 29 CFR 570.33, 570.50-570.72)

The Superintendent or designee shall ensure that the requested work hours do not exceed the maximum work hours specified in law based on the student's age and whether the employment will occur while school is in session and/or not in session. (Education Code 49111, 49112, 49116; Labor Code 1391-1391.1; 29 CFR 570.35)

Full-time employment may be authorized for students 14-17 years of age in accordance with Education Code 49130-49135.

(cf. 6184 - Continuation Education)

All work permits shall be issued on forms provided by or authorized by CDE. (Education Code 49117)

Each permit shall authorize work for a specific employer. Whenever a student changes employers, the student shall request a new permit.

The student may be issued more than one work permit if the student works concurrently for more than one employer, provided that the total number of hours worked does not exceed the total number of hours allowed by law and the district.

AWARDS FOR ACHIEVEMENT

The Governing Board encourages excellence as a goal for all students and wishes to publicly recognize students for exemplary achievement in academic, artistic, extracurricular, athletic, and community service activities.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5127 - Graduation Ceremonies and Activities)
(cf. 6142.4 - Service Learning/Community Service Classes)

District/School Awards

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, plaque, or monetary gift.

The Superintendent or designee shall develop criteria for the selection of student award recipients.

Golden State Seal Merit Diploma

At graduation from high school, students whose academic achievements in core curriculum areas have been outstanding shall receive special recognition.

The Superintendent or designee shall identify graduating high school students who have demonstrated mastery of the high school curriculum qualifying them for the Golden State Seal Merit Diploma. (Education Code 51454)

(cf. 6162.51 - State Academic Achievement Tests)

State Seal of Biliteracy

The district shall present the State Seal of Biliteracy to each graduating high school student who has attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English. (Education Code 51460-51464)

(cf. 6142.2 - World Language Instruction)
(cf. 6174 - Education for English Learners)

In order to affirm the value of bilingualism and encourage students' enrollment in world language programs, the Superintendent or designee may present awards at appropriate grade levels to recognize the pursuit and/or attainment of grade-level proficiency in one or more languages in addition to English. The Superintendent or designee may also present awards to English learners who are reclassified as fluent English proficient to recognize proficiency in both English and the student's native language.

AWARDS FOR ACHIEVEMENT (continued)

The committee may accept gifts, donations, and bequests made for the purposes of the fund and may prescribe conditions or restrictions on these gifts and bequests. If the donor imposes any conditions, the committee shall review the conditions and make a recommendation to the Board as to the compatibility of such conditions with the intent and purpose of the fund. The Board may prohibit the committee from accepting any donation under conditions it finds incompatible with the fund's intents and purposes. (Education Code 35313)

The Superintendent or designee shall report to the Board at least annually regarding the status and activity of the fund. (Education Code 35319)

*Legal Reference:*EDUCATION CODE*220 Nondiscrimination**35160 Authority of governing boards**35310-35319 Scholarship and loan funds**44015 Awards to employees and students**51243-51245 Credit for private school foreign language instruction**51450-51455 Golden State Seal Merit Diploma**51460-51464 State Seal of Biliteracy**51470-51474 State Seal of Civic Engagement**52164.1 Assessment of English language skills of English learners*GOVERNMENT CODE*54950-54963 Brown Act open meeting laws*CODE OF REGULATIONS, TITLE 5*876 Golden State Seal Merit Diploma**1632 Credit for private school foreign language instruction**11517.6-11519.5 English Language Proficiency Assessments for California**Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSSSCE Implementation GuidanceWEB SITES*CSBA: <http://www.csba.org>**California Department of Education: <http://www.cde.ca.gov>**Californians Together: <http://www.californianstogether.org>*

AWARDS FOR ACHIEVEMENT (continued)

4. Two additional subject areas of the student's choosing
 - a. Any additional qualifying grade or score listed above, earned for the subject of English language arts, mathematics, science, or U.S. history not already used to meet eligibility
 - b. A grade of at least B or the numerical equivalent upon completion of high school courses in other subjects
 - c. A qualifying score that demonstrates mastery of other subjects, as determined by the district, for an exam produced by a private provider or the district

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6162.51 - State Academic Achievement Tests)

The Superintendent or designee shall maintain appropriate records to identify students who have earned the Golden State Seal Merit Diploma and shall affix an insignia to the high school diploma and transcript of each such student. (Education Code 51454)

(cf. 5125 - Student Records)

The Superintendent or designee shall submit an insignia request form to the California Department of Education in sufficient time to allow for processing of the request prior to the high school graduation ceremony.

State Seal of Biliteracy

To be eligible to receive the State Seal of Biliteracy upon graduation, a student shall demonstrate a high level of proficiency in English and at least one other language, which may include American Sign Language, by meeting all of the following state-established criteria: (Education Code 51461)

1. Completion of all English language arts requirements for graduation with an overall grade point average of at least 2.0 in those classes
2. Passage of the California Assessment of Student Performance and Progress for English language arts or any successor test administered in grade 11 at or above the "Standard Met" achievement level
3. Proficiency in one or more languages other than English, demonstrated through one of the following methods:

AWARDS FOR ACHIEVEMENT (continued)

2. Demonstrate a competent understanding of U.S. and California Constitutions, functions and governance of local governments, tribal government structures and organizations, the role of the citizen in a constitutional democracy, and democratic principles, concepts, and processes
3. Participate in one or more informed civic engagement project(s) that address real-world problems and require students to identify and inquire into civic needs or problems, consider varied responses, take action, and reflect on efforts
4. Demonstrate civic knowledge, skills, and dispositions through self-reflection
5. Exhibit character traits that reflect civic-mindedness and a commitment to positively impact the classroom, school, community and/or society

The Superintendent or designee shall maintain appropriate records to identify students who have earned the State Seal of Civic Engagement and shall affix the insignia to the high school diploma or transcript of each such student. (Education Code 51473)

Scholarship and Loan Fund

The Superintendent shall serve as chief executive officer of the scholarship and loan fund and as chairperson of the district committee established to administer the fund. The committee shall meet at least once each fiscal year and at other such times as it may be called into session by the Superintendent. (Education Code 35311, 35312)

Scholarship and loan funds shall be deposited, administered, and audited in accordance with Education Code 35314 and 35318.

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

(cf. 3460 - Financial Reports and Accountability)

The Superintendent or designee shall establish criteria, procedures, and deadlines for student applications for scholarships and/or loans from the fund. As applicable, the Superintendent or designee may require the student to submit letters of recommendation or other supplementary materials providing evidence of the student's accomplishments and/or need.

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

Notifications

The Superintendent or designee shall annually distribute information about eligibility requirements for the Golden State Seal Merit Diploma, State Seal of Biliteracy, State Seal of Civic Engagement, and/or any district awards programs to students at the applicable grade levels.

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE
December 2020

IMMUNIZATIONS (continued)

Legal Reference:

EDUCATION CODE

44871 *Qualifications of supervisor of health*
46010 *Total days of attendance*
48216 *Immunization and exclusion from attendance*
48853.5 *Immediate enrollment of foster youth*
48980 *Required notification of rights*
49403 *Cooperation in control of communicable disease and immunizations*
49426 *Duties of school nurses*
49701 *Flexibility in enrollment of children of military families*
51745-51749.6 *Independent study*

HEALTH AND SAFETY CODE

120325-120380 *Immunization against communicable disease, especially:*
120335 *Immunization requirement for admission*
120372 *Statewide medical exemption electronic standardized form*
120395 *Information about meningococcal disease, including recommendation for vaccination*
120440 *Disclosure of immunization information*

CODE OF REGULATIONS, TITLE 5

430 *Student records; definition*

CODE OF REGULATIONS, TITLE 17

6000-6075 *School attendance immunization requirements*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act*

UNITED STATES CODE, TITLE 42

11432 *Immediate enrollment of homeless children*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 *Family Educational Rights and Privacy*

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

Exemptions FAQs

Guide to Immunization Requirements for Pre-kindergarten (Child Care)

Guide to Immunization Requirements for K-12th Grade

Parents' Guide to Immunizations Required for Pre-kindergarten (Child Care)

Parents' Guide to Immunizations Required for School Entry

Vaccinations and Medical Exemptions Questions and Answers

California Immunization Handbook for Pre-kindergarten (Child Care) Programs and Schools, 10th Edition, July 2019

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

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

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009

Management Resources continued: (see next page)

IMMUNIZATIONS**Required Immunizations**

Upon a student's registration at a district school, the Superintendent or designee shall provide the student's parents/guardians a written notice summarizing the state's immunization requirements.

The Superintendent or designee shall not unconditionally admit any student to a district school, preschool, or child care and development program for the first time nor admit or advance any student to grade 7, unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6025)

1. Measles, mumps, and rubella
2. Diphtheria, tetanus, and pertussis (whooping cough)
3. Poliomyelitis (polio)
4. Hepatitis B
5. Varicella (chickenpox)
6. Haemophilus influenza type b (Hib meningitis)
7. Any other disease deemed appropriate by CDPH

(cf. 5141.22 - Infectious Diseases)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6170.1 - Transitional Kindergarten)

However, full immunization against hepatitis B shall not be a condition by which the Superintendent or designee shall admit or advance any student to grade 7. (Health and Safety Code 120335)

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the district shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related services required by the student's IEP regardless of whether the student is fully immunized. (Health and Safety Code 120335)

(cf. 6159 - Individualized Education Program)

IMMUNIZATIONS (continued)

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

When a student transfers to a different school within the district or transfers into the district from another school district in California, the student's personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the district shall present a copy of the personal beliefs exemption upon enrollment. When a student transfers into the district from outside California and presents a personal beliefs exemption issued by another state or country prior to January 1, 2016, the Superintendent or designee may consult with legal counsel regarding the applicable immunization requirements.

3. The student is enrolled in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction. (Health and Safety Code 120335)

(cf. 6158 - Independent Study)

Conditional Enrollment

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that the student has not received all the immunizations required for the student's age group, but has commenced receiving doses of all required vaccines and is not due for any other doses at the time of admission. The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses as specified in 17 CCR 6035. (Health and Safety Code 120340; 17 CCR 6035)

(cf. 5145.6 - Parental Notifications)

In addition, a transfer student may be conditionally admitted for up to 30 school days while the student's immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered. (17 CCR 6035)

The Superintendent or designee shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that the student is properly immunized. (Education Code 48853.5, 49701; Health and Safety Code 120341; 42 USC 11432)

IMMUNIZATIONS (continued)

Records

Each student's immunization record shall be retained as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

(cf. 5125 - Student Records)

The district shall also retain in the mandatory student record any physician or health officer statement, personal beliefs letter or affidavit, reason for conditional enrollment, or any other documentation related to the student's immunization record or exemptions.

At least annually, the Superintendent or designee shall file a written report on the immunization status of new students with CDPH and the local department of public health on forms prescribed by CDPH. (Health and Safety Code 120375; 17 CCR 6075)

Audits

If an audit reveals deficiencies in the district's reporting procedures, the Superintendent or designee shall present the Board with a plan to remedy such deficiencies.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

(cf. 1330.1 - Joint Use Agreements)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

The Superintendent or designee shall coordinate the district's preschool program, transitional kindergarten program (TK), and elementary education program to provide a developmental continuum that builds upon children's growing skills and knowledge.

(cf. 6011 - Academic Standards)
(cf. 6170.1 - Transitional Kindergarten)

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills in the areas of language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The district's preschool program shall provide appropriate services to support the needs of at-risk children.

(cf. 0415 - Equity)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)

To maximize the ability of children to succeed in the preschool program, the program shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

(cf. 3550 - Food Services/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall regularly report to the Board regarding enrollment in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

8200-8499.10 *Child Care and Development Services Act, especially:*
8200-8209 *General provisions for child care and development services*
8230-8233 *Migrant child care and development program*
8235-8239.1 *California State Preschool Program*
8240-8244 *General child care and development programs*
8250-8252 *Programs for children with special needs*
8263 *Eligibility and priorities for subsidized child development services*
8263.3 *Disenrollment of families due to reduced funding levels*
8264.8 *Center-based child care programs, staffing ratios*
8273.1 *Family fees*
8360-8370 *Personnel qualifications*
8400-8409 *Contracts, administrative appeal procedure*
8493-8498 *Facilities, capital outlay*
8499.3-8499.7 *Local child care and development planning councils*
44065 *Interchange between certificated and classified positions*
44256 *Credential types*
48000 *Transitional kindergarten*
48985 *Notification, primary language other than English*

HEALTH AND SAFETY CODE

1596.70-1596.895 *California Child Day Care Act*
1596.90-1597.21 *Day care centers*
120325-120380 *Immunization requirements*

CODE OF REGULATIONS, TITLE 5

4600-4670 *Uniform complaint procedures*
4690-4694 *Health and safety complaints in license-exempt preschool programs*
18000-18434 *Child care and development programs, especially:*
18130-18136 *California State Preschool Program*
18295 *Waiver of qualifications for site supervisor*
80105-80125 *Permits authorizing service in child development programs*

Legal Reference: (see next page)

Students

AR 5148.3(a)

PRESCHOOL/EARLY CHILDHOOD EDUCATION

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

(cf. 5148 - Child Care and Development)

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

Minimum Hours/Days of Operation

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

Staffing

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

(cf. 1240 - Volunteer Assistance)

(cf. 6020 - Parent Involvement)

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

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

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

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

Wraparound Child Care Services

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

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

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

(cf. 4131 - Staff Development)

Eligibility

Children eligible for the district's CSPP program include those who will have their third or fourth birthday on or before December 1 of the fiscal year that they are being served. Children who have their third birthday on or after December 2 may be enrolled on or after their third birthday. (Education Code 8208, 8235, 8236)

To be eligible for subsidized services, families shall meet at least one requirement in each of the following areas: (Education Code 8235, 8239, 8263, 8263.1)

1. The family is a current aid recipient, income eligible, homeless, and/or one whose children are recipients of protective services or have been identified as being, or at risk of being, abused, neglected, or exploited.
2. The family needs child care services due to either of the following circumstances:
 - a. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless.

(cf. 6173 - Education for Homeless Children)

- b. The parents/guardians are engaged in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or for the attainment of a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

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

Notice of Action

Upon receiving a parent/guardian's application for services, the Superintendent or designee shall review the application and documentation and shall certify the eligibility of the family or child.

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

(cf. 5145.6 - Parental Notifications)

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

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

For each child enrolled in the district's preschool program, the Superintendent or designee shall maintain a family data file including, but not limited to, a completed and signed application for services, documentation of income eligibility, and a copy of all Notices of Action. For each child not receiving subsidized services, the family data file shall also

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

However, no fee shall be charged to an income-eligible family whose child is enrolled in a part-day preschool program or a family that is receiving CalWORKs cash aid. (Education Code 8273.1; 5 CCR 18110)

A family may be exempt from the fees for up to 12 months if the child qualifies for preschool on the basis of being the recipient of child protective services or as being, or at risk of being, abused or neglected. (Education Code 8273.1)

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

Disenrollment Based on Reduced Funding

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

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

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

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

Expulsion/Unenrollment Based on Behavior

A district preschool program shall not expel or unenroll a child based on the child's behavior, unless the district first takes the following actions to address the child's behavior: (Education Code 8239.1)

1. Inform the parents/guardians of the child's persistent and serious challenging behaviors and consult with the parents/guardians and teacher in an effort to maintain the child's safe participation in the program

HIGH SCHOOL GRADUATION REQUIREMENTS

The Governing Board desires to prepare all students to successfully complete the high school course of study and obtain a diploma that represents their educational achievement and increases their opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Three courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6152.1 - Placement in Mathematics Courses)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

newcomer program, shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption and whether the student qualifies for it. (Education Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.6 - Parental Notifications)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

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

(cf. 6175 - Migrant Education Program)

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

In addition, the district may retroactively grant high school diplomas to former students who: (Education Code 48204.4, 51430, 51440)

1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school
48200 Compulsory attendance
48204.4 Parents/guardians departing California against their will
48412 Certificate of proficiency
48430 Continuation education schools and classes
48645.5 Acceptance of coursework
48980 Required notification at beginning of term
49701 Interstate Compact on Educational Opportunity for Military Children
51224 Skills and knowledge required for adult life
51224.5 Algebra instruction
51225.1 Exemption from district graduation requirements
51225.2 Student in foster care defined; acceptance of coursework, credits, retaking of course
51225.3 High school graduation
51225.35 Mathematics course requirements; computer science
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
51225.5 Honorary diplomas
51225.6 Compression-only cardiopulmonary resuscitation
51228 Graduation requirements
51230 Credit for community emergency response training
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51413 Diplomas
51420-51427 High school equivalency certificates
51430 Retroactive high school diplomas
51440 Retroactive high school diplomas
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
56390-56392 Recognition for educational achievement, special education
66204 Certification of high school courses as meeting university admissions criteria
67386 Student safety; affirmative consent standard

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of students from grade 12 and credit toward graduation
4600-4670 Uniform complaint procedures

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>
University of California, List of Approved a-g Courses:
<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)

Legal Reference:

EDUCATION CODE

48400-48403 Persons subject to compulsory continuation education

48410 Persons exempt from continuation classes

48412 Certificate of proficiency; examination fees

48413 Enrollment in continuation classes

48414 Reenrollment in district

51420-51427 High school equivalency certificate

52052 Accountability; numerically significant student subgroups

CODE OF REGULATIONS, TITLE 5

11520-11523 Proficiency examination and certificate

11530-11532 High school equivalency certificate

Management Resources:

WEB SITES

California Department of Education, California High School Proficiency Examination:

<http://www.cde.ca.gov/ta/tg/sp>

California Department of Education, High School Equivalency Tests: <http://www.cde.ca.gov/ta/tg/gd>

California High School Proficiency Examination: <https://www.chspe.net>

General Educational Development Test: <https://ged.com>

High School Equivalency Test: <https://hiset.ets.org>

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)

4. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date

(cf. 5112.1 - Exemptions from Attendance)

If a student age 16 or 17 terminates enrollment after receiving the high school proficiency certificate, the student may re-enroll in the district. If the student subsequently terminates enrollment again, the student may be denied re-enrollment until the beginning of the following semester. (Education Code 48414)

(cf. 6184 - Continuation Education)

High School Equivalency Certificate

An eligible person may earn a high school equivalency certificate by passing a general educational development test designated by the State Board of Education pursuant to Education Code 51420, including the General Educational Development (GED) test or the High School Equivalency Test (HiSET).

Any person is eligible to take a test leading to a high school equivalency certificate if the person is a resident of California or a member of the armed forces assigned to duty in California and meets any one of the following criteria: (Education Code 51420; 5 CCR 11532)

1. Is 18 years of age or older, or is within 60 days of the person's 18th birthday, regardless of enrollment status
2. Is not currently enrolled in school and is within 60 days of when the person would have graduated from high school had the person remained in school and followed the usual course of study
3. Is 17 years of age, has been out of school for at least 60 consecutive days, and provides a letter of request for the test from the military, a postsecondary educational institution, or a prospective employer
4. Is 17 years of age, has accumulated fewer than 100 units of high school credit, is confined to a state or county hospital or to an institution maintained by a state or county correctional facility, and meets other criteria listed in 5 CCR 11532
5. Is 17 years of age, has accumulated fewer than 100 units of high school credit prior to enrollment in an academic program offered by a dropout recovery high school as defined in Education Code 52052, and has successfully completed the dropout

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY**NOTICE AND CONSENT TO DISCONTINUE SCHOOL ATTENDANCE
FOR STUDENTS WITH A CERTIFICATE OF PROFICIENCY**

Notice of Student Rights: Students who pass the California High School Proficiency Examination (CHSPE) and receive a Certificate of Proficiency issued by the State Board of Education may continue to attend school, but upon request will be exempted from compulsory school attendance pursuant to Education Code 48410. If the student is under 18 years of age, the student's parent/guardian must also provide approval in order for the student to discontinue school attendance.

If the student leaves school after receiving a Certificate of Proficiency and is under 18 years of age, the student may later decide to re-enroll in the district with no adverse consequences. In this case, the student may be required to meet new or additional requirements established since the student was previously enrolled. If the student re-enrolls and then leaves school again, the student may be denied re-admittance until the beginning of the following semester.

For further information about leaving school after obtaining the Certificate of Proficiency, contact the principal or school guidance counselor.

Student's name: _____

School: _____

Date on which the Certificate of Proficiency was issued: _____

To be completed by student: I understand the rights granted to students who are awarded the Certificate of Proficiency to disenroll from school, and to re-enroll if desired before the age of 18. I hereby notify the school district of my intent to disenroll from school.

Student's signature: _____ Date: _____

To be completed by parent/guardian: I hereby grant consent for my minor child to disenroll from school.

Parent/guardian's name (please print): _____

Signature: _____ Date: _____

To be completed by school administrator: I hereby verify the parent/guardian's signature and date recorded above.

Instruction

BP 6170.1(a)

TRANSITIONAL KINDERGARTEN

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Superintendent or designee determines that it is in the child's best interest.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

TRANSITIONAL KINDERGARTEN (continued)

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2021, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference: (see next page)

BOARD MEMBER ELECTRONIC COMMUNICATIONS

The Governing Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting, circumvent the public's right to access records regarding district business, or restrict access to a public forum.

(cf. 1100 - Communication with the Public)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Board members may engage in separate conversations or communications with members of the public on a social media platform to answer questions, provide information, or solicit information regarding a matter that is within the subject matter jurisdiction of the Board, as long as a majority of the Board does not use the platform to discuss among themselves any business of a specific nature that is within the subject matter jurisdiction of the Board. A Board member is prohibited from responding directly to any communication from other Board members regarding matters that are within the subject matter jurisdiction of the Board or using digital icons (e.g., "likes" or emojis) to express reactions to communications made by other Board members. (Government Code 54952.2)

Whenever a Board member uses a social media platform to communicate with the public about district business or Board activities, the Board member shall not block access to a member of the public based on the viewpoint expressed by that individual.

Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that the response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should

BOARD MEMBER ELECTRONIC COMMUNICATIONS (continued)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES

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

CSBA, GAMUT Meetings:

<https://www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy>

California Attorney General's Office: <https://oag.ca.gov>

MEETINGS AND NOTICES (continued)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

(cf. 1340 - Access to District Records)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an *emergency situation* for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

MEETINGS AND NOTICES (continued)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

MEETINGS AND NOTICES (continued)

9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference: (see next page)

MEETINGS AND NOTICES (continued)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2nd Ed., 2010

WEB SITES

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

CSBA, GAMUT Meetings:

<https://www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy>

California Attorney General's Office: <https://oag.ca.gov/home>

Institute for Local Government: <http://www.ca-ilg.org>

League of California Cities: <http://www.cacities.org>

ACTION ITEMS

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT
Fiscal Services

RESOLUTION NO. 21 – 01

AUDIT CERTIFICATION - FINANCIAL REPORT/AUDIT

FISCAL YEAR 2019 – 2020

In accordance with Assembly Bill 3627, Chapter 1002, as it pertains to Education Code Section 41020.3, The Governing board must review and accept the prior year's Financial Report/Audit at a public meeting, on or before January 31st, and

THEREBY, as written verification of said review, the Governing Board reviewed and accepted on January 27, 2021 the Annual Financial Report as of June 30, 2019.

District Superintendent's Signature

January 27, 2021

Date

FOR ADDITIONAL INFORMATION

District Contact: Monica Thompson

Phone: 530-667-2295

Submit the Original and one copy of the Audit Certification by February 15th to:

Leslie Corder, CBO
Modoc County Office of Education
139 Henderson Street
Alturas, CA 96101

MODOC COUNTY OFFICE OF EDUCATION
Fiscal Services

Resolution 21-02

**CERTIFICATION OF CORRECTIVE ACTION
AUDIT FINDINGS AND RECOMMENDATIONS**

FISCAL YEAR 2019-2020

DISTRICT NAME: Tulelake Basin Jt Unified

- ✓ Certification of Corrective Action is hereby filed by the governing board of the school district.

Signature of Clerk/Secretary of the Governing Board

1/27/2021
Date of Meeting

- ✓ Certification of Corrective Action:

The superintendent certifies that all corrective action(s) specified in the attached page(s) have been reviewed by the district's Governing board and assures that corrective procedures have been implemented and will be used in the ensuing years.

Signature of District Superintendent

1/21/2021
Date

FOR ADDITIONAL INFORMATION

District Contact: Monica Thompson

Phone: 530-667-2295

Submit the Original of Certification of Corrective Action, together with each Audit Finding Corrective Action form and corresponding documentation to:

Leslie Corder, CBO
Modoc County Office of Education
139 Henderson Street
Alturas, CA 96101

Your response must be submitted by **March 15th**.

MODOC COUNTY OFFICE OF EDUCATION
Fiscal Services

Resolution 21-03

AUDIT CORRECTIVE ACTION

FISCAL YEAR 2019-20

DISTRICT NAME: Tulelake Basin Joint Unified School District

FINDING CATEGORY:

FINDING #: 2020-3

PAGE#: 62

Describe below specific corrective action used in resolving audit finding:

Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

Attach all pertinent documentation. Number of attachments for this finding: _____.

The District will implement and assure that an official signed document (i.e. salary contract) will be kept in employee's files verifying current and past rate of pay, as well as other important employee information.

MODOC COUNTY OFFICE OF EDUCATION
Fiscal Services

Resolution 21-04

AUDIT CORRECTIVE ACTION

FISCAL YEAR 2019-20

DISTRICT NAME: Tulelake Basin Joint Unified School District

FINDING CATEGORY:

FINDING #: 2020-4

PAGE#: 63

Describe below specific corrective action used in resolving audit finding:

Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

Attach all pertinent documentation. Number of attachments for this finding: _____.

The District will ensure that it has a process for annually adopting a Comprehensive School Safety Plan per Education Code 32282.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
TULELAKE BASIN JOINT
UNIFIEDSCHOOL DISTRICT AND
TULELAKE TEACHERS ASSOCIATION**

**ADDRESSING POTENTIAL IMPACTS TO WORKING CONDITIONS IN
RESPONSE TO THE COVID-19 PANDEMIC
FOR THE 2020-2021 SCHOOL YEAR**

The parties acknowledge there may be fundamental changes in the essential functions in the programs and services once schools reopen from closures due to the COVID-19 pandemic in the 2020-21 school year.

The purpose of this MOU is for the parties to address negotiable impacts related to the reopening of schools as soon as possible to maintain continuity and stability in the delivery of programs and services to students and the working conditions of those who provide those programs and services.

Accordingly, the parties agree as follows:

1. Negotiable issues might arise due to statutory changes as well as governmental directives, guidelines and protocols which may require further negotiations.
2. The parties have identified the following programs and services that may need to be addressed for the 2020-2021 school year:
 - a. Staff will “symptom-screen” before reporting for work. Symptom screening includes taking her/his temperature, visual wellness check, and self-determining whether the staff member has experienced COVID-19 symptoms in the last 24 hours.
 - b. Sick leave is available for any staff member experiencing illness. Not deducted from members’ leave if exposure comes from school related activity.
 - c. A staff member will not report for duty if he or she is experiencing symptoms consistent with COVID-19 or if the staff member has had contact with a person diagnosed with COVID-19.
 - d. Each staff member will submit to a symptom screen upon arrival at school. The symptom screen will include a visual wellness check, determination whether the staff member has experienced COVID-19 symptoms in the last 24 hours, and a temperature check using a no touch infrared temporal thermometer. A staff member with a temperature of 100.4 or higher will be required to leave the site.
 - e. Each staff member will instruct students on washing/cleaning hands and develop routines for regular hand washing/hand sanitizing throughout the day, including entering and exiting the classroom.
 - f. Staff shall provide symptom screening for their students upon their arrival to the school.
 - g. Staff will teach and reinforce that students should avoid contacting one’s eyes, nose,

- mouth and covering coughs and sneezes.
- h. Teachers will continue to plan and implement a standards based program of study, employing a variety of instructional techniques and instructional media that meet the individual needs, interests and abilities of the students. For the 2020-21 school year, staff will utilize a synchronous learning model for students not attending in-class instruction. Staff will be offered training to implement the synchronous learning model.
 - i. Upon arrival at the school site, students will be directed to follow site protocol for entering the site and classrooms prior to the start of the instructional day. Face coverings, including cloth face masks and/or face shields, will be provided to all staff.
 - j. Each classroom will be supplied with soap, a hand sanitizer dispenser, paper towels, tissues, trash cans, and spray bottle with disinfectant.
 - k. The District shall provide daily disinfecting of high touch surfaces such as: desks, chairs, tables, sinks, door handles, handrails, sink handles, restroom surfaces, toys, games, art supplies, instructional materials, playground equipment, seats on bus, keyboards / computers, headsets, and copy machines.
 - l. Staff will be provided disinfectant for any classroom situation that may occur during the school day.
 - m. Classrooms will be collaboratively configured to provide social distancing of three to six feet.
 - n. Site staff will establish routines to enable students to access restrooms, recess, meals and passing periods safely, with minimal exposure to or mixing of stable cohorts/classes, as practicable.
 - o. Adjunct duties will be designed by site staff to accommodate safety protocols and procedures.
 - p. Teachers will continue to maintain accurate, complete and correct records as required by law, district policy and administrative regulations.
 - q. District parents/families electing to participate in synchronous learning will be required to commit to a minimum of nine weeks in this option. Once a parent/family elects to participate in synchronous learning, reentry into the school based learning program within the nine week period will be considered by staff on a case by case basis.
 - r. District parents/families electing to participate in the school based learning program will be required to commit to a minimum of nine weeks in this option. Once a parent/family elects to participate in the school based learning program, entry into the synchronous learning option within the nine week period will be considered by staff on a case by case basis.
 - s. The District shall follow CDC, CDPH, Cal OSHA and local health officer's health guidelines and orders, as written in the attached TBJUSD Reopening Plan.

3. Leave:

- a. COVID-Related Leave: In the event a TBTA bargaining-unit employee is exposed to coronavirus or is taken ill with coronavirus or wishes to self-quarantine for reasonable cause (i.e. family members who are uniquely vulnerable), the employee may use available leaves without fear of reprisal.
- b. HR 6201: The parties recognize that the Federal "Families First Coronavirus Response

Act,” also known as HR 6201, provides most employees with additional leave options for coronavirus-related absences, and extends Family Medical Leave Act (FMLA) leave. Specifically, HR 6201 is effective 4/2/20 and sunsets on 12/31/20 or as extended by law. The parties recognize that such leave as provided by HR 6201 shall be available to all District employees in the appropriate circumstances, and shall be drawn prior to any other forms of paid or unpaid leave available to such employees.


- i) The parties further recognize that HR 6201 extends FMLA leave in various ways, including making it available to any employee who has been employed for at least 30 days, making it available to employees unable to work due to the need to care for an employee’s minor child if the child’s school or place of care has been closed due to a public health emergency, and making it a paid leave at 2/3 pay after the first 10 days.
- ii) The parties acknowledge that these changes apply to District employees and that they may use any previously accrued sick leave to fill any gap in pay resulting from the 2/3 formula in HR 6201.
- iii) Any employee who reports to work but is sent home due to coronavirus screening shall receive one day’s reporting pay for that day, prior to any leave being drawn from that employee’s leave banks.
- iv) Employees may use existing forms of leave to address a childcare provider or school emergency affecting their children

- 4. The District and the Association are jointly committed to maintaining open lines of communication to facilitate prompt discussion and resolution of issues (including during days of school recess as necessary) that may arise as schools reopen for the 2020-2021 school year to best serve the interests of students, staff and the District community.

The signatories below represent they are authorized to enter into this MOU for


Tulelake Basin Joint Unified School District.

SCHOOL DISTRICT:


Teresa Healy, Superintendent

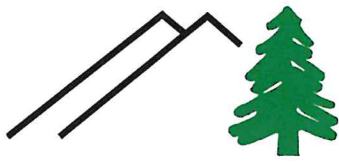
DATE: 1/20/21

TEACHERS ASSOCIATION


Shane Wood, President

DATE: 1/20/21

CORRESPONDENCE



MODOC COUNTY OFFICE OF EDUCATION

139 HENDERSON STREET
ALTURAS, CALIFORNIA 96101

530-233-7101 530-233-5531 (FAX)
www.modoccoe.k12.ca.us

December 17, 2020

Ms. Jordan Dodson, President
Tulelake Basin Joint Unified School District
PO Box 640
Tulelake, CA 96134

Dear Ms. Dodson;

In accordance with the provisions of Education Code (EC) Section 42131, the Modoc County Office of Education has reviewed the First Interim Financial Report submitted by the Tulelake Basin Joint Unified School District for the period ending October 31, 2020. Based on the multiyear projections and assumptions provided by the District, it appears that the District should be able to meet its financial obligations for the current and two subsequent fiscal years. We therefore, concur with the district's positive certification.

Our review included an analysis of the District's estimated average daily attendance (ADA), projected revenues, expenditures, fund balances and multi-year projections. Based on our review, we want to draw your attention to the following:

Deficit Spending/Fund Balance:

At the first interim reporting period, projections are for deficit spending in the current and subsequent years. The district has unrestricted deficit spending of \$91,063 in the 2020-21 year, \$134,546 in the 2021-22 year, and \$286,039 in the 2022-23 year. Please remain vigilant in your efforts to monitor your budget.

Cash Flow Management

The State has once again, introduced the possibility of cash deferrals. These cash management challenges make it even more imperative that the District maintain reserve levels greater than the minimums required within the State's Criteria and Standards. Reserves are especially critical in order to meet cash flow needs that guarantee the ability to adequately meet payrolls and other obligations.

Budget Overview for Parents:

Modoc County Office of Education has received your adopted Budget Overview for Parents. Our review shows that you have addressed all the required elements. Please post your Budget Overview for Parents on the homepage of your website.

November 20, 2020

Members of the Board of Directors

Tulelake Basin Joint Unified School District
PO Box 400 G Street
Tulelake CA 96134

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Tulelake Basin Joint Unified School District for the year ended June 30, 2020, and the related notes to the financial statements which collectively comprise the District's basic financial statements, as listed in the table of contents. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 28, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Tulelake Basin Joint Unified School District are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2019/2020. We noted no transactions entered into by Tulelake Basin Joint Unified School District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Government Wide's financial statements were:

Management's estimate of the Capital Assets, Accumulated Depreciation, and Depreciation Expense is based on Management's estimate of useful life and salvage value. We evaluated the key factors and assumptions used to develop the Capital Assets, Accumulated Depreciation, and Depreciation Expense in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements was:

The disclosure of the Defined Benefit Pension plan in Note K to the financial statement regarding Net Pension Liability for compliance with GASB 68.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Susanville:

1740 Main Street, Suite A, Susanville, CA 96130
530.257.1040 Fax: 530.257.8876

sa@sa-cpas.com
www.sa-cpas.com

Chester:

PO Box 795, Chester, CA 96020
530.258.2272 Fax: 530.258.2282

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 20, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Tulelake Basin Joint Unified School District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Tulelake Basin Joint Unified School District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of the Member of the Board of Directors and management of Tulelake Basin Joint Unified School District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in blue ink, appearing to be 'SingletonAuman', written over a horizontal line.

SingletonAuman, PC