

COTTONWOOD UNION SCHOOL DISTRICT
20512 West First Street
Cottonwood, California 96002

AGENDA FOR Tuesday, May 17, 2022, 6:30 P.M.
Regular Board Meeting, West Cottonwood Library

Rules and Procedures

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

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

1.0 Call Regular Meeting to Order

2.0 Pledge of Allegiance

3.0 Approval of Agenda

4.0 Recognition (Students, Staff, Curriculum)/Curriculum Review
STAR Students - North Cottonwood

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

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

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

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

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

6.0 Consent Agenda

6.1 Review of Consent Agenda

- 6.1.1 Approval of Board Meeting Minutes for
Regular Board Meeting held April 19, 2022 (pg 6 -8)
Special Board Meeting held April 29, 2022 (pg 9)

- 6 1 2 Accept Letter of Resignation from **Quannah Inman** – Instructional Assistant, **Cori Crofts** – Instructional Assistant (pg 10-11)
- 6 1 3 Consider approval to hire **Ariel Harris**- Multi Subject Teacher pending clearance, **Autumn Poole** – School Counselor, **David Lawton** – Bus Driver, **Naomi Buschhaus** – Instructional Assistant, **Shinyce Laughlin** -LVN
- 6 1 4 Consider approval of the following contracts
MOU with Cascade Union Elementary School District for Maintenance of Pupil Transportation Equipment, Inspections, Bus/Transportation Services and Administrative Services 2022/2023 (pg 12-14)

6.2 Consider approval of Consent Agenda

7.0 Discussion/Action Items:

- 7.1 Consider Approval of the Commercial Warrants. (pg. 15-38)
- 7.2 Annual Report from Mark Boyle, Director, Cottonwood Creek Charter School
- 7.3 Consider Approval of Shasta County’s Countywide UPK Implementation Plan (pg. 39-84)
- 7.4 Consider Approval of Professional Development Training Out of State; per BP 3350
 - Innovative School Summit Las Vegas, NV
 - 2 Administrators attending
 - Total estimated cost \$3500
 - ASCA Annual Conference Austin, TX
 - 1 Administrator and 3 Counselors attending
 - Total estimated \$ 5000
 - Behavioral Solutions Salt Lake City, Utah
 - 1 Administrator, 1 Counselor, 2 Teachers attending
 - Total estimated \$5000
- 7.5 Public Hearing- Consider adoption of Level 1 Developer Fee Justification Study for District (pg. 85-122)
- 7.6 Consider Approval of Resolution 2022-4 Increasing School Facilities Fees as Authorized by Government Code Section 65995 (B) 3 (pg. 123-125)
- 7.7 Consider approval of the AB1200 and Tentative Agreement with the Cottonwood Teachers Association for 2022/23 through 2023/24 (2-year agreement) (pg. 126-133)
- 7.8 Consider approval of the AB1200 and Tentative Agreement with the Unrepresented Classified Employees for 2022/23 through 2023/24 (2-year agreement) (pg. 134-137)

- 7.9 Consider approval of the AB1200 and Tentative Agreement with the Administration for 2022/23 through 2023/24 (2-year agreement) (pg. 138-140)
- 7.10 Consider approval of updated Principal Salary Schedule effective 2022-2023 adding additional steps.
- 7.11 Consider acceptance of Total Compensation Systems, Inc- Actuarial Study as of June 30, 2021 (pg. 141-169)
- 7.12 Consider approval of personnel changes
 - 7.12.1 Change Part Time Bus Drivers to full time 8 hour positions (pg. 170)
 - 7.12.2 Add 6 additional days to the Custodians Work Calendar (pg. 171)
 - 7.12.3 Add 2 Hours/ day to Health Clerk at North (pg. 172)
 - 7.12.4 Add 2 Hours/ day to (2) TK Instructional Assistant at North (pg. 173-174)
 - 7.12.5 Add Behavioral Instructional Assistant Position at North (pg. 175)
- 7.13 Consider Approval of COVID extra duty stipend
- 7.14 Consider Updating Board Policy Titles

Board Policy	Old Title	New Title
6164.11	Instruction	Alcohol and other Drugs
6180	Instruction	Evaluation of the Instructional Program

7.15 Consider Updating Board Policy Numbers

Old BP Number	New BP Number	Title
1140	1140.1	Responsibility Of The Governing Board
1251	1251.1	Loitering Or Causing Disturbance
1314	1313.3	Solicitation Of Funds And Distribution Of Materials By School Personnel
1325.1	1325.5	Commercials
1410	1410.1	Local Agencies
3556	3557	Nutrition Services Meal Charge Policy
5140	5140.1	Welfare
7220	7150	Site Selection And Development
Old AR Number	New AR Number	Title
4161.61-R(1)	4161.65	Maternity/Adoptive/Child Care Leave
4261.61-R(1)	4261.65	Maternity/Adoptive/Child Care Leave
4361.61-R(1)	4361.65	Maternity/Adoptive/Child Care Leave
5115-R(1)	5114	Attendance Records; Registers

7220-R(1)	7150	Site Selection And Development
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7.16 Consider Policy Deletion of Board Policies

- BP/AR 420.1 School- Based Program Coordination**
- BP 3111 Deferred Maintenance Funds**
- BP/AR 4112.24 Teacher Qualifications Under the No Child Left Behind Act**
- BP 4119 Rights, Responsibilities and Duties**
- BP 4253 Overtime Pay/ Compensatory Time Off**
- BP 6113 Instruction**

7.17 Consider approval: Board Policies/ Administrative Regulations/ Bylaws-

- BP 4030 Nondiscrimination in Employment (pg. 176-184)**
- E (1) 4112.9 Employee Notifications (pg. 185-199)**
- E (1) 4212.9 Employee Notifications (pg. 200-214)**
- E (1) 4312.9 Employee Notifications (pg. 215-229)**
- BP 4141.6 Concerted Action Work Stoppage (pg. 230-233)**
- BP 4241.6 Concerted Action Work Stoppage (pg. 234-237)**
- AR 4141.6 Concerted Action Work Stoppage (pg. 238-243)**
- AR 4241.6 Concerted Action Work Stoppage (pg. 244-249)**
- BP 5111 Admission (pg. 250-255)**
- AR 5111 Admission (pg. 256-260)**

8.0 Informational Items-

- 8.1 CTA Report**
- 8.2 Superintendent’s Report**
- 8.3 Principal’s Report**

9.0 Information/Communication Items.

- 9.1 Enrollment Report (pg. 261)**
- 9.2 Shasta County Pooled Investment Report for April 2022(pg. 262-263)**
- 9.3 2022/23 School Calendar update – additional classified staff day added (pg. 264)**
- 9.4 Letter from De’An Chambless, SCOE, regarding the Second Interim Report (pg. 265)**

10.0 Governing Board Discussion and Suggested Agenda Items.

11.0 Future Meetings:

- 11.1 Regular Board Meeting, Tuesday, June 28, 2022, 6:30 p.m.** in the West Cottonwood School Library, 20512 W First Street, Cottonwood, CA 96022
- 11.2 Regular Board Meeting, Wednesday, June 29, 2022, 6:30 p.m.** in the West Cottonwood School Library, 20512 w First Street, Cottonwood, CA 96022

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

**12.1 Pursuant to Government Code section 54957
Public Employee/ Discipline / Dismissal / Release**

13.0 Adjournment

AMERICAN WITH DISABILITIES ACT NOTICE

In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board of Trustees meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the District

Office at (530) 347-3165 Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodation, auxiliary aids or services

DOCUMENT AVAILABILITY

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

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

To review and/or print a board packet:

Go to www.cwusd.com

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

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

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

Cottonwood Union School District

20512 West First Street
Cottonwood, California 96022

Minutes for Tuesday, April 19, 2022

Regular Board Meeting, West Cottonwood School Library

Members Present Mr Iles, Mrs Cordova, Mr O'Brien
Mrs McDougall – Arrived at meeting at 7 47pm
Mrs Sulzer – Left meeting at 7 49 pm

Others Present
Terri Wright, Cecile Lamar, Principals
Kara McNeely, Laurel Kalnins, Vice Principals
Laura Merrick, CBO
Amanda McAbel, District Administrative Assistant

Absent
Doug Geren, Superintendent
Staff and Community: 45 community members and staff were present

1.0 Call Regular Meeting to Order at 6:33 pm by Mrs. Sulzer

2.0 Pledge of Allegiance led by Mrs. Sulzer

3.0 Approval of Agenda

ACTION: Mr O'Brien made a motion, seconded by Mrs Cordova to approve the agenda as presented

VOTE: Unanimous in Favor

4.0 Recognitions (Student, Staff, Curriculum) Curriculum Review-

Students from grades TK- 4th were recognized as star students

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

None at this time

6.0 Consent Agenda

6 1 Review of Consent Agenda

6 1 1 Approval of Board Meeting Minutes for
Regular Board Meeting held March 15, 2022
Special Board Meeting Held March 30, 2022

6 1 2 Accept Letter of Resignation from **Susanne Lapointe** – 2nd Grade teacher,
Michael Bettes – School Counselor North

6 1 3 Consider approval of the following contracts
MOU for Agricultural Science I Teacher Services 2022/2023
MOU for Technology Services 2022/2023
MOU for SCOE transportation service extended year program 2022

6.2 **Approval of Consent Agenda**

ACTION: Mrs Cordova made a motion, seconded by Mrs Sulzer to approve the consent agenda

VOTE: Unanimous in Favor

7.0 **Discussion/Action Items**

7.1 **Consider Approval: Commercial Warrants**

ACTION: Mrs Cordova made a motion, seconded by Mrs Sulzer to approve the commercial warrants

VOTE: Unanimous in Favor

7.2 **Consider approval of extending Student Services position from a 3.75 to a 5.75 2022/2023**

ACTION: Mrs Sulzer made a motion, seconded by Mrs Cordova to approve extending Student Services position from a 3.75 to a 5.75 2022/2023

VOTE: Unanimous in Favor

7.3 **Consider approval: Board Policies/ Administrative Regulations-**

BP 6112 School Day

AR 6112 School Day

BP 6143 Courses of Study

AR 6143 Courses of Study

BP 6158 Independent Study

AR 6158 Independent Study

BP 6170.1 Transitional Kindergarten

BB 9320 Meetings and Notices

ACTION: Mrs Cordova made a motion, seconded by Mr O'Brien to approve BP 6112, AR 6112, BP 6143, AR 6143, BP 6158, AR 6158, BP 6170 1, BB 9320

VOTE: Unanimous in Favor

8.0 **Informational Items-**

8.1 CTA Report – Mrs Booth reported that CTA Negotiations are going and should be complete this week 3rd thru 8th graders are preparing for state testing, Movie night at West seemed to be a success and the Easter Bunny made a stop at North for all of the students

8.2 Superintendent's Report – Mrs Brogoitti from the curriculum team went over test scores and gave a report on the goals and progress of students testing scores and areas that need to be worked on

8.3 Principal's Report – Mrs Lamar and Mrs Kalnins reported staffing and plans for the 2022/23 school year Updates on what intervention will be focusing on and how they plan to help students grow and recover from learning loss related to Covid

Mrs Wright and Mrs McNeely reported staffing and plans for the 2022/23 school year They went over test scores and gave a report on the goals and progress of students

testing scores and areas that need to be worked on Mrs Wright also provided the board with a handout outlining updates for professional development, electives/enrichment/community involvement, facility and maintenance, current enrollment.

7 47pm Mrs McDougall arrived to meeting

7 49 pm Mrs Sulzer left meeting

9.0 Information/Communication Items

9 1 Enrollment Report

9 2 Shasta County Pooled Investment Report for February 28, 2022

9 3 Shasta County Pooled Investment Report for March 31 2022

9 4 Williams Uniform Complaints Quarterly Report (January – March 2022)

10.0 Governing Board Discussion and Suggested Agenda Items:

None at this time

11.0 Future Meetings:

11 1 Regular Board Meeting, **Tuesday, May 17, 2022, 6:30 p.m.** in the West Cottonwood School Library, 20512 W First Street, Cottonwood, CA 96022

12.0 Closed Session: Adjournment to Closed Session at 8:12 pm to consider and/or take action upon the following items:

12 1 Pursuant to Government Code section 54957

Public Employee / Discipline / Dismissal / Release

13.0 Adjournment- the meeting adjourned at 08 35 pm

Matt Iles, President

Heather Sulzer, Clerk

Kim Cordova, Member

Deirdre McDougall, Member

James O'Brien, Member

May 3, 2022

Dear Cecile LaMar,

I am writing to inform you of my resignation My last day will be Friday May 13, 2022

Thank you

Quanah Inman

Cori Crofts
19659 White Horse Place
Cottonwood, CA 96022

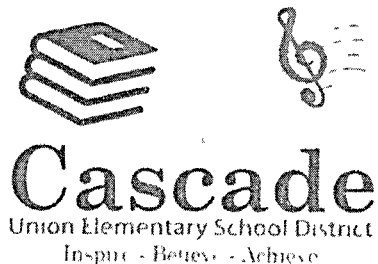
May 10th, 2022

Mrs Terri Wright
Principal
West Cottonwood Junior High
20512 West 1st St
Cottonwood, CA 96022

Dear Mrs Wright

I am writing to inform you that I have accepted a teaching position for the 2022-2023 school year and will be submitting my resignation from my current position of Instructional Aide at West Cottonwood Junior High effective June 10th, 2022. I am extremely grateful for this past year and the wonderful support I have received. I look forward to a time when I can hopefully return as a member of the West Cottonwood Team. I would also like to remain available as a Substitute Aide for Summer School should the need arise.

Sincerely,
Cori Crofts



**AGREEMENT BETWEEN
THE CASCADE UNION ELEMENTARY SCHOOL DISTRICT
AND THE
COTTONWOOD UNION SCHOOL DISTRICT
FOR THE MAINTENANCE OF PUPIL TRANSPORTATION EQUIPMENT,
INSPECTIONS, BUS/TRANSPORTATION SERVICES AND ADMINISTRATIVE
SERVICES
FISCAL YEAR 2022-2023**

This AGREEMENT, made and entered into on this 1st day of July, 2022, by and between the Cottonwood Union School District with principal offices at 20512 West 1st Street, Cottonwood, CA 96022, hereinafter referred to as "DISTRICT," and the CASCADE UNION ELEMENTARY SCHOOL DISTRICT, with principal offices at 1645 West Mill Street, Anderson, CA 96007, hereinafter referred to as "CUESD."

WITNESSETH:

WHEREAS, DISTRICT desires to provide efficient and reliable school bus maintenance services, and,

WHEREAS, CUESD operates a complete pupil transportation facility; NOW THEREFORE, the DISTRICT and CUESD agree as follows

CUESD agrees to provide school bus maintenance and repair in accordance with the Plan or Plan chosen and initialed below:

 X PLAN A - IN-SHOP INSPECTION AND PREVENTIVE MAINTENANCE
In-shop inspection and preventive maintenance is agreed to mean inspection and preventive maintenance performed at CUESD's Transportation facility to include:

- Inspection of bus by qualified mechanic each 3,000 miles or 45 days.
- Replacement of all lubricants and fluids
- Replacement of all filters and belts.
- Replacement of point, plugs, and condensers

The bus shall be delivered and picked up by the DISTRICT or will be billed for the travel time at shop rate portal to portal.

- X **PLAN B-REPAIR OF SCHOOL BUSES/TRANSPORTATION VEHICLES**
Repair shall include, but not be limited to, the repair or replacement of engines, wheel bearings, seals, air brake components, brakes, axles, transmissions, body panels, seats, windows, steering components, suspension components, electrical system components, and tires
- X **PLAN C -EMERGENCY ROAD SERVICE**
Emergency road service is agreed to mean that CUESD will respond to calls for road service by sending a qualified mechanic with service truck to aid the disable vehicle
- X **PLAN D-ADMINISTRATIVE SERVICES**
CUESD will provide two hours per week of administrative services from its Transportation Director.
- X **PLAN E -SUBSTITUTE BUS DRIVER SERVICES**
CUESD will provide substitute bus driver services on the occasion when CUESD has personnel available to accommodate the need. CUESD will have first priority on the use of its own personnel

CUESD'S RESPONSIBILITIES

CUESD agrees within the terms and conditions herein set forth to perform the following:

- a Provide the maintenance, repair and service of DISTRICT buses according to the Plan (s) chosen except for specialized work, which must be done by commercial shops specializing in such work as radiator repair, alternator rebuilding, machining parts, etc.
- b Emergency road service shall be on a "first-call" basis, except in case of an accident where immediate response is necessary for student safety. Work to be performed will be scheduled by CUESD on a "first-come, first-served" basis CUESD shall notify DISTRICT immediately upon any schedule conflict.
- c CUESD shall provide administrative and substitute bus driver services as indicated above
- d CUESD shall bill DISTRICT monthly for services rendered in accordance with the Schedule of Charges outlined in Section 4

DISTRICT RESPONSIBILITIES

DISTRICT agrees to perform the following:

- a. DISTRICT shall communicate directly with the Vehicle Maintenance Lead Mechanic for purposes of requesting any service provided by this Agreement
- b. DISTRICT will comply with schedules established by CUESD for services described herein and shall make DISTRICT'S buses available at the time scheduled for service.
- c. DISTRICT shall maintain in force public liability insurance coverage on all buses serviced in accordance with this Agreement.

SCHEDULE OF CHARGES

DISTRICT agrees to pay CUESD for services rendered under this Agreement in accordance with the following schedule of charges. The billable time starts and ends at the Transportation Facility. The schedule of charges is as follows:


- Cost, plus 10% parts, supplies, fuel, and oil,
- Labor, \$65.00 per straight time or \$90.00 per overtime hour for actual hours worked portal-to-portal,
- Emergency Road Service: Cost, plus 10% for parts, supplies, fuel and oil;
- Labor for Emergency Road Service: \$65.00 per straight time or \$90.00 per overtime hour for actual hours worked portal-to-portal.
- Administrative services will be billed at the proportional cost of the Transportation Director position (5%) plus CUESD's indirect rate
- Substitute bus driver services will be billed at CUESD's payroll cost plus its indirect rate.

GENERAL CONDITIONS

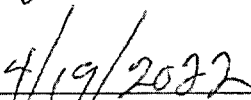
- a. Payment for services rendered shall be due and payable upon presentation of an invoice monthly in arrears to DISTRICT.
- b. TERM: This Agreement shall be in full force and effect beginning July 1, 2022 and ending June 30, 2023. This Agreement may also be terminated by either party by providing not less than sixty (60) days notice in writing.
- c. AMENDMENTS: This Agreement may be amended by mutual consent of the parties.

IN WITNESS THEREOF, the parties have executed this Agreement on the date first above written

CASCADE UNION ELEMENTARY
SCHOOL DISTRICT



Superintendent



Date Signed

COTTONWOOD UNION
SCHOOL DISTRICT

Superintendent

Date Signed

Scheduled 05/06/2022 - 05/12/2022

Bank Account COUNTY - County

Number of Payments	188	
Number of Checks	61	\$329,419 78
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount	\$329,419 78	
Total Unpaid Sales Tax	\$ 00	
Total Expense Amount	\$329,419 78	
CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS		
\$0 - \$99	11	
\$100 - \$499	13	
\$500 - \$999	5	
\$1,000 - \$4,999	21	
\$5,000 - \$9,999	5	
\$10,000 - \$14,999	2	
\$15,000 - \$99,999	3	
\$100,000 - \$199,999	1	
\$200,000 - \$499,999		
\$500,000 - \$999,999		
\$1,000,000 -		
***** ITEMS OF INTEREST *****		
* Number of payments to a different vendor		
† Number of Prepaid payments		
@ Number of Liability payments		
& Number of Employee Also Vendors	1	
? denotes check name different than payment name		
F denotes Final Payment		

APPROVAL DATE _____

Report Totals - Payment Count 188 Check Count 61 ACH Count 0 vCard Count 0 Total Check/Advice Amount \$329,419 78

\$526,336 05

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025935, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

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Scheduled 05/06/2022 - 05/12/2022 Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount		
Direct Vendor ACCU-PRINT (000999/1) PO BOX 990083 REDDING, CA 96099												
2021/22	04/30/22		FINGERPRINTING	1040	05/06/22	Audit		36 00		36 00		
								2022 (001360) 01-001-0000-7207-5801-0000-7200-000-				
								Total Invoice Amount		36 00	Check	
AP Vendor ACCUTRAIN CORPORATION (001000/1) 208 ASH AVE, SUITE 103 VIRGINA BEACH, VA 23452												
F	2021/22	05/04/22	R4822-00325	INNOVATIVE SCHOOL SUMMIT CONFERENCE LAS VEGAS	10537	05/10/22	Audit	695 00		695 00		
								2022 (006131) 01-0000-9330-		695 00		
								2022 (001286) 01-050-0000-2700-5210-0000-2700-100-				
								Batchld		Check Date	PO# P4822-00325	Register #
								Total Invoice Amount		695 00	Check	
AP Vendor AMAZON/ SYNCB (000560/2) P O BOX 530958 ATLANTA, GA 30353-0958												
F	2021/22	03/03/22	R4822-00274	OFFICE SUPPLIES	679767359763	05/11/22	Audit	139 41		139 41		
								2022 (001247) 01-001-0000-2700-4510-0000-2700-100-				
								Batchld		Check Date	PO# P4822-00274	Register #
2021/22	03/09/22	R4822-00282	OFFICE SUPPLIES	437946739534	05/06/22	Audit		16 27		16 27		
								2022 (001257) 01-050-0000-2700-4510-0000-2700-100-				
								Batchld		Check Date	PO# P4822-00282	Register #
F	2021/22	03/09/22	R4822-00282	OFFICE SUPPLIES	446593479477	05/06/22	Audit	17 43		17 43		
								2022 (001257) 01-050-0000-2700-4510-0000-2700-100-				
								Batchld		Check Date	PO# P4822-00282	Register #
F	2021/22	03/09/22	R4822-00278	STANDING DESK	539476578943	05/06/22	Audit	150 14		150 14		
								2022 (001247) 01-001-0000-2700-4510-0000-2700-100-				
								Batchld		Check Date	PO# P4822-00278	Register #
2021/22	03/09/22	R4822-00282	OFFICE SUPPLIES	649963897984	05/06/22	Audit		83 63		83 63		
								2022 (001257) 01-050-0000-2700-4510-0000-2700-100-				
								Batchld		Check Date	PO# P4822-00282	Register #
2021/22	03/09/22	R4822-00282	OFFICE SUPPLIES	837353863837	05/06/22	Audit		25 99		25 99		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025935, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

ReqPay05a

Payment Register

Scheduled 05/06/2022 - 05/12/2022 Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	AMAZON/ SYNCB	(000560/2)	(continued)					(continued)		(continued)
2021/22	03/09/22	R4822-00282	OFFICE SUPPLIES	837353863837 (continued)	05/06/22	Audit				
		2022 (001257)	01-050-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00282	Register #	
2021/22	03/09/22	R4822-00282	OFFICE SUPPLIES	858756699378	05/06/22	Audit		16 25		16 25
		2022 (001257)	01-050-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00282	Register #	
F	2021/22	03/10/22	R4822-00279	OFFICE SUPPLIES	736359534669	05/06/22	Audit	53 61		53 61
		2022 (001257)	01-050-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00279	Register #	
F	2021/22	03/10/22	R4822-00286	MAINT SUPPLIES	795758357745	05/06/22	Audit	622 72		622 72
		2022 (001253)	01-050-0000-8200-4510-0000-8200-100-	Batchld		Check Date		PO# P4822-00286	Register #	
F	2021/22	03/16/22	R4822-00289	OFFICE SUPPLIES	695496734548	05/06/22	Audit	171 59		171 59
		2022 (004764)	01-060-0000-1573-4510-0001-2700-LC1-	Batchld		Check Date		PO# P4822-00289	Register #	
	2021/22	03/16/22	R4822-00290	OFFICE SUPPLIES	894748687969	05/06/22	Audit	62 21		62 21
		2022 (001247)	01-001-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00290	Register #	
	2021/22	03/17/22	R4822-00290	OFFICE SUPPLIES	457447743488	05/06/22	Audit	27 68		27 68
		2022 (001247)	01-001-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00290	Register #	
F	2021/22	03/19/22	R4822-00298	JANITORIAL SUPPLIES	455453777968	05/06/22	Audit	124 36		124 36
		2022 (001253)	01-050-0000-8200-4510-0000-8200-100-	Batchld		Check Date		PO# P4822-00298	Register #	
	2021/22	03/19/22	R4822-00290	OFFICE SUPPLIES	577568595893	05/06/22	Audit	91 15		91 15
		2022 (001247)	01-001-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00290	Register #	
	2021/22	03/19/22	R4822-00290	OFFICE SUPPLIES	653335458543	05/06/22	Audit	62 21-		62 21-
		2022 (001247)	01-001-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00290	Register #	
	2021/22	03/21/22	R4822-00274	OFFICE SUPPLIES	444936677758	05/06/22	Audit	139 41-		139 41-
		2022 (001247)	01-001-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00274	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025935, Page Break by Check/Advice? = N, Zero? = Y)

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Scheduled 05/06/2022 - 05/12/2022 Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor		AMAZON/ SYNCB (000560/2)		(continued)							(continued)
F	2021/22	03/21/22	R4822-00290	OFFICE SUPPLIES	676468396993	05/06/22	Audit	64 30		64 30	
			2022 (001247) 01-001-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00290	Register #		
F	2021/22	03/22/22	R4822-00300	OFFICE SUPPLIES	444398779987	05/06/22	Audit	403 19		403 19	
			2022 (001247) 01-001-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00300	Register #		
	2021/22	03/22/22	R4822-00300	OFFICE SUPPLIES	936779545663	05/06/22	Audit	63 01		63 01	
			2022 (001247) 01-001-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00300	Register #		
F	2021/22	03/24/22	R4822-00302	OFFICE SUPPLIES - INK	587588436637	05/10/22	Audit	55 65		55 65	
			2022 (001247) 01-001-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00302	Register #		
	2021/22	03/31/22	R4822-00311	OFFICE SUPPLIES	575848545578	05/06/22	Audit	248 54		248 54	
			2022 (001257) 01-050-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00311	Register #		
F	2021/22	03/31/22	R4822-00311	OFFICE SUPPLIES	767534884659	05/06/22	Audit	847 24		847 24	
			2022 (001257) 01-050-0000-2700-4510-0000-2700-100-	Batchld		Check Date		PO# P4822-00311	Register #		
F	2021/22	04/01/22	R4822-00324	INST MATERIAL	664874955964	05/06/22	Audit	414 16		414 16	
			2022 (004282) 01-060-0000-1573-4310-0001-1000-LC1-	Batchld		Check Date		PO# P4822-00324	Register #		
Total Invoice Amount								3,496 91	Check		
Direct Vendor		ANDERSON UNION HIGH SCHOOL DST (000085/1) 1469 FERRY ST ANDERSON, CA 96007									
	2021/22	04/12/22		TECH ASST SERV	INV22-00185	05/06/22	Audit	13,515 20		13,515 20	
			2022 (001340) 01-020-0000-1110-5630-1110-1000-100-				6,757 60				
			2022 (001323) 01-050-0000-1110-5630-1110-1000-100-				6,757 60				
	2021/22	04/12/22		TECH ADMIN SERV	INV22-00186	05/06/22	Audit	7,450 00		7,450 00	
			2022 (004212) 01-020-0000-2420-5801-1110-1000-LC1-				3,725 00				
			2022 (004213) 01-050-0000-2420-5801-1110-1000-LC1-				3,725 00				
Total Invoice Amount								20,965 20	Check		

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor ANDERSON-COTTONWOOD DISP SRVCE (000005/1) PO BOX 541065 LOS ANGELES, CA 90054-1065										
2021/22	05/04/22		GARBAGE SERV	2271184-0531-4	05/09/22	Audit		1,164 47		1,164 47
		2022 (002086)	01-001-0000-8240-5510-0000-8200-000-							
2021/22	05/04/22		GARBAGE SERV	2271426-0531-9	05/09/22	Audit		915 75		915 75
		2022 (002086)	01-001-0000-8240-5510-0000-8200-000-							
Total Invoice Amount								2,080 22	Check	
Direct Vendor AT&T (000043/3) P O BOX 9011 CAROL STREAM, IL 60197-5025										
2021/22	04/19/22		PHONE SERV	000018071874	05/06/22	Audit		867 82		867 82
		2022 (001384)	01-001-0000-7200-5910-0000-7200-000-							
Total Invoice Amount								867 82	Check	
Direct Vendor BLUE STAR GAS (000796/1) 6775 EASTSIDE ROAD ANDERSON, CA 96007										
2021/22	05/03/22		PROPANE	1334751	05/12/22	Audit		3,132 36		3,132 36
		2022 (001307)	01-001-0000-8260-5510-0000-8200-000-							
Total Invoice Amount								3,132 36	Check	
AP Vendor BOUND TO STAY BOUND BOOKS INC (000076/3) P O BOX 870950 KANSAS CITY, MO 64187-0950										
2021/22	04/07/22	R4822-00307	BOOKS	174724	05/06/22	Audit		467 57		467 57
		2022 (001140)	01-050-1100-0180-4210-0000-2420-000-							
				BatchId		Check Date	PO# P4822-00307	Register #		
Total Invoice Amount								467 57	Check	
Direct Vendor BROWN PLUMBING (000680/1) 3990 RAILROAD AVE REDDING, CA 96001										
2021/22	03/29/22		PLUMBING REPAIR	40769	05/10/22	Audit		429 27		429 27
		2022 (001336)	01-020-0000-8110-5630-0000-8110-100-							
2021/22	04/21/22		SEWER LINE BLOCKAGE	40805	05/06/22	Audit		980 52		980 52
		2022 (001337)	01-020-0000-8200-5630-0000-8200-100-							

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Scheduled 05/06/2022 - 05/12/2022

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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
								Total Invoice Amount	1,409 79	Check
Direct Vendor CALIFORNIA SAFETY CO (000021/1) PO BOX 990956 REDDING, CA 96099-0956										
2021/22	04/14/22		ANNUAL FIRE ALARM TEST	500808	05/06/22	Audit		1,405 00		1,405 00
		2022 (001335)	01-020-0000-2700-5630-0000-2700-100-							
2021/22	04/14/22		ANNUAL FIRE ALARM TEST - MPR	500809	05/06/22	Audit		200 00		200 00
		2022 (001335)	01-020-0000-2700-5630-0000-2700-100-							
2021/22	05/04/22		ALARM SERV	501278	05/06/22	Audit		142 50		142 50
		2022 (003205)	01-001-0000-0000-5630-0000-3600-000-							
2021/22	05/04/22		ALARM SERV	501825	05/06/22	Audit		180 00		180 00
		2022 (001324)	01-050-0000-2700-5630-0000-2700-100-							
2021/22	05/04/22		ALARM SERV	501826	05/06/22	Audit		262 50		262 50
		2022 (001335)	01-020-0000-2700-5630-0000-2700-100-							
								Total Invoice Amount	2,190 00	Check
Direct Vendor CASCADE UNION ELEM SCHOOL DIST (000094/1) 1645 WEST MILL ST ANDERSON, CA 96007										
2021/22	04/01/22		APRIL 2022 TRANSP BILLING	INV22-00360	05/12/22	Audit		2,358 31		2,358 31
		2022 (003205)	01-001-0000-0000-5630-0000-3600-000-							
								Total Invoice Amount	2,358 31	Check
AP Vendor CDW-G (000159/1) 75 REMITTANCE DR STE 1515 CHICAGO, IL 60675-1515										
2021/22	04/18/22	R4822-00255	INST MATERIAL	W092613	05/06/22	Audit		268 34		268 34
		2022 (001159)	01-020-1100-2420-4310-0000-2420-100-					134 17		
		2022 (001189)	01-050-1100-2420-4310-1110-1000-100-					134 17		
				BatchId		Check Date		PO# P4822-00255		Register #
								Total Invoice Amount	268 34	Check

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Scheduled 05/06/2022 - 05/12/2022 **Bank Account COUNTY - County**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor COLUMBIA ESD (000301/1) 10140 OLD OREGON TRAIL REDDING, CA 96003										
2021/22	04/12/22		ASST SUP	INV22-00126	05/06/22	Audit		9,946 00		9,946 00
		2022 (006334)	01-001-4035-0000-5801-1110-2100-100-							
Total Invoice Amount								9,946 00	Check	
Direct Vendor COMER COMMUNICATION SOLUTIONS (000226/1) PO BOX 994171 REDDING, CA 96099-4171										
2021/22	04/15/22		CELLULAR AMPLIFIER SURVEY	9125	05/10/22	Audit		137 50		137 50
		2022 (001365)	01-050-0000-2700-5801-0000-2700-100-							
2021/22	05/05/22		SERVICE CALL- QUAD SPEAKER	9176	05/10/22	Audit		180 00		180 00
		2022 (001326)	01-050-0000-8110-5630-0000-8110-100-							
Total Invoice Amount								317 50	Check	
Direct Vendor COTTONWOOD WATER DISTRICT (000002/1) PO BOX 2130 COTTONWOOD, CA 96022										
2021/22	04/22/22		WATER	106000 - MAY	05/06/22	Audit		819 92		819 92
		2022 (001309)	01-001-0000-8230-5510-0000-8200-000-							
2021/22	04/22/22		WATER	106101- MAY	05/06/22	Audit		31 00		31 00
		2022 (001309)	01-001-0000-8230-5510-0000-8200-000-							
2021/22	04/22/22		WATER	708000-MAY	05/06/22	Audit		321 94		321 94
		2022 (001309)	01-001-0000-8230-5510-0000-8200-000-							
Total Invoice Amount								1,172 86	Check	
Direct Vendor CRESSWELL PHYSICAL THERAPY (000271/1) PO BOX 492006 REDDING, CA 96049										
2021/22	04/12/22		OT SERV	179	05/06/22	Audit		3,075 00		3,075 00
		2022 (002527)	01-001-6500-0204-5101-5760-1190-100-							
2021/22	04/26/22		OT SERV	180	05/06/22	Audit		3,625 00		3,625 00
		2022 (002527)	01-001-6500-0204-5101-5760-1190-100-							
2021/22	05/02/22		OT SERV	181	05/06/22	Audit		2,062 50		2,062 50
		2022 (002527)	01-001-6500-0204-5101-5760-1190-100-							

Scheduled 05/06/2022 - 05/12/2022 **Bank Account COUNTY - County**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			CRESSWELL PHYSICAL THERAPY (000271/1) (continued)		(continued)					
2021/22	05/09/22		OT SERVICES	182	05/12/22	Audit		2,737 50		2,737 50
		2022 (002527)	01-001-6500-0204-5101-5760-1190-100-							
Total Invoice Amount								11,500 00	Check	

Direct Vendor			CROSS PETROLEUM (000083/1) PO BOX 492200 REDDING, CA 96049-2200							
2021/22	04/15/22		FUEL	CL19892	05/06/22	Audit		1,407 62		1,407 62
		2022 (003195)	01-001-0000-0000-4601-0000-3600-000-					1,381 03		
		2022 (001250)	01-001-0000-8120-4510-0000-8110-100-					26 59		
2021/22	04/30/22		FUEL	CL20290	05/06/22	Audit		3,242 08		3,242 08
		2022 (003195)	01-001-0000-0000-4601-0000-3600-000-					2,920 57		
		2022 (001250)	01-001-0000-8120-4510-0000-8110-100-					181 73		
		2022 (001889)	13-001-5310-0000-4510-0000-3700-000-					139 78		
Total Invoice Amount								4,649 70	Check	

AP Vendor			CSBA (000013/2) C/O WEST AMERICA BANK PO BOX 1450 SUISUN CITY, CA 94585-4450							
F	2021/22	05/06/22	R4822-00341	BROWN ACT TRAINING	BROWNACT22	05/06/22	Audit	250 00		250 00
			2022 (001275)	01-001-0000-7200-5210-0000-7200-000-						
					BatchId	Check Date	PO# P4822-00341	Register #		
Total Invoice Amount								250 00	Check	

Direct Vendor			EMPLOYMENT DEVELOPMENT DEPT (000316/1) PO BOX 989061 WEST SACRAMENTO, CA 95798-9061							
2021/22	05/02/22		UI INSURANCE 1ST QUART 2022	L1508902672	05/10/22	Audit		375 90		375 90
		2022 (000563)	01-001-0000-1110-3501-1110-1000-000-							
Total Invoice Amount								375 90	Check	

Direct Vendor			FIRST NATIONAL BANK OMAHA MASTERCARD (000129/1) PO BOX 2818 OMAHA, NE 68103-2818							
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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor FIRST NATIONAL BANK OMAHA MASTERCARD (000129/1) (continued)										
2021/22	04/19/22		STAFF MTG SUPPLIES	27353136	05/06/22	Audit		10 47		10 47
2022 (001359) 01-001-0000-2700-5801-0000-2700-000-										
2021/22	04/26/22	R4822-00259	INST MATERIAL	101-24185	05/06/22	Audit		310 47		310 47
2022 (004128) 01-020-0100-2209-4310-1110-1000-LC2-Batchld										
2021/22	04/26/22	R4822-00259	INST MATERIAL	101-24194	05/06/22	Audit	Check Date	PO# P4822-00259	Register #	78 67
2022 (004128) 01-020-0100-2209-4310-1110-1000-LC2-Batchld										
2021/22	05/06/22		ZOOM	INV146862674	05/09/22	Audit		14 99		14 99
2022 (001358) 01-001-0000-7200-5801-0000-7200-000-										
Total Invoice Amount								414 60	Check	

Direct Vendor FIRST NATIONAL BANK OMAHA VISA (000130/1) PO BOX 2818 OMAHA, NE 68103-2818										
2021/22	04/28/22		STAFF MTG SUPPLIES	133920770	05/06/22	Audit		51 42		51 42
2022 (001359) 01-001-0000-2700-5801-0000-2700-000-										
2021/22	05/01/22		HOTEL ACSA REG-SUP	446785673141	05/06/22	Audit		416 82		416 82
2022 (001275) 01-001-0000-7200-5210-0000-7200-000-										
2021/22	05/01/22		HOTEL ACSA REG-SUP - REFUND	446785673141-REFUND	05/06/22	Audit		45 00-		45 00-
2022 (001275) 01-001-0000-7200-5210-0000-7200-000-										
2021/22	05/01/22		HOTEL ACSA REG-N PRINCIPAL	446795707618	05/06/22	Audit		295 36		295 36
2022 (001286) 01-050-0000-2700-5210-0000-2700-100-										
2021/22	05/01/22		HOTEL ACSA REG-N PRINCIPAL REFUND	446795707618-REFUND	05/06/22	Audit		30 00-		30 00-
2022 (001286) 01-050-0000-2700-5210-0000-2700-100-										
2021/22	05/01/22		HOTEL ACSA REG-WVP	446795713161	05/06/22	Audit		295 36		295 36
2022 (001278) 01-020-0000-2700-5210-0000-2700-100-										

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
Direct Vendor FIRST NATIONAL BANK OMAHA (continued)											
VISA (000130/1) (continued)											
2021/22	05/01/22		HOTEL ACSA REG-WVP REFUND	446795713161-REFUND	05/06/22	Audit		30 00-		30 00-	
2022 (001278) 01-020-0000-2700-5210-0000-2700-100-											
2021/22	05/01/22		HOTEL ACSA REG-W PRINCIPAL	446795713176	05/06/22	Audit		255 36		255 36	
2022 (001278) 01-020-0000-2700-5210-0000-2700-100-											
2021/22	05/01/22		HOTEL ACSA REG-REFUND	446795713176-REFUND	05/06/22	Audit		30 00-		30 00-	
2022 (001278) 01-020-0000-2700-5210-0000-2700-100-											
2021/22	05/01/22		HOTEL ACSA REG-W PRINCIPAL	446795713176-ADD	05/06/22	Audit		40 00		40 00	
2022 (001278) 01-020-0000-2700-5210-0000-2700-100-											
2021/22	05/01/22		HOTEL ACSA REG-NVP	446795714015	05/06/22	Audit		295 36		295 36	
2022 (001286) 01-050-0000-2700-5210-0000-2700-100-											
2021/22	05/01/22		HOTEL ACSA REG-NVP REFUND	446795714015-REFUND	05/06/22	Audit		30 00-		30 00-	
2022 (001286) 01-050-0000-2700-5210-0000-2700-100-											
2021/22	05/02/22		PREPAID HOTEL-PLC SAC	R1013725294	05/06/22	Audit		4,988 35		4,988 35	
2022 (006131) 01-0000-9330- - - -											
Total Invoice Amount								6,473 03	Check		

AP Vendor FLAGHOUSE (000696/1)
601 FLAGHOUSE DR
HASBROUCK HEIGHTS, NJ 07604

F	2021/22	04/19/22	R4822-00037	SP ED MATERIALS	P091040001011	05/06/22	Audit	2,783 62		2,783 62	
2022 (001208) 01-050-6500-0201-4310-5760-1120-100-											
					BatchId	Check Date	PO# P4822-00037	Register #			
Total Invoice Amount								2,783 62	Check		

Direct Vendor FRANZ FAMILY BAKERIES (000537/1)
P O BOX 742654
LOS ANGELES, CA 90074-2654

	2021/22	04/04/22		BAKERY	143028003475	05/06/22	Audit	191 32		191 32
2022 (001890) 13-001-5310-0000-4710-0000-3700-000-										

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		FRANZ FAMILY BAKERIES (000537/1)			(continued)		(continued)			
2021/22	04/19/22		BAKERY	143028003617	05/06/22	Audit		116 50		116 50
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	04/26/22		BAKERY	143028003705	05/06/22	Audit		111 90		111 90
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								419 72	Check	
Direct Vendor		GIBSON HEATING & AC (000711/1)								
		1153 PRESTIGE WAY								
		REDDING, CA 96003								
2021/22	05/06/22		SERV CALL NORTH	40695	05/09/22	Audit		150 00		150 00
	2022	(001322)	01-050-0000-8200-5630-0000-8200-100-							
Total Invoice Amount								150 00	Check	
Direct Vendor		GOLD STAR FOODS, INC (000630/2)								
		P O BOX 4328								
		ONTARIO, CA 91761								
2021/22	03/31/22		STATE FEE	4901980	05/06/22	Audit		5 40		5 40
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	04/05/22		FOOD	4852838	05/06/22	Audit		1,560 32		1,560 32
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	04/05/22		FOOD	4886638	05/06/22	Audit		16 25		16 25
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	04/20/22		FOOD	4924637	05/06/22	Audit		1,026 87		1,026 87
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	04/29/22		FOOD	5003462	05/06/22	Audit		8 75		8 75
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								2,617 59	Check	
AP Vendor		HARBERT ROOFING, INC (000691/2)								
		19799 HIRSCH COURT								
		ANDERSON, CA 96007								
F	2021/22	04/28/22	R4822-00294	REROOF BUS YARD	5897	05/06/22	Audit	5,211 00		5,211 00
				OFFICE						
			2022 (001333)	01-001-8150-0000-5630-0000-8110-100-						
					BatchId	Check Date	PO# P4822-00294	Register #		
Total Invoice Amount								5,211 00	Check	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025935, Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 05/06/2022 - 05/12/2022										Bank Account COUNTY - County	
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
Direct Vendor		INDEPENDENT ED PROGRAMS (000547/1) 1756 SOUTH ST ANDERSON, CA 96007									
2021/22	04/30/22		OES	CWUSD042022	05/06/22	Audit		10,608 00		10,608 00	
		2022 (001371)	01-001-6500-0203-5805-5760-1180-100-								
2021/22	04/30/22		COUNSELING SESSIONS	CWUSDNPA042022	05/06/22	Audit		538 20		538 20	
		2022 (001371)	01-001-6500-0203-5805-5760-1180-100-								
Total Invoice Amount								11,146 20	Check		
Direct Vendor		LAUNDRY WORLD (000141/1) PO BOX 98 ANDERSON, CA 96007									
2021/22	02/23/22		LAUNDRY SERV	249341	05/09/22	Audit		67 69		67 69	
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-								
2021/22	04/13/22		LAUNDRY SERV	252293	05/06/22	Audit		10 00		10 00	
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-								
2021/22	04/13/22		LAUNDRY SERV	252294	05/06/22	Audit		67 69		67 69	
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-								
2021/22	04/13/22		LAUNDRY SERV	252296	05/06/22	Audit		91 37		91 37	
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-								
2021/22	04/20/22		LAUNDRY SERV	252734	05/06/22	Audit		10 00		10 00	
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-								
2021/22	04/20/22		LAUNDRY SERV	252735	05/06/22	Audit		67 69		67 69	
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-								
2021/22	04/20/22		LAUNDRY SERV	252736	05/06/22	Audit		91 37		91 37	
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-								
2021/22	04/27/22		LAUNDRY SERV	253156	05/06/22	Audit		10 00		10 00	
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-								
2021/22	04/27/22		LAUNDRY SERV	253157	05/06/22	Audit		67 69		67 69	
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-								
2021/22	04/27/22		LAUNDRY SERV	253158	05/06/22	Audit		91 37		91 37	
		2022 (001306)	01-001-0000-8250-5510-0000-8200-000-								
Total Invoice Amount								574 87	Check		

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Payment Register

Scheduled 05/06/2022 - 05/12/2022 Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor MENDES SUPPLY (000656/1) 1030 W DEL NORTE ST EUREKA, CA 95501											
2021/22	03/24/22	R4822-00299	JANITORIAL SUPPLIES	R056966	05/06/22	Audit		1,676 81		1,676 81	
2022 (001244) 01-020-0000-8200-4510-0000-8200-100- BatchId											
F	2021/22	04/21/22	R4822-00299	JANITORIAL SUPPLIES	R056966A	05/06/22	Audit	200 04		200 04	
2022 (001244) 01-020-0000-8200-4510-0000-8200-100- BatchId											
								Total Invoice Amount	1,876 85	Check	

Direct Vendor MT SHASTA SPRING WATER (000036/1) 1878 TWIN VIEW BLVD REDDING, CA 96003-1501											
2021/22	04/14/22		WATER SERV	118157	05/06/22	Audit		49 95		49 95	
2022 (001247) 01-001-0000-2700-4510-0000-2700-100-											
2021/22	05/06/22		WATER SERV	124891	05/06/22	Audit		19 50		19 50	
2022 (003223) 01-001-0000-0000-4510-0000-3600-100-											
2021/22	05/06/22		WATER SERV	124893	05/06/22	Audit		12 75		12 75	
2022 (001247) 01-001-0000-2700-4510-0000-2700-100-											
								Total Invoice Amount	82 20	Check	

Direct Vendor MTN VALLEY SP ED JPA (000934/1) 10140 OREGON TRL REDDING, CA 96003											
2021/22	05/04/22		SPED SERVC	INV22-00147	05/06/22	Audit		38,520 41		38,520 41	
2022 (004218) 01-001-0000-3140-5801-0000-3140-100- 2022 (006370) 01-001-3212-0000-5801-1110-3140-000- 2022 (004951) 01-001-6500-0000-5801-5001-2110-100- 2022 (005189) 01-001-6500-0200-5801-5760-1110-100- 2022 (005162) 01-001-6500-0200-5805-7110-1110-100-											
								Total Invoice Amount	38,520 41	Check	

Direct Vendor NINJA COALITION INV (000989/1) 215 LAKE VLVD SUITE 824 REDDING, CA 96003										
2021/22	03/07/22		NINJA GYM	1007	05/06/22	Audit		23,000 00		23,000 00

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025935, Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 05/06/2022 - 05/12/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor NINJA COALITION INV (000989/1) (continued)										
2021/22	03/07/22		NINJA GYM	1007 (continued)	05/06/22	Audit		(continued)		
		2022 (006435)	01-001-3215-0000-5801-1110-1000-000-							
Total Invoice Amount								23,000 00	Check	
Direct Vendor NORTH STATE GROCERY, INC (000476/1) P O BOX 439 COTTONWOOD, CA 96022										
2021/22	04/25/22		MILK	003401311399	05/06/22	Audit		8 37		8 37
		2022 (004765)	01-060-0000-1573-4710-0001-3700-LC1-							
2021/22	05/09/22		MILK	003402311962	05/09/22	Audit		19 97		19 97
		2022 (004765)	01-060-0000-1573-4710-0001-3700-LC1-							
Total Invoice Amount								28 34	Check	
AP Vendor OFFICE DEPOT, INC (000091/4) PO BOX 29248 PHOENIX, AZ 85038-9248										
2021/22	04/01/22	R4822-00317	OFFICE SUPPLIES	237453702001	05/06/22	Audit		55 32		55 32
		2022 (001247)	01-001-0000-2700-4510-0000-2700-100- Batchld				Check Date	PO# P4822-00317	Register #	
F	2021/22	04/01/22	R4822-00317	OFFICE SUPPLIES	237454520001	05/06/22	Audit	13 93		13 93
		2022 (001247)	01-001-0000-2700-4510-0000-2700-100- Batchld				Check Date	PO# P4822-00317	Register #	
2021/22	04/05/22	R4822-00319	OFFICE SUPPLIES	237660314001	05/06/22	Audit		795 10		795 10
		2022 (001242)	01-020-0000-2700-4510-0000-2700-100- Batchld				Check Date	PO# P4822-00319	Register #	
F	2021/22	04/05/22	R4822-00319	OFFICE SUPPLIES	237662474001	05/06/22	Audit	126 96		126 96
		2022 (001242)	01-020-0000-2700-4510-0000-2700-100- Batchld				Check Date	PO# P4822-00319	Register #	
F	2021/22	04/05/22	R4822-00320	INST MATERIAL	238507049001	05/06/22	Audit	62 58		62 58
		2022 (001159)	01-020-1100-2420-4310-0000-2420-100- Batchld				Check Date	PO# P4822-00320	Register #	
F	2021/22	04/07/22	R4822-00335	INST MATERIAL	234578056001	05/06/22	Audit	991 79		991 79
		2022 (001162)	01-020-1100-0000-4310-1110-1000-100- Batchld				Check Date	PO# P4822-00335	Register #	
2021/22	04/07/22	R4822-00309	OFFICE SUPPLIES	235080077001	05/06/22	Audit		170 49		170 49
		2022 (001257)	01-050-0000-2700-4510-0000-2700-100-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025935, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register

Scheduled 05/06/2022 - 05/12/2022										Bank Account COUNTY - County
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	OFFICE DEPOT, INC (000091/4)		(continued)						(continued)	
				BatchId		Check Date		PO# P4822-00309	Register #	
F	2021/22	04/07/22	R4822-00309	OFFICE SUPPLIES	235116090001	05/06/22	Audit	17 15		17 15
			2022 (001257)	01-050-0000-2700-4510-0000-2700-100-						
				BatchId		Check Date		PO# P4822-00309	Register #	
F	2021/22	04/07/22	R4822-00305	INST MATERIAL	235334197001	05/06/22	Audit	24 89		24 89
			2022 (001188)	01-050-1100-0000-4310-1110-1000-100-						
				BatchId		Check Date		PO# P4822-00305	Register #	
F	2021/22	04/07/22	R4822-00304	INST MATERIAL	235371968001	05/09/22	Audit	76 27		76 27
			2022 (001208)	01-050-6500-0201-4310-5760-1120-100-						
				BatchId		Check Date		PO# P4822-00304	Register #	
	2021/22	04/11/22	R4822-00305	INST MATERIAL	2353223557001	05/06/22	Audit	54 70		54 70
			2022 (001188)	01-050-1100-0000-4310-1110-1000-100-						
				BatchId		Check Date		PO# P4822-00305	Register #	
F	2021/22	04/19/22	R4822-00333	INST MATERIAL	240496738001	05/06/22	Audit	111 21		111 21
			2022 (001189)	01-050-1100-2420-4310-1110-1000-100-						
				BatchId		Check Date		PO# P4822-00333	Register #	
	2021/22	04/19/22	R4822-00308	INST MATERIAL	240518369001	05/11/22	Audit	868 69		868 69
			2022 (001188)	01-050-1100-0000-4310-1110-1000-100-						
				BatchId		Check Date		PO# P4822-00308	Register #	
	2021/22	04/20/22	R4822-00333	INST MATERIAL	240489743001	05/06/22	Audit	213 19		213 19
			2022 (001189)	01-050-1100-2420-4310-1110-1000-100-						
				BatchId		Check Date		PO# P4822-00333	Register #	
F	2021/22	04/20/22	R4822-00334	INST MATERIAL	240502423001	05/06/22	Audit	246 09		246 09
			2022 (001189)	01-050-1100-2420-4310-1110-1000-100-						
				BatchId		Check Date		PO# P4822-00334	Register #	
F	2021/22	04/20/22	R4822-00308	INST MATERIAL	240521993001	05/11/22	Audit	39 54		39 54
			2022 (001188)	01-050-1100-0000-4310-1110-1000-100-						
				BatchId		Check Date		PO# P4822-00308	Register #	
	2021/22	04/20/22	R4822-00308	INST MATERIAL	240521996001	05/11/22	Audit	565 84		565 84
			2022 (001188)	01-050-1100-0000-4310-1110-1000-100-						
				BatchId		Check Date		PO# P4822-00308	Register #	
Total Invoice Amount								4,433 74	Check	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025935, Page Break by Check/Advice? = N, Zero? = Y)

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Scheduled 05/06/2022 - 05/12/2022 Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			ORIENTAL TRADING CO (000603/1) P O BOX 2308 OMAHA, NE 68103-2308							
F	2021/22	04/02/22	R4822-00306	PBIS REWARDS	715968074-01	05/06/22	Audit	73 97		73 97
			2022 (004782) 01-050-0000-0950-4310-1110-1000-LC2- Batchld							
							Check Date	PO# P4822-00306	Register #	
Total Invoice Amount								73 97	Check	

Direct Vendor			PACIFIC GAS AND ELECTRIC CO (000007/1) BOX 997300 SACRAMENTO, CA 95899-7300							
	2021/22	05/09/22		ELECTRIC APRIL	05092022	05/12/22	Audit	1,888 30		1,888 30
			2022 (001307) 01-001-0000-8260-5510-0000-8200-000- Batchld							
Total Invoice Amount								1,888 30	Check	

AP Vendor			PRO-ED, INC (000808/1) PO BOX 679029 DALLAS, TX 75027							
F	2021/22	04/05/22	R4822-00316	INST MATERIAL	2934315	05/06/22	Audit	92 63		92 63
			2022 (001155) 01-001-6500-3120-4310-5001-3120-100- Batchld							
							Check Date	PO# P4822-00316	Register #	
Total Invoice Amount								92 63	Check	

Direct Vendor			PRODUCERS DAIRY (000203/1) PO BOX 1231 FRESNO, CA 93715-1231							
	2021/22	04/18/22		FOOD	6352210893	05/06/22	Audit	373 98		373 98
			2022 (001890) 13-001-5310-0000-4710-0000-3700-000- Batchld							
	2021/22	04/18/22		FOOD	6352210894	05/06/22	Audit	293 53		293 53
			2022 (001890) 13-001-5310-0000-4710-0000-3700-000- Batchld							
	2021/22	04/21/22		FOOD	63522111125	05/06/22	Audit	243 35		243 35
			2022 (001890) 13-001-5310-0000-4710-0000-3700-000- Batchld							
	2021/22	04/21/22		FOOD	6352211126	05/06/22	Audit	355 15		355 15
			2022 (001890) 13-001-5310-0000-4710-0000-3700-000- Batchld							
	2021/22	04/25/22		FOOD	6352211560	05/06/22	Audit	315 11		315 11
			2022 (001890) 13-001-5310-0000-4710-0000-3700-000- Batchld							
	2021/22	04/25/22		FOOD	6352211561	05/06/22	Audit	293 71		293 71

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025935, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE **ONLINE**

Scheduled 05/06/2022 - 05/12/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		PRODUCERS DAIRY (000203/1)			(continued)					(continued)
2021/22	04/25/22		FOOD	6352211561 (continued)	05/06/22	Audit		(continued)		
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	04/28/22		FOOD	6352211897	05/06/22	Audit		355 15		355 15
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	04/28/22		FOOD	6352211898	05/06/22	Audit		254 32		254 32
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	05/02/22		FOOD	6352212231	05/10/22	Audit		359 78		359 78
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	05/02/22		FOOD	6352212232	05/10/22	Audit		239 90		239 90
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	05/05/22		FOOD	6352212568	05/10/22	Audit		339 78		339 78
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	05/05/22		FOOD	6352212579	05/10/22	Audit		417 99		417 99
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								3,841 75	Check	
Direct Vendor		PROFESSIONAL EXTERMINATORS (000403/1) PO BOX 991507 REDDING, CA 96099								
2021/22	04/20/22		PEST CONTROL	68460	05/06/22	Audit		45 00		45 00
	2022	(004214)	01-020-0000-8110-5801-0000-8110-100-							
Total Invoice Amount								45 00	Check	
Direct Vendor		PROPACIFIC FRESH (000491/1) P O BOX 1069 DURHAM, CA 95938								
2021/22	04/22/22		PRODUCE	6929538	05/06/22	Audit		820 70		820 70
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2021/22	04/29/22		PRODUCE	6930902	05/06/22	Audit		831 64		831 64
	2022	(001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								1,652 34	Check	
Direct Vendor		QUALITY SAW & MOWER (000053/1) 2901 DOUGLAS ST ANDERSON, CA 96007								
2021/22	04/28/22		MAINT SUPPLIES	56737	05/06/22	Audit		48 20		48 20
	2022	(001245)	01-020-0000-8110-4510-0000-8110-100-							
						24 10				

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025935, Page Break by Check/Advice? = N, Zero? = Y)

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Scheduled 05/06/2022 - 05/12/2022 **Bank Account COUNTY - County**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor QUALITY SAW & MOWER (000053/1) (continued)										
2021/22	04/28/22		MAINT SUPPLIES	56737 (continued)	05/06/22	Audit		(continued)		
		2022 (001255)	01-050-0000-8110-4510-0000-8110-100-			24 10				
Total Invoice Amount								48 20	Check	

AP Vendor RED BLUFF FLOORS (000876/1) 406 WALNUT RED BLUFF, CA 96080										
F	2021/22	04/14/22	R4822-00296	FLOOR INSTALLATION - NORTH	01724	05/09/22	Audit	8,426 19		8,426 19
			2022 (001325)	01-050-8150-0000-5630-0000-8110-LC2-BatchId						
Total Invoice Amount								8,426 19	Check	

AP Vendor REDDING PRINTING COMPANY, INC (000829/1) 1130 CONTINENTAL STREET REDDING, CA 96001										
F	2021/22	04/19/22	R4822-00329	DIPLOMA COVERS	17067	05/09/22	Audit	205 92		205 92
			2022 (001162)	01-020-1100-0000-4310-1110-1000-100-BatchId						
Total Invoice Amount								205 92	Check	

Direct Vendor RYAN'S LAWN CARE (000526/5) 3873 WOLVERINE DR REDDING, CA 96001										
	2021/22	04/03/22		LAWN SERV	2176	05/09/22	Audit	375 00		375 00
			2022 (004214)	01-020-0000-8110-5801-0000-8110-100-						
	2021/22	04/16/22		LAWN SERV	2180	05/09/22	Audit	750 00		750 00
			2022 (004214)	01-020-0000-8110-5801-0000-8110-100-			375 00			
			2022 (004217)	01-050-0000-8110-5801-0000-8110-100-			375 00			
	2021/22	04/23/22		LAWN SERV	2182	05/09/22	Audit	750 00		750 00
			2022 (004214)	01-020-0000-8110-5801-0000-8110-100-			375 00			
			2022 (004217)	01-050-0000-8110-5801-0000-8110-100-			375 00			
	2021/22	04/30/22		LAWN SERV	2184	05/09/22	Audit	750 00		750 00
			2022 (004212)	01-020-0000-2420-5801-1110-1000-LC1-			375 00			
			2022 (004217)	01-050-0000-8110-5801-0000-8110-100-			375 00			
	2021/22	05/07/22		LAWN SERV	2193	05/09/22	Audit	750 00		750 00
			2022 (004214)	01-020-0000-8110-5801-0000-8110-100-			375 00			

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 025935, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register

Scheduled 05/06/2022 - 05/12/2022 Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			RYAN'S LAWN CARE (000526/5) (continued)							(continued)
2021/22	05/07/22		LAWN SERV	2193 (continued)	05/09/22	Audit		(continued)		
		2022 (004217)	01-050-0000-8110-5801-0000-8110-100-			375 00				
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			2022 (006377)	01-001-0000-0000-4510-0000-3140-100-						
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						Total Invoice Amount		570 34	Check	
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	2021/22	04/30/22		CREDIT MEMO	234528	05/09/22	Audit	110 00-		110 00-
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			2022 (001254)	01-001-0000-8210-4510-0000-8200-100-						
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			2022 (001254)	01-001-0000-8210-4510-0000-8200-100-						
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			2022 (002056)	01-020-6010-0000-5101-1110-4100-100-						
	2021/22	04/27/22		PROJECT SHARE	INV22-01672	05/09/22	Audit	16,912 53		16,912 53
			2022 (002056)	01-020-6010-0000-5101-1110-4100-100-						
	2021/22	04/27/22		PROJECT SHARE	INV22-01673	05/09/22	Audit	45,054 94		45,054 94
			2022 (002056)	01-020-6010-0000-5101-1110-4100-100-						

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

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Scheduled 05/06/2022 - 05/12/2022 Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
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		2022 (002059)	01-050-6010-0000-5101-1110-4100-100-								
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		2022 (002059)	01-050-6010-0000-5101-1110-4100-100-								
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		2022 (004128)	01-020-0100-2209-4310-1110-1000-LC2-BatchId				Check Date	PO# P4822-00257	Register #		
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		2022 (004128)	01-020-0100-2209-4310-1110-1000-LC2-BatchId				Check Date	PO# P4822-00257	Register #		
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		2022 (004128)	01-020-0100-2209-4310-1110-1000-LC2-BatchId				Check Date	PO# P4822-00257	Register #		
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		2022 (004128)	01-020-0100-2209-4310-1110-1000-LC2-BatchId				Check Date	PO# P4822-00257	Register #		
Total Invoice Amount								75 45	Check		

AP Vendor			SIERRA PRINTING (000058/1) PO BOX 619 COTTONWOOD, CA 96022-0619								
F	2021/22	03/29/22	R4822-00303	REQ FOR PURCHASE FORMS	16363	05/09/22	Audit	95 45		95 45	
			2022 (001247)	01-001-0000-2700-4510-0000-2700-100-BatchId			Check Date	PO# P4822-00303	Register #		
Total Invoice Amount								95 45	Check		

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2021/22	05/01/22		SPEECH SERV	20387973	05/09/22	Audit		1,023 75		1,023 75
2022 (002528) 01-001-6500-0204-5805-5760-1180-100-										

Total Invoice Amount 1,023 75 Check

Direct Vendor STATE OF CALIFORNIA DEPARTMENT OF JUSTICE (000111/1) ACCOUNTING OFFICE PO BOX 944255 SACRAMENTO, CA 94244-2550										
2021/22	05/04/22		FINGERPRINTS	577692	05/09/22	Audit		81 00		81 00
2022 (001360) 01-001-0000-7207-5801-0000-7200-000-										

Total Invoice Amount 81 00 Check

AP Vendor STEWART SIGNS (000628/1) 2201 CANTU COURT SUITE 215 SARASOTA, FL 34232-6255										
F	2021/22	04/14/22	R4822-00337	MARQUEE REPAIR	216441	05/09/22	Audit	1,502 95		1,502 95
2022 (001244) 01-020-0000-8200-4510-0000-8200-100-										

BatchId Check Date PO# P4822-00337 Register #

Total Invoice Amount 1,502 95 Check

Direct Vendor SYSCO FOOD SVCS OF SACRAMENTO (000169/1) PO BOX 138007 SACRAMENTO, CA 95813-8007										
2021/22	04/07/22		FOOD	331663922	05/09/22	Audit		695 54		695 54
2022 (001889) 13-001-5310-0000-4510-0000-3700-000-11 42										
2022 (001890) 13-001-5310-0000-4710-0000-3700-000-359 02										
2022 (001891) 13-001-5310-0000-4790-0000-3700-000-325 10										
2021/22	04/14/22		FOOD	331674433	05/09/22	Audit		737 60		737 60
2022 (001890) 13-001-5310-0000-4710-0000-3700-000-										
2021/22	04/21/22		FOOD	331683898	05/09/22	Audit		869 31		869 31
2022 (001890) 13-001-5310-0000-4710-0000-3700-000-761 45										
2022 (001891) 13-001-5310-0000-4790-0000-3700-000-107 86										
2021/22	04/28/22		FOOD	331693127	05/09/22	Audit		793 48		793 48
2022 (001890) 13-001-5310-0000-4710-0000-3700-000-445 97										

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor SYSCO FOOD SVCS OF SACRAMENTO (000169/1) (continued) (continued)										
2021/22	04/28/22		FOOD	331693127 (continued)	05/09/22	Audit		(continued)		
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								Total Invoice Amount	3,095 93	Check
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2021/22	04/21/22		TRANSP SUPPLIES	046627	05/06/22	Audit		18 30		18 30
		2022 (003199)	01-001-0000-0000-4606-0000-3600-000-							
								Total Invoice Amount	18 30	Check
Direct Vendor TEHAMA CO LOCK AND SECURITY ANDERSON LOCK & SAFE (000229/1) 1015 Walnut St RED BLUFF, CA 96080										
2021/22	04/12/22		COPY KEYS	45782	05/09/22	Audit		36 41		36 41
		2022 (001244)	01-020-0000-8200-4510-0000-8200-100-							
2021/22	05/03/22		REKEY MASTER	45902	05/09/22	Audit		134 10		134 10
		2022 (001244)	01-020-0000-8200-4510-0000-8200-100-							
								Total Invoice Amount	170 51	Check
Direct Vendor THE DANIELSON COMPANY (000495/1) 435 SOUTHGATE COURT CHICO, CA 95928										
2021/22	04/08/22		FOOD	275605	05/09/22	Audit		1,160 92		1,160 92
		2022 (001890)	13-001-5310-0000-4710-0000-3700-000-			1,028 71				
		2022 (001891)	13-001-5310-0000-4790-0000-3700-000-			132 21				
2021/22	04/22/22		FOOD	276584	05/09/22	Audit		2,036 41		2,036 41
		2022 (001890)	13-001-5310-0000-4710-0000-3700-000-			1,951 95				
		2022 (001891)	13-001-5310-0000-4790-0000-3700-000-			84 46				
2021/22	04/29/22		FOOD	277158	05/09/22	Audit		2,315 30		2,315 30
		2022 (001890)	13-001-5310-0000-4710-0000-3700-000-							
								Total Invoice Amount	5,512 63	Check
Direct Vendor TOTAL COMPENSATION SYSTEMS INC (000794/1) 5655 LINDERO CANYON ROAD SUITE #223 WESTLAKE VILLAGE, CA 91362										

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

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Payment Register

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			TOTAL COMPENSATION SYSTEMS INC (000794/1) (continued)							
2021/22	05/06/22		ACTUARIAL REPORT	10463	05/09/22	Audit		2,115 00		2,115 00
		2022 (001358)	01-001-0000-7200-5801-0000-7200-000-							
Total Invoice Amount								2,115 00	Check	
Direct Vendor			TRI-COUNTIES BANK (000371/2) P O BOX 60532 CITY OF INDUSTRY, CA 91716-0532							
2021/22	04/15/22		FOOD/SUPPLIES	104200314	05/09/22	Audit		181 82		181 82
		2022 (004764)	01-060-0000-1573-4510-0001-2700-LC1-					71 35		
		2022 (004765)	01-060-0000-1573-4710-0001-3700-LC1-					110 47		
2021/22	04/29/22		FOOD/SUPPLIES	582119823457044	05/09/22	Audit		187 35		187 35
		2022 (004764)	01-060-0000-1573-4510-0001-2700-LC1-					14 12		
		2022 (004765)	01-060-0000-1573-4710-0001-3700-LC1-					173 23		
Total Invoice Amount								369 17	Check	
Direct Vendor			US BANK EQUIPMENT FINANCE (000558/1) P O BOX 790448 ST LOUIS, MO 63179-0448							
2021/22	04/25/22		COPIERS	470947268	05/10/22	Audit		3,345 74		3,345 74
		2022 (001312)	01-020-1100-1120-5610-1110-1000-100-					1,672 87		
		2022 (001321)	01-050-1100-1120-5610-1110-1000-100-					1,672 87		
Total Invoice Amount								3,345 74	Check	
Direct Vendor			VALLEY WEST ACE HARDWARE (000241/1) 20639 GAS POINT RD COTTONWOOD, CA 96022							
2021/22	04/08/22		MAINT SUPPLIES	073795	05/10/22	Audit		60 39		60 39
		2022 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2021/22	04/08/22		MAINT SUPPLIES	073798	05/10/22	Audit		116 84		116 84
		2022 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2021/22	04/15/22		MAINT SUPPLIES	073884	05/10/22	Audit		23 78		23 78
		2022 (001255)	01-050-0000-8110-4510-0000-8110-100-							
2021/22	04/19/22		MAINT SUPPLIES	073912	05/10/22	Audit		32 16		32 16
		2022 (001255)	01-050-0000-8110-4510-0000-8110-100-							
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		2022 (001255)	01-050-0000-8110-4510-0000-8110-100-							

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ESCAPE ONLINE

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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
Direct Vendor	VALLEY WEST ACE HARDWARE (000241/1)		(continued)						(continued)		
2021/22	04/26/22		MAINT SUPPLIES	073968	05/10/22	Audit		10 71		10 71	
	2022 (001255)	01-050-0000-8110-4510-0000-8110-100-									
2021/22	04/28/22		MAINT SUPPLIES	073982	05/10/22	Audit		22 33		22 33	
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-									
2021/22	04/28/22		MAINT SUPPLIES	073996	05/10/22	Audit		10 37		10 37	
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-									
2021/22	04/28/22		MAINT SUPPLIES	073997	05/10/22	Audit		5 13		5 13	
	2022 (001245)	01-020-0000-8110-4510-0000-8110-100-									
Total Invoice Amount								296 91	Check		
Direct Vendor	WELCH ENTERPRISES (000762/1)		P O BOX 494583								
	REDDING, CA 96049										
2021/22	04/29/22		PORTABLE TOLIET	14953	05/10/22	Audit		437 18		437 18	
			RENTAL- SPRING								
			SPORTS								
	2022 (001316)	01-001-0000-8200-5610-0000-8200-100-									
Total Invoice Amount								437 18	Check		

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	312,140 04	4,131,477 38	3,819,337 34
13	17,279 74	106,129 39	88,849 65
Total	329,419 78		

**Shasta County's
Countywide UPK
Implementation Plan**

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Focus Area A

Vision and Coherence

Focus Area A: Vision and Coherence

In order to provide equity of access for all students and their families, it is vital for the LEA, in partnership with early learning and care programs, to develop a coherent educational system that begins with UPK, includes access to TK and other options for all four-year-old children, and provides nine hours of programming per day through a combination of instructional time and extended learning and care opportunities for those families who choose this option

In planning for UPK, consider how the LEA's administrative structure will support school leadership in building connections between them and expanded learning programs as well as early learning and care programs (CSPP, Head Start, other subsidized or privately administered preschool and child care programs) to provide UPK programming and before school and after-school, intersession, and summer learning and care

RECOMMENDED PLANNING QUESTIONS

The CDE recommends LEAs prioritize these questions as part of their UPK Plan in addition to required questions.

- 1 What is the LEA's vision for UPK? Universal PreKindergarten is a system of early learning and care organizations and programs that have a coordinated approach in offering access to full-day, full-year, high quality early learning and care programs for all young children in our county.**

Shasta County seeks to set children on a trajectory of lifelong success by investing in early and equitable learning experiences by providing a range of cohesive, developmentally appropriate, early learning and care options, led by highly trained staff, that meet the needs of parents, guardians, and caregivers¹

- 2 RR In addition to TK, what service delivery models will be integrated to offer UPK programming, including the nine hours of total extended learning and care programming around the TK instructional time for families that opt in? In developing this component of the plan, LEAs should include partners such as CSPP, Head Start, and other early learning and care providers to ensure local services and funding are maximized and coordinated in response to parental needs and choice.**

A variety of different service delivery models and funding streams will be utilized to ensure nine hours a day are offered at each site implementing TK throughout Shasta County

¹ "Att-22 UPK Planning and Implementation Guidance - California " 14 Feb 2022, <https://www.cde.ca.gov/ci/gs/em/documents/upkpguidance.docx> Accessed 30 Apr 2022

CSPP: The SCOE will operate full/part-day CSPP classrooms on 17 district campuses. In addition to the eligible students enrolled full-day (9 + hours), the full-day classes can be used for families needing longer hours. Eligible students enrolled in TK during the school day may enroll in a CSPP classroom in the afternoon. In addition, part-day CSPP classes will be offered to eligible students to wrap with a TK program in the late afternoon (2:30 pm-5:30 pm) to meet the needs of families. In addition:

- Head Start will operate extended day classrooms on district campuses/attendance areas
- Project Share will operate on district campuses and serves students enrolled in TK before and after school to create a 9+ hour day for families needing extended care
- District Afterschool: Some districts will operate their own after-school program and serve students enrolled in TK, to meet the needs of families

3 Describe the planned administrative structure that will support and monitor the UPK program and facilitate connections with the ELO-P as well as non-LEA-administered early learning and care programs that will support the extended learning components of UPK.

Staff: Both SCOE & LEAs will have staff dedicated to UPK implementation. This includes those positions suggested in Volume 2 of the UPK Planning and Implementation Guidance.

Support UPK Workgroups We will meet and work together regularly using existing and new workgroup structures. The Shasta County UPK Workgroup includes all partners necessary to provide a wide range of UPK options for families in our communities. Our multi-functional LPC serves as this workgroup. In addition, we have a special UTK-Focused Workgroup for LEA district superintendents, county office of education executive and director level staff, state preschool directors, early childhood education and special education staff, as well as representatives from after school and other ELO programs.

Bridge ELC & LEA System SCOE will help bridge the ELC and LEA system to support all children and families through high-quality ELC. In part this will be accomplished by using the following strategies:

- Connect LEAs with early and expanded learning program partners such as Head Start providers, California State Preschool Programs (CSPP), and other extended learning and care providers in proximity to the LEA to

identify options for early and expanded learning opportunities that meet family needs

- Support collaboration between UPK and ELO-P partners to work together to define a cohesive and comprehensive plan at both the COE and the LEA
- Provide differentiated and individualized TA to LEAs by providing reference materials that clearly define and articulate options that are available for families beyond instruction time for four-year-old children and share promising practices for how to braid or blend funding
- Offer local information and one-on-one TA sessions with LEAs on UPK, TK, CSPP, and ELO-P

~~4 Identify and assign each individual that will be responsible for key functions pertaining to implementing UPK (for example, academic or educational services, early childhood, facilities, human resources and labor, special education, English learner or multilingual programs, partnerships, including early learning and care and ELO-P, assessment and data collection, professional learning, workforce recruitment and preparation support, or others). [open response]~~

~~5 Identify how UPK leadership will be integrated in the decision-making process at the executive or cabinet level. [open response]~~

6 Describe how the LEA's proposed UPK model will be integrated with the district's LCAP. [open response]

Over the next 3 years, SCOE will support LEAs to implement a UPK plan that aligns with, compliments, and yields results toward the LEAs broader goals SCOE will also provide TA for LEAs to integrate UPK into their LCAP This will include LCAPs addressing UPK as a

- Strategy for addressing and improving student outcomes in state and local priority areas
- Approach to engage families and center family needs, and
- Way to foster P-3 alignment

- 7 **Describe how the LEA plans to ensure the inclusion of students with disabilities in UPK classrooms and who will be involved in the process. [open response]**

All LEAs will follow IDEA Part B and C regulations and requirements. In addition

Part B We will be using California's MTSS framework to provide the structure needed to achieve inclusive, equitable, and positive learning environments for every child in our UPK settings. We will braid numerous state, regional, county, district, school, family, and community resources to provide UPK sites the support they need to address each student's academic, behavioral, and social-emotional learning through a continuum of support that is universally designed and differentiated to meet the needs of the whole child.

Using MTSS provides strategies to promote access and participation including

- Removal of physical and structural barriers
- Multiple and varied formats for instruction and learning
- Training for providers and parents
- QCC and SPED mentor coaching
- Strategies and modifications to promote learning from making simple changes to the environment and materials to helping a child use specialized equipment
- Embedded instruction and other naturalistic interventions
- Scaffolding strategies and tiered models of instruction

- ~~8 RR Describe how the LEA plans to support sites in building connections between them and ELO-P, as well as early learning and care partners. [open response]~~

REQUIRED QUESTIONS

CDE will be requiring this information to be completed after the plan is presented to the governing board.

- 1 **Which of the following model(s) of service delivery does the LEA plan to implement for UPK for all four-year-old children, including classes fully inclusive of children with disabilities, to provide access to the least restrictive environment for learning? [select all that apply]**

A *Focus Area A Vision and Coherence Survey* was distributed to all our county LEAs to determine the models of service delivery they plan to implement for UPK for all four-year-old children, including classes fully inclusive of children with disabilities, to provide access to the least restrictive environment for learning. Survey respondent answers were added to SCOE's response to create a comprehensive answer for Shasta County's UPK Countywide Plan.

Survey results show service delivery models across our County will vary from LEA to LEA. Most plan to offer stand-alone TK classrooms at all sites. Some will offer TK/K combination classes. Those LEAs that have CSPP and Head Start stand-alone classes will continue to offer those. Only one LEA with a CSPP on campus is planning to offer a CSPP/TK combo class.

- a TK offered at all sites
- b TK offered at some sites
- c TK stand-alone classes
- d TK and kindergarten combination classes
- e CSPP and TK combination classes (CSPP funding and ADA funding)
- f Locally-funded preschool and TK combination classes
- g CSPP stand-alone classes
- h Head Start stand-alone classes
- i Other [describe, open response]

2 Does the LEA plan to implement full-day TK, part-day TK, or both? [select one]

A *Focus Area A Vision and Coherence Survey* was distributed to all our county LEAs to determine if they plan to implement full-day TK, part-day TK, or both. Survey results indicate that none of the LEAs participating in the county-wide UPK planning intends to operate solely part-day TK classes. All but one LEA will offer full-day TK classes and another will offer both full- and part-day

- 3 Describe how the model(s) of service delivery selected in the preceding two questions will be implemented across the LEA's sites and why. [open response]**

Service delivery in Shasta County will vary by LEA. Implementation will be based on existing programs and adjusted as additional TK students are served, facilities are built/retrofitted, and staff are hired/trained. The preference across our county is to offer TK-only classrooms but LEAs recognize the need to shift when resources and infrastructure cannot support that. In addition, the UTK Focused Workgroup members are primed to design their TK spaces to align more closely with preschool environments than with Kindergarten environments. If combo classes are needed at full implementation (2025-2026), at least one LEA, with an on-site preschool, plans to include younger TK students in the CSPP setting and older TK students in the Kindergarten class.

- 4 Does the LEA plan to begin operating a CSPP or expand its current CSPP contract? [select one]**

A *Focus Area A Vision and Coherence Survey* was distributed to all our county LEAs to determine which LEAs plan to begin operating a CSPP or expanding their current CSPP contract. Survey results indicate that most LEAs plan to expand or begin operating CSPPs.

- a Yes - the LEA applied to expand its existing CSPP contract in 2022–23
 - b Yes - the LEA applied for a new CSPP contract in 2022–23
 - c Yes - the LEA will apply to expand its existing CSPP contract in future years (if funding is appropriated by the legislature)
 - d Yes - the LEA plans to apply to administer a CSPP contract in future years (if funding is appropriated by the legislature)
 - e No - the LEA has no plans to begin or expand a CSPP contract in future years
 - f No - the LEA plans to relinquish or reduce CSPP services in future years
- 5 If the LEA answered yes in question four, what age of children does the LEA plan to serve through a CSPP contract? [select all that apply]**

Shasta County LEAs plan to serve three and four-year-olds with their CSPP contracts. Those serving four-year-olds will serve those children regardless of TK enrollment status (i.e. those who are not yet enrolled, who will be enrolled, and who are enrolled in TK).

- a Three-year-old children = 3
- b Four-year-old children who will not be enrolled in TK in the current school year = 3
- c Four-year-old children who will be enrolled in early admittance TK on their fifth birthday but who are not yet enrolled because their birthday does not fall in the range for which LEAs are fully funded to support TK (Note children whose birthdays fall outside of this range can be served in TK at LEA option from the beginning of the school year, but LEAs only generate ADA after the child's fifth birthday) = 2
- d Four-year-old children who are enrolled in TK, including early admittance TK (CSPP would provide extended learning and care in addition to the TK instructional day) = 2

6 Please indicate if the LEA plans to serve students eligible for early admittance TK, for children whose fifth birthday occurs after the enrollment date for the year of implementation (see implementation timeline above)?

A Focus Area A Vision and Coherence Survey was distributed to all our county LEAs to determine if an LEA plans to serve students eligible for early admittance TK. The survey results indicated the number of LEAs that will, won't, and might allow early TK admittance varies for each year. One LEA will offer early admittance across all three years while another will not allow early admittance across all three years. Most LEAs said "Maybe" to at least one year of early admittance which seems to be tied to the availability of space and staff.

- a 2022–23 (Birthdays February 3 or after) [select one]
 - i Yes = 3
 - ii No = 2
 - iii Maybe = 7
- b 2023–24 (Birthdays April 3 or after) [select one]
 - i Yes = 1
 - ii No = 2
 - iii Maybe = 9
- c 2024–25 (Birthdays June 3 or after) [select one]

- I Yes = 1
- II No = 2
- III Maybe = 9

Focus Area B

Community Engagement and Partnerships

Focus Area B: Community Engagement and Partnerships

To successfully implement UPK and create a P–3 continuum, LEAs will need to cultivate relationships and collaborate with both internal and external partners

RECOMMENDED PLANNING QUESTIONS

The CDE recommends LEAs prioritize these questions as part of their UPK Plan in addition to the required questions below.

- 1 **How does the LEA's UPK Plan prioritize parental needs and choices? [open response]**

Shasta County's UPK Plan will prioritize parental needs and choices in three ways

Asking Parents about Needs and Choice The countywide UPK plan includes information about needs and choices collected from our student's parents and guardians. A survey was developed by the SCOE and distributed through school sites, preschool providers, community events, and across social media platforms of Workgroup partners. Results were analyzed by School District boundaries and provided to District and Charter schools.

Develop proactive messaging, outreach, and enrollment: We will effectively spread the word regarding UPK opportunities to our county's families to increase awareness of the choices available to them. The aim is to ensure each family has the information they need to make informed decisions.

LCAP In addition, LEAs will engage the voices of the community to understand family needs and preferences by meeting with them to discuss and provide input on the integration of UPK into their LCAP.

- 2 **How does the LEA plan to meaningfully engage extended learning and care partners in the development of the LEA's UPK Plan? [open response]**

The Shasta County Local Child Care Planning Council (LPC) is the foundational group for our UPK systems development and is considered our Shasta County UPK Workgroup. Many of our extended learning and care partners are members or attend meetings regularly. We use the LPC as a way to share information and engage in conversation regarding UPK. We have engaged our extended learning and care partners in the development of the UPK plan through a variety of modalities including one-on-one conversations, surveys, and group meetings.

- 3 What actions does the LEA plan to take to partner with local R&Rs; LPCs; and existing early education, child care, and expanded learning providers within the LEA's attendance boundary to support parents to access services across LEA-administered and non-LEA-administered programs for extended learning and care and other supports? [open response]**

As information about Universal Pre-Kindergarten began to come from CDE in the latter part of 2021, the Shasta County Office of Education began priming the pump. Information was shared with the LPC, at county-wide District Superintendent meetings, SELPA, and with community partners including First 5 Shasta, Head Start, Shasta College, Project Share (after school), and more. The COE gauged interest in establishing a county-level workgroup and developing a county-level plan.

We decided to meet and work together regularly in two workgroups using existing and new meeting structures. In late 2021, our LPC agenda began to regularly include UPK agenda items and the group commenced acting as the Shasta County UPK Workgroup.

In January 2022, the first UTK-Focused Workgroup meeting was held and has been meeting every other week since. The goal of the Workgroup is to develop a plan that covers multiple LEAs and the majority of the county (at least one LEA has chosen to submit their own application). Members include superintendents, county office of education executive and director level staff, state preschool directors, early childhood education and special education staff, as well as representatives from after school and other ELO programs.

- 4 How does the LEA plan to create or grow partnerships with early learning and care providers serving children with disabilities (including how the LEA plans to collaborate with their SELPA to enroll more children with disabilities in inclusive UPK opportunities)? [open response]**

Our COE and LEAs will continue to grow partnerships with ELC providers including those that serve children with disabilities. Our COE applied for and was awarded an Inclusive Early Education Expansion Program (IEEEP). These grant efforts will be used to help SCOE and SELPA enroll more children with disabilities in inclusive UPK opportunities. This will be accomplished using multiple strategies including the creation of a virtual and physical Central Access Point (CAP) for early childhood services and supports. Through coordinated and co-located services, families will be provided with a comprehensive experience linking them to countywide resources in one location.

Child Find & Systems Coordination Help Me Grow will act as a countywide Child Find and System Coordination framework. All four components of the model will help SCOE and our partners increase the number of children screened for developmental delays, linked to appropriate services, and enrolled in inclusive environments. This includes child health care provider outreach, family and community outreach, Centralized Access Point (CAP), and ongoing data collection and analysis.

Assessment and Service The CAP will provide a place for consolidated assessments for our county's young children. Various assessments will be completed by the Early Connection Transdisciplinary Team (ECTT), an assessment and service team specializing in early childhood. This will help alleviate the burden on our LEAs. It will also allow for a continuum of intensity in assessment by experts in early childhood. We believe this strategy will result in more precise results and greater access to corresponding services including inclusive UPK.

Inclusion Another way we will increase the number of children with disabilities in inclusive UPK is by increasing the inclusive placement options across our county by supporting over 80 QCC sites with grant funding. The professional development system created by this grant will also be open to our TK and K educators.

- 5 ~~Develop sample program schedules that describe how the requirements of the ELO-P will be met for UPK, including the use of ELO-P funds or other fund sources; how they will be combined with the instructional day to offer a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports); and how they will offer a minimum nine-hour summer or intersession day. [open response]~~

REQUIRED QUESTIONS

CDE will be requiring this information be completed and submitted to the CDE after the plan is presented to the governing board.

- 1 Identify which of the following opportunities the LEA implemented to obtain public input on the UPK Plan. [Select all that apply]

Our county's LEAs engaged in the following opportunities to obtain public input on the UPK Plan

- a Parent Teacher Association Meetings
- b Family or parent surveys
- c English Learner Advisory Committee (ELAC)
- d District English Learner Advisory Committee (DELAC)
- e Special Education Local Plan Area (SELPA)
- f School Site Council
- g District Advisory Committee
- h LCAP educational partners input sessions
- i Tribal Community input session
- j Co-hosting events with community-based organizations (CBOs)
- k Hosting meet and greets with the early learning and care community
- l LPC Meetings
- m Local Quality Counts California (QCC) consortia meetings
- n First 5 County Commission meetings
- o Community Advisory Committee (CAC)
- p Head Start Policy Council meetings
- q Collaboration with parent engagement centers (for example, Parent Training and Information Center [PTIC], Community Parent Resource Center [CPRC], Family Empowerment Centers [FEC])
- r Other [describe, open response]

2 Select which programs the LEA plans to combine with the TK instructional day to offer a minimum of nine hours per day of programming (instructional day plus programming) for children whose families opt in for extended learning and care. [select all that apply]

A Focus Area B Community Engagement and Partnerships Survey was distributed to county LEAs to determine which programs they plan to combine with the TK instructional day to offer a minimum of nine hours per day of programming for children whose families opt-in for extended learning and care

Survey results indicate the majority of LEAs will combine the TK instructional day with after-school programs on their school site and while a few will combine with the CSPP. However, all LEAs aim to provide on-site options

- a Expanded learning programs on an LEA site (ASES, 21st Century Community Learning Centers [21st CCLC], ELO-P)
- b Expanded learning programs at a CBO site (ASES, 21st CCLC, ELO-P)
- c CSPP (on an LEA site)
- d CSPP (at a CBO site)
- e LEA- or locally-funded preschool
- f Head Start
- g LEA preschool funded with Title I of the Every Student Succeeds Act funds
- h Other CBO preschool
- i State subsidized child care (not including CSPP)
- j Other [describe, open response]

Focus Area C

Workforce Recruitment and Professional Learning

Focus Area C: Workforce Recruitment and Professional Learning

Based on the projected enrollment and needs described in Focus Area A, LEAs should create a plan to recruit, train, and support the new TK, preschool, early learning and care, and expanded learning staff needed to support full-day early education options for all children the year before kindergarten

(Note All LEAs will need to plan for workforce development considerations as part of this planning work. There is a separate \$100 million allocation for the Prekindergarten Planning and Implementation Grant – Competitive, also known as the Early Education Teacher Development Grant, that will be competitively awarded and is not part of this planning template.)

EC Section 48000(g)(4) specifies that credentialed teachers who are first assigned to a TK classroom after July 1, 2015, have, by August 1, 2023, one of the following

- a At least 24 units in early childhood education, or childhood development, or both
- b As determined by the LEA employing the teacher, professional experience in a classroom setting with preschool age children that is comparable to the 24 units of education described in subparagraph (a)
- c A Child Development Teacher Permit issued by the CTC

EC Section 8295 specifies that teachers in CSPP shall either possess a permit issued by the CTC authorizing service in the care, development, and instruction of children in a child care and development program, or meet the following criteria

- a Possess a current credential issued by the CTC authorizing teaching service in elementary school or a single subject credential in home economics, and
- b Possess twelve units in early childhood education or child development, or both, or two years' experience in early childhood education or a child care and development program

RECOMMENDED PLANNING QUESTIONS

The CDE recommends LEAs prioritize these questions as part of their UPK Plan in addition to required questions below.

- 1 How does the LEA plan to recruit the educators needed to implement its UPK Plan (including CSPP teachers, assistant teachers, TK teachers, and TK teachers' instructional aides and assistants)? [open response]

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Regular recruitment efforts for our LEAs include local advertising and posting on Edjoin. In addition, the COE and many LEAs have hosted and heavily promoted job fairs which have attracted candidates across all grade levels, including preschool (CSPP operated by SCOE) and TK.

Members of our Shasta County UPK Workgroup are creating pathways for CSPP and other early learning and care providers to obtain the required credentials for TK which will help with future recruitment efforts. SCOE and our local First 5 will continue to support our QCC providers to enroll in and complete degrees or teacher preparation programs.

The COE is applying for Early Education Teacher Development Grant funds. All LEAs that participated in the UPK planning efforts are included in these plans.

Information about the Classified School Employee Teacher Credentialing program has been shared with the Local Child Care Planning Council and the Shasta County UPK Workgroup. Incentive opportunities, like that offered through the Golden State Teacher Grant Program, are also being shared with the same groups.

In addition to the strategies above, the COE will be determining how we might support existing early learning and care Career Technical Education (CTE) pathways.

2 How does the LEA plan to partner with CSPP, Head Start, and other early learning and care providers to offer joint professional learning opportunities? [open response]

The Shasta County UPK Workgroup and the Shasta County LPC include CSPP, Head Start, and other early learning and care providers. This group already partners to offer joint professional learning opportunities. They commonly leverage effort and funding to ensure professional learning is available to all of our early learning and care providers. They also meet regularly and information about professional learning opportunities is routinely shared.

In most cases, learning opportunities are open to partners outside of the hosting entity. For example, CSPP professional development events are open to our Head Start partners, our QCNS providers, and other early learning and care providers in Shasta County and counties in our QCC Hub.

Shasta COE plans for UPK professional learning opportunities related to curriculum, assessment, observation, and other topics relevant to pre-Kindergarten will be created with representatives from early childhood and be open to educators and early learning and care providers from all agencies. In

addition, we will be using a Facebook social learning platform to provide asynchronous learning opportunities

3 What is the LEA's planned strategy for providing professional learning for educators across the LEA's P-3 continuum? Plans might include the following: [open response]

Professional learning for educators will occur both by role and by grade, depending on the content. A calendar of professional development will be created and shared with LEAs. Initial sessions will be vertical collaborative opportunities and cover content including the broad aspects of the CA Master Plan for Early Education, county-specific activities included in this implementation plan, developmentally appropriate practice, curriculum options aligned with the preschool learning foundations, as well as learning around ASQs and the DRDP.

Training topics will be selected and prioritized with input from site leaders, principals, TK and K educators as well as early learning and care providers.

The COE will deliver and/or host the majority of professional learning for educators across our P-3 continuum. Some opportunities will be coordinated with outside providers such as CPIN and WestEd. In addition, individual LEAs will host their own workshops specific to the needs of their District. The COE will be available to support those efforts.

- a Who will receive this professional learning?
 - i By role (lead teachers, assistant teachers, administrators, coaches, and so forth)
 - ii By grade (TK staff, kindergarten through third grade staff, on-site preschool staff, off-site preschool staff, and so forth)
- b What content will professional learning opportunities cover?
 - i Effective adult-child interactions
 - ii Children's literacy and language development (aligned with the *California Preschool Learning Foundations* and the *California Preschool Curriculum Frameworks*)
 - iii Children's developing math and science (aligned with the *California Preschool Learning Foundations* and the *California Preschool Curriculum Frameworks*)

- iv Children’s social-emotional development (aligned with the *California Preschool Learning Foundations* and the *California Preschool Curriculum Frameworks*)
 - v Implicit bias and culturally- and linguistically-responsive practice
 - vi Adverse Childhood Experiences (ACEs) and trauma- and healing-informed practice
 - vii Curriculum selection and implementation
 - viii Creating developmentally-informed environments
 - ix Administration and use of child assessments to inform instruction
 - x Support for multilingual learners, including home language development and strategies for a bilingual classroom
 - xi Serving children with disabilities in inclusive settings, including Universal Design for Learning
 - xii Engaging culturally- and linguistically-diverse families
- c How will professional learning be delivered?
- i Coaching and mentoring
 - ii Classroom observations and demonstration lessons with colleagues
 - iii Workshops with external professional development providers
 - iv Internally-delivered professional learning workshops and trainings
 - v Operating an induction program
 - vi Partnerships with local QCC professional learning in CSPP settings
 - vii In mixed groupings (for example, TK and CSPP teachers)
- 4 **How does the LEA plan to facilitate the development of a district early education leadership team (across grade levels and departments) and promote site-based horizontal and vertical articulation (P–3) teams to support student transitions, share strategies, and collaboratively monitor student progress?**

The majority of LEAs included in this countywide plan are small enough to already have leadership teams that cross grades and departments. Inviting and including CSPP teachers and new TK teachers is a natural next step.

REQUIRED QUESTIONS

CDE will be requiring this information be completed after the plan is presented to the governing board.

- 1 **Which of the following strategies does the LEA intend to use to support diverse and effective prospective TK teachers, including multilingual educators, to earn a Multiple Subject Teaching Credential? [select all that apply]**

A Focus Area C Workforce Recruitment and Professional Learning Survey was distributed to all our county LEAs to determine the strategies they intend to use to support diverse and effective prospective TK teachers, including multilingual educators, to earn a Multiple Subject Teaching Credential. Survey respondent answers were added to SCOE's response to create a comprehensive answer for Shasta County's UPK Countywide Plan.

- a Partner with one or more local Institutions of higher education (IHEs) or the COE to help support teachers holding less than a full credential to complete requirements to earn a preliminary Multiple Subject Teaching Credential
- b Apply for a California Classified School Employee Teacher Credentialing Program grant (<https://www.ctc.ca.gov/educator-prep/grant-funded-programs/Classified-Sch-Empl-Teacher-Cred-Prog>) on your own, with your COE, as part of a new collaborative, or by joining an existing Classified grant program to recruit teachers
- c Apply for a California Teacher Residency Grant Program (<https://www.ctc.ca.gov/educator-prep/grant-funded-programs/teacher-residency-grant-program>) on your own, as part of a new collaborative, or by joining an existing Teacher Residency Grant Program to recruit and prepare individuals with a bachelor's degree who want to become teachers in your LEA

- d Join an existing intern preparation program to recruit and prepare teachers for your LEA
- e Join an existing apprenticeship cohort program to recruit and prepare teachers for your LEA
- f Establish a relationship with other local LEAs to establish pathways for high school students interested in a career in CSPP or in P–3 teaching through clubs, registered apprenticeships, or other such early recruitment opportunities
- g Partner with the California Center on Careers to contact registrants who might be interested in becoming teachers for your LEA
- h Provide information on scholarship and grant opportunities to CSPP and other staff interested in providing extended learning and care services
- i Apply for workforce development funding and competitive grant opportunities from the CDE
- j Provide a stipend for tuition and fees for coursework leading to a Multiple Subject Teaching Credential
- k Provide advising on credential requirements and options for how to meet these requirements
- l Collaborate with IHEs to offer unit-bearing coursework at a local LEA site during times that work for teachers and other interested staff members [list IHEs, open response]
- m Partner with a local IHE to provide other services to candidates seeking to earn a Multiple Subject Teaching Credential
- n Partner with a COE to provide other services to candidates seeking to earn a multiple subject credential
- o Other [describe, open response]

The COE will create a workforce capacity pipeline whereby we will engage with potential early educators and identify barriers to obtaining the necessary education/credentials. For those interested in pursuing a career in early education, we will recruit and hire staff to work in CSPP classrooms to build experience while completing their education. Once onboard, we will help staff to develop professional development and education plans that will identify what age/grade level they are interested

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in teaching (UTK, Kindergarten, or 1-3 grade) We will assist in enrolling in the appropriate college courses and help pay for tuition, books, and supplies when needed We will also assist in eliminating other barriers when necessary We will coordinate with the IHE a tutor and/or other support services While working in the CSPP classroom, the staff person will be assigned a mentor and a professional learning group Once staff complete their education, the SCOE will work collaboratively with the IHE & districts/charters to coordinate a Teacher Residency classroom

- p None of the above, the LEA currently has enough Multiple Subject Teaching Credential holders to meet the need for TK educators

2. Which of the following strategies does the LEA intend to employ to support diverse and effective prospective TK teachers, including multilingual educators, to meet the requirements under EC Section 48000(g)(4)? [select all that apply]

A Focus Area C Workforce Recruitment and Professional Learning Survey was distributed to all our county LEAs to determine the strategies they intend to employ to support diverse and effective prospective TK teachers, including multilingual educators, to meet the requirements under EC Section 48000(g)(4) Survey respondent answers were added to SCOE's response to create a comprehensive answer for Shasta County's UPK Countywide Plan

- a Partner with a local IHE offering eligible early childhood education or childhood development coursework
- b Partner with an IHE or COE to operate cohort models for LEA teachers earning 24 units
- c Provide information on scholarship and grant opportunities
- d Apply for workforce development funding and grant opportunities
- e Provide a stipend for tuition, fees, and other programmatic costs associated with obtaining credit-based coursework or a degree
- f Provide a stipend for tuition, fees, and other programmatic costs associated with obtaining a Child Development Teacher Permit
- g Provide advising on requirements and how to meet the requirements
- h Offer unit-bearing IHE coursework at a local LEA site during times that work for teachers

- i Develop or work with an established mentorship program to support new TK teachers
- j Other [describe, open response]
- k None of the above, the LEA currently has enough Multiple Subject Teaching Credential holders who have at least 24 units in early childhood education, or childhood development, or both, professional experience in a classroom setting with preschool-age children that is comparable to the 24 units of education described in subparagraph (a), or a Child Development Teacher Permit issued by the CTC

3 Which of the following strategies does the LEA intend to employ to support diverse and effective prospective CSPP teachers, including multilingual educators, to obtain a Child Development Teacher Permit [select all that apply]

A Focus Area C Workforce Recruitment and Professional Learning Survey was distributed to all our county LEAs to determine the strategies they intend to employ to support diverse and effective prospective CSPP teachers, including multilingual educators, to obtain a Child Development Teacher Permit Survey respondent answers were added to SCOE's response to create a comprehensive answer for Shasta County's UPK Countywide Plan

- a Partner with a local IHE offering eligible early childhood education or childhood development coursework
- b Partner with an IHE or COE to operate cohort models for educators working towards a Child Development Teacher Permit
- c Provide information on scholarship and grant opportunities
- d Apply for workforce development funding and grant opportunities
- e Provide a stipend for tuition, fees, and other programmatic costs associated with obtaining credit-based coursework or a degree
- f Provide a stipend for tuition, fees, and other programmatic costs associated with obtaining a Child Development Teacher Permit
- g Provide advising on requirements and planning for how to meet the Child Development Teacher Permit requirements
- h Offer unit-bearing coursework at a local district site during times that work for teachers

- i Other [describe, open response]

The COE will create a workforce capacity pipeline whereby we will engage with potential early educators and identify barriers to obtaining the necessary education and Child Development Permit. For those interested in pursuing a career in early education, we will recruit and hire staff to work in CSPP classrooms. Once on board, we will help staff to develop professional development and education plans that will identify what age/grade level they are interested in teaching (Infant/Toddler or Preschool). We will assist in enrolling in the appropriate college courses and help pay for tuition, books, and supplies when needed. We will also assist in eliminating other barriers when necessary. We will coordinate with the IHE to provide a tutor and/or other support services. While working in the CSPP classroom, the staff person will be assigned a mentor and a professional learning group. Once staff complete their education, the SCOE will assist them to obtain their Child Development Permit and permanent employment with their desired age group.

- j None of the above, the LEA is not planning to support prospective CSPP educators in obtaining a Child Development Teacher Permit

4 On which child observational assessments does the LEA intend to offer professional learning to TK, CSPP, and other early education teachers during the 2022–23 school year? [select all that apply]

The Shasta County Office of Education will support the collection of and offer professional learning assistance for the ASQ, ASQ-SE, DRDP, and KRS child observation assessments. The KRS is the Kindergarten Readiness Snapshot, a locally developed and validated tool that assesses readiness for Kindergarten. It is used throughout the Northstate region. All LEAs included in this plan will utilize these tools and receive professional development.

- a Ages & Stages Questionnaire (ASQ)
- b BRIGANCE Early Childhood Screen
- c Desired Results Developmental Profile (DRDP)
- d Developmental Reading Assessment (DRA)
- e LEA-based, grade level benchmarks and a report card
- f Teaching Strategies GOLD (TS GOLD)
- g Work Sampling System (WSS)

- h Other = KRS [describe, open response]
- i The LEA does not plan to offer professional learning on child observational assessments

5 On what topics does the LEA intend to offer professional learning regarding early childhood education to site leaders and principals? [select all that apply]

Professional learning for site leaders and principals will be offered in concert with the professional learning opportunities offered by role and by grade

Initial professional development will cover content including the broad aspects of the CA Master Plan for Early Education, county-specific activities included in this implementation plan, developmentally appropriate practice, curriculum options aligned with the preschool learning foundations, as well as learning around ASQs and the DRDP. Content will be prioritized with input from site leaders and principals

Furthermore, site leaders and principals may be offered additional professional development opportunities, as needed through the COE

- a Effective adult-child interactions
- b Children's literacy and language development (aligned with the Preschool Learning Foundations and Frameworks)
- c Children's developing math and science (aligned with the *California Preschool Learning Foundations* and the *California Preschool Curriculum Frameworks*)
- d Children's social-emotional development (aligned with the *California Preschool Learning Foundations* and the *California Preschool Curriculum Frameworks*)
- e Implicit bias and culturally- and linguistically-responsive practice
- f ACEs and trauma- and healing-informed practice
- g Curriculum selection and implementation
- h Creating developmentally-informed environments
- i Administration and use of child assessments to inform instruction

- j Support for multilingual learners, including home language development and strategies for a bilingual classroom
- k Serving children with disabilities in inclusive settings, including Universal Design for Learning
- l Engaging culturally- and linguistically-diverse families
- m Other [describe, open response]
- n Site leaders and principals will not be offered professional learning on early childhood education

Focus Area D

Curriculum, Instruction, and Assessment

Focus Area D: Curriculum, Instruction, and Assessment

It is critical for each LEA and preschool program partner to plan for how they will develop or select curriculum or curricula that are developmentally-informed and aligned with the strengths of all students, including multilingual students and students with disabilities, as well as how they will ensure curricula are implemented with fidelity to support intentional, quality instruction for all students. LEAs and preschool program partners should consider how they will provide coherent, culturally- and linguistically-responsive UPK curriculum or curricula anchored in the *California Preschool Learning Foundations* (<https://www.cde.ca.gov/sp/cd/re/psfoundations.asp>) and the *California Preschool Curriculum Frameworks* (<https://www.cde.ca.gov/sp/cd/re/psframework.asp>) to support the development of skills across the domains outlined in those documents.

RECOMMENDED PLANNING QUESTIONS

The CDE recommends LEAs prioritize these questions as part of their UPK Plan in addition to required questions.

- 1 **Describe how the LEA will develop or select a curriculum for UPK classrooms that aligns with the *California Preschool Learning Foundations* and *California Preschool Curriculum Frameworks*. [open response]**

CSPP classrooms in Shasta County already use CA Preschool Learning Foundations and Curriculum Frameworks

The COE is working with LEAs to review and make recommendations on the appropriate curricula for TK environments. Curriculum experts representing both early childhood and K-12 have teamed up to ensure recommended curricula are aligned with the CA Preschool Learning Foundations and Curriculum Frameworks

- 2 **Describe the intended timeline for curriculum implementation, including steps for piloting and gathering input from UPK teachers, and a process for ensuring curriculum fidelity. [open response]**

The COE queried LEAs in late March 2022 to ascertain curricula currently used and begin efforts to determine alignment with the CA Preschool Learning Foundations and Curriculum Frameworks

A Fair is scheduled in August 2022 to kick off TK expansion and provide participating LEAs with appropriate curriculum options. LEAs will try out different curricula in the 2022-2023 school year and make selections. Final curriculum

selections should be made by 2023-2024 LEAs plan to use classroom observations to ensure curriculum fidelity

- 3 What actions does the LEA plan to take to support effective classroom organization practices and behavior management strategies to ensure a positive learning environment for a diverse population of UPK students?**

All LEAs support classroom organization and behavior management for TK students and older. Specific approaches to including preschool programs are varied and range from informal to formal depending on the LEA. For example, there are plans to (1) extend proprietary frameworks, such as the Pyramid Model, to include all UPK students, and (2) use vertical collaboration activities to create communities of practice around positive learning environments, including extending invitations to preschool educators.

- 4 Describe how classroom practices for UPK (TK and other preschool programs the LEA operates or has on site) will be integrated and aligned.**

To integrate and align classroom practices among UPK educators, LEAs will establish professional learning communities, create space during vertical collaboration meetings to review and discuss, and participate in SCOE-sponsored activities. The first of these activities happened in May 2022 when preschool and TK teachers attended open house classroom tours of high-quality, developmentally appropriate environments for four-year-olds. Highly rated (QCC) CSPP classrooms and the Shasta College Lab Preschool hosted the events.

- ~~**5 What instructional practices does the LEA plan to implement to support children with disabilities in UPK (for example, implementing Universal Design for Learning, providing specialized services in the classroom with peer models, implementing social-emotional strategies such as the Pyramid Model)? [open response]**~~

- 6 What instructional practices does the LEA plan to implement to support the language and overall development of multilingual learners? [open response]**

- 7. How does the LEA plan to assess dual language learners (DLLs) in areas other than English language acquisition?**

The Developmental Desired Results Profile will be used to assess DLL students in all developmental domains

REQUIRED QUESTIONS

CDE will be requiring this information be completed after the plan is presented to the governing board.

- 1 Does the LEA plan to provide any of the following language model(s) for TK students? [select all that apply]

A Focus Area D Curriculum, Instruction, and Assessment Survey was distributed to all our county LEAs to determine if they plan to provide any of the following language model(s) for TK students. A few of our county's district will provide the language models listed below

- a Dual language program with a language allotment² of 50/50 [open response for language offered]
 - b Dual language program with a language allotment of 90/10 [open response for language offered] **RSD**
 - c Dual language program with a language allotment of 80/20 [open response for language offered] **Tree of Life (Spanish)**
 - d Dual language program with a language allotment of 70/30 [open response for language offered]
 - e English-only instruction with home-language support **Black Butte (Spanish), Fall River, Mountain Union, RSD (Spanish), Columbia**
 - f None **Columbia, RSTEM, Grant, HV Primary, North Cow Creek**
 - g Other [describe, open response]
- 2 If the LEA administers CSPP, does it plan to provide any of the following language model(s) for **CSPP students**? [select all that apply]

² The percentage of instructional time spent on the target language and English (e.g., in a 50/50 Spanish/English program, 50% of instructional time is spent on each language)

Results from the *Focus Area D Curriculum, Instruction, and Assessment Survey* indicated that only four district will be using language models for CSPP students Those districts and the models they selected can be found below

- a Dual language program with a language allotment³ of 50/50 [open response for language offered]
 - b Dual language program with a language allotment of 90/10 [open response for language offered]
 - c Dual language program with a language allotment of 80/20 [open response for language offered]
 - d Dual language program with a language allotment of 70/30 [open response for language offered]
 - e English-only instruction with home-language support ***Black Butte (Spanish), Mountain Union, Columbia***
 - f None ***Columbia, Grant***
 - g Other [describe, open response]
- 3 Identify methods the LEA plans to use to support the development of social-emotional learning and executive function skills through specific instruction in these areas and by embedding and reinforcing this instruction in all curriculum areas. [select all that apply]**

All LEAs included in this plan will be offered professional development and implementation assistance for the CSEFEL Pyramid Model SCOE will work directly with WestEd to implement their expand grade pilot of the Pyramid Model Almost LEAs have indicated they will participate in SCOEs planned CSEFEL Pyramid Model activities Those who have not agreed are still deciding whether to participate with SCOE Those LEAs indicate their chosen methods will include at least two of the remaining four areas

- a Provide training for staff on the Center on the Social Emotional Foundations for Early Learning (CSEFEL) Pyramid Model
- b Implement the CSEFEL Pyramid Model in the classroom

³ The percentage of instructional time spent on the target language and English (e.g., in a 50/50 Spanish/English program, 50% of instructional time is spent on each language)

- c Designing developmentally-appropriate learning environments to allow for individual and group activities that promote social-emotional learning and executive function skills (for example, use students' pictures or words in daily routines, feelings charts)
- d Promote learning through play as a context for social and emotional development, including social play with teachers and peers in small or large group settings
- e Use developmental observations to identify children's emerging skills and support their development through daily interactions
- f Development of lesson plans or use of a curriculum that includes specific and targeted social-emotional learning and executive function activities throughout the day of instruction
- g Staff development opportunities encouraging reflective practice and cross-level support for instruction specific to social-emotional learning and executive function skills
- h Offer open-ended, self-directed learning opportunities that foster individual interests and curiosity and new learning

4 What instructional practices does the LEA plan to implement to support children with disabilities in UPK programming? [select all that apply]

A Focus Area D Curriculum, Instruction, and Assessment Survey was distributed to all our county LEAs to determine what instructional practices they plan to implement to support children with disabilities in UPK programming. Those instructional practices are listed below. SCOE will help support these practices by offering professional development to staff through our IEEEP required and recommended training.

- a Implement Universal Design for Learning
- b Provide adaptations to instructional materials
- c Provide specialized services (for example, occupational therapy, physiotherapy, speech and language pathology therapy) in the classroom with peer models
- d Implement social-emotional strategies, such as the Pyramid Model, CSEFEL, and others
- e Provide additional staff to support participation in instruction

f Other [open response]

5 What assessments does the LEA plan to use in TK or kindergarten? [select all that apply]

[Cross-referenced with Focus Area C, Required Question 4]

All LEAs included in this plan will be offered professional development and implementation assistance for the ASQ, ASQ-SE, DRDP, and KRS child observation assessments. The KRS is the Kindergarten Readiness Snapshot, a locally developed and validated tool that assesses readiness for Kindergarten. It is used throughout the Northstate region. The collection of KRS data will be completed by SCOE rather than by LEA staff. Data collected will be shared with parents, teachers, and school and district leadership. Population-level data will also be shared with North State Together our regional cradle to career partners. Most LEAs have indicated they plan to use these assessments.

A handful of LEAs are still deciding which assessments they plan to use. Those LEAs have indicated that, if they choose not to coordinate with the Shasta COE, they are likely to choose BRIGANCE, TS GOLD, or a DRA.

- a ASQ
- b BRIGANCE Early Childhood Screen
- c DRDP
- d DRA
- e LEA-based grade level benchmarks and a report card
- f TS GOLD
- g WSS
- h Other [describe, open response]
- i The LEA does not plan to use a common TK assessment
- j Unsure

Focus Area E

Facilities, Services, and Operations

Focus Area E: LEA Facilities, Services, and Operations

It is critical to ensure that LEA facilities, services, and operations are thoughtfully aligned to support the implementation of UPK and movement towards a P–3 continuum. It is also critical for early education programs currently operating to continue to be a part of California’s mixed-delivery system by creating shared space, blending funding and coordinating service delivery.

For Facilities:

For facilities planning, draw on the Projected Enrollment and Needs Assessment section of this document and the LEA’s Facilities Master Plan. The objectives of this section are to identify the availability of space for UPK, the adequacy of available space to meet the kindergarten facilities standards for meeting the needs of young children, and, if needed, to update the Facilities Master Plan to address any unmet need for developmentally-appropriate space.

RECOMMENDED PLANNING QUESTIONS

The CDE recommends districts prioritize these questions as part of their UPK Plan in addition to required questions.

- 1 **What strategies does the LEA plan to employ to integrate younger children and older children on the same campus and ensure safety and appropriate commingling? [open response]**

The majority of LEAs participating in this county-wide plan, group children according to age/grade and development. TK and K students are generally located together. In some cases, CSPP classrooms are located away from the TK/K classrooms. LEAs are taking advantage of funding offered through the Office of Public School Construction to construct or retrofit facilities and reposition classrooms to group preschool, TK, and K together. Shasta COE provided technical support to LEAs in considering options for placing young children together. In some cases, the technical support has resulted in LEAs completely changing original plans in order to locate similarly aged children together.

- 2 **Describe how the LEA plans to address transportation issues resulting from UPK implementation. [open response]**

According to the results of our *Focus Area E LEA Facilities, Services, and Operations Survey* the majority of LEAs that currently offer bus service plan to extend the service to TK students. Some LEAs may need to adapt current plans to comply with transportation guidelines set forth in their Transportation Safety

Plan as required by the California Education Code Section 39831.3 and safety information and instruction as required by EC Section 39831.5. SCOE will support LEAs to ensure all students can safely ride the school bus with appropriate safety equipment.

Some of our LEAs (ex. charter schools) currently rely on parents and caregivers to transport students to campus and this practice will remain when TK is implemented.

- 3 What strategies does the LEA intend to implement to ensure TK students have access to meals and adequate time to eat (for example, adding additional meal services and time in the cafeteria, offering breakfast after the bell [students pick up a breakfast and bring it to the classroom])? (Note: The LEA must continue to comply with all health and safety, state, and federal Child Nutrition Program regulations while implementing meal service) [open response]**

LEAs will be following the best practice guidance outlined in Volume 2 of the Universal PreKindergarten Planning and Implementation Guidance document released on April 22, 2022. According to the input gathered with our focus area survey, most LEAs will modify lunch periods to accommodate feeding additional students. In some locations and depending on the UPK service model, LEAs will also modify the points of service.

SCOE will support LEAs by providing technical assistance around TK, PK, and commingling meal patterns, ensuring adequate time to eat, and implementing the Universal Meal Program.

REQUIRED QUESTIONS

CDE will be requiring this information be completed after the plan is presented to the governing board.

- 1 To support an overall increase in UPK access, what efforts does the LEA plan to make to prevent the displacement of any early education programs on LEA campuses, including both LEA-administered and non-LEA-administered programs?**

Currently, the Shasta County Office of Education (SCOE) operates CSPP classrooms on 17 district campuses, Enterprise Elementary School District operates CSPP classes on three campuses, and Head Start operates preschool classrooms at one district campus.

SCOE is working with districts to identify current early education programs operating on each campus, then analyzing current capacity and future capacity to serve TK at the site. If additional space is needed, SCOE works with each LEA to identify facilities funding and provides T/TA in applying. If/when facilities funding becomes available for SCOE to apply to build or renovate facilities on identified and approved district or charter campuses, SCOE may seek facilities funding in order to continue to serve eligible students on district campuses.

In addition, SCOE is identifying potential funding sources and will pursue such funding to renovate a facility to serve children 0-8, for 9+ hours per day, year-round. This facility would fill many gaps or challenges we face in Shasta County including landlocked districts, segregated served students, low and declining infant/toddler providers, and year-round care.

2 Does the LEA have adequate classroom space to meet the Projected Enrollment of TK students listed in the Projected Enrollment and Needs Assessment section of this document, for the respective implementation year? [multiple choice]

Classroom space varies by LEA. Very few LEAs have existing facilities that will not need some level of retrofitting to meet projected enrollment by 2025-2026. In fact, most need to retrofit or construct space. The majority of LEAs need to create 1 or 2 new classrooms. Larger LEAs may need to add up to 10 classrooms.

a Yes

b No

i If no, how many more classrooms does the LEA need? [Identify number, open response] ***The range of classrooms needed is from 0 to 10. Most LEAs need 1-2 classrooms.***

ii If no, how might the LEA provide classrooms in the timeframe needed? [describe, open response]

3 Does the space meet the kindergarten standards described in California Code of Regulations, Title 5, Section 14030(h)(2)? [multiple choice]

Again the classroom spaces across our county vary in their compliance with kindergarten standards described in the California Code of Regulations.

a Yes

b No

- i. **If no, what modifications need to be made? What resources are needed to make them? (See Facilities Grant Program Funding at <https://www.dgs.ca.gov/OPSC/Services/Page-Content/Office-of-Public-School-Construction-Services-List-Folder/Access-Full-Day-Kindergarten-Facilities-Grant-Program-Funding>) [describe, open response]**

The majority of LEAs that need to make modifications will need to modify space to meet the standards for restrooms, sinks, and fountains. At least one district plans to apply for a space waiver due to limited property. The COE will continue to assist LEAs in meeting the kindergarten space requirements.

4. **Does the space contain necessary adaptive equipment, assistive technology, or other accommodations to ensure children with disabilities have access to education in the least restrictive environment? [multiple choice]**

- a Yes
b No

- i. **If no, what modifications need to be made? What resources are needed to provide equipment or accommodations? [describe, open response]**

Adaptive equipment and assistive technology are needed in the majority of classrooms. LEAs continue to support the individualized needs of students with IEPs.

5. **Does the LEA's Facilities Master Plan adequately address the need for UPK programming? [multiple choice]**

- a Yes
b No

- i. **If no, what process will the LEA use to update the Facilities Master Plan to accommodate future TK and early education programming? [describe, open response]**

Just under half of the LEAs included in this plan will need to update their Facilities Master Plan. The planned approach for those that

need to make updates is to gather input from school and community partners as well as collaborate with the SCOE

6 In which of the following areas does the LEA intend to make updates to facilities? [select all that apply]

A Focus Area E LEA Facilities, Services, and Operations Survey was distributed to all our county LEAs to determine which areas an LEA intends to make facilities updates. The results indicate that across our county, LEAs will need to make updates to every area listed below

- a Turfed area
- b Paved area
- c Apparatus area
- d Land required for buildings and grounds
- e Total square feet required
- f None of the above

7 What transportation will the LEA offer to children enrolled in TK? [select all that apply]

[Cross-reference with Recommended Question #2]

- a Transportation to and from the TK program
- b Transportation from the TK program to an extended learning and care opportunity on another LEA site
- c Transportation from the TK program to an extended learning and care opportunity on a non-LEA site (for example, a CBO that operates a preschool program)
- d No transportation will be provided

8 Will the LEA offer transportation to transport TK children to extended learning and care opportunities that are at other sites than the one the child is enrolled at for TK?

All LEAs intend to offer extended learning and care opportunities on-site. There will alleviate the need to transport children to offsite locations.

**Shasta County
Projected Enrollment
and Needs
Assessment**

In the data collection survey submitted to the CDE, LEAs must self-certify they developed a plan that was presented for consideration by the governing board or body at a public meeting on or before June 30, 2022, for how all children in the attendance area of the LEA will have access to full-day learning programs the year before kindergarten that meet the needs of parents, including through partnerships with the LEA's expanding learning offerings, ASES, CSPP, Head Start programs, and other community-based early learning and care programs

LEA Name	
Shasta County Office of Education	
Contact Name of the Individual	Title of the Individual
Renee Menefee	Executive Director, Early Childhood Services
Email	Phone
rmenefee@shastacoe.org	530-225-0330

STUDENT ENROLLMENT PROJECTIONS							
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
			TK eligible turn 5 between 9/2 and 12/2 inclusive	TK-eligible turn 5 between 9/2 and 2/2 inclusive	TK eligible turn 5 between 9/2 and 4/2 inclusive	TK eligible turn 5 between 9/2 and 6/2 inclusive	TK-eligible turn 4 by September 1
TK Students	94	43	279	286	412	563	719
K Students	600	646	931	577	574	598	635
CSPP Children	0	0	187	124	133	141	156

FACILITIES ESTIMATES (Cumulative)							
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
TK Classrooms	3	2	18	17	24	29	31
CSPP Classrooms	0	2	22	7	8	8	9
Head Start Classrooms	0	0	1	2	1	1	3
Other ELC Classrooms	4	2	6	6	8	8	8

STAFFING ESTIMATES (Cumulative)							
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
TK Teachers	3	1	20	25	28	32	37
TK Teacher's Assistant	1	1	18	32	41	50	57
CSPP Teachers*	0	1	6	7	7	8	9
CSPP Instructional Assistants*	0	0	11	11	12	14	16
Early Education District-level Staff*	11	1	17.7	19.7	20.7	21.2	21.2

*if applicable

ELC/CP PROJECTIONS NUMBER OF TK STUDENTS IN EXTENDED LEARNING AND CARE							
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
TK Students	8	0	96	106	179	235	283

PROJECTIONS NUMBER OF SLOTS AVAILABLE FOR TK STUDENTS							
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
CSPP	0	0	44	25	25	49	49
Head Start	0	0	0	1	1	1	1
ASES Program/ELO-P	10	0	112	106	173	198	216

Appendices

LEA Specific Projected Enrollment and Needs Assessment

In the data collection survey submitted to the CDE, LEAs must self-certify they developed a plan that was presented for consideration by the governing board or body at a public meeting on or before June 30, 2022, for how all children in the attendance area of the LEA will have access to full-day learning programs the year before kindergarten that meet the needs of parents, including through partnerships with the LEA's expanding learning offerings, ASES, CSPP, Head Start programs, and other community-based early learning and care programs

LEA Name	
Cottonwood Union School District	
Contact Name of the Individual Self-Certifying the Statement Above	Title of the Individual Self-Certifying the Statement Above
Doug Geren	Superintendent
Email	Phone
dgeren@cwusd.com	530 347-3165

STUDENT ENROLLMENT PROJECTIONS

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
TK Students		N/A	turn 5 15	turn 5 27	turn 5 36	turn 5 48	TK-eligible 55
K Students			89	90	100	105	123
CSPP Children		N/A	14	18	23	25	30

FACILITIES ESTIMATES (Cumulative)

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
TK Classrooms		N/A	1	2	3	3	4
CSPP Classrooms		N/A	1	1	2	2	2
Head Start Classrooms		N/A					
Other ELC Classrooms		N/A					

STAFFING ESTIMATES (Cumulative)

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
TK Teachers		N/A	1	2	3	3	4
TK Teacher's Assistant		N/A	2	4	6	6	8
CSPP Teachers*		N/A	1	2	2	2	3
CSPP Instructional Assistants*		N/A	2	3	3	4	6
Early Education District-level Staff*		N/A					

*if applicable

ELO-P PROJECTED NUMBER OF TK STUDENTS IN EXTENDED LEARNING AND CARE

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
TK Students		N/A	3	8	12	16	19

PROJECTED NUMBER OF SLOTS AVAILABLE FOR TK STUDENTS

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
CSPP		N/A					
Head Start		N/A					
ASES Program/ELO-P		N/A		13	16	24	25

Level I Developer Fee Study
for
Cottonwood Union
Elementary School District

March 23, 2022

Douglas Geren, Superintendent

Board of Trustees

Matthew Iles, President
Heather Sulzer, Clerk
Kimberly Cordova, Member
Deidre McDougall, Member
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EXECUTIVE SUMMARY

- Education Code Section 17620 authorizes school districts to levy a fee, charge, dedication or other form of requirement against any development project for the construction or modernization of school facilities, provided the District can show justification for levying of fees
- In February 2022, the State Allocation Board's biennial inflation adjustment changed the fee to \$4.79 per square foot for residential construction and \$0.78 per square foot for commercial/industrial construction
- The Cottonwood Union Elementary School District shares developer fees with the Anderson Union High School District. The High School District collects 40 percent of the Level I Fee and the Cottonwood Union Elementary School District collects 60 percent of the Level I Fee
- The Cottonwood Union Elementary School District is justified in collecting \$2.87 (60 percent of \$4.79) per square foot of residential construction and \$0.47 (60 percent of \$0.78) per square foot of commercial/industrial construction, with the exception of mini storage. The mini storage category of construction should be collected at a rate of \$0.05 per square foot
- In general, it is fiscally more prudent to extend the useful life of an existing facility than to construct new facilities when possible. The cost to modernize facilities is approximately 41.1 percent of the cost to construct new facilities
- The residential justification is based on the Cottonwood Union Elementary School District's projected modernization need of \$5,011,090 for students generated from residential development over the next 25 years and the projected residential square footage of 849,300.
- Based on the modernization need for students generated from projected residential development and the projected residential square footage, each square foot of residential construction will create a school facilities cost of \$5.90 (\$5,011,090/849,300)

- Each square foot of commercial/industrial construction will create a school facilities cost ranging from \$0.05 to \$4.57 per square foot of new commercial/industrial construction
- For both residential and commercial/industrial development, the fees authorized by Government Code section 65995 are justified

SCHOOL DISTRICT BACKGROUND

The Cottonwood Union Elementary School District (CWUSD) is located in the southern most reaches of Shasta County and serves approximately 900 District students and 250 charter students in transitional kindergarten through eighth grade CWUSD is comprised on North Cottonwood Elementary School serving grades Transitional Kindergarten through fourth, West Cottonwood Jr High School serving graded fifth through eighth and Cottonwood Creek Charter School Serving grades Kindergarten thru eighth by offering a hybrid independent study program The majority of students identify as White (approximately 71%), and approximately 15% identify as Hispanic or Latino, with a small portion of other ethnic groups Approximately 48% of students meet the criteria for socioeconomically disadvantaged

INTRODUCTION

In September, 1986, the Governor signed into law Assembly Bill 2926 (Chapter 887/Statutes 1986) which granted school district governing boards the authority to impose developer fees This authority is codified in Education Code Section 17620 which states in part ". the governing board of any school district is authorized to levy a fee, charge, dedication or other form of requirement against any development project for the construction or modernization of school facilities "

The Level I fee that can be levied is adjusted every two years according to the inflation rate, as listed by the state-wide index for Class B construction set by the State Allocation Board In January of 1992, the State Allocation Board increased the Level I fee to \$1 65 per square foot for residential construction and \$0 27 per square foot for commercial and industrial construction

Senate Bill 1287 (Chapter 1354/Statutes of 1992) effective January 1, 1993, affected the facility mitigation requirements a school district could impose on developers Senate Bill 1287 allowed school districts to levy an additional \$1.00 per square foot of residential construction (Government Code Section 65995 3) The authority to levy the additional \$1.00 was rescinded by the failure of Proposition 170 on the November 1993 ballot

In January 1994, the State Allocation Board's biennial inflation adjustment changed the fee to \$1.72 per square foot for residential construction and \$0.28 per square foot for commercial/industrial construction

In January 1996, the State Allocation Board's biennial inflation adjustment changed the fee to \$1.84 per square foot for residential construction and \$0.30 per square foot for commercial/industrial construction

In January 1998, the State Allocation Board's biennial inflation adjustment changed the fee to \$1.93 per square foot for residential construction and \$0.31 per square foot for commercial/industrial construction

In January 2000, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.05 per square foot for residential construction and \$0.33 per square foot for commercial/industrial construction

In January 2002, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.14 per square foot for residential construction and \$0.36 per square foot for commercial/industrial construction

In January 2004, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.24 per square foot for residential construction and \$0.41 per square foot for commercial/industrial construction

In January 2006, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.63 per square foot for residential construction and \$0.42 per square foot for commercial/industrial construction

In January 2008, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.97 per square foot for residential construction and \$0.47 per square foot for commercial/industrial construction

In January 2010, the State Allocation Board's biennial inflation adjustment maintained the fee at \$2.97 per square foot for residential construction and \$0.47 per square foot for commercial/industrial construction

In January 2012, the State Allocation Board's biennial inflation adjustment changed the fee to \$3 20 per square foot for residential construction and \$0 51 per square foot for commercial/industrial construction

In January 2014, the State Allocation Board's biennial inflation adjustment changed the fee to \$3 36 per square foot for residential construction and \$0 54 per square foot for commercial/industrial construction

In February 2016, the State Allocation Board's biennial inflation adjustment changed the fee to \$3.48 per square foot for residential construction and \$0 56 per square foot for commercial/industrial construction

In January 2018, the State Allocation Board's biennial inflation adjustment changed the fee to \$3 79 per square foot for residential construction and \$0 61 per square foot for commercial/industrial construction

In January 2020, the State Allocation Board's biennial inflation adjustment changed the fee to \$4 08 per square foot for residential construction and \$0 66 per square foot for commercial/industrial construction

In February 2022, the State Allocation Board's biennial inflation adjustment changed the fee to \$4 79 per square foot for residential construction and \$0 78 per square foot for commercial/industrial construction

The next adjustment to the fee will occur at the January 2024 State Allocation Board meeting

In order to levy a fee, a district must make a finding that the fee to be paid bears a reasonable relationship and be limited to the needs of the community for elementary or high school facilities and be reasonably related to the need for schools caused by the development Fees are different from taxes and do not require a vote of the electorate Fees may be used only for specific purposes and there must be a reasonable relationship between the levying of fees and the impact created by development

In accordance with the recent decision in the *Cresta Bella LP v Poway Unified School District*, 218 Cal App 4th 438(2013) court case, school districts are now required to demonstrate that reconstruction projects will generate an increase in the student population thereby creating an impact on the school district's facilities. School districts must establish a reasonable relationship between an increase in student facilities needs and the reconstruction project in order to levy developer fees.

Purpose of Study

This study will demonstrate the relationship between residential, commercial and industrial growth and the need for the modernization of school facilities in the Cottonwood Union Elementary School District.

SECTION I: DEVELOPER FEE JUSTIFICATION

Developer fee law requires that before fees can be levied a district must find that justification exists for the fee. Government Code Section 66001 (g) states that a fee shall not include the costs attributable to existing deficiencies in public facilities, but may include the costs attributable to the increased demand for public facilities reasonably related to the development project in order to refurbish existing facilities to maintain the existing level of service or achieve an adopted level of service that is consistent with a general plan. This section of the study will show that justification does exist for levying developer fees in the Cottonwood Union Elementary School District.

Facilities Capacity

The District's capacity is adequate to house the District's current student population. Facility needs exist regardless of the availability of capacity to house student enrollments, inclusive of student enrollment generated from new development. New students generated from future development will create a burden on existing school facilities. Capital improvements, including upgrades or the replacement of existing facilities with new facilities for their continued long-term use, are necessary to adequately house future enrollment growth at all school levels.

The District's current total student capacity will diminish over time if the District does not modernize its facilities. Without modernization of aging buildings, some facilities will become unavailable, which will decrease the District's total student capacity. New development in the District necessitates that modernization occur in order to continue to have available school housing for newly generated students. As part of these modernization efforts, the District plans to modernize existing schools and to replace some of its existing schools with new buildings on the same site as the existing schools become old, inadequate, and pose health and safety challenges.

Modernization and Reconstruction

Extending the useful life of a school is a cost effective and prudent way to house students generated from future development. The state of California recognizes the need to extend the life of existing schools and provides modernization funding through the State School Facility Program. For the purpose of this report, modernization and reconstruction are used interchangeably since many of the improvements are common to both programs. Developer fees may not be used for regular maintenance, routine repair of school buildings and facilities or deferred maintenance. The District plans to expend developer fees for four new kindergarten classrooms that were constructed in 2020. Developer fees will also be expended on modernization needs with a focus at West Cottonwood School. In addition, due to the recent universal transitional kindergarten requirement, the District is in the process of determining if retrofitting of existing classrooms to meet Title 5 requirements or if additional transitional kindergarten classrooms will be required to house transitional kindergarten students. If additional transitional kindergarten classrooms are required, developer fees may assist with funding those classrooms. Projects will be funded as developer fee revenue is generated. The authorization to justify modernization and reconstruction of school facilities and extend the useful life of existing schools is contained in Education Code Section 17620 and Government Code Section 66001 (g). School districts are permitted to modernize or replace existing or build new school facilities with developer fees as justified by this Study.

Modernization Need

As new students are generated by new development, the need to increase the useful life of school facilities will be necessary. In order to calculate the District's estimated modernization need generated by students from new development, it is necessary to determine the following factors: the number of units included in proposed developments, the District student yield factor, and the per pupil cost to modernize facilities.

Potential Development

The Cottonwood Union Elementary School District is located within the Shasta County planning jurisdiction and a very small portion of the City of Anderson's planning jurisdiction. According to the City of Anderson, development is not projected in the small portion of the City's boundary. According to the Shasta County Planning Department, development is expected to continue at about the same rate as the previous five years. According to developer fee records, an average of 19 new or expanded residential units were constructed per year for the previous five years. An estimated 475 (19 x 25) new or expanded residential units may be constructed within District boundaries in the next 25 years.

The School Facility Program allows districts to apply for modernization funding for classrooms over 25 (permanent) or 20 years (portable), meaning that school facilities are presumed to be eligible for, and therefore need, modernization after that time period. It is therefore generally presumed that school facilities have a useful life span of 25 years before modernization is needed in order to maintain the same level of service as previously existed. The same would be true for modernization of buildings 25 years after their initial modernization. In some cases, these older buildings may need to be closed entirely for the health and safety of students, teachers, staff and other occupants. Aging infrastructure and building problems can profoundly impact a school's ability to safely remain in service and to continue delivering the instructional program to students at existing levels of service. Therefore, the District's modernization needs are considered over a 25 year period, and a 25 year projection has been included in the Study when considering the homes that will generate students for the facilities in question. Future development will generate additional students for the District to

house Developer fees generated from future development may be used to modernize or construct facilities to house students from planned future development

School facilities have a limited usable lifespan, and school districts must consider the lifespan for each facility when planning and determining student housing needs in the future Residential units will be built at different times over the coming years, and it is difficult to predict when construction on these projects will be complete Additionally, the homes in these developments may be immediately occupied with families with school-aged children, or they may not be occupied by school-aged children for another five, ten or fifteen years as young people who move in begin starting to have families Thus, the District must be prepared to house students from new developments for the next several decades

Student Generation Rate

In determining the impact of new development, the District is required to show how many students will be generated from the new development In order to ensure that new development is paying only for the impact of those students that are being generated by new homes and businesses, the student generation rate is applied to the number of new housing units to determine development-related impacts The student generation rate identifies the number of students per housing unit and provides a link between new residential construction projects and projected enrollment

To identify the number of students anticipated to be generated by new residential development, a student yield factor of .5 has been utilized for the Cottonwood Union Elementary School District The yield factor is based on State wide student yield averages calculated by the Office of Public School Construction

Construction Cost

The construction cost per TK-8 pupil is \$51,228 Construction costs are based on information provided by California Department of Education and research completed by Jack Schreder & Associates Appendix A includes the cost per student calculations Table 1 shows the weighted average to construct facilities per TK-8 pupil

Table 1:
Construction Costs

Grade Level	Construction Costs
TK-6	\$49,425
7-8	\$58,440

Weighted Average
 $\$49,425 \times 8 = \$395,400$
 $\$58,440 \times 2 = \underline{\$116,880}$
 Total $\$512,280$

Average = $\$512,280 / 10 = \$51,228$

Source California Department of Education, Jack Schreder & Associates

Modernization Cost

The cost to modernize facilities is 41.1 percent of new construction costs. The percentage is based on the comparison of the State per pupil modernization grant (including 3% for Americans with Disabilities and Fire, Life Safety improvements) and the State per pupil new construction grant. For example, the State provides \$14,623 per TK-6 pupil to construct new facilities and \$5,568 to modernize facilities, which is 38.1 percent ($\$5,568 / \$14,623$) of the new construction grant amount. In addition, the State provides a minimum of three percent for ADA/FLS improvements which are required by the Department of State Architect's (DSA) office. Based on the per pupil grant amounts and the ADA/FLS costs, the estimated cost to modernize facilities is 41.1 percent of the cost to construct facilities. The School Facility Program per pupil grant amounts are included in Appendix B.

The construction cost per TK-8 pupil is \$51,228 and is outlined in Table 1. Therefore, the per pupil cost to modernize facilities per TK-8 pupil is \$21,055 ($\$51,228 \times 41.1$)

25 year Modernization Need

Based on the student generation rate and the projected number of residential units, 238 TK-8 students are projected from proposed new development. The calculation is included in Table 2.

Table 2:
Projected Students from Proposed Development

Projected Units	Student Generation Rate	Projected Students
475	5	238

Source: Cottonwood Union Elementary School District, Shasta County Planning Department, Jack Schreder & Associates

The District's estimated modernization need generated by students from new residential development is \$5,011,090. The calculation is included in Table 3.

Table 3:
25 year Modernization Need

Per Pupil Modernization Cost	\$21,055
Students Generated	<u>x 238</u>
Modernization Need	\$5,011,090

Source: Cottonwood Union Elementary School District, Office of Public School Construction, Jack Schreder & Associates, Shasta County, City of Anderson

Residential Development and Fee Projections

To show a reasonable relationship exists between the construction of new housing units and the need for modernized school facilities, it will be shown that residential construction will create a school facility cost impact on the Cottonwood Union Elementary School District by students generated from new development.

The Cottonwood Union Elementary School District is located within the Shasta County planning jurisdiction and a very small portion of the City of Anderson's planning jurisdiction. According to the City of Anderson, development is not projected in the small portion of the City's boundary. According to the Shasta County Planning Department, development is expected to continue at about the same rate as the previous five years. According to developer fee records, an average of 19 new or expanded residential units were constructed per year for the previous five years with those units averaging 1,788 square feet per unit. Based on this information, an estimated 475 (19 x 25) new or expanded residential units, totaling 849,300 square feet, may be constructed within District boundaries in the next 25 years.

Table 4:
Summary of Projected Residential Square Footage

Projected Units	Average Square Footage	Total Square Footage
475	1,788	849,300

Source: Cottonwood Union Elementary School District, Jack Schreder & Associates, Shasta County, City of Anderson

Based on the District's modernization need of \$5,011,090 generated by students from residential construction and the total projected residential square footage of 849,300, residential construction will create a facilities cost of \$5.90 per square foot. The calculation is included in Table 5. However, the Level I statutory fee is \$4.79 per square foot and the District has a fee sharing arrangement with the Anderson Union High School District. The High School district collects 40 percent of the fee and the Cottonwood Union Elementary School District collects 60 percent of the fee. Therefore, the District is justified to collect \$2.87 (60 percent of \$4.79) per square foot of residential construction.

Table 5:
Facilities Cost per SF from Proposed Residential Construction

Modernization Need	Total Square Footage	Facilities Cost
\$5,011,090	/849,300	= \$5 90

Source Cottonwood Union Elementary School District, Jack Schreder & Associates, Office of Public School Construction, Shasta County, City of Anderson

Extent of Mitigation of School Facility Costs Provided by Level I Residential Fees

Based on development projections, an estimated 849,300 residential square feet may be constructed in the next 25 years. Based on the statutory Level I fee of \$2.87 (60 percent of \$4.79) per square foot, the District is projected to collect \$2,437,491 (\$2.87 x 849,300) in residential developer fees. The \$2,437,491 in total residential Level I fee revenue will cover only 51 percent of the \$5,011,090 in total school facility modernization costs attributable to new residential development over the next 25 years.

Commercial / Industrial Development and Fee Projections

In order to levy developer fees on commercial and industrial development, a district must conduct a study to determine the impact of the increased number of employees anticipated to result from commercial and industrial development upon the cost of providing school facilities within the district. For the purposes of making this determination, the [developer fee justification] study shall utilize employee generation estimates that are calculated on either an individual project or categorical basis. Those employee generation estimates shall be based upon commercial and industrial factors within the district or upon, in whole or part, the applicable employee generation estimates as set forth in the January 1990 edition of "San Diego Traffic Generators," a report of the San Diego Association of Governments (Education Code Section 17621). The initial study that was completed in January of 1990 (updated annually) identifies the number of employees generated for every 1,000 square feet of floor area for several development categories. These generation factors are shown in Table 6.

Table 6 indicates the number of employees generated for every 1,000 square feet of new commercial and industrial development and the number of District households generated for every employee in 12 categories of commercial and industrial development. The number of District households is calculated by adjusting the number of employees for the percentage of employees that live in the District and are heads of households. School facility costs for development projects not included on the list may be estimated by using the closest employee per 1,000 square feet ratio available for the proposed development.

In addition, an adjustment in the formula is necessary so that students moving into new residential units that have paid residential fees are not counted in the commercial/industrial fee calculation. Forty percent of all employees in the District live in existing housing units. The forty percent adjustment eliminates double counting the impact. This adjustment is shown in the worksheets in Appendix C and in Table 6.

These adjustment factors are based on surveys of commercial and industrial employees in school districts similar to the District. When these figures are compared to the cost to house students, it can be shown that each square foot of commercial and industrial development creates a cost impact greater than the maximum fee, with the exception of mini storage. The data in Table 7 is based on the per student costs shown in Table 1. These figures are multiplied by the student yield factor to determine the number of students generated per square foot of commercial and industrial development. To determine the school facilities square foot impact of commercial and industrial development shown in Table 7, the students per square foot are multiplied by the cost of providing school facilities.

Table 6:
Commercial and Industrial Generation Factors

Type of Development	*Employees per 1,000 sf	**Dist HH Per Emp	% Emp in Exist HH	Adj %Emp Dist HH/Emp
Medical Offices	4 27	2	4	08
Corporate Offices	2 68	2	4	08
Commercial Offices	4 78	2	4	08
Lodging	1 55	3	4	12
Scientific R&D	3 04	2	4	08
Industrial Parks	1 68	2	4	08
Industrial/Business Parks	2 21	2	4	08
Neighborhood Shopping Centers	3 62	3	4	12
Community Shopping Centers	1 09	3	4	12
Banks	2.82	3	.4	12
Mini-Storage	06	2	4	08
Agriculture	31	5	4	20

* Source San Diego Association of Governments

** Source Jack Schreder and Associates Original Research

Table 7:
Commercial and Industrial Facilities Cost Impact

Type of Development	Cost Impact Per Sq Ft
Medical Offices	\$3.60
Corporate Offices	\$2 26
Commercial Offices	\$4 03
Lodging	\$1.96
Scientific R&D	\$2 56
Industrial/ Business Parks	\$1 41
Industrial/Com Park	\$1 86
Commercial Shopping Centers	\$4 57
Community Shopping Centers	\$1 38
Banks	\$3 56
Mini-Storage	\$0 05
Agriculture	\$0 65

*Sources San Diego Association of Governments and Jack Schreder and Associates, Original Research

Table 7 shows that all types of commercial and industrial development will create a square foot cost justifying a commercial/industrial fee. Thus, a reasonable relationship between commercial and industrial development and the impact on the District is shown. Based on this relationship, the levying of commercial and industrial developer fees is justified in the District.

Extent of Mitigation of School Facility Costs Provided by Level I Commercial/Industrial Fees

Each square foot of commercial and industrial development creates a school facility cost ranging from \$0.05 to \$4.57 per square foot. The cost per square foot of commercial/industrial construction exceeds the District's share of the Level I commercial fee of \$0.47 (60 percent of \$0.78) in all categories of construction, with the exception of mini storage. Mini storage should be collected at \$0.05 per square foot of construction. Therefore, the District is justified to collect \$0.47 (60 percent of \$0.78) per square foot of commercial/industrial construction.

Summary

The cost impact on the District imposed by new students to be generated from new or expanded residential, commercial, and industrial development is greater than the maximum allowable fees. Each square foot of residential development creates a school facility cost of \$5.90 per square foot. Each square foot of commercial and industrial development creates a school facility cost ranging from \$0.05 to \$4.57 per square foot. The cost to provide additional school facilities exceeds the amount of residential and commercial/industrial fees to be generated directly and indirectly by residential construction. However, the District currently has a Level I Fee Sharing Agreement with the Anderson Union High School District. The High School District collects 40 percent of the Level I fee and the Elementary School District collect 60 percent of the fee. Therefore, the Cottonwood Union Elementary School District is justified to collect \$2.87 (60 percent of \$4.79) per square foot of residential construction and \$0.47 (60 percent of \$0.78) per square foot of commercial/industrial construction, with the exception of mini storage. The mini storage category of construction should be collected at the rate of \$0.05 per square foot.

SECTION II: BACKGROUND OF DEVELOPER FEE LEGISLATION

Initially, the allowable developer fee was limited by Government Code Section 65995 to \$1 50 per square foot of covered or enclosed space for residential development and \$0 25 per square foot of covered or enclosed space of commercial or industrial development. The Level I fee that can be levied is adjusted every two years, according to the inflation rate as listed by the state-wide index for Class B construction set by the State Allocation Board. In February of 2022, the State Allocation Board changed the Level I fee to \$4 79 per square foot of residential construction and \$0 78 per square foot of commercial and industrial construction.

The fees collected are to be used by the school district for the construction or modernization of school facilities and may be used by the district to pay bonds, notes, loans, leases or other installment agreements for temporary as well as permanent facilities.

Assembly Bill 3228 (Chapter 1602/Statutes of 1990) added Government Code Section 66016 requiring districts adopting or increasing any fee to first hold a public hearing as part of a regularly scheduled meeting and publish notice of this meeting twice, with the first notice published at least ten days prior to the meeting.

Assembly Bill 3980 (Chapter 418/Statutes of 1988) added Government Code Section 66006 to require segregation of school facilities fees into a separate capital facilities account or fund and specifies that those fees and the interest earned on those fees can only be expended for the purposes for which they were collected.

Senate Bill 519 (Chapter 1346/Statutes of 1987) added Section 17625 to the Education Code. It provides that a school district can charge a fee on manufactured or mobile homes only in compliance with all of the following:

1. The fee, charge, dedication, or other form of requirement is applied to the initial location, installation, or occupancy of the manufactured home or mobile home within the school district.

- 2 The manufactured home or mobile home is to be located, installed, or occupied on a space or site on which no other manufactured home or mobile home was previously located, installed, or occupied
- 3 The manufactured home or mobile home is to be located, installed, or occupied on a space in a mobile home park, on which the construction of the pad or foundation system commenced after September 1, 1986

Senate Bill 1151 (Chapter 1037/Statutes of 1987) concerns agricultural buildings and adds Section 17622 to the Education Code. It provides that no school fee may be imposed and collected on a greenhouse or other space covered or enclosed for agricultural purposes unless the school district has made findings supported by substantial evidence as follows:

- 1 The amount of the fees bears a reasonable relationship and is limited to the needs for school facilities created by the greenhouse or other space covered or enclosed for agricultural purposes
- 2 The amount of the fee does not exceed the estimated reasonable costs of the school facilities necessitated by the structures as to which the fees are to be collected
- 3 In determining the amount of the fees, the school district shall consider the relationship between the proposed increase in the number of employees, if any, the size and specific use of the structure, as well as the cost of construction

In order to levy developer fees, a study is required to assess the impact of new growth and the ability of the local school district to accommodate that growth. The need for new school construction and modernization must be determined along with the costs involved. The sources of revenue need to be evaluated to determine if the district can fund the new construction and modernization. Finally, a relationship between needs and funding raised by the fee must be quantified.

Assembly Bill 181 (Chapter 1109/Statutes of 1989) which became effective October 2, 1989, was enacted to clarify several areas of developer fee law. Assembly Bill 181 provisions include the following:

- 1 Exempts residential remodels of less than 500 square feet from fees
- 2 Prohibits the use of developer fee revenue for routine maintenance and repair, most asbestos work, and deferred maintenance
- 3 Allows the fees to be used to pay for the cost of performing developer fee justification studies
- 4 States that fees are to be collected at the time of occupancy, unless the district can justify earlier collection. The fees can be collected at the time the building permit is issued if the district has established a developer fee account and funds have been appropriated for which the district has adopted a proposed construction schedule or plan prior to the issuance of the certificate of occupancy
- 5 Clarifies that the establishment or increase of fees is not subject to the California Environmental Quality Act
- 6 Clarifies that the impact of commercial and industrial development may be analyzed by categories of development as well as an individual project-by-project basis. An appeal process for individual projects would be required if analysis was done by categories
- 7 Changes the frequency of the annual inflation adjustment on the Level I fee to every two years
- 8 Exempts from fees - development used exclusively for religious purposes, private schools, and government-owned development
- 9 Expands the definition of senior housing, which is limited to the commercial/industrial fee and requires the conversion from senior

housing to be approved by the city/county after notification of the school district

- 10 Extends the commercial/industrial fee to mobile home parks limited to older persons

SECTION III: REQUIREMENTS OF AB 1600

Assembly Bill 1600 (Chapter 927/Statutes of 1987) adds Section 66000 through 66003 to the Government Code

Section 66000 defines various terms used in AB 1600

"Fee" is defined as monetary exaction (except a tax or a special assessment) which is charged by a local agency to the applicant in connection with the approval of a development project for the purpose of defraying all or a portion of the costs of public facilities related to the development project

"Development project" is defined broadly to mean any project undertaken for purposes of development This would include residential, commercial, or industrial projects

"Public facilities" is defined to include public improvements, public services, and community amenities

Section 66001 (a) sets forth the requirements for establishing, increasing or imposing fees Local agencies are required to do the following

- 1 Identify the purpose of the fee
- 2 Identify the use to which the fee is to be put.
- 3 Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed.

- 4 Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed

Section 66001 (c) requires that any fee subject to AB 1600 be deposited in an account established pursuant to Government Code Section 66006. Section 66006 requires that development fees be deposited in a capital facilities account or fund. To avoid any commingling of the fees with other revenues and funds of the local agency, the fees can only be expended for the purpose for which they were collected. Any income earned on the fees should be deposited in the account and expended only for the purposes for which the fee was collected.

Section 66001 (d) as amended by Senate Bill 1693 (Monteith/Statutes of 1996, Chapter 569), requires that for the fifth year following the first deposit into a developer fee fund, and for every five years thereafter, a school district must make certain findings as to such funds. These findings are required regardless of whether the funds are committed or uncommitted. Formerly only remaining unexpended or uncommitted fees were subject to the mandatory findings and potential refund process. Under this section as amended, relating to unexpended fee revenue, two specific findings must be made as a part of the public information required to be formulated and made available to the public. These findings are:

- 1 Identification of all sources and amounts of funding anticipated to provide adequate revenue to complete any incomplete improvements identified pursuant to the requirements of Section 66001 (a)(2)
- 2 A designation of the approximate date upon which the anticipated funding will be received by the school district to complete the identified but as yet, incomplete improvements

If the two findings are not made, a school district must refund the developer fee revenue on account in the manner provided in Section 66001 (e).

Section 66001 (e) provides that the local agency shall refund to the current record owners of the development project or projects on a prorated basis the unexpended or

uncommitted portion of the fees and any accrued interest for which the local agency is unable to make the findings required by Section 66001 (d) that it still needs the fees

Section 66002 provides that any local agency which levies a development fee subject to Section 66001 may adopt a capital improvement plan which shall be updated annually and which shall indicate the approximate location, size, time of availability and estimates of cost for all facilities or improvements to be financed by the fees

Assembly Bill 1600 and the Justification for Levying Developer Fees

Effective January 1, 1989, Assembly Bill 1600 requires that any school district which establishes, increases or imposes a fee as a condition of approval of development shall make specific findings as follows

- 1 A cost nexus must be established A cost nexus means that the amount of the fee cannot exceed the cost of providing adequate school facilities for students generated by development Essentially, it prohibits a school district from charging a fee greater than their cost to construct or modernize facilities for use by students generated by development
- 2 A benefit nexus must be established A benefit nexus is established if the fee is used to construct or modernize school facilities benefiting students to be generated from development projects
- 3 A burden nexus must be established A burden nexus is established if a project, by the generation of students, creates a need for additional facilities or a need to modernize existing facilities

SECTION IV: REVENUE SOURCES FOR FUNDING FACILITIES

Two general sources exist for funding facility construction and modernization - state sources and local sources The District has considered the following available sources

State Sources

State School Facility Program

Senate Bill 50 reformed the State School Building Lease-Purchase Program in August of 1998. The new program, entitled the School Facility Program, provides funding under a "grant" program once a school district establishes eligibility. Funding required from districts will be a 50/50 match for construction projects and 60/40 (District/State) match for modernization projects. Districts may levy the current statutory developer fee as long as a district can justify collecting that fee. If a district desires to collect more than the statutory fee (Level 2 or Level 3), that district must meet certain requirements outlined in the law, as well as conduct a needs assessment to enable a higher fee to be calculated.

Local Sources

Mello-Roos Community Facilities Act

The Mello-Roos Community Facilities Act of 1982 allows school districts to establish a community facilities district in order to impose a special tax to raise funds to finance the construction of school facilities.

1. The voter approved tax levy requires a two-thirds vote by the voters of the proposed Mello-Roos district.
4. If a Mello-Roos district is established in an area in which fewer than twelve registered voters reside, the property owners may elect to establish a Mello-Roos district.

General Obligation Bonds

General Obligation (GO) bonds may be issued by any school district for the purposes of purchasing real property or constructing or purchasing buildings or equipment "of a permanent nature." Because GO bonds are secured by an ad valorem tax levied on all taxable property in the district, their issuance is subject to two-thirds voter approval or 55% majority vote under Proposition 39 in an election. School districts are obligated, in the event of delinquent payments on the part of the property owners, to raise the amount of tax levied against the non-delinquent properties to a level sufficient to pay the principal and interest coming due on the bonds.

The District does not have available bond funds for facility improvements

Developer Fees

The District's developer fees are dedicated to the current needs related directly to modernization and replacement of school facilities

School District General Funds

The District's general funds are needed by the District to provide for the operation of its instructional program

Expenditure of Lottery Funds

Government Code Section 8880.5 states "It is the intent of this chapter that all funds allocated from the California State Lottery Education Fund shall be used exclusively for the education of pupils and students and no funds shall be spent for acquisition of real property, construction of facilities, financing research, or any other non-instructional purpose "

**SECTION V: ESTABLISHING THE COST, BENEFIT AND BURDEN
NEXUS**

In accordance with Government Code Section 66001, the District has established a cost nexus and identified the purpose of the fee, established a benefit nexus, and a burden nexus

Establishment of a Cost Nexus & Identify Purpose of the Fee

The Cottonwood Union Elementary School District chooses to replace and/or modernize facilities for the additional students created by development in the district and the cost to replace and/or modernize facilities exceeds the amount of developer fees to be collected.

Based on development projections, an estimated 849,300 residential square feet may be constructed in the next 25 years. Based on the statutory Level I fee of \$2.87 (60 percent of \$4.79) per square foot, the District is projected to collect \$2,437,491 ($\$2.87 \times 849,300$) in residential developer fees. The \$2,437,491 in total residential Level I fee revenue will cover only 51 percent of the \$5,011,090 in total school facility modernization costs attributable to new residential development over the next 25 years. Each square foot of commercial and industrial development creates a school facility cost ranging from \$0.05 to \$4.57 per square foot. The cost per square foot of commercial/industrial construction exceeds the District's share of the Level I commercial fee of \$0.47 (60 percent of \$0.78) in all categories of construction, with the exception of mini storage. Mini storage should be collected at \$0.05 per square foot of construction. It is clear that when educational facilities are provided for students generated by new residential, commercial and industrial development that the cost of replacing and/or modernizing facilities exceeds developer fee generation, thereby establishing a cost nexus.

Establishment of a Benefit Nexus

Students generated by new residential, commercial and industrial development will be attending District schools. Housing District students in replaced and/or modernized facilities will directly benefit those students from the new development projects upon which the fee is imposed, therefore, a benefit nexus is established.

Establishment of a Burden Nexus

Future residential and commercial/industrial development will cause new families to move into the District and, consequently, will generate additional students in the District. While facilities are currently designed to meet the projected student enrollment, the existing facilities will need to remain in sufficient condition to maintain existing levels of service for the newly generated students. Future residential and commercial/industrial development, therefore, creates a need for the reconstruction and/or modernization of existing school facilities. The fee's use for school facility reconstruction and/or modernization efforts is, therefore, reasonably related to the future residential and commercial/industrial development upon which it is imposed.

The need for reconstructing and/or modernizing facilities will be, in part, satisfied by the levying of developer fees on new residential and commercial/industrial developments, therefore, a burden nexus is established

SECTION VI: FACILITY FUNDING ALTERNATIVES

The District does not currently have funds to provide for the shortfall in modernization costs. We suggest the District continue to consider and pursue all State funding sources for the modernization of facilities.

STATEMENT TO IDENTIFY PURPOSE OF FEE

It is a requirement of AB 1600 that the District identify the purpose of the fee. The purpose of fees being levied shall be used for the replacement and/or modernization of school facilities. The District will provide for the replacement and/or modernization of school facilities, in part, with developer fees. The District plans to expend developer fees for four new kindergarten classrooms that were constructed in 2020. Developer fees will also be expended on modernization needs with a focus at West Cottonwood School. In addition, with the recently approved Universal Transitional Kindergarten requirement, the District is in the process of determining if the retrofitting of existing classrooms to meet Title 5 requirements or the addition of Transitional kindergarten classrooms will be necessary. If it is determined that this is a need, developer fees may be used for transitional kindergarten classrooms. Projects will be funded as developer fee revenue is generated.

ESTABLISHMENT OF A SPECIAL ACCOUNT

Pursuant to Government Code section 66006, the District has established a special account in which fees for capital facilities are deposited. The fees collected in this account will be expended only for the purpose for which they were collected. Any interest income earned on the fees that are deposited in such an account must remain with the principal. The school district must make specific information available to the

public within 180 days of the end of each fiscal year pertaining to each developer fee fund. The information required to be made available to the public by Section 66006 (b) (1) was amended by SB 1693 and includes specific information on fees expended and refunds made during the year.

RECOMMENDATION

Based on the fee justification provided in this report, it is recommended that the Cottonwood Union Elementary School District levy residential development fees and commercial/industrial fees up to the statutory fee for which justification has been determined.

SOURCES

California Basic Educational Data System California State Department of Education.
October Enrollments, 2017-2020

California Department of Education, Dataquest

Collard, Gary Lead Housing Analyst for Southern California California State
Department of Housing and Community Development

Day, Tracy. Planning Technician, City of Anderson

Geren, Douglas Superintendent, Cottonwood Union Elementary School District

Kirkby, Kirk Mapping Spec II/GIS, Shasta County Planning Division

Local Control Accountability Plan Cottonwood Union Elementary School District
2021-2022

Merrick, Laura Business Manager, Cottonwood Union Elementary School District

Office of Public School Construction Leroy F. Greene School Facilities Act, 1998

San Diego Association of Governments Traffic Generators, January 1990

Schreder, Jack and Associates Original research

APPENDIX A
CONSTRUCTION COSTS

Elementary School Facility Construction Costs - Permanent Construction		
I Allowable Building Area		
	A Total Student Capacity	
	B Building Area	
	600 students @ 71sf/student	42,600
	Speech/Resource Specialist	600
	Total	43,200
II Site Requirements		
	A Purchase Price of Property (10 Acres)	
	Cost per Acre	\$0
	B Appraisals	\$0
	C Costs Incurred in Escrow	\$0
	D Surveys	\$0
	E Other Costs, Geo and Soils Reports	\$0
	Total-Acquisition of Site	\$0
III Plans		
	A Architect's Fee for Plans	\$2,173,690
	B DSA Plans Check Fee	\$169,065
	C School Planning, Plans Check Fee	\$9,243
	D Preliminary Tests	\$8,362
	E Other Costs, Energy Cons & Advertising	\$62,226
		\$2,422,586
IV Construction Requirements		
	A Utility Services	\$595,164
	B Off-site Development	\$892,744
	C Site Development, Service	\$1,428,389
	D Site Development, General	\$952,259
	E New Construction	\$19,472,832
	F Unconventional Energy Source	\$810,726
	Total Construction	\$24,152,114
	Total Items II, III and IV	\$26,574,700
	Contingency 10%	\$2,657,470
	Construction Tests	\$181,141
	Inspection	\$241,521
	TOTAL ESTIMATED PROJECT COSTS	\$29,654,832
	ESTIMATED COST PER STUDENT	\$49,425
*Source California Department of Education, Jack Schreder & Associates		

Middle School Facility Construction Costs - Permanent Construction		
I Allowable Building Area		
A	Total Student Capacity	
B	Building Area	
	1000 students @ 85sf/student	85,000
	Speech/Resource Specialist	1,360
	Total	86,360
II Site Requirements		
A	Purchase Price of Property (20 Acres)	
	Cost per Acre	\$0
B	Appraisals	\$0
C	Costs Incurred in Escrow	\$0
D	Surveys	\$0
E	Other Costs, Geo and Soils Reports	\$0
	Total-Acquisition of Site	\$0
III Plans		
A	Architect's Fee for Plans	\$4,287,237
B	OSA Plans Check Fee	\$333,452
C	School Planning, Plans Check Fee	\$10,611
D	Preliminary Tests	\$11,789
E	Other Costs, Energy Cons & Advertising	\$90,784
		\$4,733,873
IV Construction Requirements		
A	Utility Services	\$873,189
B	Off-site Development	\$982,715
C	Site Development, Service	\$2,714,467
D	Site Development, General	\$1,936,195
E	New Construction	\$39,742,872
F	Unconventional Energy Source	\$1,386,533
	Total Construction	\$47,635,971
	Total Items II, III and IV	\$52,369,844
	Contingency	\$5,236,984
	Construction Tests	\$357,270
	Inspection	\$476,360
	TOTAL ESTIMATED PROJECT COSTS	\$58,440,458
	ESTIMATED COST PER STUDENT	\$58,440
*Source California Department of Education, Jack Schreder & Associates		

APPENDIX B
PER PUPIL GRANT AMOUNTS

ATTACHMENT B

ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS

State Allocation Board Meeting, February 23, 2022

Grant Amount Adjustments

New Construction	SFP Regulation Section	Adjusted Grant Per Pupil Effective 1-1-21	Adjusted Grant Per Pupil Effective 1-1-22
Elementary	1859.71	\$12,628	\$14,623
Middle	1859.71	\$13,356	\$15,466
High	1859.71	\$16,994	\$19,679
Special Day Class – Severe	1859.71.1	\$35,484	\$41,090
Special Day Class – Non-Severe	1859.71.1	\$23,731	\$27,480
Automatic Fire Detection/Alarm System – Elementary	1859.71.2	\$15	\$17
Automatic Fire Detection/Alarm System – Middle	1859.71.2	\$20	\$23
Automatic Fire Detection/Alarm System – High	1859.71.2	\$34	\$39
Automatic Fire Detection/Alarm System – Special Day Class – Severe	1859.71.2	\$63	\$73
Automatic Fire Detection/Alarm System – Special Day Class – Non-Severe	1859.71.2	\$45	\$52
Automatic Sprinkler System – Elementary	1859.71.2	\$212	\$245
Automatic Sprinkler System – Middle	1859.71.2	\$252	\$292
Automatic Sprinkler System – High	1859.71.2	\$262	\$303
Automatic Sprinkler System – Special Day Class – Severe	1859.71.2	\$668	\$774
Automatic Sprinkler System – Special Day Class – Non-Severe	1859.71.2	\$448	\$519

ATTACHMENT B

ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS

State Allocation Board Meeting, February 23, 2022

Grant Amount Adjustments

Modernization	SFP Regulation Section	Adjusted Grant Per Pupil Effective 1-1-21	Adjusted Grant Per Pupil Effective 1-1-22
Elementary	1859.78	\$4,808	\$5,568
Middle	1859.78	\$5,085	\$5,888
High	1859.78	\$6,658	\$7,710
Special Day Class - Severe	1859.78.3	\$15,325	\$17,746
Special Day Class - Non-Severe	1859.78.3	\$10,253	\$11,873
State Special School - Severe	1859.78	\$25,543	\$29,579
Automatic Fire Detection/Alarm System - Elementary	1859.78.4	\$156	\$181
Automatic Fire Detection/Alarm System - Middle	1859.78.4	\$156	\$181
Automatic Fire Detection/Alarm System - High	1859.78.4	\$156	\$181
Automatic Fire Detection/Alarm System - Special Day Class - Severe	1859.78.4	\$430	\$498
Automatic Fire Detection/Alarm System - Special Day Class - Non-Severe	1859.78.4	\$288	\$334
Over 50 Years Old - Elementary	1859.78.6	\$6,680	\$7,735
Over 50 Years Old - Middle	1859.78.6	\$7,065	\$8,181
Over 50 Years Old - High	1859.78.6	\$9,248	\$10,709
Over 50 Years Old - Special Day Class - Severe	1859.78.6	\$21,291	\$24,655
Over 50 Years Old - Special Day Class - Non-Severe	1859.78.6	\$14,237	\$16,486
Over 50 Years Old - State Special Day School - Severe	1859.78.6	\$35,483	\$41,089

APPENDIX C

**COMMERCIAL/INDUSTRIAL
CALCULATIONS**

Cottonwood Union Elementary School District						
Commercial/Industrial Calculations						
	EMP/ 1000 SQ FT	DIST HH/ EMP	HH/SF	% EMP IN EXIST HH	ADJUSTED HH/SF	ADJ % DIST HH/EMP
MEDICAL	4 27	0 2	0 000854	0 4	0 0003416	0 08
CORP OFFICE	2 68	0 2	0 000536	0 4	0 0002144	0 08
COM OFFICE	4 78	0 2	0 000956	0 4	0 0003824	0 08
LODGING	1 55	0 3	0 000465	0 4	0 0001860	0 12
R&D	3 04	0 2	0 000608	0 4	0 0002432	0 08
IN PARK	1 68	0 2	0 000336	0 4	0 0001344	0 08
IN/COM PARK	2 21	0 2	0 000442	0 4	0 0001768	0 08
NBHD COMM SC	3 62	0 3	0 001086	0 4	0 0004344	0 12
COMMUNITY SC	1 09	0 3	0 000327	0 4	0 0001308	0 12
BANKS	2 82	0 3	0 000846	0 4	0 0003384	0 12
MINI-STORAGE	0 06	0 2	0 000012	0 4	0 0000048	0 08
AGRICULTURE	0 31	0 5	0 000155	0 4	0 0000620	0 20
STUDENT GENERATION RATE			MODERNIZATION COST PER STUDENT			
K-8	0 5000		K-8	\$21,055		
STUDENTS PER SQUARE FOOT						
(YIELD FACTORS X ADJ HH/SQ FT IN COLUMN F)						
	K-8					
MEDICAL	0 000171					
CORP OFFICE	0 000107					
COM OFFICE	0 000191					
LODGING	0 000093					
R&D	0 000122					
IN PARK	0 000067					
IN/COM PARK	0 000088					
COM SC	0 000217					
COMMUNITY SC	0 000065					
BANKS	0 000169					
MINI STORAGE	0 000002					
AGRICULTURE	0 000031					
COSTS PER SQUARE FOOT						
(STUDENTS/ SQ FOOT X STUDENT COST/SQ FOOT IN EACH CATEGORY)						
	K-8					
MEDICAL	\$3 60					
CORP OFFICE	\$2 26					
COM OFFICE	\$4 03					
LODGING	\$1 96					
R&D	\$2 56					
IN PARK	\$1 41					
IN/COM PARK	\$1 86					
COM SC	\$4 57					
COMMUNITY SC	\$1 38					
BANKS	\$3 56					
MINI STORAGE	\$0 05					
AGRICULTURE	\$0 65					

RESOLUTION NO. 2022-4
May 17, 2022, Regular Meeting)
A RESOLUTION OF THE GOVERNING BOARD OF THE
COTTONWOOD UNION ELEMENTARY SCHOOL DISTRICT
INCREASING SCHOOL FACILITIES FEES AS AUTHORIZED BY
GOVERNMENT CODE SECTION 65995 (b) 3

WHEREAS, Statute AB 2926 (Chapter 887/Statutes of 1986) authorizes the governing board of any school district to levy a fee, charge, dedication or other form of requirement against any development project for the reconstruction of school facilities, and,

WHEREAS, Government Code Section 65995 establishes a maximum amount of fee that may be charged against such development projects and authorizes the maximum amount set forth in said section to be adjusted for inflation every two years as set forth in the state-wide cost index for Class B construction as determined by the State Allocation Board at its January meeting, and,

WHEREAS, at its February 23, 2022, meeting, the State Allocation Board approved the maximum fee authorized by Education Code Section 17620 to \$4 79 per square foot of residential construction described in Government Code Section 65995(b)(1) and \$0 78 per square foot against commercial and industrial construction described in Government Code Section 65995(b)(2), and,

WHEREAS, the purpose of this Resolution is to approve and adopt fees on residential projects in the amount of up to \$4 79 per square foot as authorized by Education Code Section 17620, and,

WHEREAS, the purpose of this Resolution is to approve and adopt fees on commercial and industrial development projects in the amount of up to \$0 78 per square foot as described in Government Code Section 65995(b)(2) The mini-storage category of commercial/industrial justification has less impact than the statutory \$0 78 per square foot commercial/industrial justification and should be collected at the justified rate of \$0 05 per square foot

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Governing Board of the Cottonwood Union Elementary School District as follows

- 1 Procedure This Board hereby finds that prior to the adoption of this Resolution, the Board conducted a public hearing at which oral and written presentations were made, as part of the Board's regularly scheduled May 17, 2022, meeting Notice of the time and place of the meeting, including a general explanation of the matter to be considered, has been published twice in a newspaper in accordance with Government Code Section 66016, and a notice, including a statement that the data required by Government Code Section 66016 was available, was mailed at least 30 days prior to the meeting to any interested party who had filed a written request with the District for mailed notice of the meeting on new fees or service charges within the period specified by law Additionally, at least 30 days prior to the meeting, the District made available to the public, data indicating the amount of the cost, or estimated cost, required to provide the service for which the fee or service charge is to be adjusted pursuant to this Resolution, and the revenue sources anticipated to provide this service By way of such public meeting, the Board received oral and written presentations by District staff which are summarized and contained in the District's Developer Fee Implementation Study dated March 23, 2022, (hereinafter referred to as the "Plan") and which formed the basis for the action taken pursuant to this Resolution
- 2 Findings The Board has reviewed the Plan as it relates to proposed and potential development, the resulting school facilities needs, the cost thereof, and the available sources of revenue including the fees provided by this Resolution, and based thereon and upon all other written and oral presentations to the Board, hereby makes the following findings

- A Additional development projects within the District, whether new residential construction or residential reconstruction involving increases in assessable area greater than 500 square feet, or new commercial or industrial construction will increase the need for reconstruction of school facilities
 - B Without reconstruction of present school facilities, any further residential development projects or commercial or industrial development projects within the District will result in a significant decrease in the quality of education presently offered by the District,
 - C The fees proposed in the Plan and the fees implemented pursuant to this Resolution are for the purposes of providing adequate school facilities to maintain the quality of education offered by the District,
 - D The fees proposed in the Plan and implemented pursuant to this Resolution will be used for the reconstruction of school facilities as identified in the Plan,
 - E The uses of the fees proposed in the Plan and implemented pursuant to this Resolution are reasonably related to the types of development projects on which the fees are imposed,
 - F The fees proposed in the Plan and implemented pursuant to this Resolution bear a reasonable relationship to the need for reconstructed school facilities created by the types of development projects on which the fees are imposed,
 - G The fees proposed in the Plan and implemented pursuant to this Resolution do not exceed the estimated amount required to provide funding for the reconstruction of school facilities for which the fees are levied, and in making this finding, the Board declares that it has considered the availability of revenue sources anticipated to provide such facilities, including general fund revenues,
 - H The fees imposed on commercial or industrial development bear a reasonable relationship and are limited to the needs of the community for schools and are reasonably related and limited to the need for reconstructed school facilities caused by the development,
 - I The fees will be collected for school facilities for which an account has been established and funds appropriated and for which the district has adopted a reconstruction schedule and/or to reimburse the District for expenditures previously made
- 3 Fee Based upon the foregoing findings, the Board hereby increases the previously levied fee to the amount of up to \$4 79 per square foot for assessable space for new residential construction and for residential reconstruction to the extent of the resulting increase in assessable areas, and to the amount of up to \$0 78 per square foot for new commercial or industrial construction The mini-storage category of commercial/industrial justification has less impact than the statutory \$0 78 per square foot commercial/industrial justification and should be collected at the justified rate of \$0 05 per square foot
- 4 Fee Adjustments and Limitation The fees adjusted herewith shall be subject to the following
- A The amount of the District's fees as authorized by Education Code Section 17620 shall be reviewed every two years to determine if a fee increase according to the adjustment for inflation set forth in the statewide cost index for Class B construction as determined by the State Allocation Board is justified
 - B Any development project for which a final map was approved and construction had commenced on or before September 1, 1986, is subject only to the fee, charge, dedication or other form of requirement in existence on that date and applicable to the project
 - C The term "development project" as used herein is as defined by Section 65928 of the Government Code

- 5 Additional Mitigation Methods The policies set forth in this Resolution are not exclusive and the Board reserves the authority to undertake other or additional methods to finance school facilities including but not limited to the Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311, et seq) and such other funding mechanisms This Board reserves the authority to substitute the dedication of land or other property or other form of requirement in lieu of the fees levied by way of this Resolution at its discretion, so long as the reasonable value of land to be dedicated does not exceed the maximum fee amounts contained herein or modified pursuant hereto
- 6 Implementation For residential, commercial or industrial projects within the District, the Superintendent, or the Superintendent's designee, is authorized to issue Certificates of Compliance upon the payment of any fee levied under the authority of this Resolution
- 7 California Environmental Quality Act The Board hereby finds that the implementation of Developer Fees is exempt from the California Environmental Quality Act (CEQA)
- 8 Commencement Date The effective date of this Resolution shall be August 1,2022 which is 60 days following its adoption by the Board
- 9 Notification of Local Agencies The Secretary of the Board is hereby directed to forward copies of this Resolution and a Map of the District to the Planning Commission and Board of Supervisors of Shasta County and to the Planning Commission and City Council of the City of Cottonwood
- 10 Severability If any portion of this Resolution is found by a Court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Resolution The Board hereby declares its intent to adopt this Resolution irrespective of the fact that one or more of its provisions may be declared invalid subsequent hereto

APPROVED, PASSED and ADOPTED by the Governing Board of the Cottonwood Union Elementary School District this 17 day of May, 2022, by the following vote

AYES

NOES

ABSENT

ABSTAIN

Matt Iles, President, Governing Board
Cottonwood Union Elementary School District

ATTEST

Heather Sulzer, Secretary, Governing Board
Cottonwood Union Elementary School District

**PUBLIC DISCLOSURE OF PROPOSED
COLLECTIVE BARGAINING AGREEMENT**
(AB-1200, GOVERNMENT CODE SECTION 3547 5)

School District COTTONWOOD UNION SCHOOL DISTRICT

Name of Bargaining Unit	<u>CTA</u>
Effective dates of the proposed agreement	<u>July 1, 2022-June 30 2024</u>
Settles negotiations for which fiscal year	<u>2022/23 and 2023/24</u>
Date of Public Meeting	<u>May 17, 2022</u>
Disclosure prepared by	<u>Laura Merrick</u>

Send to Shasta County Office of Education ten (10) days prior to Board approval.

A. Proposed Change in Salary

Indicate the percentage salary change over the prior year salary schedule for the current and two subsequent fiscal years Are the costs on-going or one-time?

Year of Proposed Agreement	Current Year	Year 1	Year 2
Percentage Salary Change		5%	3%
On-going or one time cost?		On Going	On-Going

B. Cost of agreement

Indicate the costs of salary and benefit increases that would be incurred under the agreement for the current and two subsequent fiscal years

Year	Current Year	Year 1	Year 2
Salary		195,809	125 121
Benefits		44 664	28 540
Other Costs - Health & Welfare increase		0	0
Total Cost	0	240 473	153 661

C. Source of funding

Indicate the source of funding for the proposed agreement If Staff reductions would be required, this should be stated Please use additional pages as necessary

The source of funding for this raise will be the LCFF revenue For those paid out of restricted resources, restricted funds will be used for those raises

D. Major provisions

List the major provisions and each of the other costs of the agreement for the current and two subsequent fiscal years Please use additional pages as necessary

See Attached Tentative Agreement for specifics of settlement and language sections in the contract The district is also offering a Retirement Incentive to Teachers/Pupil Support staff per the attached summary sheet

E. Impact of proposed agreement on District reserves

State Recommended Minimum Reserve Level (after implementation of Proposed agreement)

Based on the current estimated COLA of 6.56% in 2022/23 and 3.61% COLA in 2023/24 the district will be reducing its reserves to provide this raise

District UNRESTRICTED Reserves sufficient to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT for the current and two subsequent fiscal years

GENERAL FUND RESERVES

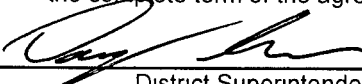
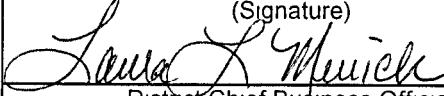
YEAR	Current Year	Year 1	Year 2
Designated for Economic Uncertainties (Object code 9789)	659895	654186	606293
Board-Assigned Reserves (Object code 9780)	3155156	3052765	2301835
UnAssigned / Unappropriated Amount (Object code 9790)	0	0	0
TOTAL RESERVES	3815051	3706951	2908128

If the funding source is the ending balance, the ending balance should be reduced each year by the cost of this agreement

CERTIFICATION

To be signed by the District Superintendent and Chief Business Official when submitted for Public Disclosure before formal action by the Governing Board on the proposed agreement

The Superintendent and Chief Business Official verify that the costs incurred by the District can be met during the complete term of the agreement

 District Superintendent (Signature)	5-10-22 Date
 District Chief Business Official (Signature)	5/10/2022 Date

CERTIFICATION

To be signed by the District Superintendent when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement

The information provided in this document summarized the financial implications of the proposed agreement and is submitted for public disclosure in accordance with the requirement of AB1200 and GC3547 5

District Superintendent (Signature)	Date
After public disclosure of the major provisions contained in the Summary, the Governing Board, at its meeting on <u>May 17 2022</u> took action to approve the proposed agreement with the <u>CTA</u> bargaining unit	
President, Governing Board (Signature)	Date

**TENTATIVE AGREEMENT
2022-2023 AND 2023-2024 SCHOOL YEARS**

This agreement is entered into by and between the Cottonwood Union School District (District) and the Cottonwood Teachers' Association CTA/NEA (Association) The Association and District tentatively agree as follows

- 1 Compensation Effective July 1, 2022
 - 5% on the Salary Schedule (on-going)

- 2 One-time money of \$ 2,250 for Hazard pay, to be paid by June 30, 2022

- 3 Compensation Effective July 1, 2023
 - 3% on the Salary Schedule (on-going)

- 4 Contract Sections Amended (Language Revisions agreed upon by both parties as part of this settlement)
 - Article VII Hours of Employment 7 1
 - Article XII Leave of Absence 12 2 3
 - Article XIII Transfer and Reassignment 13 7, 13 8
 - Article XIV Evaluations and Personnel Files 14 1.2, 14 1 3, 14 1 4,14 1 8
 - Article XV Salary Schedule Placement and Advancement 15 5

- 5 Per review of the language in Section 15 5 the District and Association agreed that there were five teachers that were not advanced on the salary schedule based on the units that they had earned This was not intentional, this was a misinterpretation of this section between the District and the Association The five teachers have been adjusted and placed according to their current units back to the 2020/2021 school year

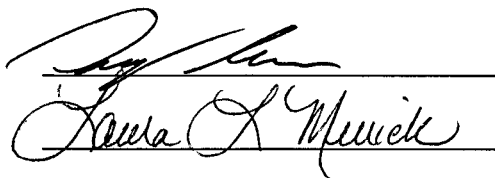
- 6 This agreement is subject to the final approval of the Board of Trustees of the District, the final approval of the members of the Association and the final approval of the Shasta County Office of Education

- 7 The District representatives shall recommend approval of this agreement to the Board of Trustees The Association representatives shall recommend approval of this agreement to the Association members

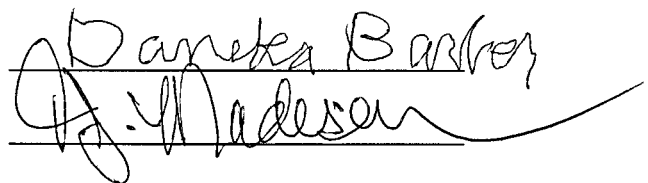
IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 4th day May, 2022

COTTONWOOD UNION
SCHOOL DISTRICT

COTTONWOOD TEACHERS
ASSOCIATION CTA/NEA



Laura A. Mueck



Daniela Barber

Cottonwood Union School District

Retirement Incentive Offer to
Cottonwood Teachers Association

The District is offering a retirement incentive for the 2022/2023 school year as follows.

An employee has to have worked for the Cottonwood School District for **(10) ten years or more.**

A Letter of retirement must be received in the District Office by **October 1, 2022.**

The retirement date must be by **June 30, 2023.**

The District will pay a retirement incentive of **\$30,000** to those who meet the criteria, provide a letter to the district by 10/1/22 and the employee retires before 6/30/2023.

Cottonwood Union School District
MULTI-YEAR PROJECTIONS
2021-22 Second Interim Budget
DRAFT MYP for Negotiations Purposes-All Units Agreeable

		2021-22 Second Interim Budget			2022-23 PROJECTION			2023-24 PROJECTION		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
REVENUES										
Revenue Limit (LCFF)	8010 - 8099	8,843,254	0	8,843,254	8,622,030	0	8,622,030	8,487,806	0	8,487,806
Addtl LCFF w/6 56%,3 61%,3 64%					330,063		330,063	267,645		267,645
Federal Revenues	8100 - 8299	10,605	2,008,726	2,019,331	0	1,953,825	1,953,825	0	567,329	567,329
Other State Revenues	8300 - 8599	182,661	1,381,343	1,564,004	156,241	938,147	1,094,389	155,541	937,919	1,093,460
Other Local Revenues	8600 - 8799	343,975	567,322	911,297	343,975	519,617	863,592	343,975	519,617	863,592
Contributions	8980 - 8999	(999,352)	999,352	0	(1,132,431)	1,132,431	0	(1,185,777)	1,185,777	0
TOTAL REVENUES		8,381,143	4,956,743	13,337,886	8,319,878	4,544,020	12,863,898	8,069,190	3,210,642	11,279,832
EXPENDITURES										
Certificated Salanes	1000 - 1999	3,524,060	1,296,578	4,820,638	3,587,039	1,350,764	4,937,803	3,815,620	651,799	4,467,419
Reduce (1) Teacher in 22/23					(39,650)		(39,650)			
Estimated 5% & 3% sal increase					195,858	76,167	272,025	150,979	22,560	173,539
Classified Salanes	2000 - 2999	1,365,152	401,965	1,767,117	1,384,811	338,460	1,723,271	1,487,466	333,198	1,820,664
Estimated 5% & 3% sal increase					90,884	21,320	112,204	57,174	13,410	70,584
Classified "Hazard Pay" (GF \$\$)		104,936	24,615	129,551						
Employee Benefits	3000 - 3999	1,868,364	916,168	2,784,532	2,010,473	910,499	2,920,972	2,093,176	716,567	2,809,743
Reduce Benefits for (1) Teacher					(20,834)		(20,834)			
Subtotal Salanes & Benefits		6,862,512	2,639,326	9,501,838	7,208,581	2,697,210	9,905,791	7,604,414	1,737,534	9,341,948
Books and Supplies	4000 - 4999	295,114	368,306	663,420	298,065	229,307	527,372	304,027	136,216	440,243
Services, Other Operating Expenses	5000 - 5999	987,944	1,752,785	2,740,729	949,344	1,535,522	2,484,866	951,822	1,356,842	2,308,664
Capital Outlay	6000 - 6599	80,000	100,000	180,000	0	130,700	130,700	0	0	0
Direct Support / Indirect Costs	7100s, 7300s, 7400s	(74,801)	121,723	46,922	(63,012)	63,012	0	(27,250)	27,250	0
Interfund Transfers Out	7610-7614,7616-7619	35,000	30,000	65,000	35,000	0	35,000	35,000	0	35,000
TOTAL EXPENDITURES		8,185,769	5,012,140	13,197,909	8,427,978	4,655,751	13,083,729	8,868,013	3,257,842	12,125,855
NET INCREASE/DECREASE IN FUND BALANCE		195,374	(55,397)	139,977	(108,100)	(111,731)	(219,831)	(798,823)	(47,200)	(846,024)
BEGINNING BALANCE		3,621,677	263,980	3,885,657	3,817,051	208,583	4,025,634	3,708,951	96,852	3,805,802
ENDING BALANCE		3,817,051	208,583	4,025,634	3,708,951	96,852	3,805,803	2,910,128	49,652	2,959,779

Components of Ending Fund Balance

NonSpendable-Rev Cash/Prepays/Stores	2,000		2,000	2,000		2,000	2,000		2,000
Legally Restricted		208,583	208,583		96,852	96,852		49,652	49,652
Assigned-Economic Uncertainty	659,895	0	659,895	654,186		654,186	606,293		606,293
Other Assignments	3,155,156		3,155,156	3,052,765		3,052,765	2,301,835		2,301,835
Unassigned/Unappropriated	-	0	0	-		0	-		0
Total	3,817,051	208,583	4,025,634	3,708,951	96,852	3,805,803	2,910,128	49,652	2,959,779

**Estimated Revenue Detail
2021-22 Second Interim Budget**

Est Funded 899 86 857 62 821 51
ADA (LCFF)

Object	Description	2021-22		2022-23		2023-24	
		Unrest	Rest	Unrest	Rest	Unrest	Rest
80xx	LCFF Revenue	8,843,254		8,622,030		8,487,806	
8181	Federal Spec Ed		201,174		191,730		183,657
8260	Forest Reserve	10,605		-		-	
8290	MediCal		0		0		0
8290	Federal Title I		307,459		293,027		267,155
8290	Federal Title II A		41,603		39,650		37,981
8290	Federal Title IV		18,104		17,254		16,528
8290	ESSER II- Resc 3212		455,796		327,990		
8290	ESSER III - Resc 3213-3214		795,932		980,601		62,008
8290	GOV EERF - Resc 3215		31,877				
8290	ELO-ESSER II - Resc 3216		86,675				
8290	ELO-GEER II - Resc 3217		13,646		6,243		
8290	ELO-ESSER III - Resc 3218		56,460				
8290	ELO-ESSER III - Resc 3219		-		97,330		
	Total Federal	10,605	2,008,726	-	1,953,825	-	567,329
8550	Mandated Costs	29,463		27,598		27,598	
8560	Unrestricted Lottery	153,198		128,643		127,943	
8560	Restricted Lottery		61,090		42,023		41,795
8590	After School Program		235,617	-	235,617	-	235,617
8290	ELO-P - Resc 2600		260,354		260,354		260,354
8590	In-Person Inst Grant - Resc 7422		154,932				
8590	Expanded Learning Grant - Resc 7425-7426		34,381				
8590	Educator Effectiveness Grant - Resc 6266		234,816				
8590	STRS On-Behalf		400,153		400,153		400,153
	Total State	182,661	1,381,343	156,241	938,147	155,541	937,919
8660	Interest	18,000		18,000		18,000	
8677	SCOE Preschool Rent	5,400		5,400		5,400	
8677	1% Over/5 5% BusnServ	152,675		152,675		152,675	
8699	Misc Donations	6,000		6,000		6,000	
8699	Community Church Facility Use	-		-		-	
8699	Donations/Field Trip Donations	7,500		7,500		7,500	
8699	Preschool Revenue	154,400		154,400		154,400	
8792	SELPA Subsidy - Excel Prg		-				
8792	Sped Ed Reim for NPS students		31,934		9,360		9,360
8792	Spec Ed AB602 funds		535,388		510,257		510,257
	Total Local	343,975	567,322	343,975	519,617	343,975	519,617
	Total Income	9,380,495	3,957,391	9,122,246	3,411,589	8,987,322	2,024,865

Annual Difference

(804,051)

(1,521,649)

Cottonwood Union School District
Estimated Expenditure Changes

2022-23 Changes	Unrestricted	Restricted	Total
Certificated Salaries			
Certificated Step & Column - 1.7%	59,779	5,994	65,773
Admin/Pupil Services Step & Column	3,200		3,200
Increase to AP Pos (1.0 FTE) and Tutoring		21,496	21,496
Adj to Special Fund Salaries		26,696	26,696
Subtotal	62,979	54,186	117,165
Classified Salaries			
Estimated Step & Column - 1.6%	22,346	5,586	27,932
Adj to Unrestricted Salaries	(2,687)		(2,687)
Adj To Special Fund Salaries		(69,091)	(69,091)
Subtotal	19,659	(63,505)	(43,846)
Employee Benefits			
Benefits on estimated step & column	22,879	(10,132)	12,747
STRS rate increase	103,774		103,774
PERS rate increase	45,927		45,927
Reduce Cert Retiree Benefits	(535)		(535)
Reduce Classified Retiree Benefits	(1,387)		(1,387)
Adj Benefits in relation to salaries	(28,549)		(28,549)
Adj Benefits in relation to Special Fund Salaries		4,463	4,463
Subtotal	142,109	(5,669)	136,440
Books & Supplies			
Increase Inst Materials Inflation	2,951		2,951
Reduce Air Purifiers/Inst Mat fm Special Funds		(138,999)	(138,999)
Subtotal	2,951	(138,999)	(136,048)
Services & Other Operating Exp's			
Add Election Costs	4,000		4,000
Increase utilities for inflation	6,478		6,478
Reduce Lottery Exp to Match Revenue	(49,078)		(49,078)
Adj exp to Special Fund Revenues		(217,263)	(217,263)
Subtotal	(38,600)	(217,263)	(255,863)
Capital Outlay			
Purchase Kind Playground Structure-ESSER III	0	130,700	130,700
Remove Purchase of Vans	(80,000)		(80,000)
Reduce Bathroom Remediation Project fm 21/22		(100,000)	(100,000)
Subtotal	(80,000)	30,700	(49,300)
Other Outgo			
Reduce Indirect Cost	11,789	(58,711)	(46,922)
Subtotal	11,789	(58,711)	(46,922)

**Cottonwood Union School District
Estimated Expenditure Changes**

2023-24 Changes	Unrestricted	Restricted	Total
Certificated Salaries			
Estimated Step & Column - 1 95%	66,086	4,238	70,324
Admin/Pupil Services Step & Column	6,287	3,642	9,929
Reduce Salaries from Special Fund Revenues		(783,012)	(783,012)
Sal Increase fm 22-23 5% On-going	156,208	76,167	232,375
			0
Subtotal	228,581	(698,965)	(470,384)
Classified Salaries			
Estimated Step & Column	11,771	8,244	20,015
Reduce Salaries from Special Fund Revenues		(34,826)	(34,826)
Sal Increase fm 22-23 5% On-going	90,884	21,320	112,204
Subtotal	102,655	(5,262)	97,393
Employee Benefits			
Benefits on estimated step & column	90,599	(166,422)	(75,823)
STRS rate increase	0		0
PERS rate increase	(3,689)		(3,689)
Decrease Certificated Retiree Benefits	(3,745)		(3,745)
Reduce Classified Retiree Benefits	(462)		(462)
Reduce Benefits for Salary Reductions		(27,510)	(27,510)
			0
Subtotal	82,703	(193,932)	(111,229)
Books & Supplies			
Increase Inst Materials Inflation	5,962		5,962
Reduce Inst Mat from Special Fund Revenues		(93,091)	(93,091)
		0	0
Subtotal	5,962	(93,091)	(87,129)
Services & Other Operating Exp's			
Remove Election Costs	(4,000)		(4,000)
Increase Utilities for Inflation	6,478		6,478
Reduce Cont Services from Special Fund Rev		(139,620)	
			0
Reduce Outside Placements (2 students)		(39,060)	(39,060)
Subtotal	2,478	(178,680)	(36,582)
Capital Outlay			
Remove Kind Playground Structure-ESSER III	0	(130,700)	(130,700)
Subtotal	0	(130,700)	(130,700)
Other Outgo			
Adjust Indirect Cost on Special funds	35,762	(35,762)	0
Subtotal	35,762	(35,762)	0

**PUBLIC DISCLOSURE OF PROPOSED
COLLECTIVE BARGAINING AGREEMENT**
(AB-1200, GOVERNMENT CODE SECTION 3547.5)

School District COTTONWOOD UNION SCHOOL DISTRICT

Name of Bargaining Unit	<u>Unrepresented Classified</u>
Effective dates of the proposed agreement	<u>July 1, 2022-June 30 2024</u>
Settles negotiations for which fiscal year	<u>2022/23 and 2023/24</u>
Date of Public Meeting	<u>May 17, 2022</u>
Disclosure prepared by	<u>Laura Merrick</u>

Send to Shasta County Office of Education ten (10) days prior to Board approval.

A. Proposed Change in Salary

Indicate the percentage salary change over the prior year salary schedule for the current and two subsequent fiscal years. Are the costs on-going or one-time?

Year of Proposed Agreement	Current Year	Year 1	Year 2
Percentage Salary Change		5%	3%
On-going or one time cost?		On-Going	On Going

B. Cost of agreement

Indicate the costs of salary and benefit increases that would be incurred under the agreement for the current and two subsequent fiscal years

Year	Current Year	Year 1	Year 2
Salary		82,924	52,242
Benefits		29,280	18,342
Other Costs - Health & Welfare increase		0	0
Total Cost	0	112,204	70,584

C. Source of funding

Indicate the source of funding for the proposed agreement. If Staff reductions would be required, this should be stated. Please use additional pages as necessary.

The source of funding for this raise will be on-going LCFF revenue. For those paid out of restricted resources, restricted funds will be used for those raises. If the district is in deficit spending, the Ending Fund Balance may also be used.

D. Major provisions

List the major provisions and each of the other costs of the agreement for the current and two subsequent fiscal years. Please use additional pages as necessary.

See Attached Tentative Agreement for specifics of settlement. The one-time "Hazard Pay" will be paid out of General Fund dollars. The district is also offering a Retirement Incentive to Classified Staff per the attached summary sheet. These costs will come from the Ending Fund Balance.

E. Impact of proposed agreement on District reserves

State Recommended Minimum Reserve Level (after implementation of Proposed agreement)

Based on the current estimated COLA in 2022/23 and 2023/24 the district will be reducing its reserves to provide this raise.

District UNRESTRICTED Reserves sufficient to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT for the current and two subsequent fiscal years

GENERAL FUND RESERVES

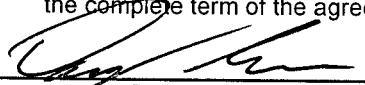
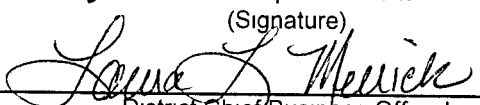
YEAR	Current Year	Year 1	Year 2
Designated for Economic Uncertainties (Object code 9789)	659895	654186	606293
Board-Assigned Reserves (Object code 9780)	3155156	3052765	2301835
UnAssigned / Unappropriated Amount (Object code 9790)	0	0	0
TOTAL RESERVES.	3815051	3706951	2908128

If the funding source is the ending balance, the ending balance should be reduced each year by the cost of this agreement

CERTIFICATION

To be signed by the District Superintendent and Chief Business Official when submitted for Public Disclosure before formal action by the Governing Board on the proposed agreement

The Superintendent and Chief Business Official verify that the costs incurred by the District can be met during the complete term of the agreement

 District Superintendent (Signature)	5-10-22 Date
 District Chief Business Official (Signature)	5/10/2022 Date

CERTIFICATION

To be signed by the District Superintendent when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement

The information provided in this document summarized the financial implications of the proposed agreement and is submitted for public disclosure in accordance with the requirement of AB1200 and GC3547 5

District Superintendent (Signature)	Date
After public disclosure of the major provisions contained in the Summary, the Governing Board, at its meeting on <u>May 17, 2022</u> took action to approve the proposed agreement with the <u>Unrepresented Classified</u> bargaining unit	
President, Governing Board (Signature)	Date

**TENTATIVE AGREEMENT
2022-2023 AND 2023-2024 SCHOOL YEARS**

This agreement is entered into by and between the Cottonwood Union School District (District) and the Unrepresented Classified Staff. The Unrepresented Classified Staff and District tentatively agree as follows:

1. Compensation Effective July 1, 2022
 - 5% on the Salary Schedule (on-going)

2. One-time money for Hazard pay, to be paid by June 30, 2022

Full-time (8 Hours/day)	\$2250
Part-Time (5 75 Hr/day)	\$1615
Part-Time (3 75 Hr/day)	\$1055

3. Compensation Effective July 1, 2023
 - 3% on the Salary Schedule (on-going)

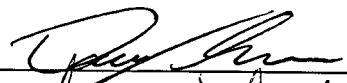
4. This agreement is subject to the final approval of the Board of Trustees of the District, the final approval of the members of Unrepresented Classified Staff and the final approval of the Shasta County Office of Education.

5. The District representatives shall recommend approval of this agreement to the Board of Trustees. The Unrepresented Classified Staff shall recommend approval of this agreement to the Classified members.


IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 6th day May, 2022


COTTONWOOD UNION
SCHOOL DISTRICT

UNREPRESENTED CLASSIFIED STAFF

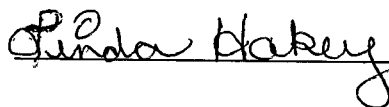


Laura L. Merick





Carol Roberts



Linda Blakey

Cottonwood Union School District

Retirement Incentive Offer to
Unrepresented Classified Staff

The District is offering a retirement incentive for the 2022/2023 and 2023/2024 school year as follows:

An employee has to have worked for the Cottonwood School District for **(10) ten years or more.**

A Letter of retirement must be received in the District Office by **October 1, 2022.**

The retirement date must be by **June 30, 2024.**

The District will pay a retirement incentive per the chart below to those who meet the criteria, provide a letter to the district by 10/1/22 and the employee retires before 6/30/2024.

Full-time (8 Hours/day)	\$25,000
Part-Time (5.75 hr/day)	\$17,975
Part-Time (3.75 hr/day)	\$11,725

**PUBLIC DISCLOSURE OF PROPOSED
COLLECTIVE BARGAINING AGREEMENT**
(AB-1200, GOVERNMENT CODE SECTION 3547.5)

School District COTTONWOOD UNION SCHOOL DISTRICT

Name of Bargaining Unit	<u>Administration (Including Supt)</u>
Effective dates of the proposed agreement	<u>July 1, 2022-June 30 2024</u>
Settles negotiations for which fiscal year	<u>2022/23 and 2023/24</u>
Date of Public Meeting	<u>May 17, 2022</u>
Disclosure prepared by	<u>Laura Merrick</u>

Send to Shasta County Office of Education ten (10) days prior to Board approval.

A. Proposed Change in Salary

Indicate the percentage salary change over the prior year salary schedule for the current and two subsequent fiscal years. Are the costs on-going or one-time?

Year of Proposed Agreement	Current Year	Year 1	Year 2
Percentage Salary Change		5%	3%
On-going or one time cost?		On-Going	On-Going

B. Cost of agreement

Indicate the costs of salary and benefit increases that would be incurred under the agreement for the current and two subsequent fiscal years

Year	Current Year	Year 1	Year 2
Salary		25,692	16,186
Benefits		5,860	3,692
Other Costs - Health & Welfare increase		0	0
Total Cost	0	31,552	19,878

C. Source of funding

Indicate the source of funding for the proposed agreement. If Staff reductions would be required, this should be stated. Please use additional pages as necessary.

The source of funding for this raise will be the LCFF revenue. For those paid out of restricted resources, restricted funds will be used for those raises.

D. Major provisions

List the major provisions and each of the other costs of the agreement for the current and two subsequent fiscal years. Please use additional pages as necessary.

The district offered the "Me Too" that was offered to CTA and Classified staff of 5% on-going in 22/23 and 3% in 23/24. The one-time "Hazard Pay" will be paid out of General Fund dollars.

E. Impact of proposed agreement on District reserves

State Recommended Minimum Reserve Level (after implementation of Proposed agreement)

Based on the current estimated COLA in 2022/23 and 2023/24 the district will be reducing its reserves to provide this raise.

District UNRESTRICTED Reserves sufficient to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT for the current and two subsequent fiscal years

GENERAL FUND RESERVES

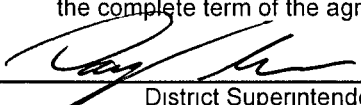
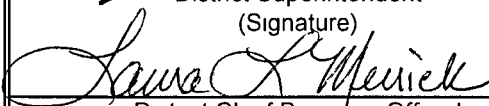
YEAR	Current Year	Year 1	Year 2
Designated for Economic Uncertainties (Object code 9789)	659895	654186	606293
Board-Assigned Reserves (Object code 9780)	3155156	3052765	2301835
UnAssigned / Unappropriated Amount (Object code 9790)	0	0	0
TOTAL RESERVES:	3815051	3706951	2908128

If the funding source is the ending balance, the ending balance should be reduced each year by the cost of this agreement

CERTIFICATION

To be signed by the District Superintendent and Chief Business Official when submitted for Public Disclosure before formal action by the Governing Board on the proposed agreement

The Superintendent and Chief Business Official verify that the costs incurred by the District can be met during the complete term of the agreement

 District Superintendent (Signature)	5-10-22 Date
 District Chief Business Official (Signature)	5/10/2022 Date

CERTIFICATION

To be signed by the District Superintendent when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement

The information provided in this document summarized the financial implications of the proposed agreement and is submitted for public disclosure in accordance with the requirement of AB1200 and GC3547 5

District Superintendent (Signature)	Date
After public disclosure of the major provisions contained in the Summary, the Governing Board, at its meeting on <u>May 17, 2022</u> took action to approve the proposed agreement with the <u>Administration (Including Supt)</u> bargaining unit	
President, Governing Board (Signature)	Date

**TENTATIVE AGREEMENT
2022-2023 AND 2023-2024 SCHOOL YEARS**

This agreement is entered into by and between the Cottonwood Union School District (District) and the Administrators. The Administrator and District tentatively agree as follows:

- 1 Compensation Effective July 1, 2022
 - 5% on the Salary Schedule (on-going)

- 2 One-time money of \$ 2,250 for Hazard pay, to be paid by June 30, 2022

- 3 Compensation Effective July 1, 2023
 - 3% on the Salary Schedule (on-going)

- 4 This agreement is subject to the final approval of the Board of Trustees of the District, the final approval of the members of the Administrators and the final approval of the Shasta County Office of Education

- 5 The District representatives shall recommend approval of this agreement to the Board of Trustees. The Administrators representatives shall recommend approval of this agreement to the Administrators members.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 12th day May, 2022

COTTONWOOD UNION
SCHOOL DISTRICT

ADMINISTRATORS

Total Compensation Systems, Inc.

Cottonwood Union School District
Actuarial Study of
Retiree Health Liabilities Under GASB 74/75
Valuation Date: June 30, 2021
Measurement Date: June 30, 2021
For Fiscal Year-End: June 30, 2022

Prepared by
Total Compensation Systems, Inc

Date: May 12, 2022

Total Compensation Systems, Inc.

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Total Compensation Systems, Inc.

Cottonwood Union School District Actuarial Study of Retiree Health Liabilities

PART I: EXECUTIVE SUMMARY

A. Introduction

This report was produced by Total Compensation Systems, Inc for Cottonwood Union School District to determine the liabilities associated with its current retiree health program as of a June 30, 2021 measurement date and to provide the necessary information to determine accounting entries for the fiscal year ending June 30, 2022. This report may not be suitable for other purposes such as determining employer contributions or assessing the potential impact of changes in plan design.

Different users of this report will likely be interested in different sections of information contained within. We anticipate that the following portions may be of most interest depending on the reader:

- A high level comparison of key results from the current year to the prior year is shown on this page.
- The values we anticipate will be disclosed in the June 30, 2022 year-end financials are shown on pages 2 and 3.
- Additional accounting information is shown on page 12 and Appendices C and D.
- Description and details of measured valuation liabilities can be found beginning on page 10.
- Guidance regarding the next actuarial valuation for the June 30, 2022 measurement date is provided on page 13.

B. Key Results

Cottonwood Union SD uses an Actuarial Measurement Date that is 12 months prior to its Fiscal Year-End. This means that these actuarial results measured as of June 30, 2021 will be used on a look back basis for the June 30, 2022 Fiscal Year-End.

Key Results	Current Year	Prior Year
	<i>June 30, 2021 Measurement Date for June 30, 2022 Fiscal Year-End</i>	<i>June 30, 2020 Measurement Date for June 30, 2021 Fiscal Year-End</i>
Total OPEB Liability (TOL)	\$428,798	\$709,644
Fiduciary Net Position (FNP)	\$0	\$0
Net OPEB Liability (NOL)	\$428,798	\$709,644
Service Cost <i>(for year following)</i>	\$35,731	\$78,391
Estimated Pay-as-you-go Amount <i>(for year following)</i>	\$18,387	\$30,706
GASB 75 OPEB Expense <i>(for year ending)</i>	\$53,204	\$72,909

Refer to results section beginning on page 10 or the glossary on page 26 for descriptions of the above items.

Key Assumptions	Current Year	Prior Year
	<i>June 30, 2021 Measurement Date for June 30, 2022 Fiscal Year-End</i>	<i>June 30, 2020 Measurement Date for June 30, 2021 Fiscal Year-End</i>
Valuation Interest Rate	2.16%	2.20%
Expected Rate of Return on Assets	N/A	N/A
Long-Term Medical Trend Rate	4.00%	4.00%
Projected Payroll Growth	2.75%	2.75%

Total Compensation Systems, Inc.

C. Summary of GASB 75 Accounting Results

1 Changes in Net OPEB Liability

The following table shows the reconciliation of the June 30, 2020 Net OPEB Liability (NOL) in the prior valuation to the June 30, 2021 NOL. A more detailed version of this table can be found on page 12.

	<i>TOL</i>	<i>FNP</i>	<i>NOL</i>
Balance at June 30, 2020 Measurement Date	\$709,644	\$0	\$709,644
Service Cost	\$78,391	\$0	\$78,391
Interest on TOL / Return on FNP	\$16,137	\$0	\$16,137
Employer Contributions	\$0	\$34,436	(\$34,436)
Benefit Payments	(\$34,436)	(\$34,436)	\$0
Administrative Expenses	\$0	\$0	\$0
Experience (Gains)/Losses	(\$200,505)	\$0	(\$200,505)
Changes in Assumptions	(\$140,433)	\$0	(\$140,433)
Other	\$0	\$0	\$0
Net Change	(\$280,846)	\$0	(\$280,846)
Actual Balance at June 30, 2021 Measurement Date	\$428,798	\$0	\$428,798

2 Deferred Inflows and Outflows

Changes in the NOL arising from certain sources are recognized on a deferred basis. The following tables show the balance of each deferral item as of the measurement date and the scheduled future recognition. A reconciliation of these balances can be found on page 12 while the complete deferral history is shown beginning on page 23.

Balances at June 30, 2022 Fiscal Year-End	<i>Deferred Outflows</i>	<i>Deferred Inflows</i>
Differences between expected and actual experience	\$7,195	(\$295,830)
Changes in assumptions	\$49,514	(\$135,405)
Differences between projected and actual return on assets	\$0	\$0
Total	\$56,709	(\$431,235)

To be recognized fiscal year ending June 30:	<i>Deferred Outflows</i>	<i>Deferred Inflows</i>
2023	\$7,384	(\$48,708)
2024	\$7,384	(\$48,708)
2025	\$7,384	(\$48,708)
2026	\$7,384	(\$48,708)
2027	\$7,384	(\$48,708)
Thereafter	\$19,789	(\$187,695)
Total	\$56,709	(\$431,235)

Total Compensation Systems, Inc.

3 OPEB Expense

Under GASB 74 and 75, OPEB expense includes service cost, interest cost, administrative expenses, and change in TOL due to plan changes, adjusted for deferred inflows and outflows. OPEB expense can also be derived as change in net position, adjusted for employer contributions, which can be found on page 12.

To be recognized fiscal year ending June 30, 2022	<i>Expense Component</i>
Service Cost	\$78,391
Interest Cost	\$16,137
Expected Return on Assets	\$0
Administrative Expenses	\$0
Recognition of Experience (Gain)/Loss Deferrals	(\$33,817)
Recognition of Assumption Change Deferrals	(\$7,507)
Recognition of Investment (Gain)/Loss Deferrals	\$0
Employee Contributions	\$0
Changes in Benefit Terms	\$0
Net OPEB Expense for fiscal year ending June 30, 2022	\$53,204

4 Adjustments

The above OPEB expense includes all deferred inflows and outflows except any contributions after the measurement date. Contributions from July 1, 2021 to June 30, 2022 minus prior contributions after the measurement date of \$34,436 should also be reflected in OPEB expense. June 30, 2022 deferred outflows should include contributions from July 1, 2021 to June 30, 2022.

5 Trend and Interest Rate Sensitivities

The following presents what the Net OPEB Liability would be if it were calculated using a discount rate assumption or a healthcare trend rate assumption one percent higher or lower than the current assumption.

Net OPEB Liability at June 30, 2021 Measurement Date	<i>Discount Rate</i>	<i>Healthcare Trend Rate</i>
1% Decrease in Assumption	\$450,588	\$390,894
Current Assumption	\$428,798	\$428,798
1% Increase in Assumption	\$407,352	\$472,332

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D. Description of Retiree Benefits

Following is a description of the current retiree benefit plan

<i>All Employees</i>	
Benefit types provided	Medical, dental and vision
Duration of Benefits	5 years but not beyond Medicare age
Required Service	10 years
Minimum Age	Retirement age
Dependent Coverage	None
District Contribution %	100% to cap
District Cap	\$6,240 per year

E. Summary of Valuation Data

This report is based on census data provided to us as of August, 2021. Distributions of participants by age and service can be found on page 17. For non-lifetime benefits, the active count below excludes employees for whom it is not possible to receive retiree benefits (e.g. employees who are already older than the maximum age to which benefits are payable or who will not accrue the required service prior to reaching the maximum age).

	Current Year	Prior Year
	<i>June 30, 2021 Valuation Date</i> <i>June 30, 2021 Measurement Date</i>	<i>June 30, 2019 Valuation Date</i> <i>June 30, 2020 Measurement Date</i>
Active Employees eligible for future benefits		
Count	69	77
Average Age	47.7	48.2
Average Years of Service	11.4	12.5
Retirees currently receiving benefits		
Count	7	10
Average Age	61.4	61.3

We were not provided with information about any terminated, vested employees

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F. Certification

The actuarial information in this report is intended solely to assist Cottonwood Union SD in complying with Governmental Accounting Standards Board Accounting Statement 74 and 75 and, unless otherwise stated, fully and fairly discloses actuarial information required for compliance. Nothing in this report should be construed as an accounting opinion, accounting advice or legal advice. TCS recommends that third parties retain their own actuary or other qualified professionals when reviewing this report. TCS's work is prepared solely for the use and benefit of Cottonwood Union SD. Release of this report may be subject to provisions of the Agreement between Cottonwood Union SD and TCS. No third party recipient of this report product should rely on the report for any purpose other than accounting compliance. Any other use of this report is unauthorized without first consulting with TCS.

This report is for fiscal year July 1, 2021 to June 30, 2022, using a measurement date of June 30, 2021. The calculations in this report have been made based on our understanding of plan provisions and actual practice at the time we were provided the required information. We relied on information provided by Cottonwood Union SD. Much or all of this information was unaudited at the time of our evaluation. We reviewed the information provided for reasonableness, but this review should not be viewed as fulfilling any audit requirements. We relied on the following materials to complete this study:

- We used paper reports and digital files containing participant demographic data from the District personnel records
- We used relevant sections of collective bargaining agreements provided by the District

All costs, liabilities, and other estimates are based on actuarial assumptions and methods that comply with all applicable Actuarial Standards of Practice (ASOPs). Each assumption is deemed to be reasonable by itself, taking into account plan experience and reasonable future expectations and in combination represent our estimate of anticipated experience of the Plan.

This report contains estimates of the Plan's financial condition and future results only as of a single date. Future results can vary dramatically and the accuracy of estimates contained in this report depends on the actuarial assumptions used. This valuation cannot predict the Plan's future condition nor guarantee its future financial soundness. Actuarial valuations do not affect the ultimate cost of Plan benefits, only the timing of Plan contributions. While the valuation is based on individually reasonable assumptions, other assumption sets may also be reasonable and valuation results based on those assumptions would be different. Determining results using alternative assumptions (except for the alternate discount and trend rates shown in this report) is outside the scope of our engagement.

Future actuarial measurements may differ significantly from those presented in this report due to factors such as, but not limited to, the following: plan experience differing from that anticipated by the economic or demographic assumptions, changes in economic or demographic assumptions, increases or decreases expected as part of the natural operation of the measurement methodology (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status), and changes in plan provisions or applicable law. We were not asked to perform analyses to estimate the potential range of such future measurements.

The signing actuary is independent of Cottonwood Union SD and any plan sponsor. TCS does not intend to benefit from and assumes no duty or liability to other parties who receive this report. TCS is not aware of any relationship that would impair the objectivity of the opinion.

On the basis of the foregoing, I hereby certify that, to the best of my knowledge and belief, this report is complete and has been prepared in accordance with generally accepted actuarial principles and practices and all applicable Actuarial Standards of Practice. I meet the Qualifications Standards of the American Academy of

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Actuaries to render the actuarial opinion contained herein

Respectfully submitted,

A handwritten signature in cursive script that reads "Will Kane".

Will Kane, FSA, EA, MAAA
Actuary
Total Compensation Systems, Inc
(805) 496-1700

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PART II: LIABILITIES AND COSTS FOR RETIREE BENEFITS

A. Introduction.

We calculated the actuarial present value of projected benefit payments (APVPBP) separately for each participant. We determined eligibility for retiree benefits based on information supplied by Cottonwood Union SD. We then selected assumptions that, based on plan provisions and our training and experience, represent our best prediction of future plan experience. For each participant, we applied the appropriate assumption factors based on the participant's age, sex, length of service, and employee classification.

The actuarial assumptions used for this study are summarized beginning on page 14.

B. Liability for Retiree Benefits.

For each participant, we projected future premium costs using an assumed trend rate (see Appendix C). To the extent Cottonwood Union SD uses contribution caps, the influence of the trend factor is further reduced. We multiplied each year's benefit payments by the probability that benefits will be paid, i.e., based on the probability that the participant is living, has not terminated employment, has retired and remains eligible. The probability that benefit will be paid is zero if the participant is not eligible. The participant is not eligible if s/he has not met minimum service, minimum age or, if applicable, maximum age requirements.

The product of each year's benefit payments and the probability the benefit will be paid equals the expected cost for that year. We multiplied the above expected cost figures by the probability that the retiree would elect coverage. A retiree may not elect to be covered if retiree health coverage is available less expensively from another source (e.g., Medicare risk contract) or the retiree is covered under a spouse's plan. Finally, we discounted the expected cost for each year to the measurement date June 30, 2021 at 2.16% interest.

For any *current retirees*, the approach used was similar. The major difference is that the probability of payment for current retirees depends only on mortality and age restrictions (i.e., for retired employees the probability of being retired and of not being terminated are always both 100%).

The value generated from the process described above is called the actuarial present value of projected benefit payments (APVPBP). We added APVPBP for each participant to get the total APVPBP for all participants, which is the estimated present value of all future retiree health benefits for all *current* participants. The APVPBP is the amount on June 30, 2021 that, if all actuarial assumptions are exactly right, would be sufficient to expense all promised benefits until the last participant dies or reaches the maximum eligibility age. However, for most actuarial and accounting purposes, the APVPBP is not used directly but is instead apportioned over the lifetime of each participant as described in the following sections.

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C. Actuarial Accrual

Accounting principles provide that the cost of retiree benefits should be “accrued” over employees' working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in June of 2015 Accounting Standards 74 and 75 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees), whether they pay directly or indirectly (via an “implicit rate subsidy”).

To actuarially accrue retiree health benefits requires determining the amount to expense each year so that the liability accumulated at retirement is, on average, sufficient (with interest) to cover all retiree health expenditures without the need for additional expenses. There are many different ways to determine the annual accrual amount. The calculation method used is called an “actuarial cost method” and uses the APVPBP to develop expense and liability figures. Furthermore, the APVPBP should be accrued over the working lifetime of employees.

In order to accrue the APVPBP over the working lifetime of employees, actuarial cost methods apportion the APVPBP into two parts: the portions attributable to service rendered prior to the measurement date (the past service liability or Total OPEB Liability (TOL) under GASB 74 and 75) and to service after the measurement date but prior to retirement (the future service liability or present value of future service costs). Of the future service liability, the portion attributable to the single year immediately following the measurement date is known as the normal cost or Service Cost under GASB 74 and 75.

The service cost can be thought of as the value of the benefit earned each year if benefits are accrued during the working lifetime of employees. The actuarial cost method mandated by GASB 75 is the “entry age actuarial cost method”. Under the entry age actuarial cost method, the actuary determines the service cost as the annual amount needing to be expensed from hire until retirement to fully accrue the cost of retiree health benefits. Under GASB 75, the service cost is calculated to be a level percentage of each employee's projected pay.

D. Actuarial Assumptions

The APVPBP and service cost are determined using several key assumptions:

- The current **cost of retiree health benefits** (often varying by age, Medicare status and/or dependent coverage). The higher the current cost of retiree benefits, the higher the service cost.
- The **“trend” rate** at which retiree health benefits are expected to increase over time. A higher trend rate increases the service cost. A “cap” on District contributions can reduce trend to zero once the cap is reached thereby dramatically reducing service costs.
- **Mortality rates** varying by age and sex (and sometimes retirement or disability status). If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce service costs, the mortality assumption is not likely to vary from employer to employer.
- **Employment termination rates** have the same effect as mortality inasmuch as higher termination rates reduce service costs. Employment termination can vary considerably between public agencies.
- The **service requirement** reflects years of service required to earn full or partial retiree benefits. While a longer service requirement reduces costs, cost reductions are not usually substantial unless the service period exceeds 20 years of service.

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- **Retirement rates** determine what proportion of employees retire at each age (assuming employees reach the requisite length of service) Retirement rates often vary by employee classification and implicitly reflect the minimum retirement age required for eligibility Retirement rates also depend on the amount of pension benefits available Higher retirement rates increase service costs but, except for differences in minimum retirement age, retirement rates tend to be consistent between public agencies for each employee type
- **Participation rates** indicate what proportion of retirees are expected to elect retiree health benefits if a significant retiree contribution is required Higher participation rates increase costs
- The **discount rate** estimates investment earnings for assets earmarked to cover retiree health benefit liabilities The discount rate depends on the nature of underlying assets for funded plans The rate used for a funded plan is the **real** rate of return expected for plan assets plus the long term inflation assumption For an unfunded plan, the discount rate is based on an index of 20 year General Obligation municipal bonds rated AA or higher For partially funded plans, the discount rate is a blend of the funded and unfunded rates

E. Total OPEB Liability

The assumptions listed above are not exhaustive, but are the most common assumptions used in actuarial cost calculations If all actuarial assumptions are exactly met and an employer expensed the service cost every year for all past and current employees and retirees, a sizeable liability would have accumulated (after adding interest and subtracting retiree benefit costs) The liability that would have accumulated is called the Total OPEB Liability (TOL) The excess of TOL over the value of plan assets is called the Net OPEB Liability (NOL) Under GASB 74 and 75, in order for assets to count toward offsetting the TOL, the assets have to be held in an irrevocable trust that is safe from creditors and can only be used to provide OPEB benefits to eligible participants

Changes in the TOL can arise in several ways - e g , as a result of plan changes or changes in actuarial assumptions Change in the TOL can also arise from actuarial gains and losses Actuarial gains and losses result from differences between actuarial assumptions and actual plan experience GASB 75 allows certain changes in the TOL to be deferred (i e deferred inflows and outflows of resources)

Under GASB 74 and 75, a portion of actuarial gains and losses can be deferred as follows

- Investment gains and losses are deferred five years
- Experience gains and losses are deferred over the Expected Average Remaining Service Lives (EARSL) of plan participants In calculating the EARSL, terminated employees (primarily retirees) are considered to have a working lifetime of zero This often makes the EARSL quite short
- Liability changes resulting from changes in economic and demographic assumptions are also deferred based on the EARSL
- Liability changes resulting from plan changes, for example, cannot be deferred

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F. Valuation Results

This section details the measured values of the concepts described on the previous pages

1 Actuarial Present Value of Projected Benefit Payments (APVPBP)

Actuarial Present Value of Projected Benefit Payments as of June 30, 2021 Valuation Date

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
Active Pre-65 Benefit	\$846,378	\$629,211	\$171,766	\$45,401
Post-65 Benefit	\$0	\$0	\$0	\$0
Subtotal	\$846,378	\$629,211	\$171,766	\$45,401
Retiree Pre-65 Benefit	\$45,525	\$32,456	\$13,069	\$0
Post-65 Benefit	\$0	\$0	\$0	\$0
Subtotal	\$45,525	\$32,456	\$13,069	\$0
Grand Total	\$891,903	\$661,667	\$184,835	\$45,401
Subtotal Pre-65 Benefit	\$891,903	\$661,667	\$184,835	\$45,401
Subtotal Post-65 Benefit	\$0	\$0	\$0	\$0

2 Service Cost

The service cost represents the value of the benefit earned during a single year of employment. It is the APVPBP spread over the expected working lifetime of the employee and divided into annual segments. We applied an "entry age" actuarial cost method to determine funding rates for active employees. The table below summarizes the calculated service cost.

Service Cost Valuation Year Beginning July 1, 2021

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
# of Eligible Employees	69	44	19	6
First Year Service Cost				
Pre-65 Benefit	\$35,731	\$23,100	\$9,367	\$3,264
Post-65 Benefit	\$0	\$0	\$0	\$0
Total	\$35,731	\$23,100	\$9,367	\$3,264

Accruing retiree health benefit costs using service costs levels out the cost of retiree health benefits over time and more fairly reflects the value of benefits "earned" each year by employees. While the service cost for each employee is targeted to remain level as a percentage of covered payroll, the service cost as a dollar amount would increase each year based on covered payroll. Additionally, the overall service cost may grow or shrink based on changes in the demographic makeup of the employees from year to year.

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3 Total OPEB Liability and Net OPEB Liability

If actuarial assumptions are borne out by experience, the District will fully accrue retiree benefits by expensing an amount each year that equals the service cost. If no accruals had taken place in the past, there would be a shortfall of many years' accruals, accumulated interest and forfeitures for terminated or deceased employees. This shortfall is called the Total OPEB Liability. We calculated the Total OPEB Liability (TOL) as the APVPBP minus the present value of future service costs. To the extent that benefits are funded through a GASB 74 qualifying trust, the trust's Fiduciary Net Position (FNP) is subtracted to get the NOL. The FNP is the value of assets adjusted for any applicable payables and receivables as shown in the table on page 15.

Total OPEB Liability and Net OPEB Liability as of June 30, 2021 Valuation Date

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
Active Pre-65 Benefit	383,273	\$268,402	\$94,971	\$19,900
Active Post-65 Benefit	\$0	\$0	\$0	\$0
Subtotal	\$383,273	\$268,402	\$94,971	\$19,900
Retiree Pre-65 Benefit	\$45,525	\$32,456	\$13,069	\$0
Retiree Post-65 Benefit	\$0	\$0	\$0	\$0
Subtotal	\$45,525	\$32,456	\$13,069	\$0
Subtotal Pre-65 Benefit	\$428,798	\$300,858	\$108,040	\$19,900
Subtotal Post-65 Benefit	\$0	\$0	\$0	\$0
Total OPEB Liability (TOL)	\$428,798	\$300,858	\$108,040	\$19,900
Fiduciary Net Position as of June 30, 2021	\$0			
Net OPEB Liability (NOL)	\$428,798			

4 "Pay As You Go" Projection of Retiree Benefit Payments

We used the actuarial assumptions shown in Appendix C to project the District's ten year retiree benefit outlay. Because these cost estimates reflect average assumptions applied to a relatively small number of participants, estimates for individual years are **certain** to be **inaccurate**. However, these estimates show the size of cash outflow.

The following table shows a projection of annual amounts needed to pay the District's share of retiree health costs.

<i>Year Beginning July 1</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
2021	\$18,387	\$12,840	\$5,547	\$0
2022	\$22,788	\$14,631	\$5,948	\$2,209
2023	\$22,929	\$11,406	\$7,756	\$3,767
2024	\$22,735	\$10,782	\$6,298	\$5,655
2025	\$41,859	\$23,403	\$11,337	\$7,119
2026	\$36,553	\$28,006	\$8,547	\$0
2027	\$44,890	\$35,591	\$9,299	\$0
2028	\$45,851	\$38,061	\$7,790	\$0
2029	\$52,599	\$39,266	\$13,333	\$0
2030	\$47,913	\$31,371	\$14,991	\$1,551

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G. Additional Reconciliation of GASB 75 Results

The following table shows the reconciliation of the June 30, 2020 Net OPEB Liability (NOL) in the prior valuation to the June 30, 2021 NOL. For some plans, it will provide additional detail and transparency beyond that shown in the table on Page 2

	<i>TOL</i>	<i>FNP</i>	<i>NOL</i>
Balance at June 30, 2020	\$709,644	\$0	\$709,644
Service Cost	\$78,391	\$0	\$78,391
Interest on Total OPEB Liability	\$16,137	\$0	\$16,137
Expected Investment Income	\$0	\$0	\$0
Administrative Expenses	\$0	\$0	\$0
Employee Contributions	\$0	\$0	\$0
Employer Contributions to Trust	\$0	\$0	\$0
Employer Contributions as Benefit Payments	\$0	\$34,436	(\$34,436)
Actual Benefit Payments from Trust	\$0	\$0	\$0
Actual Benefit Payments from Employer	(\$34,436)	(\$34,436)	\$0
Expected Minus Actual Benefit Payments**	\$3,730	\$0	\$3,730
Expected Balance at June 30, 2021	\$773,466	\$0	\$773,466
Experience (Gains)/Losses	(\$204,235)	\$0	(\$204,235)
Changes in Assumptions	(\$140,433)	\$0	(\$140,433)
Changes in Benefit Terms	\$0	\$0	\$0
Investment Gains/(Losses)	\$0	\$0	\$0
Other	\$0	\$0	\$0
Net Change during 2021	(\$280,846)	\$0	(\$280,846)
Actual Balance at June 30, 2021*	\$428,798	\$0	\$428,798

* May include a slight rounding error

** Deferrable as an Experience Gain or Loss

Changes in the NOL arising from certain sources are recognized on a deferred basis. The deferral history for Cottonwood Union SD is shown beginning on page 23. The following table summarizes the beginning and ending balances for each deferral item. The current year expense reflects the change in deferral balances for the measurement year.

Deferred Inflow/Outflow Balances Fiscal Year Ending June 30, 2022

	<i>Beginning Balance</i>	<i>Change Due to New Deferrals</i>	<i>Change Due to Recognition</i>	<i>Ending Balance</i>
Experience (Gains)/Losses	(\$121,947)	(\$200,505)	\$33,817	(\$288,635)
Assumption Changes	\$47,035	(\$140,433)	\$7,507	(\$85,891)
Investment (Gains)/Losses	\$0	\$0	\$0	\$0
Deferred Balances	(\$74,912)	(\$340,938)	\$41,324	(\$374,526)

The following table shows the reconciliation of Net Position (NOL less the balance of any deferred inflows or outflows). When adjusted for contributions, the change in Net Position is equal to the OPEB expense shown previously on page 3.

Preliminary OPEB Expense Fiscal Year Ending June 30, 2022

	<i>Beginning Net Position</i>	<i>Ending Net Position</i>	<i>Change</i>
Net OPEB Liability (NOL)	\$709,644	\$428,798	(\$280,846)
Deferred Balances	(\$74,912)	(\$374,526)	(\$299,614)
Net Position	\$784,556	\$803,324	\$18,768
Adjust Out Employer Contributions			\$34,436
OPEB Expense			\$53,204

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H. Procedures for Future Valuations

GASB 74/75 require annual measurements of liability with a full actuarial valuation required every two years. This means that for the measurement date one year following a full actuarial valuation, a streamlined “roll-forward” valuation may be performed in place of a full valuation. The following outlines the key differences between full and roll-forward valuations.

	Full Actuarial Valuation	Roll-Forward Valuation
Collect New Census Data	Yes	No
Reflect Updates to Plan Design	Yes	No
Update Actuarial Assumptions	Yes	Typically Not
Update Valuation Interest Rate	Yes	Yes
Actual Assets as of Measurement Date	Yes	Yes
Timing	4-6 weeks after information is received	1-2 weeks after information is received
Fees	Full	Reduced
Information Needed from Employer	Moderate	Minimal
Required Frequency	At least every two years	Each year, unless a full valuation is performed

The majority of employers use an alternating cycle of a full valuation one year followed by a roll-forward valuation the next year. However, a full valuation may be required or preferred under certain circumstances. Following are examples of actions that could cause the employer to consider a full valuation instead of a roll-forward valuation.

- The employer adds or terminates a group of participants that constitutes a significant part of the covered group.
- The employer considers or implements changes to retiree benefit provisions or eligibility requirements.
- The employer considers or puts in place an early retirement incentive program.
- The employer desires the measured liability to incorporate more recent census data or assumptions.

We anticipate that the next valuation we perform for Cottonwood Union SD will be a roll-forward valuation with a measurement date of June 30, 2022 which will be used for the fiscal year ending June 30, 2023. Please let us know if Cottonwood Union SD would like to discuss whether another full valuation would be preferable based on any of the examples listed above.

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PART III: ACTUARIAL ASSUMPTIONS AND METHODS

Following is a summary of actuarial assumptions and methods used in this study. The District should carefully review these assumptions and methods to make sure they reflect the District's assessment of its underlying experience. It is important for Cottonwood Union SD to understand that the appropriateness of all selected actuarial assumptions and methods are Cottonwood Union SD's responsibility. Unless otherwise disclosed in this report, TCS believes that all methods and assumptions are within a reasonable range based on the provisions of GASB 74 and 75, applicable actuarial standards of practice, Cottonwood Union SD's actual historical experience, and TCS's judgment based on experience and training.

A. ACTUARIAL METHODS AND ASSUMPTIONS:

ACTUARIAL COST METHOD GASB 74 and 75 require use of the entry age actuarial cost method.

Entry age is based on the age at hire for eligible employees. The attribution period is determined as the difference between the expected retirement age and the age at hire. The APVPBP and present value of future service costs are determined on a participant by participant basis and then aggregated.

SUBSTANTIVE PLAN As required under GASB 74 and 75, we based the valuation on the substantive plan. The formulation of the substantive plan was based on a review of written plan documents as well as historical information provided by Cottonwood Union SD regarding practices with respect to employer and employee contributions and other relevant factors.

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B. ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 27 (ASOP 27). Among other things, ASOP 27 provides that economic assumptions should reflect a consistent underlying rate of general inflation. For that reason, we show our assumed long-term inflation rate below.

INFLATION We assumed 2.50% per year used for pension purposes. Actuarial standards require using the same rate for OPEB that is used for pension.

INVESTMENT RETURN / DISCOUNT RATE We assumed 2.16% per year net of expenses. This is based on the Bond Buyer 20 Bond Index.

TREND We assumed 4.00% per year. Our long-term trend assumption is based on the conclusion that, while medical trend will continue to be cyclical, the average increase over time cannot continue to outstrip general inflation by a wide margin. Trend increases in excess of general inflation result in dramatic increases in unemployment, the number of uninsured and the number of underinsured. These effects are nearing a tipping point which will inevitably result in fundamental changes in health care finance and/or delivery which will bring increases in health care costs more closely in line with general inflation. We do not believe it is reasonable to project historical trend vs. inflation differences several decades into the future.

PAYROLL INCREASE We assumed 2.75% per year. Since benefits do not depend on salary (as they do for pensions), this assumption is only used to determine the accrual pattern of the Actuarial Present Value of Projected Benefit Payments.

FIDUCIARY NET POSITION (FNP) The following table shows the beginning and ending FNP numbers that were provided by Cottonwood Union SD.

Fiduciary Net Position as of June 30, 2021		
	<u>06/30/2020</u>	<u>06/30/2021</u>
Cash and Equivalents	\$0	\$0
Contributions Receivable	\$0	\$0
Total Investments	\$0	\$0
Capital Assets	\$0	\$0
Total Assets	<u>\$0</u>	<u>\$0</u>
Benefits Payable	\$0	\$0
Fiduciary Net Position	<u>\$0</u>	<u>\$0</u>

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C. NON-ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 35 (ASOP 35) See Appendix C, Paragraph 52 for more information

MORTALITY

<i>Participant Type</i>	<i>Mortality Tables</i>
Certificated	2020 CalSTRS Mortality
Classified	2017 CalPERS Mortality for Miscellaneous and Schools Employees

RETIREMENT RATES

<i>Employee Type</i>	<i>Retirement Rate Tables</i>
Certificated	Hired 2012 and earlier 2020 CalSTRS 2.0%@60 Rates
	Hired 2013 and later 2020 CalSTRS 2.0%@62 Rates
Classified	Hired 2012 and earlier 2017 CalPERS 2.0%@55 Rates for Schools Employees
	Hired 2013 and later 2017 CalPERS 2.0%@62 Rates for Schools Employees
Management	Hired 2012 and earlier 2017 CalPERS 2.0%@55 Rates for Schools Employees
	Hired 2013 and later 2017 CalPERS 2.0%@62 Rates for Schools Employees

COSTS FOR RETIREE COVERAGE

Actuarial Standard of Practice 6 (ASOP 6) Section 3.7.7(c)(3) provides that unadjusted premium may be used as the basis for retiree liabilities if retiree premium rates are not subsidized by active premium rates. We evaluated active and retiree rates and determined that there is not likely to be a subsidy between active and retiree rates. Therefore, retiree liabilities are based on actual employer contributions. Liabilities for active participants are based on the first year costs shown below. Subsequent years' costs are based on first year costs adjusted for trend and limited by any District contribution caps.

<i>Participant Type</i>	<i>Future Retirees Pre-65</i>	<i>Future Retirees Post-65</i>
Certificated	Dental/Vision Only \$1,849	
	Medical \$6,420	
Classified	Dental/Vision Only \$1,849	
	Medical \$6,420	
Management	Dental/Vision Only \$1,849	
	Medical \$6,420	

PARTICIPATION RATES

<i>Employee Type</i>	<i><65 Non-Medicare Participation %</i>	<i>65+ Medicare Participation %</i>
Certificated	Dental/Vision Only 35%	
	Electing Medical Coverage 65%	
Classified	Dental/Vision Only 35%	
	Electing Medical Coverage 65%	
Management	Dental/Vision Only 35%	
	Electing Medical Coverage 65%	

TURNOVER

<i>Employee Type</i>	<i>Turnover Rate Tables</i>
Certificated	2020 CalSTRS Termination Rates
Classified	2017 CalPERS Termination Rates for School Employees

SPOUSE PREVALENCE

To the extent not provided and when needed to calculate benefit liabilities, 80% of retirees assumed to be married at retirement. After retirement, the percentage married is adjusted to reflect mortality.

SPOUSE AGES

To the extent spouse dates of birth are not provided and when needed to calculate benefit liabilities, female spouse assumed to be three years younger than male.

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PART IV: APPENDICES

APPENDIX A: DEMOGRAPHIC DATA BY AGE

ELIGIBLE ACTIVE EMPLOYEES BY AGE AND EMPLOYEE CLASS

<i>Age</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
Under 25	0	0	0	0
25 - 29	3	3	0	0
30 - 34	5	5	0	0
35 - 39	10	10	0	0
40 - 44	8	5	2	1
45 - 49	4	2	1	1
50 - 54	16	9	6	1
55 - 59	18	10	8	0
60 - 64	5	0	2	3
65 and older	0	0	0	0
Total	69	44	19	6

ELIGIBLE ACTIVE EMPLOYEES BY AGE AND SERVICE

	<i>Total</i>	<i>Under 5 Years of Service</i>	<i>5 - 9 Years of Service</i>	<i>10 - 14 Years of Service</i>	<i>15 - 19 Years of Service</i>	<i>20 - 24 Years of Service</i>	<i>25 - 29 Years of Service</i>	<i>30 - 34 Years of Service</i>	<i>Over 34 Years of Service</i>
Under 25	0								
25 - 29	3	3							
30 - 34	5	3	2						
35 - 39	10	7	3						
40 - 44	8	6	2						
45 - 49	4	1	1	1		1			
50 - 54	16	5	3		1	4	3		
55 - 59	18	4	3	1	2	3	3	2	
60 - 64	5			1	1		3		
65 and older	0								
Total	69	29	14	3	4	8	9	2	0

ELIGIBLE RETIREES BY AGE AND EMPLOYEE CLASS

<i>Age</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
Under 50	0	0	0	0
50 - 54	0	0	0	0
55 - 59	1	0	1	0
60 - 64	6	4	2	0
65 - 69	0	0	0	0
70 - 74	0	0	0	0
75 - 79	0	0	0	0
80 - 84	0	0	0	0
85 - 89	0	0	0	0
90 and older	0	0	0	0
Total	7	4	3	0

Total Compensation Systems, Inc.

APPENDIX B: ADMINISTRATIVE BEST PRACTICES

It is outside the scope of this report to make specific recommendations of actions Cottonwood Union SD should take to manage the liability created by the current retiree health program. The following items are intended only to allow the District to get more information from this and future studies. Because we have not conducted a comprehensive administrative audit of Cottonwood Union SD's practices, it is possible that Cottonwood Union SD is already complying with some or all of these suggestions.

- We suggest that Cottonwood Union SD maintain an inventory of all benefits and services provided to retirees – whether contractually or not and whether retiree-paid or not. For each, Cottonwood Union SD should determine whether the benefit is material and subject to GASB 74 and/or 75.
- Under GASB 75, it is important to isolate the cost of retiree health benefits. Cottonwood Union SD should have all premiums, claims and expenses for retirees separated from active employee premiums, claims, expenses, etc. To the extent any retiree benefits are made available to retirees over the age of 65 – *even on a retiree-pay-all basis* – all premiums, claims and expenses for post-65 retiree coverage should be segregated from those for pre-65 coverage. Furthermore, Cottonwood Union SD should arrange for the rates or prices of all retiree benefits to be set on what is expected to be a self-sustaining basis.
- Cottonwood Union SD should establish a way of designating employees as eligible or ineligible for future OPEB benefits. Ineligible employees can include those in ineligible job classes, those hired after a designated date restricting eligibility, those who, due to their age at hire cannot qualify for District-paid OPEB benefits, employees who exceed the termination age for OPEB benefits, etc.
- Several assumptions were made in estimating costs and liabilities under Cottonwood Union SD's retiree health program. Further studies may be desired to validate any assumptions where there is any doubt that the assumption is appropriate. (See Part III of this report for a summary of assumptions.) For example, Cottonwood Union SD should maintain a retiree database that includes – in addition to date of birth, gender and employee classification – retirement date and (if applicable) dependent date of birth, relationship and gender. It will also be helpful for Cottonwood Union SD to maintain employment termination information – namely, the number of OPEB-eligible employees in each employee class that terminate employment each year for reasons other than death, disability or retirement.

Total Compensation Systems, Inc.

APPENDIX C: GASB 74/75 ACCOUNTING ENTRIES AND DISCLOSURES

This report does not necessarily include the entire accounting values. As mentioned earlier, there are certain deferred items that are employer-specific. The District should consult with its auditor if there are any questions about what, if any, adjustments may be appropriate.

GASB 74/75 include a large number of items that should be included in the Note Disclosures and Required Supplementary Information (RSI) Schedules. Many of these items are outside the scope of the actuarial valuation. However, following is information to assist the District in complying with GASB 74/75 disclosure requirements.

Paragraph 50: Information about the OPEB Plan

Most of the information about the OPEB plan should be supplied by Cottonwood Union SD. Following is information to help fulfill Paragraph 50 reporting requirements.

50 c. Following is a table of plan participants.

	Number of Participants
Inactive Employees Currently Receiving Benefit Payments	7
Inactive Employees Entitled to But Not Yet Receiving Benefit Payments*	0
Participating Active Employees	69
Total Number of participants	76

*We were not provided with information about any terminated, vested employees.

Paragraph 51: Significant Assumptions and Other Inputs

Shown in Part III.

Paragraph 52: Information Related to Assumptions and Other Inputs

The following information is intended to assist Cottonwood Union SD in complying with the requirements of Paragraph 52.

52 b. Mortality Assumptions. Following are the tables the mortality assumptions are based upon. Inasmuch as these tables are based on appropriate populations, and that these tables are used for pension purposes, we believe these tables to be the most appropriate for the valuation.

Mortality Table	2017 CalPERS Mortality for Miscellaneous and Schools Employees
Disclosure	The mortality assumptions are based on the 2017 CalPERS Mortality for Miscellaneous and Schools Employees table created by CalPERS. CalPERS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalPERS analysis.

Total Compensation Systems, Inc.

Mortality Table	2020 CalSTRS Mortality
Disclosure	The mortality assumptions are based on the 2020 CalSTRS Mortality table created by CalSTRS. CalSTRS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalSTRS analysis.
Mortality Table	2017 CalPERS Retiree Mortality for Miscellaneous and Schools Employees
Disclosure	The mortality assumptions are based on the 2017 CalPERS Retiree Mortality for Miscellaneous and Schools Employees table created by CalPERS. CalPERS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalPERS analysis.

52 c Experience Studies Following are the tables the retirement and turnover assumptions are based upon. Inasmuch as these tables are based on appropriate populations, and that these tables are used for pension purposes, we believe these tables to be the most appropriate for the valuation.

Retirement Tables

Retirement Table	2017 CalPERS 2.0%@55 Rates for Schools Employees
Disclosure	The retirement assumptions are based on the 2017 CalPERS 2.0%@55 Rates for Schools Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Retirement Table	2017 CalPERS 2.0%@62 Rates for Schools Employees
Disclosure	The retirement assumptions are based on the 2017 CalPERS 2.0%@62 Rates for Schools Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Retirement Table	2020 CalSTRS 2.0%@60 Rates
Disclosure	The retirement assumptions are based on the 2020 CalSTRS 2.0%@60 Rates table created by CalSTRS. CalSTRS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Retirement Table	2020 CalSTRS 2.0%@62 Rates
Disclosure	The retirement assumptions are based on the 2020 CalSTRS 2.0%@62 Rates table created by CalSTRS. CalSTRS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Total Compensation Systems, Inc.

Turnover Tables

Turnover Table	2017 CalPERS Termination Rates for School Employees
Disclosure	The turnover assumptions are based on the 2017 CalPERS Termination Rates for School Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Turnover Table	2020 CalSTRS Termination Rates
Disclosure	The turnover assumptions are based on the 2020 CalSTRS Termination Rates table created by CalSTRS. CalSTRS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

For other assumptions, we use actual plan provisions and plan data

52 d The alternative measurement method was not used in this valuation

52 e NOL using alternative trend assumptions The following table shows the Net OPEB Liability with a healthcare cost trend rate 1% higher and 1% lower than assumed in the valuation

	Trend 1% Lower	Valuation Trend	Trend 1% Higher
Net OPEB Liability	\$390,894	\$428,798	\$472,332

Paragraph 53:

Discount Rate

The following information is intended to assist Cottonwood Union SD to comply with Paragraph 53 requirements

53 a A discount rate of 2.16% was used in the valuation. The interest rate used in the prior valuation was 2.20%.

53 b We assumed that all contributions are from the employer.

53.c There are no plan assets.

53 d The interest assumption reflects a municipal bond rate. We used the Bond Buyer 20 Index at June 30, 2021 resulting in a rate of 2.16%.

53 e Not applicable.

53 f There are no plan assets.

53 g The following table shows the Net OPEB Liability with a discount rate 1% higher and 1% lower than assumed in the valuation

	Discount Rate 1% Lower	Valuation Discount Rate	Discount Rate 1% Higher
Net OPEB Liability	\$450,588	\$428,798	\$407,352

Paragraph 55:

Changes in the Net OPEB Liability

Total Compensation Systems, Inc.

Please see reconciliation on pages 2 or 12

Paragraph 56: Additional Net OPEB Liability Information

The following information is intended to assist Cottonwood Union SD to comply with Paragraph 56 requirements

- 56 a The valuation date is June 30, 2021
The measurement date is June 30, 2021
- 56 b We are not aware of a special funding arrangement
- 56 c The interest assumption changed from 2 20% to 2 16% Assumed rates of retirement, termination, and mortality have been updated to align with those currently being used by the statewide pension systems
- 56 d There were no changes in benefit terms since the prior measurement date
- 56 e Not applicable
- 56 f To be determined by the employer
- 56 g To be determined by the employer
- 56 h Other than contributions after the measurement, all deferred inflow and outflow balances are shown on page 12 and in Appendix D
- 56 i Future recognition of deferred inflows and outflows is shown in Appendix D

Paragraph 57: Required Supplementary Information

- 57 a Please see reconciliation on pages 2 or 12 Please see the notes for Paragraph 244 below for more information
- 57 b These items are provided on pages 2 and 12 for the current valuation, except for covered payroll, which should be determined based on appropriate methods
- 57 c We have not been asked to calculate an actuarially determined contribution amount We assume the District contributes on an ad hoc basis, but in an amount sufficient to fully fund the obligation over a period not to exceed 19 years
- 57 d We are not aware that there are any statutorily or contractually established contribution requirements

Paragraph 58: Actuarially Determined Contributions

We have not been asked to calculate an actuarially determined contribution amount We assume the District contributes on an ad hoc basis, but in an amount sufficient to fully fund the obligation over a period not to exceed 19 years

Paragraph 244: Transition Option

Prior periods were not restated due to the fact that prior valuations were not rerun in accordance with GASB 75 It was determined that the time and expense necessary to rerun prior valuations and to restate prior financial statements was not justified

Total Compensation Systems, Inc.

APPENDIX D DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

EXPERIENCE GAINS AND LOSSES

**Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of
Experience Gains and Losses
(Measurement Periods)**

Measurement Period	Experience (Gain)/Loss	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2020	Amounts to be Recognized in OPEB Expense after 2021							
				2021	2022	2023	2024	2025	2026	Thereafter	
2018-19	(\$163,417)	9.8	(\$33,352)	(\$16,676)	(\$113,389)	(\$16,676)	(\$16,676)	(\$16,676)	(\$16,676)	(\$16,676)	(\$30,009)
2019-20	\$9,041	9.8	\$923	\$923	\$7,195	\$923	\$923	\$923	\$923	\$923	\$2,580
2020-21	(\$200,505)	11.1	\$0	(\$18,064)	(\$182,441)	(\$18,064)	(\$18,064)	(\$18,064)	(\$18,064)	(\$18,064)	(\$92,121)
Net Increase (Decrease) in OPEB Expense			(\$32,429)	(\$33,817)	(\$288,635)	(\$33,817)	(\$33,817)	(\$33,817)	(\$33,817)	(\$33,817)	(\$119,550)

Total Compensation Systems, Inc.

CHANGES OF ASSUMPTIONS

**Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of
Changes of Assumptions
(Measurement Periods)**

Measurement Period	Changes of Assumptions	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2020	Amounts to be Recognized in OPEB Expense after 2021							
				2021	2022	2023	2024	2025	2026	Thereafter	
2017-18	(\$12,888)	9.8	(\$3,948)	(\$1,316)	(\$7,624)	(\$1,316)	(\$1,316)	(\$1,316)	(\$1,316)	(\$1,316)	(\$1,044)
2018-19	\$8,543	9.8	\$1,744	\$872	\$5,927	\$872	\$872	\$872	\$872	\$872	\$1,567
2019-20	\$54,765	9.8	\$5,589	\$5,589	\$43,587	\$5,589	\$5,589	\$5,589	\$5,589	\$5,589	\$15,642
2020-21	(\$140,433)	11.1	\$0	(\$12,652)	(\$127,781)	(\$12,652)	(\$12,652)	(\$12,652)	(\$12,652)	(\$12,652)	(\$64,521)
Net Increase (Decrease) in OPEB Expense			\$3,385	(\$7,507)	(\$85,891)	(\$7,507)	(\$7,507)	(\$7,507)	(\$7,507)	(\$7,507)	(\$48,356)

Total Compensation Systems, Inc.

INVESTMENT GAINS AND LOSSES

**Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of
Investment Gains and Losses
(Measurement Periods)**

Measurement Period	Investment (Gain)/Loss	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2020	2021	Amounts to be Recognized in OPEB Expense after 2021	2022	2023	2024	2025	2026	Thereafter
2020-21	\$0	0	\$0	\$0	\$0						
Net Increase (Decrease) in OPEB Expense			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Compensation Systems, Inc.

APPENDIX E: GLOSSARY OF RETIREE HEALTH VALUATION TERMS

Note The following definitions are intended to help a *non-actuary* understand concepts related to retiree health valuations. Therefore, the definitions may not be actuarially accurate.

<u>Actuarial Cost Method</u>	A mathematical model for allocating OPEB costs by year of service. The only actuarial cost method allowed under GASB 74/75 is the entry age actuarial cost method.
<u>Actuarial Present Value of Projected Benefit Payments</u>	The projected amount of all OPEB benefits to be paid to current and future retirees discounted back to the valuation or measurement date.
<u>Deferred Inflows/Outflows of Resources</u>	A portion of certain items that can be deferred to future periods or that weren't reflected in the valuation. The former includes investment gains/losses, actuarial gains/losses, and gains/losses due to changes in actuarial assumptions or methods. The latter includes contributions made to a trust subsequent to the measurement date but before the statement date.
<u>Discount Rate</u>	Assumed investment return net of all investment expenses. Generally, a higher assumed interest rate leads to lower service costs and total OPEB liability.
<u>Fiduciary Net Position</u>	Net assets (liability) of a qualifying OPEB "plan" (i.e. qualifying irrevocable trust or equivalent arrangement).
<u>Implicit Rate Subsidy</u>	The estimated amount by which retiree rates are understated in situations where, for rating purposes, retirees are combined with active employees and the employer is expected, in the long run, to pay the underlying cost of retiree benefits.
<u>Measurement Date</u>	The date at which assets and liabilities are determined in order to estimate TOL and NOL.
<u>Mortality Rate</u>	Assumed proportion of people who die each year. Mortality rates always vary by age and often by sex. A mortality table should always be selected that is based on a similar "population" to the one being studied.
<u>Net OPEB Liability (NOL)</u>	The Total OPEB Liability minus the Fiduciary Net Position.
<u>OPEB Benefits</u>	Other Post Employment Benefits. Generally, medical, dental, prescription drug, life, long-term care or other postemployment benefits that are not pension benefits.
<u>OPEB Expense</u>	This is the amount employers must recognize as an expense each year. The annual OPEB expense is equal to the Service Cost plus interest on the Total OPEB Liability (TOL) plus change in TOL due to plan changes minus projected investment income, all adjusted to reflect deferred inflows and outflows of resources.
<u>Participation Rate</u>	The proportion of retirees who elect to receive retiree benefits. A lower participation rate results in lower service cost and a TOL. The participation rate often is related to retiree contributions.

Total Compensation Systems, Inc.

<u>Pay As You Go Cost</u>	The projected benefit payments to retirees in a given year as estimated by the actuarial valuation. Actual benefit payments are likely to differ from these estimated amounts. For OPEB plans that do not pre-fund through an irrevocable trust, the Pay As You Go Cost serves as an estimated amount to budget for annual OPEB payments.
<u>Retirement Rate</u>	The proportion of active employees who retire each year. Retirement rates are usually based on age and/or length of service. (Retirement rates can be used in conjunction with the service requirement to reflect both age and length of service.) The more likely employees are to retire early, the higher service costs and actuarial accrued liability will be.
<u>Service Cost</u>	The annual dollar value of the “earned” portion of retiree health benefits if retiree health benefits are to be fully accrued at retirement.
<u>Service Requirement</u>	The proportion of retiree benefits payable under the OPEB plan, based on length of service and, sometimes, age. A shorter service requirement increases service costs and TOL.
<u>Total OPEB Liability (TOL)</u>	The amount of the actuarial present value of projected benefit payments attributable to participants’ past service based on the actuarial cost method used.
<u>Trend Rate</u>	The rate at which the employer’s share of the cost of retiree benefits is expected to increase over time. The trend rate usually varies by type of benefit (e.g. medical, dental, vision, etc.) and may vary over time. A higher trend rate results in higher service costs and TOL.
<u>Turnover Rate</u>	The rate at which employees cease employment due to reasons other than death, disability or retirement. Turnover rates usually vary based on length of service and may vary by other factors. Higher turnover rates reduce service costs and TOL.
<u>Valuation Date</u>	The date as of which the OPEB obligation is determined by means of an actuarial valuation. Under GASB 74 and 75, the valuation date does not have to coincide with the statement date, but can’t be more than 30 months prior.

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification Bus Driver New Position Vacant Position Change

Position Justification (Program/Action Plan) _____

Increase from part time position to a full time position (8 Hours)

Desired Qualifications

Skills/Abilities _____

Amount of experience desired _____

Certification/Licenses Needed _____

Position is Permanent Temporary - from _____ to _____ Long Term Sub from _____ to _____

Daily Working Hours from _____ to _____ Hours per day _____

Worksite: BOTH (North & West) Assignment START date July 1st 2022

Work Months Per Year 11 month 12 month

Employee Replaced None Supervisor _____

Signature of Requesting Supervisor: _____ Date _____

(Section A-2 To be completed by CBO & Supt)

Chief Business Official's Approval for Budget: _____ Date _____

Superintendent's Approval to Post/Advertise _____ Date _____

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation _____ Date _____

Reference Check _____ Date _____ (initial) New Hire Transfer

Approval of Principal _____ Date _____ (initial)

(Section C To be completed by HR)

Salary Schedule Placement Column _____ Step _____ Amount _____ Effective Date _____

Date Position Offered _____ Health Benefits Yes No Annual Cont Days _____

Position accepted: _____ Date _____
(Placement is contingent on clearance of fingerprints and physical examination.)

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification Custodian New Position Vacant Position Change

Position Justification (Program/Action Plan) _____

Increase work calendar from 249 days to 255 days

Desired Qualifications
Skills/Abilities _____
Amount of experience desired _____
Certification/Licenses Needed _____

Position is Permanent Temporary - from _____ to _____ Long Term Sub from _____ to _____

Daily Working Hours from _____ to _____ Hours per day _____

Worksite Both (North - West) Assignment START date July 1st, 2022

Work Months Per Year 11 month 12 month

Employee Replaced NONE Supervisor _____

Signature of Requesting Supervisor _____ Date _____

(Section A-2 To be completed by CBO & Supt)

Chief Business Official's Approval for Budget: _____ Date _____

Superintendent's Approval to Post/Advertise _____ Date _____

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation _____ Date _____

Reference Check _____ Date _____ New Hire Transfer
(initial)

Approval of Principal _____ Date _____
(initial)

(Section C To be completed by HR)

Salary Schedule Placement Column _____ Step _____ Amount _____ Effective Date _____

Date Position Offered _____ Health Benefits Yes No Annual Cont Days _____

Position accepted _____ Date _____
(Placement is contingent on clearance of fingerprints and physical examination)

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification Health Clerk New Position Vacant Position Change

Position Justification (Program/Action Plan) Increase from 3.75 hr Position to 5.75 hr Position

Desired Qualifications
Skills/Abilities _____
Amount of experience desired _____
Certification/Licenses Needed _____

Position is Permanent Temporary - from _____ to _____ Long Term Sub from _____ to _____

Daily Working Hours: from _____ to _____ Hours per day 5.75

Worksite North Assignment START date July 1st Aug 2022

Work Months Per Year 11 month 12 month

Employee Replaced. NONE Supervisor _____

Signature of Requesting Supervisor _____ Date _____

(Section A-2 To be completed by CBO & Supt)

Chief Business Official's Approval for Budget: _____ Date _____

Superintendent's Approval to Post/Advertise _____ Date _____

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation _____ Date _____

Reference Check _____ Date _____ New Hire Transfer
(initial)

Approval of Principal _____ Date _____
(initial)

(Section C To be completed by HR)

Salary Schedule Placement Column _____ Step _____ Amount _____ Effective Date _____

Date Position Offered _____ Health Benefits Yes No Annual Cont Days _____

Position accepted _____ Date _____
(Placement is contingent on clearance of fingerprints and physical examination)

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification Instructional Assistant New Position Vacant Position Change

Position Justification (Program/Action Plan) TK - increase hours from 3.75 to 5.75 to cover school day / legal requirements for 22/23

Desired Qualifications

Skills/Abilities Exp w/ young children
Amount of experience desired _____
Certification/Licenses Needed Para pro

Position is Permanent Temporary - from _____ to _____ Long Term Sub from _____ to _____

Daily Working Hours from 7:45 to 2:15 Hours per day _____

Worksite North Assignment START date Aug 2022

Work Months Per Year 11 month 12 month TK aide #1

Employee Replaced n/a Supervisor Principal

Signature of Requesting Supervisor [Signature] Date 5/10/22

(Section A-2 To be completed by CBO & Supt)

Chief Business Official's Approval for Budget: _____ Date _____

Superintendent's Approval to Post/Advertise _____ Date _____

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation _____ Date _____

Reference Check _____ Date _____ New Hire Transfer
(initial)

Approval of Principal _____ Date _____
(initial)

(Section C To be completed by HR)

Salary Schedule Placement Column _____ Step _____ Amount _____ Effective Date _____

Date Position Offered _____ Health Benefits Yes No Annual Cont Days _____

Position accepted: _____ Date _____
(Placement is contingent on clearance of fingerprints and physical examination)

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification Instructional Assistant New Position Vacant Position Change

Position Justification (Program/Action Plan) TK - increase hours from 3.75 to 5.75 to cover school day / legal requirements for 22/23

Desired Qualifications

Skills/Abilities Exp. w/ younger children.

Amount of experience desired _____

Certification/Licenses Needed Para pro

Position is Permanent Temporary - from _____ to _____ Long Term Sub from _____ to _____

Daily Working Hours: from 7:45 to 2:15 Hours per day 5.75

Worksite North Assignment START date Aug. 2022

Work Months Per Year 11 month 12 month TK and # 2

Employee Replaced N/A Supervisor Principal

Signature of Requesting Supervisor: [Signature] Date 5/10/22

(Section A-2 To be completed by CBO & Supt)

Chief Business Official's Approval for Budget: _____ Date _____

Superintendent's Approval to Post/Advertise _____ Date _____

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation _____ Date: _____

Reference Check _____ Date _____ New Hire Transfer
(initial)

Approval of Principal _____ Date _____
(initial)

(Section C To be completed by HR)

Salary Schedule Placement Column _____ Step: _____ Amount _____ Effective Date _____

Date Position Offered _____ Health Benefits Yes No Annual Cont Days _____

Position accepted: _____ Date _____

(Placement is contingent on clearance of fingerprints and physical examination)

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1 To be completed by Site Supervisor)

Job Title/Classification Instructional Assistant New Position Vacant Position Change

Position Justification (Program/Action Plan) Support Counseling program - going to 1
Counseling position for 22/23

Desired Qualifications
Skills/Abilities Exp. working w/ children w/ behavioral challenges
Amount of experience desired _____
Certification/Licenses Needed Parapro

Position is Permanent Temporary - from _____ to _____ Long Term Sub from _____ to _____

Daily Working Hours: from _____ to _____ Hours per day 0.75

Worksite North Assignment START date Aug. 2022

Work Months Per Year 11 month 12 month

Employee Replaced N/A Supervisor Principal

Signature of Requesting Supervisor [Signature] Date 5/10/22

(Section A-2 To be completed by CBO & Supt)

Chief Business Official's Approval for Budget: _____ Date _____

Superintendent's Approval to Post/Advertise _____ Date _____

(Section B To be completed by Site Supervisor)

Interview Committee Recommendation _____ Date _____

Reference Check _____ Date _____ (initial) New Hire _____ Transfer _____

Approval of Principal _____ Date _____ (initial)

(Section C To be completed by HR)

Salary Schedule Placement Column _____ Step _____ Amount _____ Effective Date _____

Date Position Offered _____ Health Benefits Yes No Annual Cont Days _____

Position accepted _____ Date _____

(Placement is contingent on clearance of fingerprints and physical examination)

Policy 4030: Nondiscrimination In Employment

Status: ADOPTED

Original Adopted Date: 05/01/2016 | **Last Revised Date:** 03/2022 | **Last Reviewed Date:** 03/2022

CSBA NOTE: The following Board policy and accompanying administrative regulation are mandated pursuant to Government Code 11138 and 2 CCR 11023. The California Fair Employment and Housing Act (FEHA) (Government Code 12900-12996) prohibits districts and district employees from harassing or discriminating against employees and job applicants on the basis of actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, ~~military and veteran~~ veteran or military status, sex, sexual orientation, gender, gender identity, or gender expression. Pursuant to Government Code 12940, these protections apply to employees, job applicants, persons who serve in an unpaid internship or other limited-duration program to gain unpaid work experience, volunteers, and independent contractors

The same or similar protections are available to employees and job applicants under various provisions of federal law, including Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7), Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), the Americans with Disabilities Act (42 USC 12101-12213), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Genetic Information Nondiscrimination Act (42 USC 2000ff-2000ff-11).

For policy addressing sexual harassment of and by employees, see BP/AR 4119 11/4219 11/4319.11 - Sexual Harassment.

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable.

~~CSBA NOTE 2 CCR 11027 1, as added by Register 2018, No 20, provides a definition of "national origin" for the purpose of implementing state nondiscrimination laws.~~

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, ~~military and veteran~~ veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

CSBA NOTE 2 CCR 11028, prohibits inquiry into an employee's immigration status or discrimination on the basis of such status, unless the district provides clear and convincing evidence that it is required to do so in order to comply with federal immigration law. Districts should consult legal counsel as necessary.

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that ~~it is necessary~~ the district is required to do so in order to comply with federal immigration law. (2 CCR 11028)

CSBA NOTE. The following items illustrate unlawful discriminatory practices as specified in Government Code 12940 Labor Code 1197.5 prohibits the payment of different wage rates to employees for similar work based on sex, race, or ethnicity and prohibits the use of prior salary history by itself to justify any disparity in compensation under the bona fide factor exception

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following.

1. ~~Discrimination in~~ Hiring, compensation, terms, conditions, and other privileges of employment
2. Taking of ~~an~~ adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the ~~individual's~~ employee's work performance or creating an intimidating, hostile, or offensive work environment

CSBA NOTE. Item #4 below ~~addresses the~~ lists some, but not all, specific practices prohibited under Government Code 12940 or 2 CCR 11006-11086 in relation to certain protected categories. For example, because "sex" as defined in Government Code 12926 includes pregnancy, childbirth, breastfeeding, or related medical conditions, any of these conditions may be the basis for an employee's sex discrimination claim. As the specific prohibitions are too numerous to list in policy, it is recommended that district legal counsel be consulted when questions arise as to any specific claim

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as.
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status
 - b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement
 - c. ~~Requirement for a~~ Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
 - d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee

CSBA NOTE. Retaliation against complainants or other participants in the grievance procedures is prohibited by Government Code 12940 and 34 CFR 110.34. In addition to the general prohibition against retaliation, Government Code 12940 provides that an employee who requests accommodation

for a physical or mental disability or religious belief is protected from retaliation as specified below. CSBA recommends that this protection be extended to all protected characteristics, as provided below.

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted (Government Code 12940, 2 CCR 11028)

CSBA NOTE: Pursuant to Government Code 12964.5, the district is prohibited from requiring an employee, in exchange for a raise or bonus or as a condition of employment or continued employment, to sign a nondisparagement agreement or similar document that would deny the employee the right to disclose information about unlawful acts in the workplace or requiring an employee to release the right to file a claim or civil action against the district.

Pursuant to Government Code 12964.5, as amended by SB 331 (Ch. 638, Statutes of 2021), the above prohibition applies not only to claims or complaints of sexual harassment or sexual assault, but to those involving harassment or discrimination based on any protected characteristic and to other unlawful employment practices under FEHA

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign any document that releases of the employee's claim or right to file a claim against the district or to disclose a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful employment practices acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation

CSBA NOTE. Pursuant to 2 CCR 11019, in certain instances, an employee's (especially a supervisor's) knowledge or notice of prohibited conduct of another employee or individual may subject the district to liability. Therefore, it is recommended that the district require its employees with knowledge of harassment or discrimination to report the incident to the appropriate district authorities. In addition, Government Code 12940, as amended by SB 1300, provides that a district may be responsible for harassment of employees by nonemployees where when the district knows or should have known of the conduct and failed to take immediate and corrective action, taking into consideration the extent of the district's control and other legal responsibility that the district may have with respect to the conduct of those nonemployees. Also see BP/AR 4119 11/4219.11/4319.11 - Sexual Harassment.

See the accompanying administrative regulation for requirements related to the identification of the employee who will be responsible for compliance with the nondiscrimination laws.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. ~~The district shall protect any employee who reports such incidents from retaliation.~~

CSBA NOTE: Government Code 12940 and 2 CCR 11023 require districts to take all reasonable steps to prevent prohibited discrimination and harassment, including, but not limited to, dissemination of the

district's policy on the prevention of harassment, discrimination, and retaliation. In addition, Government Code 12950 requires districts to post, in prominent and accessible locations on district premises, posters developed by the California Department of Fair Employment and Housing (DFEH), which are available on DFEH's web site. For further information on prevention strategies, see the accompanying administrative regulation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other related prohibited conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

CSBA NOTE: Government Code 12946, as amended by SB 807 (Ch 278, Statutes of 2021), makes it an unlawful employment practice for a district to fail to maintain certain records and files for employees, applicants, and terminated employees, as provided in the following paragraph.

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Department of Fair Employment and Housing, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 11006-11086	Discrimination in employment
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11024	Required training and education on harassment based on sex, gender identity and expression, and sexual orientation
2 CCR 11027-11028	National origin and ancestry discrimination
5 CCR 4900-4965	Nondiscrimination in elementary and secondary education programs
Civ. Code 51.7	Freedom from violence or intimidation
Ed. Code 200-262.4	Educational equity, prohibition of discrimination on the basis of sex

Gov. Code 11135	Unlawful discrimination
Gov. Code 11138	Rules and regulations
Gov Code 12900-12996	Fair Employment and Housing Act
Gov. Code 12940-12952	Unlawful employment practices
Gov. Code 12960-12976	Unlawful employment practices; complaints
Pen Code 422 56	Definitions, hate crimes
Federal	Description
20 USC 1681-1688	Title IX of the Education Amendments of 1972
28 CFR 35.101-35.190	Americans with Disabilities Act
29 USC 621-634	Age Discrimination in Employment Act
29 USC 794	Rehabilitation Act of 1973, Section 504
34 CFR 100 6	Compliance information
34 CFR 104.7	Designation of responsible employee for Section 504
34 CFR 104.8	Notice
34 CFR 106 8	Designation of responsible employee and adoption of grievance procedures
34 CFR 106 9	Dissemination of policy
34 CFR 110 1-110 39	Nondiscrimination on the basis of age
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964, as amended
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
42 USC 2000ff-2000ff-11	Genetic Information Nondiscrimination Act of 2008
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age discrimination in federally assisted programs

Management Resources

Description

CA Dept of Fair Employment and Housing Publication	Transgender Rights in the Workplace
CA Dept of Fair Employment and Housing Publication	California Law Prohibits Workplace Discrimination and Harassment
CA Dept of Fair Employment and Housing Publication	Workplace Harassment Guide for California Employers
CA Dept of Fair Employment and Housing Publication	Your Rights and Obligations as a Pregnant Employee
Court Decision	Shephard v Loyola Marymount, (2002) 102 Cal Appl 4th 837
Court Decision	Thomson v. North American Stainless LP, (2011) 131 S.Ct. 863

U S. DOE Office for Civil Rights
 Publication
 U.S. Equal Employment Opportunity
 Comm Publication
 U S. Equal Employment Opportunity
 Comm Publication
 Website
 Website
 Website

Notice of Non-Discrimination, August 2010
 Enforcement Guidance: Vicarious Employer Liability for
 Unlawful Harassment by Supervisors, June 1999
 EEOC Compliance Manual
 California Department of Fair Employment and Housing
 U.S. Department of Education, Office for Civil Rights
 U S. Equal Employment Opportunity Commission

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0470	COVID-19 Mitigation Plan
1113	District And School Web Sites
1113	District And School Web Sites
1113-E(1)	District And School Web Sites
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1240	Volunteer Assistance
1240	Volunteer Assistance
1312 1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312 3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
3312	Contracts
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3580	District Records
3580	District Records
3600	Consultants
4000	Concepts And Roles
4032	Reasonable Accommodation
4033	Lactation Accommodation

4111	Recruitment And Selection
4111.2	Legal Status Requirement
4111.2	Legal Status Requirement
4112.4	Health Examinations
4112.41	Employee Drug Testing
4112.41	Employee Drug Testing
4112 6	Personnel Files
4112.8	Employment Of Relatives
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4113 5	Working Remotely
4114	Transfers
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.1	Civil And Legal Rights
4119.11	Sexual Harassment
4119 11	Sexual Harassment
4119 22	Dress And Grooming
4119.23	Unauthorized Release Of Confidential/Privileged Information
4119.41	Employees With Infectious Disease
4131	Staff Development
4144	Complaints
4144	Complaints
4151	Employee Compensation
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4211	Recruitment And Selection
4211.2	Legal Status Requirement
4211 2	Legal Status Requirement
4212.4	Health Examinations
4212 41	Employee Drug Testing

4212.41	Employee Drug Testing
4212.6	Personnel Files
4212.8	Employment Of Relatives
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4213.5	Working Remotely
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4218.1	Dismissal/Suspension/Disciplinary Action (Merit System)
4219.1	Civil And Legal Rights
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.22	Dress And Grooming
4219.23	Unauthorized Release Of Confidential/Privileged Information
4219.41	Employees With Infectious Disease
4231	Staff Development
4244	Complaints
4244	Complaints
4251	Employee Compensation
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4261.5	Military Leave
4261 8	Family Care And Medical Leave
4311	Recruitment And Selection
4311 2	Legal Status Requirement
4311 2	Legal Status Requirement
4312.4	Health Examinations
4312.41	Employee Drug Testing
4312.41	Employee Drug Testing
4312.6	Personnel Files
4312 8	Employment Of Relatives
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications

4313.5	Working Remotely
4319.1	Civil And Legal Rights
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.22	Dress And Grooming
4319.23	Unauthorized Release Of Confidential/Privileged Information
4319.41	Employees With Infectious Disease
4331	Staff Development
4344	Complaints
4344	Complaints
4351	Employee Compensation
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361.5	Military Leave
4361.8	Family Care And Medical Leave
9000	Role Of The Board
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9321	Closed Session

Exhibit 4112.9-E(1): Employee Notifications

Status:
ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 03/01/2022 | Last Reviewed Date: 03/01/2022

Note The following exhibit lists notices which the law requires be provided to employees See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231 5, Government Code 12950	AR 4119 11 4219 11 4319 11	The district's policy on sexual harassment, legal remedies, complaints
Annually, and 72 hours before pesticide application	Education Code 17612	AR 3514 2	Use of pesticide product, active ingredients, Internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013, 5 CCR 4622	AR 1312 3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually	Education Code 49414	AR 5141 21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414 3	AR 5141 21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties, discipline, appeal
To all employees	Government Code 8355, 41 USC 8102, 34 CFR 84 205, 84 210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace, actions to be taken if violated, available employee assistance programs

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797 196	AR 5141	Proper use of AED, location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513 3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119 43 4219 43 4319 43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230 1	AR 4161 2 4261 2 4361 2	Rights pursuant to Labor Code 230-230 1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161 1 AR 4261 1 4361 1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800 2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage, statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810 7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157 1 4257 1 4357 1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable	Labor Code 6409 6	AR 4157 4257 4357	Potential exposure to COVID-19, benefits to which employees may be entitled, available leave options, protection against discrimination and retaliation, district's disinfection and safety plan
Prior to beginning employment	Penal Code 11165 7, 11166 5	AR 5141 4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
<u>To principal, counselor who directly supervises or reports on student's behavior or progress and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses</u>	<u>Welfare and Institutions Code 827</u>	<u>AR 4158</u> <u>4258</u> <u>4358</u>	<u>Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff</u>
To all employees and job applicants	2 CCR 11023, 34 CFR 104 8, 106 9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095, 29 CFR 825 300	AR 4161 8 4261 8 4361 8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA), obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157 4257 4357	The right and procedure to access the injury and illness prevention program
<u>To all employees working with homeless families</u>	<u>42 USC 11432</u>	<u>AR 6173</u>	<u>Duties of district liaison for homeless students</u>

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees	34 CFR 106 8	AR 4119 11 4219 11 4319 11	Nondiscrimination on the basis of sex, contact information for district's Title IX Coordinator, referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
Annually	40 CFR 763 84, 763 93	AR 3514	Availability of asbestos management plan, inspections, response actions, post-response actions planned or in progress

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455 5	AR 4121	Criteria for membership in retirement system, right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117 14 4317 14	Postretirement earnings limitation or employment restriction, monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112 1	Request that the employee notify district of intent to remain in service next year
To probationary and temporary certificated employees upon employment, and every July thereafter	Education Code 44916	AR 4112 1 AR 4121	Employment status and salary

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To probationary employee, by March 15	Education Code 44929 21, 44929 23, 44948 5	BP 4116	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934 1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights, intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/ dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940 5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee	Education Code 44948 3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117 3	Reasons for personnel reduction and employees' right to hearing, final notice of Board decision re termination
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
<u>During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential whose services are terminated</u>	<u>Education Code 44955 5</u>	<u>BP 4117 3</u>	<u>Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board</u>

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion

To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education Code 48201 AR 4158
4258
4358

Student has committed specified act that constitutes ground for suspension or expulsion

To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending

5 CCR 80303 AR 4117 7
4317 7

Contents of state regulation re report to Commission on Teacher Credentialing

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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III. To Classified Employees

When classified employee is subject to disciplinary action for cause, in nonmerit district

Education Code 45113 AR 4218

Notice of charges, right to hearing, timeline for requesting hearing

By March 15 when laid off due to lack of work or lack of funds, with final notice by May 15

Education Code 45117 AR 4217 3

Notice of layoff displacement and reemployment rights, right to hearing, final notice of Board decision regarding termination

During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent to classified employees who are laid off due to lack of work or lack of funds

Education Code 45117 AR 4217 3

District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

At least 60 days prior to the effective date of layoff, ~~or by April 29~~ ~~for~~ if the employee's position must be eliminated due to the expiration of a specially funded program that expires at end of school year

Education Code 45117 AR 4217 3

Notice of layoff date, displacement and reemployment rights

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261 1 AR 4261 11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate, need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling, consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382 113, 382 601	AR 4112 42 4212 42 4312 42	Explanation of federal requirements for drug testing program and district's policy, <u>prior to administration of each drug or alcohol test</u>
To school bus drivers, prior to operating school bus	49 CFR 382 303	AR 4112 42 4212 42 4312 42	Post-accident information, procedures, and instructions

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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IV. To Administrative/Supervisory Personnel

To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312 1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313 2	Statement of the reasons for the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313 2	Notice that employee may be released or reassigned the following school year

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
In the event of a breach of security of district records, to affected employees	Civil Code 1798 29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112 6 4212 6 4312 6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141 21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515 3	Decision to impose discipline, including the date that discipline will be imposed
To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161 5 4261 5 4361 5	Right to receive PERS service credit for military service, application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119 23 4219 23 4319 23	Law prohibiting disclosure of confidential information obtained in closed session
<u>When document identifying employee who is victim of domestic violence is disclosed</u>	<u>Labor Code 230</u>	<u>AR 4158</u> <u>4258</u> <u>4358</u>	<u>Accommodations and leave for victims of domestic violence</u>
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157 1 4257 1 4357 1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105 2	AR 4112 5 4212 5 4312 5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119 42 4219 42 4319 42	The existence, location, and availability of exposure and medical records, person responsible for maintaining and providing access to records, right to access records

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514 1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514 1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161 5 4261 5 4361 5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825 300, 2 CCR 11049, 11091	AR 4161 8 4261 8 4361 8	Designation of leave as FMLA or non-FMLA, if not eligible, reason not eligible, requirement to use paid leave, any requirement for fitness-for-duty certification, any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825 300	AR 4161 8 4261 8 4361 8	Rights and responsibilities re use of FMLA, consequences of failure to meet obligations

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling, limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination pregnancy, childbirth and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status, alleged misconduct
8 CCR 3204	Employees exposed to bloodborne pathogens standard
8 CCR 5191	Chemical hygiene plan

8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records, specifically - breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed Code 37616	Notice of public hearing on year-round schedule
Ed Code 44031	Personnel file contents, inspection
Ed. Code 44663-44664	Evaluation of certificated employees
Ed Code 44842	Reemployment notices, certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed Code 44929.21	Notice of reelection decision, districts with 250 ADA or more
Ed Code 44929.23	Districts with less than 250 ADA
Ed Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed Code 44948 3-44948.5	Dismissal of probationary employees
Ed. Code 44948.5	Nonreelection procedures, districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed Code 44951	Continuation in position unless notified, administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
<u>Ed Code 44955 5</u>	<u>Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</u>
Ed Code 45113	Notification of charges, classified employees
Ed. Code 45117	Notice of layoff, classified employees
Ed. Code 45169	Employee salary data, classified employees
Ed Code 45192	Industrial accident and illness leave for classified employees
Ed Code 45195	Additional leave

Ed. Code 46162	Notice of public hearing on block schedule
<u>Ed. Code 48201</u>	<u>Transfer student's record for acts that resulted in suspension or expulsion</u>
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414 3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees, right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators, notification of use and locations
<u>Lab. Code 230</u>	<u>Accommodations and leave for victims of domestic violence</u>
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications re. workers' compensation benefits
Lab. Code 5401	Workers' compensation, claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act, notification requirement
Pen. Code 11166 5	Employment, statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
<u>Welfare and Institutions Code 827</u>	<u>Limited exception to juvenile court record</u>
Federal	Description
29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 104 8	Nondiscrimination
34 CFR 106.9	Dissemination of policy

34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act, notice requirement
40 CFR 763 84	Asbestos inspections, response actions and post-response actions
40 CFR 763 93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
<u>42 USC 11431-11435</u>	<u>McKinney-Vento Homeless Assistance Act</u>
49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

Cross References

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
2121	Superintendent's Contract
3260	Fees And Charges
3260	Fees And Charges
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances
3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3542	School Bus Drivers
3580	District Records
3580	District Records
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment

4033	Lactation Accommodation
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157.1	Work-Related Injuries
<u>4158</u>	<u>Employee Security (BP and AR)</u>
4161 1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment
4212 42	Drug And Alcohol Testing For School Bus Drivers
4212 42	Drug And Alcohol Testing For School Bus Drivers

4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219 11	Sexual Harassment
4219.11	Sexual Harassment
4219.43	Universal Precautions
4219 43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257.1	Work-Related Injuries
<u>4258</u>	<u>Employee Security (BP and AR)</u>
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261 5	Military Leave
4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312 5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision
4317.14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits

4354	Health And Welfare Benefits
4357.1	Work-Related Injuries
<u>4358</u>	<u>Employee Security (BP and AR)</u>
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.5	Military Leave
4361.8	Family Care And Medical Leave
6117	Year-Round Schedules
<u>6173</u>	<u>Education for Homeless Children (BP/AR/E(1)/E(1))</u>
9310	Board Policies
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9321	Closed Session

Exhibit 4212.9-E(1): Employee Notifications

Status:
ADOPTED

Original Adopted Date. 05/01/2016 | Last Revised Date: 03/01/2022 | Last Reviewed Date. 03/01/2022

Note The following exhibit lists notices which the law requires be provided to employees See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231 5, Government Code 12950	AR 4119 11 4219 11 4319 11	The district's policy on sexual harassment, legal remedies, complaints
Annually, and 72 hours before pesticide application	Education Code 17612	AR 3514 2	Use of pesticide product, active ingredients, Internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013, 5 CCR 4622	AR 1312 3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually	Education Code 49414	AR 5141 21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414 3	AR 5141 21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties, discipline, appeal
To all employees	Government Code 8355, 41 USC 8102, 34 CFR 84 205, 84 210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace, actions to be taken if violated, available employee assistance programs

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797 196	AR 5141	Proper use of AED, location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513 3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119 43 4219 43 4319 43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230 1	AR 4161 2 4261 2 4361 2	Rights pursuant to Labor Code 230-230 1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161 1 AR 4261 1 4361 1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800 2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage, statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810 7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157 1 4257 1 4357 1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable	Labor Code 6409 6	AR 4157 4257 4357	Potential exposure to COVID-19, benefits to which employees may be entitled, available leave options, protection against discrimination and retaliation, district's disinfection and safety plan
Prior to beginning employment	Penal Code 11165 7, 11166 5	AR 5141 4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
<u>To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses</u>	<u>Welfare and Institutions Code 827</u>	<u>AR 4158 4258 4358</u>	<u>Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff</u>
To all employees and job applicants	2 CCR 11023, 34 CFR 104 8, 106 9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095, 29 CFR 825 300	AR 4161 8 4261 8 4361 8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA), obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157 4257 4357	The right and procedure to access the injury and illness prevention program
<u>To all employees working with homeless families</u>	<u>42 USC 11432</u>	<u>AR 6173</u>	<u>Duties of district liaison for homeless students</u>

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees	34 CFR 106 8	AR 4119 11 4219 11 4319 11	Nondiscrimination on the basis of sex, contact information for district's Title IX Coordinator, referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
Annually	40 CFR 763 84, 763 93	AR 3514	Availability of asbestos management plan, inspections, response actions, post-response actions planned or in progress

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455 5	AR 4121	Criteria for membership in retirement system, right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117 14 4317 14	Postretirement earnings limitation or employment restriction, monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112 1	Request that the employee notify district of intent to remain in service next year
To probationary and temporary certificated employees upon employment, and every July thereafter	Education Code 44916	AR 4112 1 AR 4121	Employment status and salary

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To probationary employee, by March 15	Education Code 44929 21, 44929 23, 44948 5	BP 4116	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934 1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights, intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/ dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940 5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee	Education Code 44948 3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117 3	Reasons for personnel reduction and employees' right to hearing, final notice of Board decision re termination
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
<u>During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential whose services are terminated</u>	<u>Education Code 44955 5</u>	<u>BP 4117 3</u>	<u>Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board</u>

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion

II. To Certificated Employees (continued)

<u>To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion</u>	<u>Education Code 48201</u>	<u>AR 4158</u> <u>4258</u> <u>4358</u>	<u>Student has committed specified act that constitutes ground for suspension or expulsion</u>
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To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117 7 4317 7	Contents of state regulation re report to Commission on Teacher Credentialing
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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III. To Classified Employees

When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
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<u>By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15</u>	<u>Education Code 45117</u>	<u>AR 4217 3</u>	<u>Notice of layoff, displacement and reemployment rights, right to hearing, final notice of Board decision regarding termination</u>
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<u>During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds</u>	<u>Education Code 45117</u>	<u>AR 4217 3</u>	<u>District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board</u>
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At least 60 days prior to the effective date of layoff, or by April 29 for if the employee's position must be eliminated due to the expiration of a specially funded program that expires at end of school year	Education Code 45117	AR 4217 3	Notice of layoff date displacement and reemployment rights
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261 1 AR 4261 11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate, need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling, consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382 113, 382 601	AR 4112 42 4212 42 4312 42	Explanation of federal requirements for drug testing program and district's policy, <u>prior to administration of each drug or alcohol test</u>
To school bus drivers, prior to operating school bus	49 CFR 382 303	AR 4112 42 4212 42 4312 42	Post-accident information, procedures, and instructions

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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IV. To Administrative/Supervisory Personnel

To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312 1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313 2	Statement of the reasons for the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313 2	Notice that employee may be released or reassigned the following school year

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances			
In the event of a breach of security of district records, to affected employees	Civil Code 1798 29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112 6 4212 6 4312 6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141 21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515 3	Decision to impose discipline, including the date that discipline will be imposed
To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161 5 4261 5 4361 5	Right to receive PERS service credit for military service, application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119 23 4219 23 4319 23	Law prohibiting disclosure of confidential information obtained in closed session
<u>When document identifying employee who is victim of domestic violence is disclosed</u>	<u>Labor Code 230</u>	<u>AR 4158</u> <u>4258</u> <u>4358</u>	<u>Accommodations and leave for victims of domestic violence</u>
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157 1 4257 1 4357 1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105 2	AR 4112 5 4212 5 4312 5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119 42 4219 42 4319 42	The existence, location, and availability of exposure and medical records, person responsible for maintaining and providing access to records, right to access records

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514 1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514 1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161 5 4261 5 4361 5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825 300, 2 CCR 11049, 11091	AR 4161 8 4261 8 4361 8	Designation of leave as FMLA or non-FMLA, if not eligible, reason not eligible, requirement to use paid leave, any requirement for fitness-for-duty certification, any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825 300	AR 4161 8 4261 8 4361 8	Rights and responsibilities re use of FMLA, consequences of failure to meet obligations

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2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination, pregnancy, childbirth and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status, alleged misconduct
8 CCR 3204	Employees exposed to bloodborne pathogens standard
8 CCR 5191	Chemical hygiene plan

8 CCR 5194	Hazard communication
Civ Code 1798.29	District records, specifically - breach of security
Ed Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed Code 22461	Postretirement compensation limitation
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Ed. Code 44929.21	Notice of reelection decision, districts with 250 ADA or more
Ed Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed. Code 44948.3-44948.5	Dismissal of probationary employees
Ed Code 44948 5	Nonreelection procedures, districts under 250 ADA
Ed Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified, administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
<u>Ed Code 44955 5</u>	<u>Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</u>
Ed Code 45113	Notification of charges, classified employees
Ed Code 45117	Notice of layoff, classified employees
Ed. Code 45169	Employee salary data, classified employees
Ed Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave

Ed. Code 46162	Notice of public hearing on block schedule
<u>Ed Code 48201</u>	<u>Transfer student's record for acts that resulted in suspension or expulsion</u>
Ed Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re. grounds suspension or expulsion
Ed Code 49414	Epinephrine auto-injectors
Ed Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees, right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
<u>Lab Code 230</u>	<u>Accommodations and leave for victims of domestic violence</u>
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications re. workers' compensation benefits
Lab. Code 5401	Workers' compensation, claim form and notice of potential eligibility
Pen Code 11165.7	Child Abuse and Neglect Reporting Act, notification requirement
Pen Code 11166.5	Employment, statement of knowledge of duty to report child abuse or neglect
Unemp. Ins Code 2613	Disability insurance; notice of rights and benefits
<u>Welfare and Institutions Code 827</u>	<u>Limited exception to juvenile court record</u>
Federal	Description
29 CFR 825 300	Family and Medical Leave Act; notice requirement
34 CFR 104 8	Nondiscrimination
34 CFR 106 9	Dissemination of policy

34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act, notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
<u>42 USC 11431-11435</u>	<u>McKinney-Vento Homeless Assistance Act</u>
49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

Cross References

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
2121	Superintendent's Contract
3260	Fees And Charges
3260	Fees And Charges
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances
3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3542	School Bus Drivers
3580	District Records
3580	District Records
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment

4033	Lactation Accommodation
4112 42	Drug And Alcohol Testing For School Bus Drivers
4112 42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check
4112 5-E(1)	Criminal Record Check
4112 6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157.1	Work-Related Injuries
<u>4158</u>	<u>Employee Security (BP and AR)</u>
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.5	Military Leave
4161 8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212 42	Drug And Alcohol Testing For School Bus Drivers

4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.43	Universal Precautions
4219.43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257.1	Work-Related Injuries
<u>4258</u>	<u>Employee Security (BP and AR)</u>
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision
4317 14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits

4354	Health And Welfare Benefits
4357.1	Work-Related Injuries
<u>4358</u>	<u>Employee Security (BP and AR)</u>
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.5	Military Leave
4361.8	Family Care And Medical Leave
6117	Year-Round Schedules
<u>6173</u>	<u>Education for Homeless Children (BP/AR/E(1)/E(1))</u>
9310	Board Policies
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9321	Closed Session

Exhibit 4312.9-E(1): Employee Notifications

Status:
ADOPTED

Original Adopted Date: 05/01/2016 | **Last Revised Date:** 03/01/2022 | **Last Reviewed Date:** 03/01/2022

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231 5, Government Code 12950	AR 4119 11 4219 11 4319 11	The district's policy on sexual harassment, legal remedies, complaints
Annually, and 72 hours before pesticide application	Education Code 17612	AR 3514 2	Use of pesticide product, active ingredients, Internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013, 5 CCR 4622	AR 1312 3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually	Education Code 49414	AR 5141 21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414 3	AR 5141 21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties, discipline, appeal
To all employees	Government Code 8355, 41 USC 8102, 34 CFR 84 205, 84 210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace, actions to be taken if violated, available employee assistance programs

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797 196	AR 5141	Proper use of AED, location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513 3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119 43 4219 43 4319 43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230 1	AR 4161 2 4261 2 4361 2	Rights pursuant to Labor Code 230-230 1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161 1 AR 4261 1 4361 1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800 2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage, statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810 7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157 1 4257 1 4357 1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable	Labor Code 6409 6	AR 4157 4257 4357	Potential exposure to COVID-19, benefits to which employees may be entitled, available leave options, protection against discrimination and retaliation, district's disinfection and safety plan
Prior to beginning employment	Penal Code 11165 7, 11166 5	AR 5141 4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
<u>To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses</u>	Welfare and Institutions Code 827	AR 4158 4258 4358	<u>Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff</u>
To all employees and job applicants	2 CCR 11023, 34 CFR 104 8, 106 9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095, 29 CFR 825 300	AR 4161 8 4261 8 4361 8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA), obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157 4257 4357	The right and procedure to access the injury and illness prevention program
<u>To all employees working with homeless families</u>	42 USC 11432	AR 6173	<u>Duties of district liaison for homeless students</u>

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees	34 CFR 106 8	AR 4119 11 4219 11 4319 11	Nondiscrimination on the basis of sex, contact information for district's Title IX Coordinator, referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
Annually	40 CFR 763 84, 763 93	AR 3514	Availability of asbestos management plan, inspections, response actions, post-response actions planned or in progress

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455 5	AR 4121	Criteria for membership in retirement system, right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117 14 4317 14	Postretirement earnings limitation or employment restriction, monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112 1	Request that the employee notify district of intent to remain in service next year
To probationary and temporary certificated employees upon employment, and every July thereafter	Education Code 44916	AR 4112 1 AR 4121	Employment status and salary

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To probationary employee, by March 15	Education Code 44929 21, 44929 23, 44948 5	BP 4116	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934 1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights, intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/ dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940 5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee	Education Code 44948 3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117 3	Reasons for personnel reduction and employees' right to hearing, final notice of Board decision re termination
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
<u>During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential whose services are terminated</u>	<u>Education Code 44955 5</u>	<u>BP 4117 3</u>	<u>Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board</u>

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion

<u>To teacher of a student who is suspended or expelled when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion</u>	<u>Education Code 48201</u>	<u>AR 4158</u> <u>4258</u> <u>4358</u>	<u>Student has committed specified act that constitutes ground for suspension or expulsion</u>
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To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117 7 4317 7	Contents of state regulation re report to Commission on Teacher Credentialing
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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III. To Classified Employees

When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
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<u>By March 15 when laid off due to lack of work or lack of funds, with final notice by May 15</u>	<u>Education Code 45117</u>	<u>AR 4217 3</u>	<u>Notice of layoff, displacement and reemployment rights, right to hearing final notice of Board decision regarding termination</u>
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<u>During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent to classified employees who are laid off due to lack of work or lack of funds</u>	<u>Education Code 45117</u>	<u>AR 4217 3</u>	<u>District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board</u>
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At least 60 days prior to the effective date of layoff, or by April 29 for if the employee's position must be eliminated due to the expiration of a specially funded program that expires at end of school year	Education Code 45117	AR 4217 3	Notice of layoff date, displacement and reemployment rights
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261 1 AR 4261 11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate, need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling, consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382 113, 382 601	AR 4112 42 4212 42 4312 42	Explanation of federal requirements for drug testing program and district's policy, <u>prior to administration of each drug or alcohol test</u>
To school bus drivers, prior to operating school bus	49 CFR 382 303	AR 4112 42 4212 42 4312 42	Post-accident information, procedures, and instructions

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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IV. To Administrative/Supervisory Personnel

To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312 1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313 2	Statement of the reasons for the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313 2	Notice that employee may be released or reassigned the following school year

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances			
In the event of a breach of security of district records, to affected employees	Civil Code 1798 29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112 6 4212 6 4312 6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141 21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515 3	Decision to impose discipline, including the date that discipline will be imposed
To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161 5 4261 5 4361 5	Right to receive PERS service credit for military service, application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119 23 4219 23 4319 23	Law prohibiting disclosure of confidential information obtained in closed session
<u>When document identifying employee who is victim of domestic violence is disclosed</u>	<u>Labor Code 230</u>	<u>AR 4158</u> <u>4258</u> <u>4358</u>	<u>Accommodations and leave for victims of domestic violence</u>
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157 1 4257 1 4357 1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105 2	AR 4112 5 4212 5 4312 5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119 42 4219 42 4319 42	The existence, location, and availability of exposure and medical records, person responsible for maintaining and providing access to records, right to access records

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514 1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514 1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161 5 4261 5 4361 5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825 300, 2 CCR 11049, 11091	AR 4161 8 4261 8 4361 8	Designation of leave as FMLA or non-FMLA, if not eligible, reason not eligible, requirement to use paid leave, any requirement for fitness-for-duty certification, any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825 300	AR 4161 8 4261 8 4361 8	Rights and responsibilities re use of FMLA, consequences of failure to meet obligations

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling, limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination, pregnancy, childbirth and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status, alleged misconduct
8 CCR 3204	Employees exposed to bloodborne pathogens standard
8 CCR 5191	Chemical hygiene plan

8 CCR 5194	Hazard communication
Civ. Code 1798 29	District records, specifically - breach of security
Ed Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed Code 22461	Postretirement compensation limitation
Ed Code 231 5	Sexual harassment policy
Ed Code 35031	Term of employment
Ed Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Notice of public hearing on year-round schedule
Ed Code 44031	Personnel file contents, inspection
Ed Code 44663-44664	Evaluation of certificated employees
Ed Code 44842	Reemployment notices, certificated employees
Ed Code 44896	Transfer of administrator or supervisor to teaching position
Ed Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
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Ed. Code 44948 3-44948.5	Dismissal of probationary employees
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Lab. Code 5401	Workers' compensation, claim form and notice of potential eligibility
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Pen. Code 11166.5	Employment, statement of knowledge of duty to report child abuse or neglect
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<u>Welfare and Institutions Code 827</u>	<u>Limited exception to juvenile court record</u>
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34 CFR 104 8	Nondiscrimination
34 CFR 106.9	Dissemination of policy

34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act, notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
<u>42 USC 11431-11435</u>	<u>McKinney-Vento Homeless Assistance Act</u>
49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

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1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
2121	Superintendent's Contract
3260	Fees And Charges
3260	Fees And Charges
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances
3514 1	Hazardous Substances
3514.2	Integrated Pest Management
3542	School Bus Drivers
3580	District Records
3580	District Records
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment

4033	Lactation Accommodation
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112 6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119 11	Sexual Harassment
4119 11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157.1	Work-Related Injuries
<u>4158</u>	<u>Employee Security (BP and AR)</u>
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161 5	Military Leave
4161 8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers

4212.5	Criminal Record Check
4212 5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219 43	Universal Precautions
4219.43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257.1	Work-Related Injuries
<u>4258</u>	<u>Employee Security (BP and AR)</u>
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.5	Military Leave
4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312 42	Drug And Alcohol Testing For School Bus Drivers
4312 5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision
4317.14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits

4354	Health And Welfare Benefits
4357.1	Work-Related Injuries
<u>4358</u>	<u>Employee Security (BP and AR)</u>
4361.1	Personal Illness/Injury Leave
4361 11	Industrial Accident/Illness Leave
4361.5	Military Leave
4361.8	Family Care And Medical Leave
6117	Year-Round Schedules
<u>6173</u>	<u>Education for Homeless Children (BP/AR/E(1)/E(1))</u>
9310	Board Policies
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9321	Closed Session

Policy 4141.6: Concerted Action/Work Stoppage

Status: ADOPTED

Original Adopted Date: 12/01/1989 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

CSBA NOTE The following optional policy may be revised to reflect district practice

The Governing Board recognizes the importance of maintaining ongoing positive relations with employees and engaging in fair, respectful negotiations with employee organizations. The Board desires to reach agreement on employment contracts in a manner that ~~does not prevent~~ prevents disruption to school operations or and minimizes impact on student achievement.

The Board recognizes that advance planning is necessary to ensure that, in the event of a work stoppage, strike, or other concerted employee activity, students continue to receive the educational services to which they are entitled in the event of a work slowdown, sickout, strike, or other concerted activity by employees. The Superintendent or designee shall develop a written plan which shall include strategies for the provision of internal and external communications, preservation of student and staff safety, maintenance of district operations, and appropriate student instruction and supervision during a work slowdown or stoppage

CSBA NOTE The Governing Board may extend the school year, if necessary, to make up for days lost during a work stoppage. However, any extension of the school year that may impact represented employees' work year may be subject to bargaining with the employee organizations

Days of instruction lost due to a work stoppage may be made up following the end of the normal school year.

If an employee organization gives notice that it intends to strike, the Superintendent or designee shall notify the Public Employment Relations Board, Employment Development Department, employees in the striking unit, ~~other district employees in the nonstriking unit,~~ parents/guardians, students, law enforcement, the media, and others as appropriate.

CSBA NOTE: Because the legality of strikes and strike conduct is dependent on the specific circumstances, reflected in the see accompanying administrative regulation, the district should consult legal counsel before threatening or instituting discipline against an employee who has engaged in such activities. Also see BP/AR 4119.25/4219.25/4319.25 - Political Activities for information about permissible and prohibited political activities of employees and employee organizations

Employees should be held accountable for their behavior during any labor dispute. The district may take disciplinary action against any employee who engages in an unlawful concerted action or in unlawful behavior in an otherwise protected activity, taking into account the seriousness of the behavior and the district's efforts to rebuild relations following the withholding of services by employees.

CSBA NOTE Government Code 3140-3142, (the Public Employee Health Protection Act), as added by AB 237 (Ch 740, Statutes of 2021), prohibits California public employers, including school districts and county offices of education, from discontinuing or threatening to discontinue employer contributions for health care or other medical coverage for employees who, during an authorized strike, fall below the minimum work hours required to qualify for employee health care coverage. An employer that violates this law may be required to restore any premiums, contributions, or out-of-pocket expenses

paid by an employee as a result of the employer's violation

However, the district shall not discontinue or threaten to discontinue employer contributions for health care or other medical coverage for any employee or their enrolled dependents for the duration of the employee's participation in an authorized strike, as defined in Government Code 3141 and specified in the accompanying administrative regulation

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed Code 35204

Description

Contract with attorney in private practice

Ed. Code 35205

Contract for legal services

Ed Code 37200-37202

School calendar

Gov Code 3548 3548 8

Impasse Procedures

~~Ins Code 10116~~

~~Employee continuation of insurance coverage~~

Federal

Description

~~29 USC 1161-1169—Continuation coverage and additional standards for group health plan~~

Gov. Code 3540-3549.3

Educational Employment Relations Act

Gov. Code 3543.5-3543.6

Unfair labor practices

Gov Code 3548 3548.8

Impasse procedures

Management Resources

Description

Public Employment Relations Board Decision

Fresno Unified School District, 1982, PERB Dec. No 208, 6 PERC 13110

Public Employment Relations Board Decision

Konocti Unified School District, 1982, PERB Dec. No 217, 6 PERC 13152

Website

California Public Employment Relations Board

Website

State Mediation and Conciliation Service (SMCS)

Website

CSBA

Cross References

Code

Description

0400

Comprehensive Plans

0450

Comprehensive Safety Plan

0450

Comprehensive Safety Plan

1100

Communication With The Public

1112

Media Relations

1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
3512	Equipment
3512-E(1)	Equipment
3541	Transportation Routes And Services
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
4113	Assignment
4113	Assignment
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4143 1	Public Notice - Personnel Negotiations
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161.1	Personal Illness/Injury Leave
4161.2	Personal Leaves
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4241	Collective Bargaining Agreement
4243	Negotiations/Consultation
4243 1	Public Notice - Personnel Negotiations
4243.1	Public Notice - Personnel Negotiations
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4261.1	Personal Illness/Injury Leave
4261.2	Personal Leaves
4354	Health And Welfare Benefits

4354	Health And Welfare Benefits
4361.1	Personal Illness/Injury Leave
4361.2	Personal Leaves
6111	School Calendar
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
9000	Role Of The Board
9320	Meetings And Notices

Policy 4241.6: Concerted Action/Work Stoppage

Status: ADOPTED

Original Adopted Date: 12/01/1989 | **Last Revised Date:** 03/2022 | **Last Reviewed Date:** 03/2022

CSBA NOTE: The following optional policy may be revised to reflect district practice

The Governing Board recognizes the importance of maintaining ongoing positive relations with employees and engaging in fair, respectful negotiations with employee organizations. The Board desires to reach agreement on employment contracts in a manner that ~~does not~~ prevents disruption to school operations or and minimizes impact on student achievement.

The Board recognizes that advance planning is necessary to ensure that, in the event of a work stoppage, strike, or other concerted employee activity, students continue to receive the educational services to which they are entitled in the event of a work slowdown, sickout, strike, or other concerted activity by employees. The Superintendent or designee shall develop a written plan which shall include strategies for the provision of internal and external communications, preservation of student and staff safety, maintenance of district operations, and appropriate student instruction and supervision during a work slowdown or stoppage

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Days of instruction lost due to a work stoppage may be made up following the end of the normal school year

If an employee organization gives notice that it intends to strike, the Superintendent or designee shall notify the Public Employment Relations Board, Employment Development Department, employees in the striking unit, other district employees in the nonstriking unit, parents/guardians, students, law enforcement, the media, and others as appropriate.

CSBA NOTE Because the legality of strikes and strike conduct is dependent on the specific circumstances, reflected in the see accompanying administrative regulation, the district should consult legal counsel before threatening or instituting discipline against an employee who has engaged in such activities. Also see BP/AR 4119.25/4219 25/4319.25 - Political Activities for information about permissible and prohibited political activities of employees and employee organizations.

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paid by an employee as a result of the employer's violation

However, the district shall not discontinue or threaten to discontinue employer contributions for health care or other medical coverage for any employee or their enrolled dependents for the duration of the employee's participation in an authorized strike, as defined in Government Code 3141 and specified in the accompanying administrative regulation.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 35204

Description

Contract with attorney in private practice

Ed. Code 35205

Contract for legal services

Ed. Code 37200-37202

School calendar

Gov. Code 3548 3548 8

Impasse Procedures

~~Ins Code 10116~~

~~Employee continuation of insurance coverage~~

Federal

Description

~~29 USC 1161-1169 Continuation coverage and additional standards for group health plan~~

Gov. Code 3540-3549.3

Educational Employment Relations Act

Gov. Code 3543 5-3543 6

Unfair labor practices

Gov. Code 3548.3548.8

Impasse procedures

Management Resources

Description

Public Employment Relations Board Decision

Fresno Unified School District, 1982, PERB Dec. No. 208, 6 PERC 13110

Public Employment Relations Board Decision

Konocti Unified School District, 1982, PERB Dec. No. 217, 6 PERC 13152

Website

California Public Employment Relations Board

Website

State Mediation and Conciliation Service (SMCS)

Website

CSBA

Cross References

Code

Description

0400

Comprehensive Plans

0450

Comprehensive Safety Plan

0450

Comprehensive Safety Plan

1100

Communication With The Public

1112

Media Relations

1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
3512	Equipment
3512-E(1)	Equipment
3541	Transportation Routes And Services
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
4113	Assignment
4113	Assignment
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4143 1	Public Notice - Personnel Negotiations
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161.1	Personal Illness/Injury Leave
4161.2	Personal Leaves
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4241	Collective Bargaining Agreement
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4243 1	Public Notice - Personnel Negotiations
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4261.1	Personal Illness/Injury Leave
4261.2	Personal Leaves
4354	Health And Welfare Benefits

4354	Health And Welfare Benefits
4361.1	Personal Illness/Injury Leave
4361.2	Personal Leaves
6111	School Calendar
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
9000	Role Of The Board
9320	Meetings And Notices

Regulation 4141.6: Concerted Action/Work Stoppage

Status: ADOPTED

Original Adopted Date: 12/01/1989 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

CSBA NOTE: The following optional regulation may be revised to reflect district practice

The legality of public employee work stoppages in California is not specifically addressed in statutes and depends on the type of work stoppage, what provoked it and other circumstances. Generally, the Public Employment Relations Board (PERB) has exclusive jurisdiction to determine if a strike is protected or unprotected under the Educational Employment Relations Act (Government Code 3540-3549.3). Districts may request that PERB seek an injunction to stop a strike or to limit certain strike behavior.

Maintenance of District Operations

During any work stoppage, strike, or other concerted employee activity, the Superintendent or designee shall take measures to minimize disruption to district operations and student learning. At the discretion of the Superintendent or designee, employees reporting for duty may be temporarily assigned to other duties. In addition, the Superintendent or designee may hire qualified substitute and/or temporary employees as needed to maintain district operations and shall recommend to the Governing Board an appropriate rate of pay for such employees for the period of the work stoppage.

~~CSBA NOTE: The district may extend the school year, if necessary, to make up for days lost during a work stoppage.~~

Strike Plan

The Superintendent or designee may establish a committee to develop a plan in the event of a work stoppage. This committee may include district-level staff, legal counsel, the district's negotiator and parents/guardians.

The strike plan shall address, at a minimum, the following elements:

- 1 Roles and responsibilities during a work stoppage, including roles of the Board, Superintendent, district-level staff, legal counsel, principals, certificated or classified staff when they are not participating in the strike, substitutes and other employees
- 2 Criteria for keeping schools open during a work stoppage, including potential costs, availability of qualified substitutes or other staffing, and the ability to maintain the quality of the educational program and other essential services and the ability to ensure the safety of students and staff
- 3 Maintenance of the educational program, including availability of lesson plans and instructional materials, alternatives for handling special education and other programs as appropriate
- 4 Internal communications among district staff and the Board during a work stoppage
- 5 Plans for obtaining and paying for the services of and communicating with temporary or substitute employees

- 6 Status of district-paid benefits, including health care, insurance, vacation and sick leave benefits
- 7 Communications with parents/guardians, the media, business partners, public officials and other community members that identify key messages, strategies and district spokespersons
- 8 Equipment and supply needs
9. Desirability and feasibility of conducting extracurricular activities during a work stoppage including an analysis of the number of events and activities that would be affected, the availability of staffing, the degree of student and/or community participation and the ability to provide adequate security at events
10. Contingency plans for transportation
11. Contingency plans for the provision of food services
12. Identification of outside resources who may be called upon to help with school operations
- 13 Coordination with law enforcement and other agencies
14. Appropriate safeguards for the safety of students, working employees, substitutes, volunteers, parent/guardians and Board members
15. Provisions for safe, effective board meetings
16. Cost estimates for the various strategies to be implemented during a work stoppage
- 17 Legal remedies available to enjoin the work stoppage if possible or to file unfair labor practice charges against the employee organization
18. Continuation of negotiations during a work stoppage
- 19 Plans for resuming normal district operations, rebuilding relations and disciplining employees if necessary after the work stoppage

Activities of Employees

CSBA NOTE: In situations where strikes by employees are protected by the EERA, not all strike behavior is legal and employees who engage in unprotected activity may be subject to disciplinary action. Under most circumstances, peaceful picketing in areas considered public forums, distributing handbills or leaflets to employees or the public and letter writing are protected by the U.S. Constitution and California Constitution. However, picketers have no right to violate criminal laws or engage in misconduct which "may reasonably tend to coerce or intimidate [nonstriking] employees in the exercise of their rights" (*Fresno Unified School District*).

The district shall not impose or threaten to impose reprisals, discriminate or threaten to discriminate, or otherwise interfere with, restrain or coerce employees for the exercise of their rights. (Government Code 3543.5-3543.6)

Employees engaging in a work stoppage shall not prevent access to school facilities by other employees, substitutes or students; use or threaten physical violence or bodily injury; trespass; distribute malicious or defamatory leaflets or materials; or otherwise coerce or intimidate individuals in the conduct of school business.

During an actual or threatened work stoppage, an employee shall not retain in his/her possessions any

district property, including but not limited to student attendance and grading records, lesson plans, keys, equipment and supplies.

CSBA NOTE PERB has found certain employees strike activities related to students to be unprotected under the EERA, including sending notes about a labor dispute to parents/guardians through the students as well as addressing students during duty time by stopping a school bus to encourage students to support a strike (*Konocti Unified School District*)

Employees shall not use students to distribute messages that promote or explain the position of any employee organization that is contemplating or engaged in a work stoppage. In addition, employees shall not use classroom or other duty time to promote an employee organization's position in negotiations or in a work stoppage

When students raise questions related to a work stoppage, teachers shall approach the subject in accordance with the district's policy on controversial issues and shall not allow such discussions to interfere with their regular teaching responsibilities.

Salary and Benefits

Employees withholding services shall not receive salary or unemployment benefits during the period of the work stoppage.

CSBA NOTE: The district should consult legal counsel regarding its obligations to continue to pay benefits during a work stoppage and revise the following section accordingly. The district may be required to continue certain benefits depending on the number of days employees are absent from work or to offer employees an opportunity to pay for their own coverage

Government Code 3140-3142, (the Public Employee Health Protection Act), as added by AB 237 (Ch 740, Statutes of 2021), prohibits California public employers, including school districts and county offices of education, from discontinuing employer contributions for health care or medical coverage for employees who, during an authorized strike, fall below the minimum work hours required to qualify for coverage. An employer that violates this law may be required to restore any premiums, contributions, or out-of-pocket expenses paid by an employee as a result of the employer's violation.

Any employee withholding services may be subject to the loss of payroll deduction privileges

~~The district may not pay contributions to health care benefits if employees fail to work the minimum number of hours per month as specified in the collective bargaining agreement, Board policy or administrative regulation—However, the district shall offer employees the option of paying their own coverage under COBRA (29 USC 1161-1169)~~

~~If the district determines that it will withhold its contributions to employees' life and disability insurance, employees shall be offered an opportunity to retain these coverages by paying the contributions themselves—(Insurance Code 10116)~~

Throughout the duration of any enrolled employee's participation in an authorized strike, the district shall not fail or refuse to maintain and pay for the employee's continued health care or other medical coverage or the coverage of their enrolled dependents, nor shall the district fail to collect and remit the employee's contributions to any such coverage. The district shall maintain the coverage at the same level and under the same conditions that the coverage would have been provided if the employee had continued to work in the employee's position for the duration of the strike. Health care or other medical coverage for this

purpose includes coverage for medical, dental, vision, behavioral health, disability, accidental death and dismemberment, life, and supplemental health insurance benefits (Government Code 3141-3142)
"Authorized strike" means a strike sanctioned by the central labor council or the membership of an employee organization that represents the striking employees, or one that is engaged in by unrepresented employees (Government Code 3141)

Employees whose vacation leave has been authorized prior to the work stoppage shall receive vacation pay for the authorized period.

If an employee is on a paid sick or disability leave when the work stoppage begins, the employee shall be entitled to continued payment as long as the employee remains ill or disabled and is otherwise eligible according to Board policy and collective bargaining agreements

The Superintendent or designee may determine that credit shall not be applied toward probationary service, salary schedule advancement, permanent status, vacation earnings, retirement credit or sick leave accrual during the period of time that employees withhold services.

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State	Description
Ed. Code 35204	Contract with attorney in private practice
Ed. Code 35205	Contract for legal services
Ed Code 37200-37202	School calendar
<u>Gov Code 3140-3142</u>	<u>Public Employee Health Protection Act</u>
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3543 5-3543.6	Unfair labor practices
Gov. Code 3548.3548.8	Impasse procedures
Ins Code 10116	Employee continuation of insurance coverage
29 USC 1161-1169	Continuation coverage and additional standards for a group health plan

Management Resources

	Description
Public Employment Relations Board Decision	Fresno Unified School District, 1982, PERB Dec. No. 208, 6 PERC 13110
Public Employment Relations Board Decision	Konocti Unified School District, 1982, PERB Dec. No. 217, 6 PERC 13152
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Cross References

Code	Description
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0400	Comprehensive Plans
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1100	Communication With The Public
1112	Media Relations
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4118	Dismissal/Suspension/Disciplinary Action
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4121	Temporary/Substitute Personnel
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4143 1	Public Notice - Personnel Negotiations
4143 1	Public Notice - Personnel Negotiations
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161.1	Personal Illness/Injury Leave
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4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361.1	Personal Illness/Injury Leave
4361.2	Personal Leaves
6111	School Calendar
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
9000	Role Of The Board
9320	Meetings And Notices

Regulation 4241.6: Concerted Action/Work Stoppage

Status: ADOPTED

Original Adopted Date: 12/01/1989 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

CSBA NOTE. The following optional regulation may be revised to reflect district practice

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2. Criteria for keeping schools open during a work stoppage, including potential costs, availability of qualified substitutes or other staffing, and the ability to maintain the quality of the educational program and other essential services and the ability to ensure the safety of students and staff
3. Maintenance of the educational program, including availability of lesson plans and instructional materials, alternatives for handling special education and other programs as appropriate
4. Internal communications among district staff and the Board during a work stoppage
5. Plans for obtaining and paying for the services of and communicating with temporary or substitute employees
6. Status of district-paid benefits, including health care, insurance, vacation and sick leave benefits

7. Communications with parents/guardians, the media, business partners, public officials and other community members that identify key messages, strategies and district spokespersons
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18. Continuation of negotiations during a work stoppage
19. Plans for resuming normal district operations, rebuilding relations and disciplining employees if necessary after the work stoppage

Activities of Employees

CSBA NOTE: In situations where strikes by employees are protected by the EERA, not all strike behavior is legal and employees who engage in unprotected activity may be subject to disciplinary action. Under most circumstances, peaceful picketing in areas considered public forums, distributing handbills or leaflets to employees or the public and letter writing are protected by the U.S. Constitution and California Constitution. However, picketers have no right to violate criminal laws or engage in misconduct which "may reasonably tend to coerce or intimidate [nonstriking] employees in the exercise of their rights" (*Fresno Unified School District*).

The district shall not impose or threaten to impose reprisals, discriminate or threaten to discriminate, or otherwise interfere with, restrain or coerce employees for the exercise of their rights. (Government Code 3543 5-3543.6)

Employees engaging in a work stoppage shall not prevent access to school facilities by other employees, substitutes or students; use or threaten physical violence or bodily injury; trespass; distribute malicious or defamatory leaflets or materials, or otherwise coerce or intimidate individuals in the conduct of school business

During an actual or threatened work stoppage, an employee shall not retain in his/her possessions any district property, including but not limited to student attendance and grading records, lesson plans, keys, equipment and supplies.

CSBA NOTE: PERB has found certain employees-strike activities related to students to be unprotected under the EERA, including sending notes about a labor dispute to parents/guardians through the students as well as addressing students during duty time by stopping a school bus to encourage students to support a strike (*Konocti Unified School District*)

Employees shall not use students to distribute messages that promote or explain the position of any employee organization that is contemplating or engaged in a work stoppage. In addition, employees shall not use classroom or other duty time to promote an employee organization's position in negotiations or in a work stoppage.

When students raise questions related to a work stoppage, teachers shall approach the subject in accordance with the district's policy on controversial issues and shall not allow such discussions to interfere with their regular teaching responsibilities.

Salary and Benefits

Employees withholding services shall not receive salary or unemployment benefits during the period of the work stoppage.

CSBA NOTE The district should consult legal counsel regarding its obligations to continue to pay benefits during a work stoppage and revise the following section accordingly. The district may be required to continue certain benefits depending on the number of days employees are absent from work or to offer employees an opportunity to pay for their own coverage.

Government Code 3140-3142, (the Public Employee Health Protection Act), as added by AB 237 (Ch 740, Statutes of 2021), prohibits California public employers, including school districts and county offices of education, from discontinuing employer contributions for health care or medical coverage for employees who, during an authorized strike, fall below the minimum work hours required to qualify for coverage. An employer that violates this law may be required to restore any premiums, contributions, or out-of-pocket expenses paid by an employee as a result of the employer's violation.

Any employee withholding services may be subject to the loss of payroll deduction privileges.

~~The district may not pay contributions to health care benefits if employees fail to work the minimum number of hours per month as specified in the collective bargaining agreement, Board policy or administrative regulation. However, the district shall offer employees the option of paying their own coverage under COBRA (29 USC 1161-1169)~~

~~If the district determines that it will withhold its contributions to employees' life and disability insurance, employees shall be offered an opportunity to retain these coverages by paying the contributions themselves. (Insurance Code 10116)~~

Throughout the duration of any enrolled employee's participation in an authorized strike, the district shall not fail or refuse to maintain and pay for the employee's continued health care or other medical coverage or the coverage of their enrolled dependents, nor shall the district fail to collect and remit the employee's contributions to any such coverage. The district shall maintain the coverage at the same level and under the same conditions that the coverage would have been provided if the employee had continued to work in the employee's position for the duration of the strike. Health care or other medical coverage for this purpose includes coverage for medical, dental, vision, behavioral health, disability, accidental death and dismemberment, life, and supplemental health insurance benefits. (Government Code 3141-3142) "Authorized strike" means a strike sanctioned by the central labor council or the membership of an employee organization that represents the striking employees, or one that is engaged in by

unrepresented employees (Government Code 3141)

Employees whose vacation leave has been authorized prior to the work stoppage shall receive vacation pay for the authorized period.

If an employee is on a paid sick or disability leave when the work stoppage begins, the employee shall be entitled to continued payment as long as the employee remains ill or disabled and is otherwise eligible according to Board policy and collective bargaining agreements

The Superintendent or designee may determine that credit shall not be applied toward probationary service, salary schedule advancement, permanent status, vacation earnings, retirement credit or sick leave accrual during the period of time that employees withhold services.

Policy Reference Disclaimer:

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State	Description
Ed. Code 35204	Contract with attorney in private practice
Ed. Code 35205	Contract for legal services
Ed. Code 37200-37202	School calendar
<u>Gov. Code 3140-3142</u>	<u>Public Employee Health Protection Act</u>
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3543.5-3543.6	Unfair labor practices
Gov. Code 3548.3-3548.8	Impasse procedures
Ins. Code 10116	Employee continuation of insurance coverage
29-USA 1161-1169	Continuation coverage and additional standards for a group health plan
Management Resources	Description
Public Employment Relations Board Decision	Fresno Unified School District, 1982, PERB Dec. No. 208, 6 PERC 13110
Public Employment Relations Board Decision	Konocti Unified School District, 1982, PERB Dec. No. 217, 6 PERC 13152
Website	California Public Employment Relations Board
Website	State Mediation and Conciliation Service (SMCS)
Website	CSBA
Cross References	
Code	Description
0400	Comprehensive Plans
0450	Comprehensive Safety Plan

0450	Comprehensive Safety Plan
1100	Communication With The Public
1112	Media Relations
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
3512	Equipment
3512-E(1)	Equipment
3541	Transportation Routes And Services
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
4113	Assignment
4113	Assignment
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4143 1	Public Notice - Personnel Negotiations
4143.1	Public Notice - Personnel Negotiations
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161.1	Personal Illness/Injury Leave
4161.2	Personal Leaves
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4241	Collective Bargaining Agreement
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4243 1	Public Notice - Personnel Negotiations
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits

4261.1	Personal Illness/Injury Leave
4261.2	Personal Leaves
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361.1	Personal Illness/Injury Leave
4361.2	Personal Leaves
6111	School Calendar
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
9000	Role Of The Board
9320	Meetings And Notices

Policy 5111: Admission

Status: ADOPTED

Original Adopted Date: 04/01/2015 | **Last Revised Date:** 03/2022 | **Last Reviewed Date:** 03/2022

CSBA NOTE. Pursuant to Education Code 48200, all children ages 6-18 years are subject to compulsory full-time education, unless specifically exempted. See BP/AR 5112.1 - Exemptions from Attendance for further information about such exemptions.

Pursuant to Education Code 234.7, as added by AB 699 (Ch 493, Statutes of 2017), districts are mandated to adopt policy, equivalent to a model policy developed by the California Attorney General, which prohibits the solicitation or collection of information regarding the immigration or citizenship status of students and their families, unless otherwise required by law. See the Office of the Attorney General's publication "Promoting a Safe and Secure Learning Environment for All. Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues," available on its web site. These requirements are addressed in the following policy and BP/AR 5111.1 - District Residency

In *Plyler v Doe*, the U.S. Supreme Court ruled that, under the Fourteenth Amendment to the U.S. Constitution, students cannot be denied a free public education on the basis of their citizenship or immigration status, including their status as undocumented children. As discussed in a Dear Colleague Letter and fact sheet, "Information on the Rights of All Children to Enroll in School," jointly issued by the U.S. Department of Justice's Civil Rights Division and U.S. Department of Education's Office for Civil Rights, it may be a violation of federal law for districts to adopt a policy or procedure that prohibits or discourages children from enrolling in school because they or their parents/guardians are not United States citizens or are undocumented. For further discussion of these issues, see CSBA's Legal Guidance on "Providing All Children Equal Access to Education, Regardless of Immigration Status" Also see CSBA's legal guidance also includes a sample board resolution "Providing All Children Equal Access to Education, Regardless of Immigration Status," available on its web site, that may be used to inform students, parents/guardians, and the community of students' rights under current law to attend a district school regardless of their citizenship or immigration status.

The Governing Board encourages the enrollment and appropriate placement of all school-aged children who are eligible for enrollment in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

CSBA NOTE. The following optional paragraph may be revised to reflect district practice. The district should align the application windows for various attendance options in a manner that will allow the district to meet legal requirements pertaining to admissions priorities. See BP/AR 5116.1 - Intradistrict Open Enrollment and AR 5117 - Interdistrict Attendance, and BP/AR 5118 - Open Enrollment Act Transfers for application windows applicable to those options.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

~~CSBA NOTE—Education Code 49452-9 requires that district enrollment forms include an informational item about affordable health care options and available enrollment assistance. Pursuant to Education Code 49452-9, the district could accomplish this by developing its own informational item or using a flier developed by the California Department of Education.~~

~~The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452-9)~~

Verification of Admission Eligibility

CSBA NOTE: Admission requirements include age criteria for grades Transitional Kindergarten-1; see the accompanying administrative regulation and BP 6170 1 - Transitional Kindergarten. Other admission requirements are addressed in AR 5111.1 - District Residency, BP/AR 5141.31 - Immunizations, and AR 5141 32 - Health Screening for School Entry

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency within the district, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

CSBA NOTE. Although a districts may require proof of that a student's residency is within the district (e.g., utility or phone bill, property tax payment receipt, rental property lease agreement, etc), inquiring into the citizenship or immigration status of students and their families is they are prohibited, pursuant to Education Code 234.7, as added by AB 699 (Ch 493, Statutes of 2017), from inquiring into the citizenship or immigration status of students and their families. Consequently, consistent with the Attorney General's model policy developed pursuant to Education Code 234 7, districts may not request a student's or parent/guardian's green card, visa, passport, voter registration, or other documentation that indicates citizenship status, and could discourage undocumented children from enrolling in school, except when collection of such information is required to comply with state or federal reporting requirements for special programs, such as language instruction programs for English Learners. Even for those limited purposes, the information should not be collected during the admission process to avoid discouraging immigrant children from enrolling in school, in violation of law. Also see BP/AR 5111 1 - District Residency.

In addition, pursuant to Education Code 49076 7, a district is prohibited from soliciting or collecting social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. One such exception is the collection of the last four digits of the social security number for the purpose of establishing eligibility for a federal benefit program. Also see BP/AR 5125 - Student Records

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or the student's/his/her family members (Education Code 234 7, 49076.7)

~~CSBA NOTE—The following paragraph reflects the Attorney General's model policy developed pursuant to Education Code 234 7—Information regarding national origin (e.g., place of birth, date of entry into the United States, and date the student first attended school in the United States) may be collected only when required to comply with state or federal reporting requirements for special programs, such as language instruction programs for English learners, but should not be collected during the admission process to avoid deterring initial school enrollment of immigrant students.~~

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or the student'shis/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district

CSBA NOTE The following paragraph is for use by districts that maintain grades K-1. In addition to the methods specified in Education Code 48002 for documenting a child's age for admittance to kindergarten or first grade, as listed in the accompanying administrative regulation, the Governing Board is authorized to prescribe alternative means for proof of a child's age. The following paragraph may be revised to reflect any such alternative means approved by the Board. The following paragraph also reflects the Attorney General's model policy, ~~developed pursuant to Education Code 234-7,~~ requiring that such alternative means be available to all persons regardless of immigration status, citizenship status, or national origin.

School registration information shall list all possible means of documenting a child's age for entry into grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status

CSBA NOTE: State and federal law require the immediate enrollment of homeless youth (Education Code 48850, 48852.7, 42 USC 11432), foster youth (Education Code 48853.5), and former juvenile court school students (Education Code 48645.5) regardless of their ability to provide the school with records normally required for enrollment; see BP/AR 6173 - Education for Homeless Children, AR 6173.1 - Education for Foster Youth, and AR 6173.3 - Education for Juvenile Court School Students. In addition, Education Code 49701 requires the district to facilitate the enrollment of children of military families and to ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements, see BP/AR 6173.2 - Education of Children of Military Families.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or his/heran inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

Policy Reference Disclaimer:

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State	Description
17 CCR 6000-6075	School attendance immunization requirements
5 CCR 200	Promotion from kindergarten to first grade
5 CCR 201	Admission to high school

Ed. Code 234 7	Student protections relating to immigration and citizenship status
Ed. Code 46300	Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
Ed Code 46600	Agreements for admission of students desiring interdistrict attendance
Ed Code 48000	Minimum age of admission (kindergarten)
Ed. Code 48002	Evidence of minimum age required to enter kindergarten or first grade
Ed. Code 48010	Minimum age of admission (first grade)
Ed. Code 48011	Admission from kindergarten or other school, minimum age
Ed Code 48050-48053	Nonresidents
Ed. Code 48200	Children between ages of 6 and 18 years (compulsory full-time education)
Ed. Code 48350-48361	Open Enrollment Act
Ed. Code 48645.5	Enrollment of former juvenile court school students
Ed. Code 48850-48859	Educational placement of homeless and foster youth
Ed Code 49076	Access to records by persons without written consent or under judicial order
Ed. Code 49076 7	Student records, data privacy, social security numbers
Ed Code 49408	Information for use in emergencies
Ed Code 49452-9	Health care coverage options and enrollment assistance
Ed. Code 49700-49703	Education of children of military families
<u>Civil Code 51</u>	<u>Unruh Civil Rights Act</u>
<u>Code of Civil Procedure 1002 7</u>	<u>Provision in enrollment agreement waiving legal right, remedy, forum, proceeding or procedure, criminal sexual assault or sexual battery</u>
H&S Code 120325-120380	Educational and child care facility immunization requirements
H&S Code 121475-121520	Tuberculosis tests for students
Federal	Description
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
5 USC 552a	Note <u>Refusal to disclose social security number</u> Records maintained on individuals
Management Resources	Description
CA Office of the Attorney General Publication	Promoting Safe & Secure Learning Environment for All. Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, 4/2018
Court Decision	Plyler v. Doe, 457 U.S. 202 (1982)

CSBA Publication	Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017
U.S. DOJ & DOE Civil Rights Joint Publication	Information on the Rights of All Children to Enroll in School. Questions and Answers for States, School Districts and Parents, May 8, 2014
U S. DOJ & DOE Civil Rights Joint Publication	Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014
U S DOJ & DOE Civil Rights Joint Publication	Dear Colleague Letter: School Enrollment Procedures, May 8, 2014
Website	California Department of Education (https://www.cde.ca.gov/), <u>Health Care Coverage and Enrollment Assistance</u>
Website	California Office of the Attorney General
Website	U.S Department of Justice
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights

Cross References

Code	Description
5111.1	District Residency
5111.1	District Residency
5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance
5112.2	Exclusions From Attendance
5116.1	Intradistrict Open Enrollment
5116 1	Intradistrict Open Enrollment
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5119	Students Expelled From Other Districts
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5125	Student Records
5125	Student Records
5141 3	Health Examinations
5141.3	Health Examinations
5141.31	Immunizations

5141.31	Immunizations
5141.32	Health Screening For School Entry
5142 1	Identification And Reporting Of Missing Children
5145 12	Search And Seizure
5145.12	Search And Seizure
5145 13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145 3	Nondiscrimination/Harassment
5145.6	Parental Notifications
5145.6-E(1)	Parental Notifications
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6170.1	Transitional Kindergarten
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173 1	<u>Education For Foster Youth (BP and AR)</u>
6173.2	Education Of Children Of Military Families
6173 2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students

Regulation 5111: Admission

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

CSBA NOTE. The following optional administrative regulation is for use by districts offering grades transitional kindergarten (TK)-1.

Age of Admittance to Transitional Kindergarten, Kindergarten and First Grade

At the beginning of each school year, the Superintendent or designee shall enroll any eligible child whose ~~will have his/her fifth or sixth birthday~~ is on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

CSBA NOTE Education Code 48000, as amended by AB 130 (Ch 44, Statutes of 2021), revises the timespans for TK admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year See BP 6170 1 - Transitional Kindergarten for eligibility and admission into TK

~~Any child who will have his/her fifth birthday from September 2 through December 2 of the school year shall be offered a transitional kindergarten (TK) program Admission into transitional kindergarten shall be in accordance with law and as specified in Board PolicyBP 6170 1 - Transitional Kindergarten (Education Code 48000)~~

~~CSBA NOTE. The following paragraph is optional. Education Code 48000 authorizes the district, at its discretion a case-by-case basis, to allow enrollment admit children into kindergarten during the school year into kindergarten during the school year on a case-by-case basis, under the conditions described below. According to the "Transitional Kindergarten FAQs" issued by the California Department of Education (CDE), enrollment into TK during the school year is also permitted on a case-by-case basis and under the same conditions CDE information on "Kindergarten in California," available on its web site, cautions that any district utilizing this option must ensure that the child has turned age five or else may jeopardize its apportionments as auditors may impose fiscal sanctions The According to the California Department of Education's CDE "Kindergarten in California," also cautions that the some districts may risk being challenged by parents/guardians if it bases early admission on test results, maturity of the child, or preschool records to be consistent with the early admission policy and to avoid challenge by parents/guardians whose children were denied early admission. The district might consider establishing a process for parents/guardians who choose to challenge denial of early entry~~

~~On a case-by-case basis, and with the approval of the child's parent/guardian, a child who will turn five years old in a given school year may be enrolled in kindergarten ~~or TK~~ at any time during that school year with the approval of the child's parent/guardian, provided that (Education Code 48000)~~

- ~~1. The Governing Board determines that admittance is in the best interest of the child.~~
- ~~2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.~~

CSBA NOTE: The following optional paragraph may be revised to reflect district practice

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten, as appropriate. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

CSBA NOTE Education Code 48002 specifies that the method of proof of age may include any appropriate means prescribed by the Governing Board. The following items reflect examples in Education Code 48002 and may be revised to reflect district practice.

Although Education Code 48002 includes a passport as a possible means for determining a child's age, the California Attorney General's model policy developed pursuant to Education Code 234 7, ~~as added by AB 699 (Ch 493, Statutes of 2017)~~, states that districts should not require documentation that may indicate a student's national origin or immigration status, such as a passport, to the exclusion of other permissible documentation. In addition, a district may not bar or discourage a child from enrolling in school because the child lacks a birth certificate or passport, or has one from a foreign country. See the Office of the Attorney General's publication "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues "

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. A passport
4. When none of the above documents is obtainable, an affidavit of the parent/guardian
5. Other means prescribed by the Board

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Ed. Code 234 7	Student protections relating to immigration and citizenship status
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Ed. Code 48350-48361	Open Enrollment Act
Ed. Code 48645.5	Enrollment of former juvenile court school students
Ed Code 48850-48859	Educational placement of homeless and foster youth
Ed. Code 49076	Access to records by persons without written consent or under judicial order
Ed. Code 49076 7	Student records, data privacy; social security numbers
Ed. Code 49408	Information for use in emergencies
Ed Code 49452-9	Health care coverage options and enrollment assistance
Ed Code 49700-49703	Education of children of military families
<u>Civil Code 51</u>	<u>Unruh Civil Rights Act</u>
<u>Code of Civil Procedure 1002 7</u>	<u>Provision in enrollment agreement waiving legal rights, remedy, forum, proceeding or procedure, criminal sexual assault or sexual battery</u>
H&S Code 120325-120380	Educational and child care facility immunization requirements
H&S Code 121475-121520	Tuberculosis tests for students
Federal	Description
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
5 USC 552a	Note Refusal to disclose social security number <u>Records maintained on individuals</u>
Management Resources	Description
CA Office of the Attorney General Publication	Promoting Safe & Secure Learning Environment for All. Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, 4/2018
Court Decision	Plyler v. Doe, 457 U.S. 202 (1982)
CSBA Publication	Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

U S DOJ & DOE Civil Rights Joint Publication

Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014

U.S DOJ & DOE Civil Rights Joint Publication

Fact Sheet. Information on the Rights of All Children to Enroll in School, May 8, 2014

U.S DOJ & DOE Civil Rights Joint Publication

Dear Colleague Letter: School Enrollment Procedures, May 8, 2014

Website

California Department of Education (<https://www.cde.ca.gov/>), Health Care Coverage and Enrollment Assistance

Website

California Office of the Attorney General

Website

U.S. Department of Justice

Website

CSBA

Website

U S. Department of Education, Office for Civil Rights

Cross References

Code

Description

5111.1

District Residency

5111.1

District Residency

5112.1

Exemptions From Attendance

5112.1

Exemptions From Attendance

5112.2

Exclusions From Attendance

5116.1

Intradistrict Open Enrollment

5116.1

Intradistrict Open Enrollment

5117

Interdistrict Attendance

5117

Interdistrict Attendance

5119

Students Expelled From Other Districts

5123

Promotion/Acceleration/Retention

5123

Promotion/Acceleration/Retention

5125

Student Records

5125

Student Records

5141.3

Health Examinations

5141.3

Health Examinations

5141.31

Immunizations

5141.31

Immunizations

5141.32

Health Screening For School Entry

5142.1	Identification And Reporting Of Missing Children
5145 12	Search And Seizure
5145.12	Search And Seizure
5145.13	Response To Immigration Enforcement
5145 13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145 6	Parental Notifications
5145.6-E(1)	Parental Notifications
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6146.3	Reciprocity Of Academic Credit
6146 3	Reciprocity Of Academic Credit
6170.1	Transitional Kindergarten
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6173.2	Education Of Children Of Military Families
6173 2	Education Of Children Of Military Families
6173 3	Education For Juvenile Court School Students

Cottonwood Union School District

ENROLLMENT UPDATE

Current Enrollment as of 10/14/2021											
School	As of 6/9/21	As of 05/12/22	As of 04/14/22	As of 03/10/22	As of 02/10/22	As of 01/14/22	As of 12/09/21	As of 11/10/21	As of 10/14/21	As of 9/16/21	Difference 9/16 to Current +/-
North		526	519	515	515	520	520	522	525	530	-4
West		379	376	375	377	384	385	384	391	393	-14
Total District		905	895	890	892	904	905	906	916	923	-18
CCCS		246	245	248	248	253	254	254	254	252	-6

CBEDS Enrollment (First Wednesday of October)					
District	17/18	18/19	19/20	20/21	21/22
Total	940	932	943	948	918

ATTENDANCE UPDATE

Five year P-2 Historical Data (average daily attendance over 8 months)				
16/17	17/18	18/19	19/20	20/21
835 9	890 86	888 28	896 99	879 89

SHASTA COUNTY POOLED INVESTMENT
April 29 2022

04/29/22

PURCHASE DATE	SECURITY TYPE	PAR AMOUNT	COST AMOUNT	% OF TOTAL	DISC	PREM	ACCRUED INTEREST	MATURITY	CUSIP	MOODY'S RATING	INT/DISC RATE	YIELD	BROKER	DAYS TO MAT	DAYS COST	MARKET VALUE	UNREALIZED GAIN/LOSS
	Local Agency Investment Fund (max 75 000)	55,000,000.00	55,000,000.00	7.06%				05/02/2022		not rated	0.32	0.02	LAF	3	165,000,000.00		N/A
	Rapo Agreement (20% limit)			0.00%				05/02/2022			0.18	0.18	UBS	3	0.00		N/A
	LIR Treasury Fund Mutual Fund (5.00% max)	25,000,000.00	25,000,000.00	3.21%				05/02/2022			0.24	0.24	UBS	3	75,000,000.00		N/A
	Total Inactive Public Deposits (7.5% limit)	0.00	0.00	0.00%													
																0.00	
12/11/20	US Treasury Note	5,000,000.00	5,000,000.00			0.00	0.00	05/21/22	052828Z4	N/Aaa	0.13	0.09	UBS	32	160,000,000.00		(5,000,000.00)
12/14/20	US Treasury Note	5,000,000.00	5,000,000.00			0.00	0.00	06/30/22	912828Z1	N/Aaa	0.13	0.09	UBS	62	3,000,000.00		(5,000,000.00)
07/05/21	US Treasury Note	5,000,000.00	5,040,012.09		40.012	0.00	0.00	07/15/22	912828Z8	N/Aaa	1.75	0.07	Wedbush	77	388,060,930.33		(5,040,012.09)
12/03/20	US Treasury Note	5,000,000.00	5,000,000.00			0.00	0.00	07/15/22	912828Z5	N/Aaa	0.13	0.12	Wedbush	91	465,000,000.00		(5,000,000.00)
05/29/21	US Treasury Note	5,000,000.00	5,062,885.08		62.885	0.00	0.00	01/31/23	912828Z9	N/Aaa	1.01	1.38	Wedbush	291	1,321,407,789.89		(5,062,885.08)
02/05/20	US Treasury Note	5,000,000.00	5,000,000.00			0.00	0.00	01/31/23	912828Z8	N/Aaa	1.01	1.38	Wedbush	91	1,385,000,000.00		(5,000,000.00)
06/03/21	US Treasury Note	5,000,000.00	4,999,216.75		(781.25)	0.00	0.00	03/31/23	912828Z4	N/Aaa	0.13	0.13	Wedbush	336	1,679,737,500.00		(4,999,216.75)
10/31/19	US Treasury Note	5,000,000.00	4,958,203.13		(41,796.87)	0.00	0.00	06/30/23	912828Z3	N/Aaa	1.36	1.61	Wedbush	427	2,117,152,736.51		(4,958,203.13)
12/27/19	US Treasury Note	5,000,000.00	4,949,909.94		(40,090.06)	0.00	0.00	09/30/23	912828Z5	N/Aaa	1.36	1.61	Union Banc	427	4,569,952,500.00		(4,949,909.94)
10/21/21	US Treasury Note	10,000,000.00	9,966,200.00		(45,799.00)	0.00	0.00	09/30/23	912828Z3	N/Aaa	0.13	0.13	Wedbush	458	2,410,903,721.18		(9,966,200.00)
02/01/22	US Treasury Note	5,000,000.00	4,930,273.44		(69,726.56)	0.00	0.00	08/31/23	912828Z3	N/Aaa	0.13	1.02	UBS	534	3,177,500,471.42		(4,930,273.44)
03/31/22	US Treasury Note	10,000,000.00	9,895,703.13		(304,296.87)	0.00	0.00	10/15/23	912828Z6	N/Aaa	0.13	2.14	Wedbush	534	3,177,500,471.42		(9,895,703.13)
12/03/20	US Treasury Note	5,000,000.00	5,000,000.00			201,929.39	0.00	05/21/22	912828Z0	N/Aaa	2.38	2.21	Wedbush	671	3,490,494,620.69		(5,000,000.00)
12/28/21	US Treasury Note	10,000,000.00	10,308,541.95		(308,541.95)	0.00	0.00	02/29/24	912828Z0	N/Aaa	2.38	0.75	Wedbush	671	6,917,031,649.45		(10,308,541.95)
03/08/22	US Treasury Note	5,000,000.00	4,910,230.49		(89,769.51)	5,396.74	46,270.72	4/30/22	912828Z0	N/Aaa	0.75	1.00	UBS	931	4,827,284,589.19		(4,910,230.49)
04/08/22	US Treasury Note	5,000,000.00	9,997,442.00		(46,829.12)	0.00	0.00	11/15/24	912828Z1	N/Aaa	2.50	2.65	Wedbush	1008	10,077,422,140.80		(9,997,442.00)
08/25/21	US Treasury Note	10,150,000.00	10,150,000.00			150,900.14	0.00	02/28/22	912828Z2	N/Aaa	2.50	2.65	Wedbush	1035	11,421,325,675.32		(10,150,000.00)
07/07/21	US Treasury Note	10,000,000.00	9,862,975.54		(137,024.46)	475.54	0.00	06/30/25	912828Z3	N/Aaa	0.25	0.60	Wedbush	1148	9,852,875,548.82		(9,862,975.54)
06/22/21	US Treasury Note	5,000,000.00	4,914,843.75		(85,156.25)	0.00	0.00	07/31/25	912828Z7	N/Aaa	0.25	0.67	Wedbush	1199	5,843,749,218.75		(4,914,843.75)
08/20/21	US Treasury Note	5,000,000.00	4,930,468.75		(69,531.25)	0.00	0.00	09/30/25	912828Z0	N/Aaa	0.25	0.60	Wedbush	1223	6,015,171,870.00		(4,930,468.75)
05/26/21	US Treasury Note	10,000,000.00	9,845,312.50		(154,687.50)	0.00	0.00	01/15/26	912828Z5	N/Aaa	0.38	0.73	UBS	1373	13,517,814,062.50		(9,845,312.50)
08/27/21	US Treasury Note	10,000,000.00	9,908,884.58		(91,115.42)	0.00	0.00	02/28/26	912828Z3	N/Aaa	0.50	0.71	Wedbush	140	13,892,487,116.38		(9,908,884.58)
	Total Treasury Bill (50 / limit)	150,000,000.00	149,594,116.25	19.23%												0.00	(149,594,116.25)
****	Total Negotiable Cert of Deposit (20% limit)			0.00%													
12/09/19	Bankrate Halfway Med Term Note	5,474,000.00	5,474,000.00			0.00	0.00	05/15/22	08-6648T7	AA/Aa2	3.00	1.75	Union Banc	16	87,594,000.00		(5,474,000.00)
10/29/21	Bankrate Bank Med Term Note (Callable)	10,900,000.00	10,000,000.00					04/29/25	06749MMK8	A/A1	1.00	1.00	Alamo	1096	10,860,000,000.00		(10,000,000.00)
	Total Medium Term Notes (20% limit 3% ea)	15,474,000.00	15,474,000.00	1.99%												0.00	(15,474,000.00)
08/20/21	MJFG Bank CP	10,000,000.00	9,993,275.00		(6,725.00)		9,993,275.00	05/16/22	62479MEG4	A 1/P 1	0.03	0.09	UBS	17	169,685,675.00		(9,993,275.00)
10/01/21	Natius NY CP	5,000,000.00	4,995,875.00		(4,125.00)		4,995,875.00	06/28/22	63873KFU6	A 1/P 1	0.11	0.11	UBS	60	299,752,500.00		(4,995,875.00)
10/12/21	Lloyds Bank CP	10,000,000.00	9,989,538.89		(10,461.11)		9,989,538.89	07/08/22	53948BG83	A 1/P 1	0.14	0.14	UBS	70	599,267,722.30		(9,989,538.89)
10/27/21	Lloyds Bank CP	10,000,000.00	9,985,111.11		(14,888.89)		9,985,111.11	07/22/22	53948BG83	A 1/P 1	0.20	0.20	UBS	84	838,749,333.24		(9,985,111.11)
11/24/21	Cred. Agricole CP	10,000,000.00	9,985,111.11		(14,888.89)		9,985,111.11	09/15/22	22533JH42	A 1/P 1	0.20	0.20	UBS	112	1,118,322,444.32		(9,985,111.11)
03/29/22	MJFG Bank CP	10,000,000.00	9,928,211.11		(71,788.89)		9,928,211.11	04/27/22	62479MJL1	A 1/P 1	0.12	1.43	UBS	151	1,499,155,877.81		(9,928,211.11)
01/04/22	Cred. Agricole CP	10,000,000.00	4,988,791.67		(11,208.33)		4,988,791.67	03/30/22	22533JH44	A 1/P 1	0.30	0.30	UBS	154	768,273,917.18		(4,988,791.67)
01/07/22	Cred. Agricole CP	5,000,000.00	4,987,297.22		(12,702.78)		4,987,297.22	10/03/22	22533JH46	A 1/P 1	0.34	0.34	UBS	157	784,035,863.4		(4,987,297.22)
03/29/22	Natius NY CP	10,000,000.00	9,867,741.67		(132,258.33)		9,867,741.67	12/23/22	63873KMP9	A 1/P 1	1.77	1.79	UBS	238	2,348,522,517.46		(9,867,741.67)
04/13/22	Natius NY CP	10,000,000.00	9,860,788.89		(9,211.11)		9,860,788.89	01/06/23	63873KMG6	A 1/P 1	1.87	1.80	UBS	252	2,484,818,800.28		(9,860,788.89)
04/18/22	MJFG Bank CP	5,000,000.00	4,932,255.56		(67,744.44)		4,932,255.56	01/12/23	62479MNC3	A 1/P 1	1.82	1.85	UBS	258	1,272,521,934.48		(4,932,255.56)
	Total Comm Paper (20% limit)	80,000,000.00	89,513,997.23	11.50%												0.00	(89,513,997.23)
02/06/20	Federal Farm Credit Bank	5,000,000.00	5,000,000.00				5,000,000.00	05/06/22	31333LYR9	N/Aaa	0.25	0.25	UBS	7	35,000,000.00		(5,000,000.00)
12/03/19	Federal Farm Credit	5,000,000.00	5,000,000.00			0.00	0.00	09/23/22	31333LAE4	AA+/Aa	1.63	1.54	Wells Fargo	115	5,500,000.00		(5,000,000.00)
01/27/20	Federal Farm Credit	5,000,000.00	5,000,000.00			0.00	0.00	01/23/23	31333LJH8	AA+/Aa	1.60	1.51	Wells Fargo	269	1,445,000,000.00		(5,000,000.00)
04/13/20	Federal Farm Credit	5,000,000.00	5,092,918.89		(91,918.89)	02,918.89	0.00	05/09/23	31333TE7	AA+/Aa	2.30	0.49	Wedbush	412	4,129,000,000.00		(5,092,918.89)
12/15/20	Federal Farm Credit (Callable)	10,000,000.00	10,000,000.00				10,000,000.00	05/15/23	31333MKG6	AA+/Aa	0.20	0.20	Wedbush	402	2,047,353,393.78		(10,000,000.00)
09/03/20	Federal Farm Credit (Callable)	5,000,000.00	5,000,000.00				5,000,000.00	09/10/23	31333L3E2	AA+/Aa	0.32	0.32	UBS	468	1,129,000,000.00		(5,000,000.00)
01/05/20	Federal Farm Credit (Callable)	5,000,000.00	5,000,000.00				5,000,000.00	09/14/23	31333LEU3	AA+/Aa	0.28	0.28	UBS	503	2,515,000,000.00		(5,000,000.00)
10/16/20	Federal Farm Credit (Callable)	5,000,000.00	4,997,733.33		(2,266.67)	233.33	0.00	10/31/23	31333JCG3	AA+/Aa	0.28	0.30	UBS	532	2,658,794,111.6		(4,997,733.33)
01/03/20	Federal Farm Credit	5,000,000.00	5,000,000.00			0.00	0.00	01/02/24	31333LFW9	AA+/Aa	1.71	1.58	Wedbush	613	3,065,000,000.00		(5,000,000.00)
01/17/21	Federal Farm Credit (Callable)	5,000,000.00	4,993,000.00		(7,000.00)		4,993,000.00	01/11/24	31333EMM9	AA+/Aa	0.19	0.24	UBS	622	1,101,846,000.00		(4,993,000.00)
01/15/21	Federal Farm Credit (Callable)	5,000,000.00	4,997,000.00		(3,000.00)		4,997,000.00	01/11/24	31333MM49	AA+/Aa	0.19	0.21	UBS	622	3,108,340,000.00		(4,997,000.00)
04/06/21	Federal Farm Credit (Callable)	5,000,000.00	4,996,250.00		(3,750.00)		4,996,250.00	04/06/24	31333VMD1	AA+/Aa	0.33	0.35	UBS	707	3,532,349,750.00		(4,996,250.00)
11/03/20	Federal Farm Credit (Callable)	5,000,000.00	5,000,000.00				5,000,000.00	09/18/24	31333MGF3	AA+/Aa	0.35	0.35	UBS	748			

Cottonwood Union School District

School Calendar 2022-23

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
		6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2022						
S	M	T	W	T	F	S
					1	2
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2022						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

School starts Aug 17
 School ends June 8

STAFF WORK DAYS
 All Staff August 15, 16
 Teachers Jan 3

HOLIDAYS/RECESSES
 Labor Day Sept 5
 Veteran's Day Nov 11
 Thanksgiving Break Nov 21-25
 Winter Break Dec 19 – Jan 3
 Martin Luther King Day Jan 16
 President's Day/ Lincoln's Day Feb 20-24
 Spring Break April 3-10
 Memorial Day May 29

MINIMUM DAYS
School dismissed West 100
 North 115
 Collaboration Days
 Aug 24, 31 Sept 7, 14, 21, 28
 Oct 5, 12, 19, 26 Nov 9, 16, 30
 Dec 7 Jan 4, 11, 18, 25
 Feb 1, 8, 15, Mar 1, 8, 15, 22, 29
 Apr 12, 19, 26 May 4, 10, 31
 Parent Conferences- Nov 1-4
 Day Before Winter Break- Dec 16
 West open House- May 17
 North Open House- May 24
 Last Day of School- June 8

State Testing May 1-12

WEST QUARTER ENDING DATES
 1st Quarter (47) Oct 21
 2nd Quarter (46) Jan 20
 3rd Quarter (45) March 31
 4th Quarter (42) June 8
 180

NORTH TRIMESTER ENDING DATES
 1st Trimester (47) Oct 21th
 2nd Trimester (66) Feb 17th
 3rd Trimester (67) Jun 8th
 180

Emergency Makeup Days
 April 10 (If Needed)
 June 9 (If Needed)

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19/100

February 2023						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15/115

March 2023						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

23/138

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14/152

May 2023						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22/174

June 2023						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6/180



SHASTA COUNTY OFFICE OF EDUCATION

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

Superintendent
Judy Flores

Board of Education
Kathy Barry
Robert Brown
Rhonda Hull
Steve MacFarland
Laura Manuel
Denny Mills
Nick Webb

April 18, 2022

Governing Board
Cottonwood Union Elementary School District
20512 West First Street
Cottonwood, CA 96022

Dear Board Members

Pursuant to *Education Code* Section 42131, we have reviewed your district's Second Interim Budget and the accompanying positive certification of fiscal solvency to determine whether it complies with the Criteria and Standards for fiscal stability adopted by the State Board of Education, allows your district to meet its financial obligations during the fiscal year, and is consistent with a financial plan that will enable your district to satisfy its multiyear financial commitments. We concur with your assessment that, based on current projections, your district will be able to meet its financial obligations for the current and subsequent two fiscal years and that a positive certification is appropriate.

We remind you that any negotiated compensation changes must meet the public disclosure requirement of *Government Code* Section 3547.5 and the California Code of Regulations Title V, Section 15449, and a budget revision must be completed within 45 days of board approval.

Additionally, in accordance with Ed Code 47604, fiscal oversight of charter schools is primarily the responsibility of the authorizing entity. FCMAT has developed a free, downloadable [Charter School Annual Oversight Checklist](#) and [Indicators of Risk or Potential Insolvency](#) to help both charter schools and their oversight agencies fulfill their responsibilities. We encourage the District to review these resources and ensure they have adequate procedures in place for charter oversight.

As always, we would like to express our appreciation to the District staff for their cooperation during the budgeting process and review. If you have any questions, or if our office can be of further assistance, please call me at 245-7822.

Sincerely,

De'An Chambless

Senior Executive Director of Business Services

cc Doug Geren, Superintendent
Laura Merrick, Chief Business Official