

COTTONWOOD UNION SCHOOL DISTRICT

20512 West First Street
Cottonwood, CA 96022

AGENDA FOR Tuesday, October 18, 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

West Cottonwood Leadership Team

North Cottonwood Star Students

5.0 Public Forum/Hearing of Person 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 Meetings for Regular Board Meeting held on (Pg 4-8)
Tuesday, September 20, 2022

6.1.2 Approval to Hire: Lesli Bishop-Dinsmore – Preschool, Jessica Callahan – Instructional Assistant, Rachelle Hasty- Instructional Assistant, Shandi Leach – Instructional Assistant, Michelle Wooner- Instructional Assistant Deanna Gida – Instructional Assistant

6.1.3 Accept Retirement letters from Katie Baugh – Payroll- HR, Lorraine De Nardi-Byrd, Transportation Lead, Larry Church – Custodian, Sharon Howard, School Secretary, Julie Kostelec – Teacher, Laura Merrick – CBO, Tom Phillips – Skilled Maintenance, Debra Shuman- Instructional Assistant, Glenda Stull- Cafeteria, Cecelia Swetland – Librarian (Pg 9-18)

6.1.4 Accept Leave of Absence request from: Dankea Barber – Intervention Teacher, Josh Swetland – 5th grade Teacher, Heather Vanderley – 3rd grade Teacher (Pg 19-21)

6.2 Approval of Consent Agenda

7.0 Discussion/Action items

7.1 Consider approval of the Commercial Warrants (Pg 22-51)

7.2 Consider approval of Server Surplus (Pg 52)

7.3 Discuss and consider approval of Advertising (Pg 53- 85)

7.4 Consider approval of (2) New Instructional Aide 3.75 hrs./day West (Pg 86-87)

7.5 Consider approval of Change of (2) part time 5 hr. Preschool Teacher Position to full time 8 hrs/day (Pg 88)

7.6 Consider approval of TOSA Vice Principal position at North (Pg 89)

7.7 Consider approval of (3) New Instruction Aide 3.75 hrs./day North (Pg 90)

7.8 Consider approval of New Instructional Aide 5.75 hrs./day North (Pg 91)

7.9 Consider approval: Board Policies/Administrative Regulations:

BP 5141.21 Administering Medication and Monitoring Health Conditions (Pg 92-106)

BP/AR 3515.3 District Police/Security Department (Pg 107-125)

BP/AR 4118 Dismissal/Suspension/District Action (Pg 126-147)

BP 4119.1 Civil and Legal Rights (Pg 148-154)

BP 4219.1 Civil and Legal Rights (Pg 155-161)

BP 4319.1 Civil and Legal Rights (Pg 162-168)

BP 4140 Bargaining Units (Pg 169-177)

BP 4240 Bargaining Units (Pg 178-186)

BP 4340 Bargaining Units (Pg 187-195)

AR 4161.2 Personal Leaves (Pg 196-208)

AR 4261.2 Personal Leaves (Pg 209- 221)

AR 4361.2 Personal Leaves (Pg 222-234)

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 Oct 14, 2022 (Pg 235)

9.2 Shasta County Pooled Investment Report for September 2022 (Pg 236-237)

9.3 Williams Quarterly Report October (Pg 238)

10.0 Governing Board Discussion and Suggested Agenda Items

11.0 Future Meetings:

11.1 Regular Board Meeting, Tuesday, November 15, 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 this meeting to consider and/or take action upon the following items:

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

Public Notice of Action Taken in Closed Session

13.0 Adjournment

AMERICAN WITH DISABILITIES ACT NOTICE

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

DOCUMENT AVAILABILITY

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

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

To review and/or print a board packet:

Go to www.cwusd.com

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

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

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

Cottonwood Union School District

20512 West First Street

Cottonwood,

Tuesday, September 20, 2022

Regular Board Meeting, West Cottonwood School Library

Members Present Mr Iles, Mr O'Brien, Mrs Sulzer, Mrs Cordova, Mrs McDougall

Others Present Superintendent Doug Geren
Principal Terri Wright,
Vice Principal Kara McNeely
Laura Merrick, CBO
Amanda McAbel – District Admin Assistant

18 Staff and Community member present

1.0 Call Regular Meeting to Order at 6:31 pm by Mr. Iles

2.0 Pledge of Allegiance led by Mr. Iles

3.0 Approval of Agenda

ACTION: Mrs McDougall 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-

New Staff Members Introduced

Mrs Estrada introduced

- Mrs Baker our new TK Teacher

Mr Geren introduced

- Chalynn Dotzenrod - Nutrition Director
- Stevie Gallo – School Psychologist (JPA)

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

Jennifer Irwin, Teacher, Parent, spoke on extreme behaviors they are dealing with and how grateful everyone is to have Brittany Stevenson over at North and how well she is doing with supporting the students and staff

6.0 Consent Agenda

6.1 Review of Consent Agenda

6 1 1 **Approval of Board Meetings for
Regular Board Meeting held on Tuesday, August 16, 2022**

6 1 2 **Approval to Hire: Raquel Daoust -Cook, Ashley Ely – Cafeteria Assistant, Alexys Kipp, Instructional Assistant, Elizabeth Moiser- Instructional Assistant, Ryan Russell -Instructional Assistant, Merisa Smith – Instructional Assistant, Kara Steiner – Instructional Assistant**

6 1 3 **Accept resignation letter from Megan Clark- Instructional Assistant, Aaron Hunter – Teacher, Shinyce Laughlin – L V N, Katie Qualls – Instructional Assistant,**

6.1.4 **Approval of the following Contracts:**

Brightwheel Premium Partnership Agreement-Preschool Point of Sales System

Cresswell/Breslin Occupational Therapy Services PC

Dignity Health Connected Living Foster Grandparent Program

Shasta Co Office of Ed – Certificated Library Services

Shasta Co Office of Ed – Project Share

Shasta Co Office of Ed – SARB

6 2 **Approval of Consent Agenda**

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

VOTE: Unanimous in Favor

7 2 **Public Hearing-** persons wishing to address the Board regarding sufficient/ insufficient pupil textbooks/instructional materials Consider adoption of **Resolution #2022-15**, specifying that each pupil within the school district has or will have, prior to the end of the fiscal year, sufficient textbooks or instructional materials in each subject area that are consistent with the curriculum frameworks adopted by the State Board

ACTION: Mrs McDougall made a motion, seconded by Mrs Sulzer, to approve Resolution #2022-15 resolution regarding sufficiency or insufficiency of instructional materials education code section 60119 for fiscal year 2022/2023

VOTE: Unanimous in Favor

7.3 Consider certification of 2021/2022 unaudited actuals

ACTION: Mrs Cordova made a motion, seconded by Mrs McDougall to approve the certification of 2021/2022 unaudited actuals

VOTE: Unanimous in Favor

7.4 Consider approval of Resolution #2022-16 fixing the Appropriations Limit. This resolution establishes maximum appropriations for school districts each fiscal year in accordance with the provisions of the Gann Amendment, as amended by Proposition 98 (Also enclosed is a Fiscal Report titled "Calculating Your Annual Gann Limit" to help explain the Gann Limit)

ACTION: Mr O'Brien made a motion, seconded by Mrs McDougall to approve Resolution # 2022-16 fixing the Appropriate Limit

VOTE: Unanimous in Favor

7.5 Consider approval of Revised Budget Overview for parents/LCAP for 2022/23

ACTION: Mr O'Brien made a motion, seconded by Mrs Cordova to approve the Revised Budget Overview for parents/LCAP for 2022/23

VOTE: Unanimous in Favor

7.6 Consider approval of change of 3 hr. Cafeteria Assistant to 5.75 hrs.

ACTION: Mrs Sulzer made a motion, seconded by Mrs McDougall to approve change of 3 hr Cafeteria Assistant to 5 75 hrs

VOTE: Unanimous in Favor

7.7 Consider approval of New Full Time Special Ed Director position with Admin Credentials

ACTION: Mr O'Brien made a motion, seconded by Mrs McDougall to approve New Full Time Special Ed Director with Admin Credentials

VOTE: Unanimous in Favor

7.8 Consider approval of New School Psychologist Position

ACTION: Mr O'Brien made a motion, seconded by Mrs Sulzer to approve new School Psychologist Position

VOTE: Unanimous in Favor

7.9 Consider approval of Special Ed 1-1 Aide 5.75 hrs./day for Student attending Happy Valley Mod/Sever Class

ACTION: Mr O'Brien made a motion, seconded by Mrs Sulzer to approve of Special Ed 1-1 Aide 5 75 hrs /day for Student attending Happy Valley Mod/Sever Class

VOTE: Unanimous in Favor

7.10 Consider approval of Change to work Calendar for the following positions:

- LVN
- Health Clerk
- Site Clerks

ACTION: Mr O'Brien made a motion, seconded by Mrs McDougall to approve Change to work Calendars for LVS, Health Clerk and Site clerks

VOTE: Unanimous in Favor

7.11 Consider approval of Board Policies/Administrative Regulations

ACTION: Mrs McDougall made a motion, seconded by Mrs Cordova to approve Board Policies and Administrative Regulations, BP 3550, AR 3550, BP 3551, AR 3551, BP 3553, AR 3553, AR 4112 1, AR 4161 8, AR 4261 8, AR 4361 8, AR 6173 1, BP 6158, AR 6158

VOTE: Unanimous in Favor

8 Informational Items-

- 8 1 CTA Report – Dankea gave update on how hard teachers are working and the behavior problems that they are facing
- 8 2 Superintendent's Report – Mr Geren spoke briefly about the lower bathroom renovation at west, the locker rooms and plumbing, he gave an update on how close we are on the Solar project, the district purchased a new van for the cafeteria, mentioned the classrooms at north will probably funded next year and that he will be starting to send Board memo's
- 8 3 Principal's Report – Mrs Wright reports current enrollment is at 388 and gave a brief update of things that are taking place on the west campus
Mrs. Lamar – was out of town at a training no update available

9.0 Information/Communication Items

- 9.1 Enrollment Report Sep 15,2022
- 9.2 Shasta County Pooled Investment Report for August 2022
- 9.3 Letter from De'An Chambless, SCOE, regarding the Adopted Budget and LCAP

10.0 Governing Board Discussion and Suggested Agenda Items:

- Bulletproof film for windows
- Alice Training
- Threat assessment
- Resource officer

11.0 Future Meetings:

11.1 Regular Board Meeting, **Tuesday, October 18, 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 7:35 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 09 14 pm

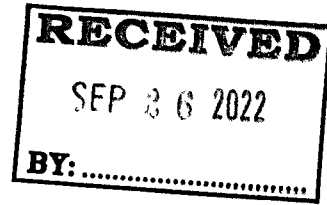
Matt Iles, President

Heather Sulzer, Clerk

Kim Cordova, Member

Deidre McDougall, Member

James O'Brien, Member




September 25, 2022

Cottonwood Union School District

I am writing to inform you of my intent to retire from my position on 6/30/2024 and receive the retirement incentive being offered.

It has been a pleasure to work here, I have enjoyed the many relationships that I have had the privilege of making both work and personal. Thank you for the opportunity to serve and work with so many great people. I truly will miss it.

Sincerely,


Katie Baugh

09/08/2022

To Whom It May Concern

I would like to notify through this letter that I am retiring from Cottonwood Union School District, and my retirement date will be effective from 6/30/2024

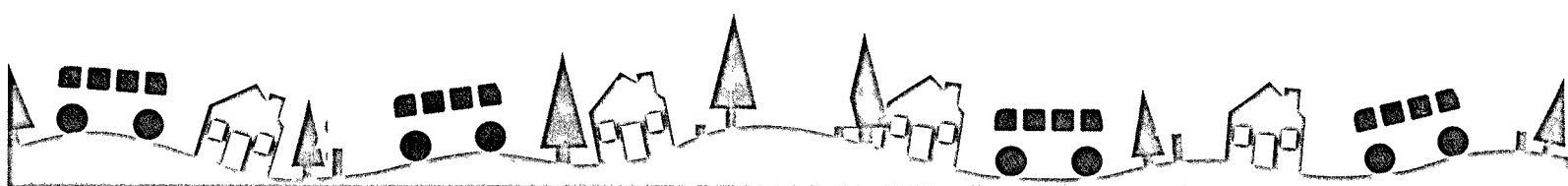
I would like to thank Cottonwood Union School District for the opportunities that I have been given working here as Transportation Lead

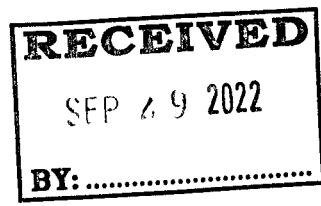
I will be accepting the incentive offered by the District of \$25,000 00

Sincerely,



Lorraine De Nardi-Byrd (P-Nut)





September 29, 2022

To Whom It May Concern

This letter is to notify you of my intent to retire on 6/30/2024 I appreciate the retirement incentive that is being offered to staff at this time

Thank you!

Lawrence Allen Church
Larry Church

Katie Baugh

From: donhoward@charter.net
Sent: Wednesday, September 28, 2022 12:52 PM
To: Katie Baugh
Subject: retirement

RECEIVED
SEP 28 2022
BY:

CAUTION: This email originated from outside of Cottonwood Union School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Katie,

Please accept my request to retire as of September 30th, 2022, I would also like to receive the incentive money of \$25,000

Thank you!

Sincerely,
Sharon Howard

Julie Kostelec
21223 Old Alturas Road
Redding, CA 96003

September 27, 2022

Mr. Doug Geren
Cottonwood Union School District
20512 1st Street
Cottonwood, CA 96022

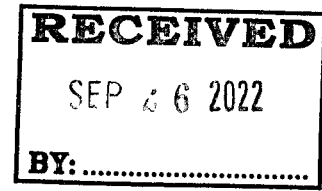
Dear Doug,

After much consideration, this letter is my notification of retirement from my position as a Kindergarten Teacher at North Cottonwood School within the Cottonwood Union School District. The effective date of my retirement will be Friday, June 9th, 2023.

At the completion of this year, I will have taught 30 years in the Cottonwood School District. In those years, I have had the honor to teach nearly 700 children. It has been my great fortune to share my career with so many excellent colleagues. Many of which I consider dear friends

I plan to finish this year enjoying all the special events and activities my Kindergarten families love: Living History Day, Thanksgiving Feast, Christmas Around the Alphabet, Rodeo Day, Kiddie Parade, Mother's Day Tea, Three Piggy Opera and Kindergarten Graduation. Do not hesitate to reach out with any further questions at (530)395-1493 CELL, (530)549-4948 HOME or email at jkostelec@cwusd.com.

Sincerely,
Julie Kostelec



September 26, 2022

To Superintendent Geren and Board of Trustees

It has been an honor and a privilege to work for the Cottonwood Union School District since June 1995. I have met and worked with so many wonderful people over the years, I have memories that I will cherish forever.

However, it is time for me to move on and begin a new chapter in my life, so this letter is to notify you that my last day of work will be June 30, 2023. My official retirement date with PERS will be July 1, 2023. I will be happy to help with the transition to the new Chief Business Official in any way I can.

Thank you for allowing me to work here and serve the Cottonwood community by investing my time into the Cottonwood Union School District's staff and students. It has been my pleasure. I am blessed! I also wanted to express my gratitude for the retirement incentive offered at this time. It is greatly appreciated!

Sincerely,



Laura L Merrick

RECEIVED
9/29/22 9:17am
AS

Tom Phillips
175 Nina Ave
Red bluff, Ca 96080
530-355-6861
Tphillips@cwusd.com

Date 9/30/2022

Doug Geren

Superintendent

Cottonwood Union School District

20515 First St

Cottonwood, Ca 96022

Dear Mr Geren

I am writing to notify you of my upcoming retirement My last day at Cottonwood Union School District will Be December 30, 2022

I am deeply grateful for the opportunity to spend the last 23 ish years working with Cottonwood Union School District, it has been a pleasure to be part of Cottonwood Union School district

Please let me know how I can make the transition following my retirement as smooth as possible I would be happy to assist in hiring or training my replacement I will also be available to assist in other areas of Cottonwood Union School District should you have any opportunities available

Thank you for the opportunity to work with Cottonwood Union School District

Sincerely,

Tom Phillips



Katie Baugh

From: Debra Shuman
Sent: Wednesday, July 6, 2022 11 01 AM
To: Katie Baugh
Subject: Re Retirement

I'm retiring 6/10/2023/2024 and accepting the retirement incentive offer Thankyou Debra Shuman

Sent from my iPhone

> On Jul 6, 2022, at 10 52 AM, Katie Baugh <kbaugh@cwusd com> wrote
>
> Debbie, you will need to put an actual retirement date like 6/7/2024, or the last school day of school for 23/24
>
> -----Original Message-----
> From Debra Shuman
> Sent Thursday, June 30, 2022 10 26 AM
> To Katie Baugh <kbaugh@cwusd com>
> Subject Retirement
>
> My retirement date is June 2023/2024 I am accepting the retirement incentive Thankyou, Debra Shuman
>
> Sent from my iPhone

September 8, 2022

To whom it may concern,

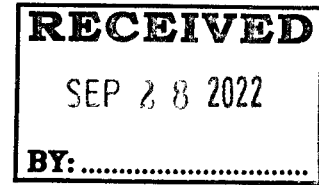
I am writing this to inform you that I will be retiring at the end of the 2022/2023 school year. My last day will be June 9th 2023. Thank you for the opportunity to work here. I have enjoyed the staff and children.

Thank You,

A handwritten signature in black ink that reads "Glenda Stull". The signature is written in a cursive style with a large initial "G".

Glenda Stull

September 13, 2022



To whom it may concern,

This letter is my notice of planned retirement I, Cecelia Swetland, plan to retire on June 30, 2024 Thank you for the opportunity to serve the Cottonwood Union School District, including all staff and students, for so many years

Sincerely,

Cecelia Swetland

October 14, 2022

Cottonwood Union School District

Dear Mr. Geren

Re: Request for Leave of Absence

I am hereby requesting a leave of absence from my Intervention teaching position for the remainder of the 2022/23 school year in order to take the TOSA as Assistant Principal at North Cottonwood Elementary School.

I understand that I need to advise the District in writing by February 15, 2023 whether I wish to apply for another leave of absence for the 2023/24 school year and that the District has discretion whether to approve additional leaves of absence.

Sincerely,

A handwritten signature in black ink that reads "Daneka Barber". The signature is written in a cursive style with a large initial "D".

Daneka Barber

October 14, 2022

Cottonwood Union School District

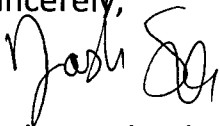
Dear Mr. Geren

Re: Request for Leave of Absence

I am hereby requesting a leave of absence from my current 5th grade teaching position for the remainder of the 2022/23 school year in order to take the Vacant PE teacher at West Cottonwood and pursue my PE credential.

I understand that I need to advise the District in writing by February 15, 2023 whether I wish to apply for another leave of absence for the 2023/24 school year and that the District has discretion whether to approve additional leaves of absence.

Sincerely,

A handwritten signature in black ink that reads "Josh Swetland". The signature is written in a cursive style with a large initial "J" and "S".

Josh Swetland

October 14, 2022

Cottonwood Union School District

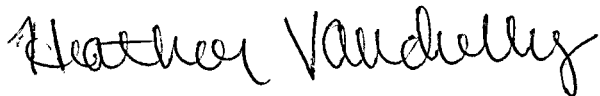
Dear Mr. Geren

Re: Request for Leave of Absence

I am hereby requesting a leave of absence from my current 3rd teaching position for the remainder of the 2022/23 school year in order to take the Intervention position at North Cottonwood Elementary School.

I understand that I need to advise the District in writing by February 15, 2023 whether I wish to apply for another leave of absence for the 2023/24 school year and that the District has discretion whether to approve additional leaves of absence.

Sincerely,

A handwritten signature in black ink that reads "Heather Vanderley". The signature is written in a cursive style with a large initial 'H'.

Heather Vanderley

Number of Payments	236	
Number of Checks	76	\$223,180 47
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount	\$223,180 47	
Total Unpaid Sales Tax	\$ 00	
Total Expense Amount	\$223,180 47	
CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS		
\$0 - \$99	8	
\$100 - \$499	21	
\$500 - \$999	16	
\$1,000 - \$4,999	19	
\$5,000 - \$9,999	6	
\$10,000 - \$14,999	3	
\$15,000 - \$99,999	3	
\$100,000 - \$199,999		
\$200,000 - \$499,999		
\$500,000 - \$999,999		
\$1,000,000 -		
***** ITEMS OF INTEREST *****		
* Number of payments to a different vendor		
! Number of Prepaid payments		
@ Number of Liability payments		
& Number of Employee Also Vendors	1	
? denotes check name different than payment name		
F denotes Final Payment		

APPROVAL DATE _____

Report Totals - Payment Count 236 Check Count 76 ACH Count 0 vCard Count 0 Total Check/Advice Amount \$223,180 47
 \$288,368 75

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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										
2022/23	09/30/22		FINGERPRINTS	1408	10/10/22	Open		198 00		198 00
	2023	(001360)	01-001-0000-7207-5801-0000-7200-000-							
Total Invoice Amount								198 00	Check	

AP Vendor ALL ABOUT LEARNING PRESS (001016/1) 615 COMMERCE LOOP EAGLE RIVER, WI 54521										
F	2022/23	09/08/22	R4823-00152	INST MAT HOMESCHOOL	912944	10/10/22	Open	1,015 66		1,015 66
	2023	(001188)	01-050-1100-0000-4310-1110-1000-100-							
					BatchId	Check Date	PO# P4823-00152	Register #		
Total Invoice Amount								1,015 66	Check	

Direct Vendor ANDERSON UNION HIGH SCHOOL DST (000085/1) 1469 FERRY ST ANDERSON, CA 96007										
2022/23	10/06/22		AG TEACHER JUL-SEPT 22	INV23-00040	10/14/22	Open		4,224 11		4,224 11
	2023	(004215)	01-020-0100-2209-5801-1110-1000-LC2-							
2022/23	10/07/22		TECH ADMIN JUL-SEPT 22	INV23-00044	10/14/22	Open		7,645 00		7,645 00
	2023	(004212)	01-020-0000-2420-5801-1110-1000-LC1-				3,822 50			
	2023	(004213)	01-050-0000-2420-5801-1110-1000-LC1-				3,822 50			
2022/23	10/07/22		TECH SERV JULY-SEPT 22	INV23-00045	10/14/22	Open		14,354 82		14,354 82
	2023	(004212)	01-020-0000-2420-5801-1110-1000-LC1-				7,177 41			
	2023	(004213)	01-050-0000-2420-5801-1110-1000-LC1-				7,177 41			
2022/23	10/07/22		NURSE SERV	INV23-00046	10/14/22	Open		4,849 09		4,849 09
	2023	(001359)	01-001-0000-2700-5801-0000-2700-000-							
Total Invoice Amount								31,073 02	Check	

Direct Vendor ANDERSON-COTTONWOOD DISP SRVCE (000005/1) PO BOX 541065 LOS ANGELES, CA 90054-1065										
2022/23	10/05/22		GARBAGE SERV	2318226-0531-8	10/14/22	Open		1,164 47		1,164 47
	2023	(002086)	01-001-0000-8240-5510-0000-8200-000-							

Selection Sorted by AP Check Order Opton, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

Scheduled 10/10/2022 - 10/14/2022

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			ANDERSON-COTTONWOOD DISP SRVCE (000005/1) (continued)				(continued)				
2022/23	10/05/22		GARBAGE SERV	2323783-0531-1	10/14/22	Open		915 75		915 75	
	2023 (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								
2022/23	09/19/22		PHONE SERV	000018796607	10/10/22	Open		932 69		932 69	
	2023 (001384)	01-001-0000-7200-5910-0000-7200-000-									
Total Invoice Amount								932 69	Check		
Direct Vendor			BRESLIN OCCUPATIONAL THERAPY (001026/1) 20 HILLTOP SUITE A REDDING, CA 96003								
2022/23	09/18/22		OT SERV	CUESD SEPT	10/10/22	Open		5,075 00		5,075 00	
	2023 (002528)	01-001-6500-0204-5805-5760-1180-100-									
2022/23	10/06/22		OT SERV	CUESD OCT	10/10/22	Open		6,000 00		6,000 00	
	2023 (002528)	01-001-6500-0204-5805-5760-1180-100-									
Total Invoice Amount								11,075 00	Check		
Direct Vendor			CALIFORNIA DEPT TAX AND FEE ADMINISTRATION (000071/1) PO BOX 942879 SACRAMENTO, CA 94279-3535								
2022/23	10/04/22		FUEL TAX PAYABLE	JULYSEP22	10/10/22	Open		19 00		19 00	
	2023 (003195)	01-001-0000-0000-4601-0000-3600-000-									
Total Invoice Amount								19 00	Check		
Direct Vendor			CALIFORNIA SAFETY CO (000021/1) PO BOX 990956 REDDING, CA 96099-0956								
2022/23	10/04/22		ALARM SERV	513171	10/10/22	Open		180 00		180 00	
	2023 (001324)	01-050-0000-2700-5630-0000-2700-100-									
2022/23	10/04/22		ALARM SERV	513172	10/10/22	Open		262 50		262 50	
	2023 (001335)	01-020-0000-2700-5630-0000-2700-100-									
2022/23	10/04/22		ALARM SERV	513633	10/10/22	Open		142 50		142 50	
	2023 (003205)	01-001-0000-0000-5630-0000-3600-000-									

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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
-------------	--------------	-------	---------	-----------------------------	-------	--------------	--------------	----------------	------------------	----------------

Total Invoice Amount 585 00 Check

Direct Vendor	CASCADE UNION ELEM SCHOOL DIST (000094/1) 1645 WEST MILL ST ANDERSON, CA 96007									
---------------	--	--	--	--	--	--	--	--	--	--

2022/23	09/01/22		SEPT 2022 TRANSP BILLING	INV23-00193	10/14/22	Open		1,067 22		1,067 22
---------	----------	--	--------------------------	-------------	----------	------	--	----------	--	----------

2023 (003205) 01-001-0000-0000-5630-0000-3600-000-

Total Invoice Amount 1,067 22 Check

AP Vendor	CDW-G (000159/1) 75 REMITTANCE DR STE 1515 CHICAGO, IL 60675-1515									
-----------	--	--	--	--	--	--	--	--	--	--

F	2022/23	09/21/22	R4823-00187	HEADSETS - SPEECH QUOTE MZDN573	CX09820	10/10/22	Open	372 91		372 91
---	---------	----------	-------------	---------------------------------	---------	----------	------	--------	--	--------

2023 (002371) 01-020-6500-0200-4310-5760-1110-100-
2023 (001208) 01-050-6500-0201-4310-5760-1120-100-

186 46
186 45

BatchId Check Date PO# P4823-00187 Register #

Total Invoice Amount 372 91 Check

Direct Vendor	CHARTER BUSINESS/SPECTRUM (000585/1) P O BOX 7173 PASADENA, CA 91109-7173									
---------------	---	--	--	--	--	--	--	--	--	--

2022/23	09/19/22		INTERNET SERV	220091922	10/12/22	Open		1,992 96		1,992 96
---------	----------	--	---------------	-----------	----------	------	--	----------	--	----------

2023 (001388) 01-020-0000-2700-5920-0000-2700-100-
2023 (001386) 01-050-0000-2700-5920-0000-2700-100-

Total Invoice Amount 1,992 96 Check

Direct Vendor	COLUMBIA ESD (000301/1) 10140 OLD OREGON TRAIL REDDING, CA 96003									
---------------	--	--	--	--	--	--	--	--	--	--

2022/23	10/10/22		ASST SUP Q1 22/23	INV23-00052	10/14/22	Open		10,245 00		10,245 00
---------	----------	--	-------------------	-------------	----------	------	--	-----------	--	-----------

2023 (006334) 01-001-4035-0000-5801-1110-2100-100-

Total Invoice Amount 10,245 00 Check

Direct Vendor	COMER COMMUNICATION SOLUTIONS (000226/1) PO BOX 994171 REDDING, CA 96099-4171									
---------------	---	--	--	--	--	--	--	--	--	--

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Page 3 of 30

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022 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										
COMER COMMUNICATION SOLUTIONS (000226/1) (continued)										
2022/23	10/06/22		CELL BOOSTER	9430	10/14/22	Open		2,837 31		2,837 31
		2023 (001365)	01-050-0000-2700-5801-0000-2700-100-							
Total Invoice Amount								2,837 31	Check	
AP Vendor										
CONSTRUCTIVE PLAYTHINGS (000839/1) 13201 ARRINGTON ROAD GRANDVIEW, MO 64030										
F	2022/23	07/18/22	R4823-00031	INST MATERIAL	5190343100	10/10/22	Open	146 57		146 57
			2023 (004282)	01-060-0000-1573-4310-0001-1000-LC1-Batchld			Check Date	PO# P4823-00031	Register #	
Total Invoice Amount								146 57	Check	
Direct Vendor										
COTTONWOOD REVOLVING FUND (000006/1) 20512 W FIRST ST COTTONWOOD, CA 96022										
2022/23	08/30/22		SCSAA ANNUAL MEMBERSHIP	CHK5435	10/12/22	Open		250 00		250 00
		2023 (001359)	01-001-0000-2700-5801-0000-2700-000-					50 00		
		2023 (001353)	01-020-0000-2700-5801-0000-2700-100-					100 00		
		2023 (001365)	01-050-0000-2700-5801-0000-2700-100-					100 00		
2022/23	09/12/22		VOID PER DIEM LEADERSHIP 11/1/2021	CHK5404 VOID	10/12/22	Open		56 00-		56 00-
		2023 (001286)	01-050-0000-2700-5210-0000-2700-100-							
2022/23	09/12/22		PER DIEM PEPPERDINE	CHK5433	10/12/22	Open		210 00		210 00
		2023 (006542)	01-001-6537-0000-5210-5760-1110-000-							
2022/23	09/12/22		PER DIEM PEPPERDINE	CHK5434	10/12/22	Open		210 00		210 00
		2023 (006542)	01-001-6537-0000-5210-5760-1110-000-							
2022/23	09/12/22		REISSUE PER DIEM LEADERSHIP	CHK5436	10/12/22	Open		56 00		56 00
		2023 (001286)	01-050-0000-2700-5210-0000-2700-100-							
2022/23	10/03/22		REIMBURSE HOTEL VOLLEYBALL TOURNAMENT	CHK5437	10/12/22	Open		210 03		210 03
		2023 (006990)	01-020-1100-0070-5801-1110-4200-100-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

Scheduled 10/10/2022 - 10/14/2022

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			COTTONWOOD REVOLVING FUND (000006/1) (continued)				(continued)				
2022/23	10/04/22		REIMBURSE STUDENT TRANSP	CHK5438	10/14/22	Open		422 50		422 50	
		2023 (005212)	01-001-6500-0000-5801-5001-3600-100-								
2022/23	10/04/22		PER DIEM CSC LIVE CONF	CHK5440	10/12/22	Open		95 00		95 00	
		2023 (001288)	01-050-6500-0200-5210-5760-1110-100-								
Total Invoice Amount								1,397 53	Check		
Direct Vendor			COTTONWOOD WATER DISTRICT (000002/1) PO BOX 2130 COTTONWOOD, CA 96022								
2022/23	09/23/22		WATER	106000 SEP 2022	10/10/22	Open		604 38		604 38	
		2023 (001309)	01-001-0000-8230-5510-0000-8200-000-								
2022/23	09/23/22		WATER	106101 SEP 2022	10/10/22	Open		51 16		51 16	
		2023 (001309)	01-001-0000-8230-5510-0000-8200-000-								
2022/23	09/23/22		WATER	106102 SEP 2022	10/10/22	Open		1,740 68		1,740 68	
		2023 (001309)	01-001-0000-8230-5510-0000-8200-000-								
2022/23	09/23/22		WATER	708000 SEP 2022	10/12/22	Open		1,279 29		1,279 29	
		2023 (001309)	01-001-0000-8230-5510-0000-8200-000-								
Total Invoice Amount								3,675 51	Check		
Direct Vendor			COUNTY OF SHASTA DEPT OF PUBLIC WORKS (000051/1) CSA DIV 1855 PLACER ST REDDING, CA 96001								
2022/23	10/03/22		SEWER	0801202209302022	10/10/22	Open		3,339 60		3,339 60	
		2023 (001308)	01-001-0000-8220-5510-0000-8200-000-								
Total Invoice Amount								3,339 60	Check		
Direct Vendor			FIRST NATIONAL BANK OMAHA MASTERCARD (000129/1) PO BOX 2818 OMAHA, NE 68103-2818								
2022/23	10/10/22		CARSEAT	751258837	10/10/22	Open		235 94		235 94	
		2023 (005212)	01-001-6500-0000-5801-5001-3600-100-								

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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			FIRST NATIONAL BANK OMAHA MASTERCARD (000129/1) (continued)							(continued)	
F	2022/23	10/11/22	R4823-00200	CASBO FALL CONFERENCE	000190625	10/12/22	Open	200 00		200 00	
			2023 (001275) 01-001-0000-7200-5210-0000-7200-000-				BatchId	Check Date	PO# P4823-00200	Register #	
Total Invoice Amount								435 94	Check		

Direct Vendor			FIRST NATIONAL BANK OMAHA VISA (000130/1) PO BOX 2818 OMAHA, NE 68103-2818							
	2022/23	09/24/22		HOTEL PEPPERDINE	245	10/10/22	Open	1,456 11		1,456 11
			2023 (006542) 01-001-6537-0000-5210-5760-1110-000-							
	2022/23	09/24/22		HOTEL PEPPERDINE	247	10/10/22	Open	1,456 11		1,456 11
			2023 (006542) 01-001-6537-0000-5210-5760-1110-000-							
	2022/23	09/26/22		CSCLIVE FLIGHT - SAN DIEGO	2NXGXM	10/10/22	Open	307 97		307 97
			2023 (001288) 01-050-6500-0200-5210-5760-1110-100-							
Total Invoice Amount								3,220 19	Check	

Direct Vendor			FRANZ FAMILY BAKERIES (000537/1) P O BOX 742654 LOS ANGELES, CA 90074-2654							
	2022/23	09/12/22		BAKERY	143028005115	10/10/22	Open	128 21		128 21
			2023 (001890) 13-001-5310-0000-4710-0000-3700-000-							
	2022/23	09/19/22		BAKERY	143028005154	10/10/22	Open	157 00		157 00
			2023 (001890) 13-001-5310-0000-4710-0000-3700-000-							
	2022/23	10/03/22		BAKERY	143028005325	10/14/22	Open	198 90		198 90
			2023 (001890) 13-001-5310-0000-4710-0000-3700-000-							
	2022/23	10/10/22		BAKERY	143028005393	10/14/22	Open	198 90		198 90
			2023 (001890) 13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								683 01	Check	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Scheduled 10/10/2022 - 10/14/2022

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 GIBSON HEATING & AC (000711/1) 1153 PRESTIGE WAY REDDING, CA 96003										
2022/23	09/12/22		SERV CALL RM 307	41717	10/10/22	Open		920 40		920 40
	2023	(001326)	01-050-0000-8110-5630-0000-8110-100-							
Total Invoice Amount								920 40	Check	

Direct Vendor GOLD STAR FOODS, INC (000630/2) P O BOX 4328 ONTARIO, CA 91761										
2022/23	09/13/22		FOOD	5279934	10/10/22	Open		536 59		536 59
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2022/23	09/20/22		FOOD	5279947	10/10/22	Open		1,105 03		1,105 03
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2022/23	09/27/22		FOOD	5335707	10/10/22	Open		971 88		971 88
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2022/23	10/04/22		FOOD	5395464	10/14/22	Open		915 60		915 60
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								3,529 10	Check	

AP Vendor GOPHER (000039/2) NW5634 PO BOX 1450 MINNEAPOLIS, MN 55485-5634										
2022/23	08/31/22	R4823-00160	INST MATERIAL PE	IN212283	10/10/22	Open		775 34		775 34
	2023	(001164)	01-020-0000-0070-4310-1110-4200-100-							
					BatchId	Check Date	PO# P4823-00160	Register #		
Total Invoice Amount								775 34	Check	

Direct Vendor HILLTOP MEDICAL CLINIC WEST (000725/1) 1093 HILLTOP DRIVE REDDING, CA 96003										
2022/23	09/08/22		DRIVER PHYSICAL	SPELAU1 - 2022	10/10/22	Open		125 00		125 00
	2023	(003204)	01-001-0000-0000-5801-0000-3600-100-							
Total Invoice Amount								125 00	Check	

AP Vendor HOUGHTON MIFFLIN COMPANY (000025/2) 14046 COLLECTIONS CENTER DR CHICAGO, IL 60693										
---	--	--	--	--	--	--	--	--	--	--

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022 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			HOUGHTON MIFFLIN COMPANY (000025/2) (continued)							
F	2022/23	09/21/22	R4823-00034	MATH CONSUMABLES QUOTE #008418292	955702953	10/10/22	Open	885 97		885 97
			2023 (001182)	01-020-6300-0000-4310-1110-1000-LC1-				730 63		
			2023 (001235)	01-050-6300-0000-4310-1110-1000-LC1-				155 34		
				BatchId		Check Date		PO# P4823-00034		Register #

Total Invoice Amount 885 97 Check

Direct Vendor INDEPENDENT ED PROGRAMS (000547/1)
1756 SOUTH ST
ANDERSON, CA 96007

	2022/23	09/30/22		OES SERV SEP 2022	CWUSD20220930	10/10/22	Open	9,744 00		9,744 00
			2023 (001371)	01-001-6500-0203-5805-5760-1180-100-						
	2022/23	10/03/22		COUNSELING 9/2022	CWUSDNPA09302022	10/10/22	Open	433 20		433 20
			2023 (001371)	01-001-6500-0203-5805-5760-1180-100-						

Total Invoice Amount 10,177 20 Check

Direct Vendor JD MASON PAINTING (000507/3)
4737 PHEASANT DR
ANDERSON, CA 96007

	2022/23	09/26/22		VANDALISM CLEANUP	09262022	10/10/22	Open	2,000 00		2,000 00
			2023 (001322)	01-050-0000-8200-5630-0000-8200-100-						
F	2022/23	10/07/22	R4823-00107	REPAINT DRIVERS ROOM - BUS BARN	10072022	10/10/22	Open	3,500 00		3,500 00
			2023 (001333)	01-001-8150-0000-5630-0000-8110-100-						
				BatchId		Check Date		PO# P4823-00107		Register #

Total Invoice Amount 5,500 00 Check

Direct Vendor LAUNDRY WORLD (000141/1)
PO BOX 98
ANDERSON, CA 96007

	2022/23	07/06/22		LAUNDRY SERV	257421	10/10/22	Open	67 69		67 69
			2023 (001306)	01-001-0000-8250-5510-0000-8200-000-						
	2022/23	07/20/22		LAUNDRY SERV	258247	10/10/22	Open	99 85		99 85
			2023 (001306)	01-001-0000-8250-5510-0000-8200-000-						

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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	LAUNDRY WORLD (000141/1)			(continued)					(continued)	
2022/23	07/20/22		LAUNDRY SERV	258248	10/10/22	Open		91 37		91 37
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	07/27/22		LAUNDRY SERV	258667	10/10/22	Open		67 69		67 69
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	07/27/22		LAUNDRY SERV	258668	10/10/22	Open		91 37		91 37
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	08/03/22		LAUNDRY SERV	259090	10/10/22	Open		67 69		67 69
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	08/03/22		LAUNDRY SERV	259092	10/10/22	Open		91 37		91 37
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	08/10/22		LAUNDRY SERV	259523	10/10/22	Open		67 69		67 69
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	08/10/22		LAUNDRY SERV	259524	10/10/22	Open		91 37		91 37
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	08/11/22		LAUNDRY SERV	260017	10/10/22	Open		270 00		270 00
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	08/17/22		LAUNDRY SERV	258836	10/10/22	Open		5 75		5 75
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-							
2022/23	08/17/22		LAUNDRY SERV	259949	10/10/22	Open		67 69		67 69
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
F	2022/23	08/29/22	R4823-00129	BATHROOM SUPPLIES EST # 3137	261066	10/12/22	Open	7,049 80		7,049 80
		2023	(001253)	01-050-0000-8200-4510-0000-8200-100- BatchId						
						Check Date		PO# P4823-00129		Register #
2022/23	09/14/22		LAUNDRY SERV	261670	10/10/22	Open		27 35		27 35
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-							
2022/23	09/14/22		LAUNDRY SERV	261671	10/10/22	Open		10 00		10 00
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	09/14/22		LAUNDRY SERV	261672	10/10/22	Open		67 69		67 69
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	09/14/22		LAUNDRY SERV	261673	10/10/22	Open		91 37		91 37
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	09/14/22		LAUNDRY SERV	261674	10/10/22	Open		27 35		27 35

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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	LAUNDRY WORLD (000141/1)		(continued)							(continued)
2022/23	09/14/22		LAUNDRY SERV	261674 (continued)	10/10/22	Open		(continued)		
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-							
2022/23	09/20/22	R4823-00129	BATHROOM SUPPLIES EST # 3137	261731	10/10/22	Open		4,498 11		4,498 11
	2023	(001253)	01-050-0000-8200-4510-0000-8200-100- Batchld				Check Date	PO# P4823-00129	Register #	
2022/23	09/21/22		LAUNDRY SERV	262084	10/10/22	Open		27 35		27 35
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-							
2022/23	09/21/22		LAUNDRY SERV	262085	10/10/22	Open		10 00		10 00
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	09/21/22		LAUNDRY SERV	262086	10/10/22	Open		67 69		67 69
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	09/21/22		LAUNDRY SERV	262087	10/10/22	Open		91 37		91 37
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	09/21/22		LAUNDRY SERV	262088	10/10/22	Open		27 35		27 35
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-							
F	2022/23	09/27/22	R4823-00197	JANITORAL SUPPLIES - EST # 3139	262910	10/10/22	Open	4,107 69		4,107 69
	2023	(001244)	01-020-0000-8200-4510-0000-8200-100- Batchld				Check Date	PO# P4823-00197	Register #	
2022/23	09/28/22		LAUNDRY SERV	262515	10/10/22	Open		38 35		38 35
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-							
2022/23	09/28/22		LAUNDRY SERV	262516	10/10/22	Open		10 00		10 00
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	09/28/22		LAUNDRY SERV	262517	10/10/22	Open		67 69		67 69
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	09/28/22		LAUNDRY SERV	262519	10/10/22	Open		91 37		91 37
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	09/28/22		LAUNDRY SERV	262521	10/10/22	Open		27 35		27 35
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-							
2022/23	10/05/22		LAUNDRY SERV	262685	10/10/22	Open		91 37		91 37
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Scheduled 10/10/2022 - 10/14/2022 **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		LAUNDRY WORLD (000141/1)			(continued)					
2022/23	10/05/22		LAUNDRY SERV	262938	10/10/22	Open		60 35		60 35
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-							
2022/23	10/05/22		LAUNDRY SERV	262939	10/10/22	Open		10 00		10 00
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	10/05/22		LAUNDRY SERV	262940	10/10/22	Open		67 69		67 69
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	10/05/22		LAUNDRY SERV	262941	10/10/22	Open		27 35		27 35
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-							
2022/23	10/12/22		LAUNDRY SERV	263368	10/12/22	Open		38 35		38 35
	2023	(001889)	13-001-5310-0000-4510-0000-3700-000-							
2022/23	10/12/22		LAUNDRY SERV	263369	10/12/22	Open		10 00		10 00
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	10/12/22		LAUNDRY SERV	263370	10/12/22	Open		67 69		67 69
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	10/12/22		LAUNDRY SERV	263371	10/12/22	Open		131 04		131 04
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	10/12/22		LAUNDRY SERV	263372	10/12/22	Open		27 35		27 35
	2023	(001889)	13-001-5310-0000-4510-0000-3700-000-							

Total Invoice Amount 17,948 60 Check

AP Vendor	LITERACY RESOURCES, LLC (000824/2) PO BOX 7143 CAROL STREAM, IL 60197
-----------	---

F	2022/23	09/11/22	R4823-00175	INST MATERIAL - TK BAKER	228563	10/10/22	Open	187 00		187 00
			2023	(001188)	01-050-1100-0000-4310-1110-1000-100-					
					BatchId		Check Date	PO# P4823-00175		Register #

Total Invoice Amount 187 00 Check

Direct Vendor	LORI J SCOTT TREASURER TAX COLLECTOR (000056/1) PO BOX 991830 REDDING, CA 96099-1830
---------------	---

	2022/23	09/23/22		22/23 MOSQUITO & DISEASE	20222023	10/10/22	Open	225 00		225 00
				2023	(001358)	01-001-0000-7200-5801-0000-7200-000-				

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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
-------------	--------------	-------	---------	-----------------------------	-------	--------------	--------------	----------------	------------------	----------------

Total Invoice Amount 225 00 Check

Direct Vendor	LOZANO SMITH (000202/1) 7404 NORTH SPALDING FRESNO, CA 93720-3370									
---------------	---	--	--	--	--	--	--	--	--	--

2022/23	09/13/22		LEGAL SERV	2172353	10/10/22	Open		2,350 00		2,350 00
	2023	(004188)	01-001-0000-7100-5810-0000-7100-000-							

2022/23	10/12/22		LEGAL SERV	2174146	10/14/22	Open		1,125 00		1,125 00
	2023	(004188)	01-001-0000-7100-5810-0000-7100-000-							

2022/23	10/12/22		LEGAL SERV	2174147	10/14/22	Open		1,787 50		1,787 50
	2023	(004188)	01-001-0000-7100-5810-0000-7100-000-							

Total Invoice Amount 5,262 50 Check

AP Vendor	MIKE MURRAY PLUMBING & FIRE PROTECTION (000562/1) 1190 BRANSTETTER LANE REDDING, CA 96001									
-----------	--	--	--	--	--	--	--	--	--	--

2022/23	09/14/22	R4823-00136	LOCKER ROOMS	222369	10/12/22	Open		4,990 00		4,990 00
	2023	(003520)	01-020-8150-8110-5630-0000-8110-LC2-							

BatchId Check Date PO# P4823-00136 Register #

Total Invoice Amount 4,990 00 Check

Direct Vendor	MT SHASTA SPRING WATER (000036/1) 1878 TWIN VIEW BLVD REDDING, CA 96003-1501									
---------------	--	--	--	--	--	--	--	--	--	--

2022/23	09/14/22		WATER SERV	166736	10/12/22	Open		26 25		26 25
	2023	(003223)	01-001-0000-0000-4510-0000-3600-100-							

2022/23	09/14/22		WATER SERV	166739	10/12/22	Open		39 20		39 20
	2023	(001247)	01-001-0000-2700-4510-0000-2700-100-							

2022/23	10/05/22		WATER SERV	174512	10/12/22	Open		19 50		19 50
	2023	(003223)	01-001-0000-0000-4510-0000-3600-100-							

2022/23	10/05/22		WATER SERV	174515	10/12/22	Open		36 00		36 00
	2023	(001247)	01-001-0000-2700-4510-0000-2700-100-							

Total Invoice Amount 120 95 Check

Direct Vendor	NINJA COALITION INV (000989/1) 215 LAKE VLVD SUITE 824 REDDING, CA 96003									
---------------	--	--	--	--	--	--	--	--	--	--

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Page 12 of 30

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022 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)									
2022/23	09/12/22		NINJA COALITION COURSE	1014	10/12/22	Open		30,000 00		30,000 00
		2023 (006865)	01-000-2600-0000-5801-1110-1000-000-							
Total Invoice Amount								30,000 00	Check	
AP Vendor	OFFICE DEPOT, INC (000091/4) PO BOX 29248 PHOENIX, AZ 85038-9248									
2022/23	08/11/22	R4823-00055	PAPER - CURRICULUM	257353858002	10/12/22	Open		33 72		33 72
		2023 (001188)	01-050-1100-0000-4310-1110-1000-100-				Check Date	PO# P4823-00055	Register #	
2022/23	08/15/22	R4823-00055	PAPER - CURRICULUM	257353858003	10/12/22	Open		46 31		46 31
		2023 (001188)	01-050-1100-0000-4310-1110-1000-100-				Check Date	PO# P4823-00055	Register #	
2022/23	08/23/22	R4823-00055	PAPER - CURRICULUM	257353858004	10/12/22	Open		33 72		33 72
		2023 (001188)	01-050-1100-0000-4310-1110-1000-100-				Check Date	PO# P4823-00055	Register #	
F	2022/23	09/08/22	R4823-00119	OFFICE SUPPLIES	264064379001	10/12/22	Open	39 89-		39 89-
		2023 (001242)	01-020-0000-2700-4510-0000-2700-100-				Check Date	PO# P4823-00119	Register #	
F	2022/23	09/09/22	R4823-00157	INST MATERIAL SPED/ OFFICE SUPPLIES OFFICE	265856060001	10/12/22	Open	10 18		10 18
		2023 (001257)	01-050-0000-2700-4510-0000-2700-100-			5 27				
		2023 (001208)	01-050-6500-0201-4310-5760-1120-100-			4 91				
							Check Date	PO# P4823-00157	Register #	
2022/23	09/12/22	R4823-00173	INST MATERIAL	260438246001	10/12/22	Open		105 09		105 09
		2023 (001188)	01-050-1100-0000-4310-1110-1000-100-				Check Date	PO# P4823-00173	Register #	
F	2022/23	09/12/22	R4823-00173	INST MATERIAL	260697419001	10/12/22	Open	55 99		55 99
		2023 (001188)	01-050-1100-0000-4310-1110-1000-100-				Check Date	PO# P4823-00173	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE **HOME**

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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)			
F	2022/23	09/12/22	R4823-00158	INST MATERIAL - PSYCH	265823207001	10/12/22	Open	167 30		167 30
		2023	(001155)	01-001-6500-3120-4310-5001-3120-100- BatchId			Check Date	PO# P4823-00158	Register #	
	2022/23	09/12/22	R4823-00157	INST MATERIAL SPED/ OFFICE SUPPLIES OFFICE	266078740001	10/12/22	Open	66 67		66 67
		2023	(001257)	01-050-0000-2700-4510-0000-2700-100-			34 48			
		2023	(001208)	01-050-6500-0201-4310-5760-1120-100- BatchId			32 19			
							Check Date	PO# P4823-00157	Register #	
F	2022/23	09/12/22	R4823-00155	INK TEACHERS/OFFICE	266081620001	10/12/22	Open	297 32		297 32
		2023	(001189)	01-050-1100-2420-4310-1110-1000-100- BatchId			Check Date	PO# P4823-00155	Register #	
	2022/23	09/12/22	R4823-00155	INK TEACHERS/OFFICE	266083513001	10/12/22	Open	129 35		129 35
		2023	(001189)	01-050-1100-2420-4310-1110-1000-100- BatchId			Check Date	PO# P4823-00155	Register #	
	2022/23	09/12/22	R4823-00155	INK TEACHERS/OFFICE	266083515001	10/12/22	Open	117 59		117 59
		2023	(001189)	01-050-1100-2420-4310-1110-1000-100- BatchId			Check Date	PO# P4823-00155	Register #	
F	2022/23	09/14/22	R4823-00154	OFFICE SUPPLIES - WEST OFFICE	265583440001	10/12/22	Open	258 60		258 60
		2023	(001242)	01-020-0000-2700-4510-0000-2700-100- BatchId			Check Date	PO# P4823-00154	Register #	
F	2022/23	09/15/22	R4823-00163	INST MATERIAL	265042099001	10/12/22	Open	215 83		215 83
		2023	(001188)	01-050-1100-0000-4310-1110-1000-100- BatchId			Check Date	PO# P4823-00163	Register #	
	2022/23	09/17/22	R4823-00157	INST MATERIAL SPED/ OFFICE SUPPLIES OFFICE	268061479001	10/12/22	Open	10 18-		10 18-
		2023	(001257)	01-050-0000-2700-4510-0000-2700-100-			5 27-			
		2023	(001208)	01-050-6500-0201-4310-5760-1120-100- BatchId			4 91-			
							Check Date	PO# P4823-00157	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE  Page 14 of 30

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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)
F	2022/23	09/21/22	R4823-00183	INST MATERIAL - PRESCHOOL	266114374001	10/12/22	Open	123 45		123 45
		2023 (004282)	01-060-0000-1573-4310-0001-1000-LC1-							
				Batchld		Check Date		PO# P4823-00183	Register #	
	2022/23	09/21/22	R4823-00184	OFFICE SUPPLIES	268049035001	10/12/22	Open	445 60		445 60
		2023 (001247)	01-001-0000-2700-4510-0000-2700-100-							
				Batchld		Check Date		PO# P4823-00184	Register #	
F	2022/23	09/21/22	R4823-00185	ADDING MACHINE	268442643001	10/12/22	Open	214 14		214 14
		2023 (001247)	01-001-0000-2700-4510-0000-2700-100-							
				Batchld		Check Date		PO# P4823-00185	Register #	
F	2022/23	09/22/22	R4823-00184	OFFICE SUPPLIES	26849035002	10/12/22	Open	18 46		18 46
		2023 (001247)	01-001-0000-2700-4510-0000-2700-100-							
				Batchld		Check Date		PO# P4823-00184	Register #	
F	2022/23	10/03/22	R4823-00201	OFFICE SUPPLIES	267529765001	10/14/22	Open	2,123 01		2,123 01
		2023 (001242)	01-020-0000-2700-4510-0000-2700-100-							
				Batchld		Check Date		PO# P4823-00201	Register #	
F	2022/23	10/03/22	R4823-00202	TONER	267820412001	10/14/22	Open	63 79		63 79
		2023 (001159)	01-020-1100-2420-4310-0000-2420-100-							
				Batchld		Check Date		PO# P4823-00202	Register #	
F	2022/23	10/03/22	R4823-00204	TONER	267825852001	10/14/22	Open	73 37		73 37
		2023 (001159)	01-020-1100-2420-4310-0000-2420-100-							
				Batchld		Check Date		PO# P4823-00204	Register #	
F	2022/23	10/04/22	R4823-00201	OFFICE SUPPLIES	267529765002	10/14/22	Open	31 27		31 27
		2023 (001242)	01-020-0000-2700-4510-0000-2700-100-							
				Batchld		Check Date		PO# P4823-00201	Register #	
	2022/23	10/04/22	R4823-00216	PAPER & OFFICE SUPPLIES	270213949001	10/14/22	Open	40 94		40 94
		2023 (001247)	01-001-0000-2700-4510-0000-2700-100-							
				Batchld		Check Date		PO# P4823-00216	Register #	
	2022/23	10/05/22	R4823-00216	PAPER & OFFICE SUPPLIES	270213949002	10/14/22	Open	83 86		83 86
		2023 (001247)	01-001-0000-2700-4510-0000-2700-100-							
				Batchld		Check Date		PO# P4823-00216	Register #	
Total Invoice Amount								4,705 49	Check	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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	2022/23	07/28/22	R4823-00078	STAFF MTG SUPPLIES	718055511-01	10/12/22	Open	30 32		30 32	
2023 (001358) 01-001-0000-7200-5801-0000-7200-000- BatchId											
2022/23 09/27/22 R4823-00193 INST MATERIAL - PERSONALIZED PENCILS FOR HOUSES 2023 (004812) 01-020-0100-2217-4310-1110-1000-LC2- BatchId											
2022/23 09/27/22 R4823-00193 INST MATERIAL - PERSONALIZED PENCILS FOR HOUSES 2023 (004812) 01-020-0100-2217-4310-1110-1000-LC2- BatchId											
								Total Invoice Amount	313 27	Check	
Direct Vendor PACIFIC GAS AND ELECTRIC CO (000007/1) BOX 997300 SACRAMENTO, CA 95899-7300											
	2022/23	10/07/22		CAFE ELECTRIC	10072022	10/14/22	Open	3,181 73		3,181 73	
2023 (001307) 01-001-0000-8260-5510-0000-8200-000-											
								Total Invoice Amount	3,181 73	Check	
Direct Vendor PROCARE SOFTWARE (000875/1) 1 WEST MAIN STE 201 MEDFORD, OR 97501											
	2022/23	09/21/22		PRESCHOOL TUITION SYSTEM	INV444541	10/12/22	Open	297 00		297 00	
2023 (004737) 01-060-0000-1573-5801-0001-1000-LC1-											
								Total Invoice Amount	297 00	Check	
Direct Vendor PRODUCERS DAIRY (000203/1) PO BOX 1231 FRESNO, CA 93715-1231											
	2022/23	09/12/22		DAIRY	6352225500	10/12/22	Open	350 48		350 48	
2023 (001890) 13-001-5310-0000-4710-0000-3700-000- 2023 (006991) 13-001-5466-0000-4710-0000-3700-000-											
	2022/23	09/12/22		DAIRY	6352225502	10/12/22	Open	288 18		288 18	
2023 (006991) 13-001-5466-0000-4710-0000-3700-000-											
	2022/23	09/15/22		DAIRY	6352225840	10/12/22	Open	349 23		349 23	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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)
2022/23	09/15/22		DAIRY	6352225840 (continued)	10/12/22	Open		(continued)		
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-				61 05				
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-				288 18				
2022/23	09/15/22		DAIRY	6352225841	10/12/22	Open		349 23		349 23
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-				61 05				
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-				288 18				
2022/23	09/19/22		DAIRY	6352226276	10/12/22	Open		352 25		352 25
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-				18 64				
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-				333 61				
2022/23	09/19/22		DAIRY	6352226277	10/12/22	Open		302 74		302 74
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-								
2022/23	09/22/22		DAIRY	6352226513	10/12/22	Open		391 83		391 83
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-				57 63				
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-				334 20				
2022/23	09/22/22		DAIRY	6352226514	10/12/22	Open		400 75		400 75
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-				44 43				
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-				356 32				
2022/23	09/26/22		DAIRY	6352226960	10/12/22	Open		372 60		372 60
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-				38 99				
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-				333 61				
2022/23	09/26/22		DAIRY	6352226961	10/12/22	Open		348 17		348 17
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-				37 28				
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-				310 89				
2022/23	09/29/22		DAIRY	6352227202	10/12/22	Open		349 88		349 88
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-				38 99				
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-				310 89				
2022/23	09/29/22		DAIRY	6352227203	10/12/22	Open		310 89		310 89
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-								
2022/23	10/03/22		DAIRY	6352227640	10/12/22	Open		476 24		476 24
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-				186 87				
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-				289 37				
2022/23	10/03/22		DAIRY	6352227643	10/14/22	Open		581 67		581 67
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-				270 71				
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-				310 96				
2022/23	10/06/22		DAIRY	6352227982	10/12/22	Open		373 12		373 12

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Page 17 of 30

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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)			
2022/23	10/06/22		DAIRY	6352227982 (continued)	10/12/22	Open		(continued)		
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-								39 51
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-								333 61
2022/23	10/06/22		DAIRY	6352227983	10/14/22	Open		331 50		331 50
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-								20 61
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-								310 89
2022/23	10/10/22		DAIRY	6352228319	10/14/22	Open		376 38		376 38
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-								20 61
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-								355 77
2022/23	10/10/22		DAIRY	6352228320	10/14/22	Open		398 27		398 27
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-								64 66
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-								333 61
2022/23	10/13/22		DAIRY	6352228653	10/14/22	Open		373 12		373 12
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-								39 51
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-								333 61
2022/23	10/13/22		DAIRY	6352228654	10/14/22	Open		354 22		354 22
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-								20 61
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-								333 61

Total Invoice Amount 7,430 75 Check

Direct Vendor		PROFESSIONAL EXTERMINATORS (000403/1) PO BOX 991507 REDDING, CA 96099								
---------------	--	---	--	--	--	--	--	--	--	--

2022/23	09/21/22		PEST SERV	77592	10/12/22	Open		45 00		45 00
	2023 (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								
---------------	--	---	--	--	--	--	--	--	--	--

2022/23	09/09/22		PRODUCE	6954931	10/12/22	Open		560 03		560 03
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-								
2022/23	09/16/22		PRODUCE	6956620	10/12/22	Open		462 76		462 76
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-								
2022/23	09/23/22		PRODUCE	6958537	10/12/22	Open		699 94		699 94
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-								652 30
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-								47 64

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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			PROPACIFIC FRESH (000491/1)				(continued)			
2022/23	09/30/22		PRODUCE	6960284	10/12/22	Open		567 85		567 85
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-								
2022/23	10/07/22		PRODUCE	69617455	10/14/22	Open		343 86		343 86
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-								
2022/23	10/14/22		PRODUCE	6963186	10/14/22	Open		454 62		454 62
	2023 (001890)	13-001-5310-0000-4710-0000-3700-000-				406 98				
	2023 (006991)	13-001-5466-0000-4710-0000-3700-000-				47 64				
Total Invoice Amount								3,089 06	Check	

Direct Vendor			QUADIENT FINANCE USA, INC (000974/1) PO BOX 6813 CAROL STREAM, IL 60197-6813							
2022/23	09/30/22		POSTAGE	092022	10/12/22	Open		500 00		500 00
	2023 (001392)	01-001-0000-7200-5930-0000-7200-LC2-								
Total Invoice Amount								500 00	Check	

AP Vendor			QUALITY SAW & MOWER (000053/1) 2901 DOUGLAS ST ANDERSON, CA 96007							
F	2022/23	10/11/22	R4823-00224	CHAINSAW	58830	10/12/22	Open	571 06		571 06
		2023 (001245)	01-020-0000-8110-4510-0000-8110-100-							
			On Hold		BatchId		Check Date	PO# P4823-00224	Register #	
Total Invoice Amount								571 06	Check	

AP Vendor			RAINBOW RESOURCE CENTER (001017/1) 655 TOWNSHIP RD 500 E TOULON, IL 61483							
F	2022/23	09/30/22	R4823-00153	INST MATERIAL	3862787REVISED	10/12/22	Open	107 40		107 40
		2023 (001162)	01-020-1100-0000-4310-1110-1000-100-					65 24		
		2023 (001188)	01-050-1100-0000-4310-1110-1000-100-					42 16		
					BatchId		Check Date	PO# P4823-00153	Register #	
Total Invoice Amount								107 40	Check	

AP Vendor			RED BLUFF FLOORING, INC (000876/2) 570 S MAIN ST RED BLUFF, CA 96080							
2022/23	09/23/22	R4823-00214	RM 38 FLOORING	2353	10/12/22	Open		4,000 00		4,000 00

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE Page 19 of 30

Scheduled 10/10/2022 - 10/14/2022

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			RED BLUFF FLOORING, INC (000876/2)		(continued)					
2022/23	09/23/22	R4823-00214	RM 38 FLOORING	2353 (continued)	10/12/22	Open		(continued)		
		2023 (006865)	01-000-2600-0000-5801-1110-1000-000-			4,000 00				
		2023 (006992)	01-020-6010-0000-5801-1110-4100-100-							
				BatchId		Check Date		PO# P4823-00214		Register #
Total Invoice Amount								4,000 00	Check	

AP Vendor			RENAISSANCE LEARNING INC (000134/2)		PO BOX 64910 ST PAUL, MN 55164-0910					
F	2022/23	09/22/22	R4823-00190	FRECKLE SCIENCE -SDC KNOWLES QUOTE - 2852103	INV5268973	10/12/22	Open	250 00		250 00
			2023 (002371)	01-020-6500-0200-4310-5760-1110-100-						
				BatchId		Check Date		PO# P4823-00190		Register #
Total Invoice Amount								250 00	Check	

AP Vendor			ROCKET MATH, LLC (001019/1)		14435 SE DONATELLO LOOP HAPPY VALLEY, OR 97086					
F	2022/23	08/31/22	R4823-00165	INST MATERIAL - R BARNETT	49123GH	10/12/22	Open	423 90		423 90
			2023 (001235)	01-050-6300-0000-4310-1110-1000-LC1-						
				BatchId		Check Date		PO# P4823-00165		Register #
Total Invoice Amount								423 90	Check	

Direct Vendor			RYAN'S LAWN CARE (000526/5)		3873 WOLVERINE DR REDDING, CA 96001					
	2022/23	09/17/22		LAWN SERV	2259	10/12/22	Open	750 00		750 00
			2023 (004214)	01-020-0000-8110-5801-0000-8110-100-			375 00			
			2023 (004217)	01-050-0000-8110-5801-0000-8110-100-			375 00			
	2022/23	09/24/22		LAWN SERV	2260	10/12/22	Open	750 00		750 00
			2023 (004214)	01-020-0000-8110-5801-0000-8110-100-			375 00			
			2023 (004217)	01-050-0000-8110-5801-0000-8110-100-			375 00			
	2022/23	10/02/22		LAWN SERV	2268	10/12/22	Open	750 00		750 00
			2023 (004214)	01-020-0000-8110-5801-0000-8110-100-			375 00			
			2023 (004217)	01-050-0000-8110-5801-0000-8110-100-			375 00			
	2022/23	10/08/22		LAWN SERV	2270	10/12/22	Open	750 00		750 00

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Scheduled 10/10/2022 - 10/14/2022

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)
2022/23	10/08/22		LAWN SERV	2270 (continued)	10/12/22	Open		(continued)		
	2023 (004214)	01-020-0000-8110-5801-0000-8110-100-				375 00				
	2023 (004217)	01-050-0000-8110-5801-0000-8110-100-				375 00				
& Employee Also						Total Invoice Amount		3,000 00	Check	
AP Vendor			SAN JOAQUIN COUNTY OF ED (000553/1) P O BOX 213030 STOCKTON, CA 95213-9030							
F	2022/23	09/26/22	R4823-00181	CODE STACK CONF 1232 10/12-10/14	10/12/22	Open		600 00		600 00
		2023 (001288)	01-050-6500-0200-5210-5760-1110-100-	Batchld			Check Date	PO# P4823-00181		Register #
						Total Invoice Amount		600 00	Check	
AP Vendor			SCHOLASTIC MAGAZINE (000474/1) P O BOX 3725 JEFFERSON CITY, CA 65102-3725							
F	2022/23	09/20/22	R4823-00041	MY BIG WORLD SUBSCRIPTION TK/SDC	10/12/22	Open		369 05		369 05
		2023 (001188)	01-050-1100-0000-4310-1110-1000-100-			246 04				
		2023 (001208)	01-050-6500-0201-4310-5760-1120-100-	Batchld		123 01	Check Date	PO# P4823-00041		Register #
						Total Invoice Amount		369 05	Check	
AP Vendor			SCHOOL HEALTH CORP (000082/1) 6764 EAGLE WAY CHICAGO, IL 60678-1067							
F	2022/23	09/12/22	R4823-00137	AED EQUIP P4823-00270	10/12/22	Open		660 61		660 61
		2023 (006377)	01-001-0000-0000-4510-0000-3140-100-	Batchld			Check Date	PO# P4823-00137		Register #
						Total Invoice Amount		660 61	Check	
Direct Vendor			SCP DISTRIBUTORS LLC (000812/1) PO BOX 80248 CITY OF INDUSTRY, CA 91716							
	2022/23	09/20/22		POOL SUPPLIES SN089991	10/12/22	Open		804 26		804 26
		2023 (001254)	01-001-0000-8210-4510-0000-8200-100-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**
Page 21 of 30

Scheduled 10/10/2022 - 10/14/2022

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			SCP DISTRIBUTORS LLC (000812/1)		(continued)					
2022/23	10/06/22		CREDIT MEMO	SN090963	10/12/22	Open		60 00-		60 00-
	2023	(001254)	01-001-0000-8210-4510-0000-8200-100-							
								Total Invoice Amount	744 26	Check
AP Vendor			SHASTA CO OFFICE OF EDUCATION (000055/1) 1644 MAGNOLIA AVE REDDING, CA 96001							
F	2022/23	09/26/22	R4823-00166	ANNUAL FEE LABOR	INV23-00556	10/12/22	Open	750 00		750 00
			2023 (004188)	01-001-0000-7100-5810-0000-7100-000-						
				Batchld		Check Date	PO# P4823-00166	Register #		
								Total Invoice Amount	750 00	Check
Direct Vendor			SHASTA FARM & EQUIPMENT (000764/2) P O BOX 1146 COTTONWOOD, CA 96022							
2022/23	10/03/22		INST MATERIAL - AG	31460-10769	10/12/22	Open		18 22		18 22
			2023 (004128)	01-020-0100-2209-4310-1110-1000-LC2-						
				ELECTIVE						
2022/23	10/07/22		INST MATERIAL - AG	31460-10815	10/12/22	Open		25 99		25 99
			2023 (004128)	01-020-0100-2209-4310-1110-1000-LC2-						
				ELECTIVE						
								Total Invoice Amount	44 21	Check
AP Vendor			SHASTA UNION HIGH SCHOOL DIST (000084/1) ACCOUNTS RECEIVABLE 2200 EUREKA WAY STE B REDDING, CA 96001							
F	2022/23	10/10/22	R4823-00105	BACK TO SCHOOL	AFS23-00006	10/14/22	Open	1,077 50		1,077 50
			2023 (001358)	01-001-0000-7200-5801-0000-7200-000-						
				Batchld		Check Date	PO# P4823-00105	Register #		
								Total Invoice Amount	1,077 50	Check
AP Vendor			SIERRA PRINTING (000058/1) PO BOX 619 COTTONWOOD, CA 96022-0619							
F	2022/23	09/22/22	R4823-00186	BUS SLIPS	16464	10/12/22	Open	401 12		401 12

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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 SIERRA PRINTING (000058/1) (continued)										
F	2022/23	09/22/22	R4823-00186	BUS SLIPS	16464 (continued)	10/12/22	Open	(continued)		
		2023	(001257)	01-050-0000-2700-4510-0000-2700-100-						
				BatchId		Check Date		PO# P4823-00186		Register #

Total Invoice Amount 401 12 Check

Direct Vendor SMOGMASTERS II STORE #3 (000231/1) 6060 HWY 273 ANDERSON, CA 96007										
--	--	--	--	--	--	--	--	--	--	--

	2022/23	09/15/22		SMOG	320915003	10/12/22	Open	41 75		41 75
		2023	(003205)	01-001-0000-0000-5630-0000-3600-000-						
	2022/23	09/19/22		SMOG	320919006	10/12/22	Open	21 75		21 75
		2023	(003205)	01-001-0000-0000-5630-0000-3600-000-						

Total Invoice Amount 63 50 Check

AP Vendor STARFALL EDUCATION FOUNDATION (001025/1) P O BOX 359 BOULDER, CO 80306										
--	--	--	--	--	--	--	--	--	--	--

F	2022/23	09/29/22	R4823-00203	ONLINE MEMBERSHIP STARFALL	2696-6281-0423	10/12/22	Open	355 00		355 00
		2023	(001235)	01-050-6300-0000-4310-1110-1000-LC1-						
				BatchId		Check Date		PO# P4823-00203		Register #

Total Invoice Amount 355 00 Check

Direct Vendor STATE OF CALIFORNIA DEPARTMENT OF JUSTICE (000111/1) ACCOUNTING OFFICE PO BOX 944255 SACRAMENTO, CA 94244-2550										
--	--	--	--	--	--	--	--	--	--	--

	2022/23	10/05/22		FINGERPRINTS	608418	10/14/22	Open	539 00		539 00
		2023	(001360)	01-001-0000-7207-5801-0000-7200-000-						

Total Invoice Amount 539 00 Check

AP Vendor STS EDUCATION (001009/1) 130 W COCHRAN SR SUITE A SIMI VALLEY, CA 93065										
---	--	--	--	--	--	--	--	--	--	--

F	2022/23	08/22/22	R4823-00108	INTERACTIVE TV RM 13 & 35 QUOTE Q-22682	INV-0006031	10/12/22	Open	8,372 83		8,372 83
---	---------	----------	-------------	---	-------------	----------	------	----------	--	----------

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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 STS EDUCATION (001009/1) (continued)											
F	2022/23	08/22/22	R4823-00108	INTERACTIVE TV RM 13 & 35 QUOTE Q-22682	INV-0006031 (continued)	10/12/22	Open	(continued)			
2023 (006906) 01-020-3212-2420-4410-1110-1000-000-					BatchId	Check Date	PO# P4823-00108	Register #			
Total Invoice Amount								8,372 83	Check		
AP Vendor STUDIES WEEKLY (000826/1) 1140 N 1430 W OREM, UT 84057											
F	2022/23	09/23/22	R4823-00191	5TH GRADE STUDIES WEEKLY QUOTE 68576	461264	10/12/22	Open	139 85		139 85	
2023 (002371) 01-020-6500-0200-4310-5760-1110-100-					BatchId	Check Date	PO# P4823-00191	Register #			
Total Invoice Amount								139 85	Check		
Direct Vendor SYSCO FOOD SVCS OF SACRAMENTO (000169/1) PO BOX 138007 SACRAMENTO, CA 95813-8007											
	2022/23	09/15/22		FOOD	331915956	10/12/22	Open	770 85		770 85	
2023 (001890) 13-001-5310-0000-4710-0000-3700-000-							573 38				
2023 (001891) 13-001-5310-0000-4790-0000-3700-000-							197 47				
	2022/23	09/17/22		CREDIT MEMO	331920682	10/12/22	Open	21 77-		21 77-	
2023 (001889) 13-001-5310-0000-4510-0000-3700-000-											
	2022/23	09/22/22		FOOD	331928532	10/12/22	Open	890 28		890 28	
2023 (001889) 13-001-5310-0000-4510-0000-3700-000-							11 42				
2023 (001890) 13-001-5310-0000-4710-0000-3700-000-							840 54				
2023 (001891) 13-001-5310-0000-4790-0000-3700-000-							38 32				
	2022/23	09/29/22		FOOD	331940984	10/12/22	Open	1,055 20		1,055 20	
2023 (001890) 13-001-5310-0000-4710-0000-3700-000-							920 63				
2023 (001891) 13-001-5310-0000-4790-0000-3700-000-							134 57				
	2022/23	10/06/22		FOOD	331956496	10/14/22	Open	634 97		634 97	
2023 (001890) 13-001-5310-0000-4710-0000-3700-000-							528 05				
2023 (001891) 13-001-5310-0000-4790-0000-3700-000-							56 84				
2023 (006991) 13-001-5466-0000-4710-0000-3700-000-							50 08				
	2022/23	10/13/22		FOOD	331969831	10/14/22	Open	1,186 79		1,186 79	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

Scheduled 10/10/2022 - 10/14/2022

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			SYSCO FOOD SVCS OF SACRAMENTO (000169/1) (continued)				(continued)				
2022/23	10/13/22		FOOD	331969831 (continued)	10/14/22	Open		(continued)			
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-					972 13			
	2023	(001891)	13-001-5310-0000-4790-0000-3700-000-					159 66			
	2023	(006991)	13-001-5466-0000-4710-0000-3700-000-					55 00			
Total Invoice Amount								4,516 32	Check		
Direct Vendor			TAYLOR AUTO PARTS #2 (000004/1) 2500 BALLS FERRY RD ANDERSON, CA 96022								
2022/23	10/05/22		TRANSP SUPPLIES	055436	10/12/22	Open		8 39		8 39	
	2023	(003199)	01-001-0000-0000-4606-0000-3600-000-								
Total Invoice Amount								8 39	Check		
Direct Vendor			TEHAMA CO LOCK AND SECURITY ANDERSON LOCK & SAFE (000229/1) 1015 Walnut St RED BLUFF, CA 96080								
2022/23	08/31/22		KEYS	4660	10/14/22	Open		51 18		51 18	
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
Total Invoice Amount								51 18	Check		
Direct Vendor			THE DANIELSON COMPANY (000495/1) 435 SOUTHGATE COURT CHICO, CA 95928								
2022/23	09/16/22		FOOD	285978	10/12/22	Open		1,451 07		1,451 07	
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-								
2022/23	09/23/22		FOOD	286686	10/12/22	Open		1,361 61		1,361 61	
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-					1,196 54			
	2023	(001891)	13-001-5310-0000-4790-0000-3700-000-					165 07			
2022/23	09/30/22		FOOD	287343	10/12/22	Open		1,432 06		1,432 06	
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-								
2022/23	10/07/22		FOOD	287974	10/14/22	Open		1,374 36		1,374 36	
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-					1,350 00			
	2023	(001891)	13-001-5310-0000-4790-0000-3700-000-					24 36			
2022/23	10/14/22		FOOD	288568	10/14/22	Open		1,022 40		1,022 40	
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-					973 69			
	2023	(001891)	13-001-5310-0000-4790-0000-3700-000-					48 71			

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE Page 25 of 30

ReqPay05a

Payment Register

Scheduled 10/10/2022 - 10/14/2022

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
-------------	--------------	-------	---------	-----------------------------	-------	--------------	--------------	----------------	------------------	----------------

Total Invoice Amount 6,641 50 Check

AP Vendor THE MATH LEARNING CENTER (000806/1)
PO BOX 12929
SALEM, OR 97309

F	2022/23	08/07/22	R4823-00043	BRIDGES NUMBER CORNER Q-02780	INV22491	10/12/22	Open	571 25		571 25
			2023 (001188)	01-050-1100-0000-4310-1110-1000-100-BatchId			Check Date	PO# P4823-00043	Register #	

Total Invoice Amount 571 25 Check

Direct Vendor TONY'S REFRIGERATION, INC (000900/1)
930 WALL ST
REDDING, CA 96002

	2022/23	09/12/22		SERV CALL - ICE MAKER NORTH	67385	10/12/22	Open	190 00		190 00
			2023 (001893)	13-001-5310-0000-5630-0000-3700-000-						
	2022/23	09/22/22		SERV CALL - WALK IN WEST	67502	10/12/22	Open	402 35		402 35
			2023 (001893)	13-001-5310-0000-5630-0000-3700-000-						

Total Invoice Amount 592 35 Check

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

	2022/23	10/10/22		FOOD	010120	10/14/22	Open	141 70		141 70
			2023 (004765)	01-060-0000-1573-4710-0001-3700-LC1-						

Total Invoice Amount 141 70 Check

Direct Vendor US BANK EQUIPMENT FINANCE (000558/1)
P O BOX 790448
ST LOUIS, MO 63179-0448

	2022/23	09/26/22		COPIERS	483226866	10/12/22	Open	3,604 45		3,604 45
			2023 (001312)	01-020-1100-1120-5610-1110-1000-100-			1,802 23			
			2023 (001321)	01-050-1100-1120-5610-1110-1000-100-			1,802 22			

Total Invoice Amount 3,604 45 Check

Direct Vendor US OMNI & TSACG COMPLLANCE (000986/1)
PO BOX 2799
FORT WALTON BEACH, FL 32549

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Page 26 of 30

Scheduled 10/10/2022 - 10/14/2022

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 US OMNI & TSACG COMPLLANCE (000986/1) (continued)										
2022/23	09/16/22		403BS	85231	10/12/22	Open		33 84		33 84
		2023 (001358)	01-001-0000-7200-5801-0000-7200-000-							
Total Invoice Amount								33 84	Check	
Direct Vendor VALLEY PACIFIC PETROLEUM (001010/1) PO BOX 1245 FRENCH CAMP, CA 95231-1245										
2022/23	09/15/22		FUEL	CL-22-541558	10/12/22	Open		3,156 09		3,156 09
		2023 (003195)	01-001-0000-0000-4601-0000-3600-000-			2,971 11				
		2023 (001250)	01-001-0000-8120-4510-0000-8110-100-			84 86				
		2023 (001889)	13-001-5310-0000-4510-0000-3700-000-			100 12				
2022/23	09/30/22		FUEL	CL 22-543105	10/12/22	Open		3,284 87		3,284 87
		2023 (003195)	01-001-0000-0000-4601-0000-3600-000-			3,186 12				
		2023 (001250)	01-001-0000-8120-4510-0000-8110-100-			98 75				
Total Invoice Amount								6,440 96	Check	
Direct Vendor VALLEY WEST ACE HARDWARE (000241/1) 20639 GAS POINT RD COTTONWOOD, CA 96022										
2022/23	09/01/22		MAINT SUPPLIES	075279	10/12/22	Open		14 56		14 56
		2023 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	09/01/22		MAINT SUPPLIES	075283	10/12/22	Open		43 92		43 92
		2023 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	09/01/22		MAINT SUPPLIES	075285	10/12/22	Open		6 00		6 00
		2023 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	09/02/22		MAINT SUPPLIES	075296	10/12/22	Open		50 55		50 55
		2023 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	09/06/22		MAINT SUPPLIES	075315	10/12/22	Open		1 92		1 92
		2023 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	09/06/22		MAINT SUPPLIES	075320	10/12/22	Open		45 38		45 38
		2023 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	09/06/22		MAINT SUPPLIES	075321	10/12/22	Open		17 99		17 99
		2023 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	09/07/22		MAINT SUPPLIES	075337	10/12/22	Open		29 95		29 95
		2023 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	09/07/22		MAINT SUPPLIES	075338	10/12/22	Open		3 85-		3 85-

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

Scheduled 10/10/2022 - 10/14/2022

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	VALLEY WEST ACE HARDWARE (000241/1)			(continued)						(continued)	
2022/23	09/07/22		MAINT SUPPLIES	075338 (continued)	10/12/22	Open		(continued)			
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
2022/23	09/08/22		MAINT SUPPLIES	075344	10/12/22	Open		49 32		49 32	
	2023	(001255)	01-050-0000-8110-4510-0000-8110-100-								
2022/23	09/09/22		MAINT SUPPLIES	075349	10/12/22	Open		22 38		22 38	
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
2022/23	09/09/22		MAINT SUPPLIES	075355	10/12/22	Open		18 22		18 22	
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
2022/23	09/12/22		MAINT SUPPLIES	075383	10/12/22	Open		19 29		19 29	
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
2022/23	09/13/22		MAINT SUPPLIES	075389	10/12/22	Open		41 95		41 95	
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
2022/23	09/15/22		MAINT SUPPLIES	075414	10/12/22	Open		19 29		19 29	
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
2022/23	09/16/22		MAINT SUPPLIES	075421	10/12/22	Open		9 85		9 85	
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
2022/23	09/16/22		MAINT SUPPLIES	075422	10/12/22	Open		4 92		4 92	
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
2022/23	09/19/22		MAINT SUPPLIES	075439	10/12/22	Open		30 82		30 82	
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
2022/23	09/19/22		MAINT SUPPLIES	075440	10/12/22	Open		74		74	
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
2022/23	09/21/22		MAINT SUPPLIES	075456	10/12/22	Open		22 50		22 50	
	2023	(001255)	01-050-0000-8110-4510-0000-8110-100-								
2022/23	09/22/22		MAINT SUPPLIES	075474	10/12/22	Open		8 14		8 14	
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
2022/23	09/29/22		MAINT SUPPLIES	075522	10/12/22	Open		15 64		15 64	
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
2022/23	09/30/22		MAINT SUPPLIES	075533	10/12/22	Open		7 50		7 50	
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-								
Total Invoice Amount								476 98	Check		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE **ONLINE**

Scheduled 10/10/2022 - 10/14/2022

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 VERIZON WIRELESS (000208/2) P O BOX 660108 DALLAS, TX 75266-0108										
2022/23	09/17/22		HOT SPOTS	9916042342	10/12/22	Open		106 19		106 19
2023 (006390) 01-001-3212-2420-5801-1110-1000-000-										

Total Invoice Amount 106 19 Check

Direct Vendor VERIZON WIRELESS (000208/2) P O BOX 660108 DALLAS, TX 75266-0108										
2022/23	09/26/22		MAINT PHONE	9916772334	10/12/22	Open		23 20		23 20
2023 (001384) 01-001-0000-7200-5910-0000-7200-000-										

Total Invoice Amount 23 20 Check

AP Vendor WESTERN PSYCHOLOGICAL SERVICES (000234/1) 625 ALASKA AVE TORRANCE, CA 90503-5124										
F	2022/23	09/23/22	R4823-00134	INST MATERIAL SPED	WPS-441491	10/12/22	Open	778 64		778 64
2023 (001208) 01-050-6500-0201-4310-5760-1120-100- On Hold BatchId										

Check Date PO# P4823-00134 Register #

Total Invoice Amount 778 64 Check

Direct Vendor WONDERLAND SIGNS, INC (000702/1) 3316 S MARKET ST REDDING, CA 96001										
2022/23	10/07/22		VP SIGN W BRAILLE READS	125968	10/14/22	Open		122 53		122 53
2023 (001188) 01-050-1100-0000-4310-1110-1000-100-										

Total Invoice Amount 122 53 Check

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	196,264 01	3,620,610 86	3,424,346 85
13	26,916 46	203,841 57	176,925 11
Total	223,180 47		

Server Specs

Supermicro 2028R-C1R

Motherboard X10DRH-C

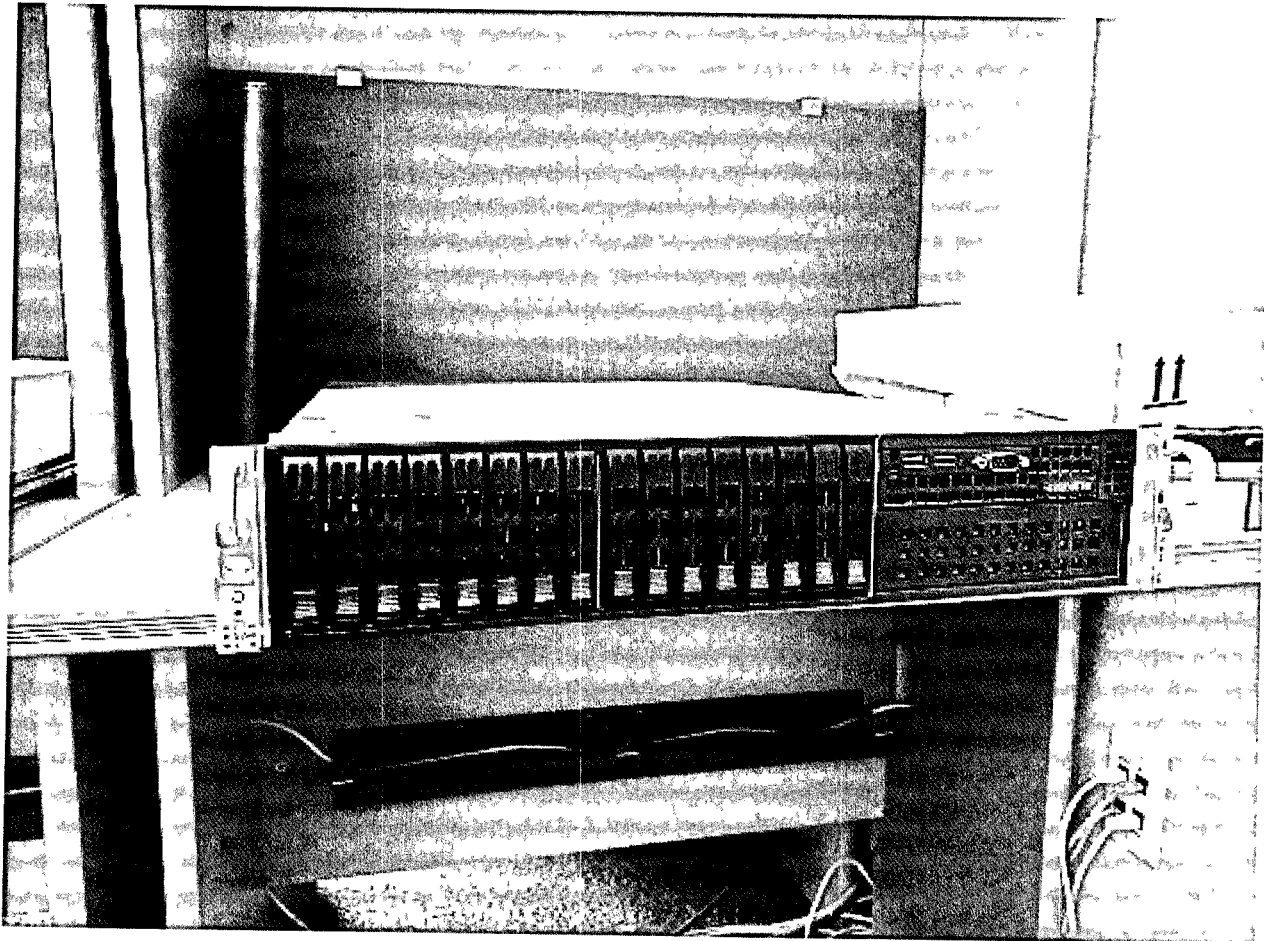
Processor 2x E5-2620 V4 Xeon

Ram 4x 16GB DDR4-2400

Hard Drive 8x 960 GB SSD Intel® SSD DC S3520

Does not power on

Rails are included



Amanda McAbel

From: CURTIS PETERSON <BP1860@msn.com>
Sent: Thursday, October 6, 2022 1 10 PM
To: Amanda McAbel
Subject: Re Advertisement

CAUTION: This email originated from outside of Cottonwood Union School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Amanda,

Here's the info you requested

15 second commercial, 12 months onscreen = \$\$3,000

30 second commercial, 12 months onscreen = \$5,500

Includes production if needed. We can do 30% down with monthly payments. Your commercial runs on all 11 screens, every movie, every day. You get 1 free ad change during the year, any additional changes would be \$150-\$250 per change. If you can give us a quick decision on the 18th we could still get you onscreen for the big Avatar sequel coming out 12/16. Let me know if you need anything else.

Thank you,

Curtis Peterson
1Better, LLC
[1Better.net](#)
612-554-5180 📞

Sent from my iPhone

On Oct 6, 2022, at 2:42 PM, Amanda McAbel <amcabel@cwusd.com> wrote

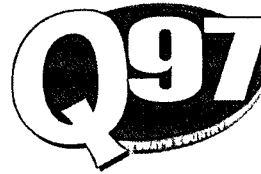
Good Afternoon Curtis,

Please send me a proposal for advertisement at the movie theater in Anderson as per our phone conversation.

Thank you,



Amanda McAbel



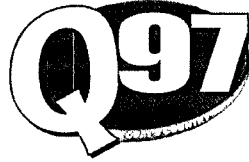
Sample Radio Proposal

For:

**Mr. Geren Superintendent
Cottonwood Union School District**

Prepared by:
Kelly Stutchman
Direct line: (530) 209-9897
Email: kbrownresultsradio@gmail.com

9/29/22



Cottonwood Union School District

30 second commercials

Sample weekly schedule:

Time	Mon	Tues	Wed	Thu	Fri	Sat	Rate	Weekly Total
7a-8 30a	1x	1x	1x	1x	1x		\$35	\$175
Billy & Patrick								
7a-8p						5x	\$10	\$50

10 :30 second commercials per week / 30 commercials total

Weekly cost:

\$225

3-week cost:

\$675



Cottonwood Union School District

30 second commercials

Sample weekly schedule:

Time	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Rate	Weekly Total
7am-8 30am John Jay Rich	1x	1x	1x	1x	1x			\$15	\$75
2pm-3 30pm	1x	1x	1x	1x	1x			\$12	\$60
7a-8p						5x		\$5	\$25
6a-Mid							5x	\$0	Bonus

20 :30-second commercials per week / 60 commercials total

Weekly cost:

\$160

3-week cost:

\$480

Summary

Cottonwood Union School District

2 radio stations

90 :30-second commercials

Total cost both stations:

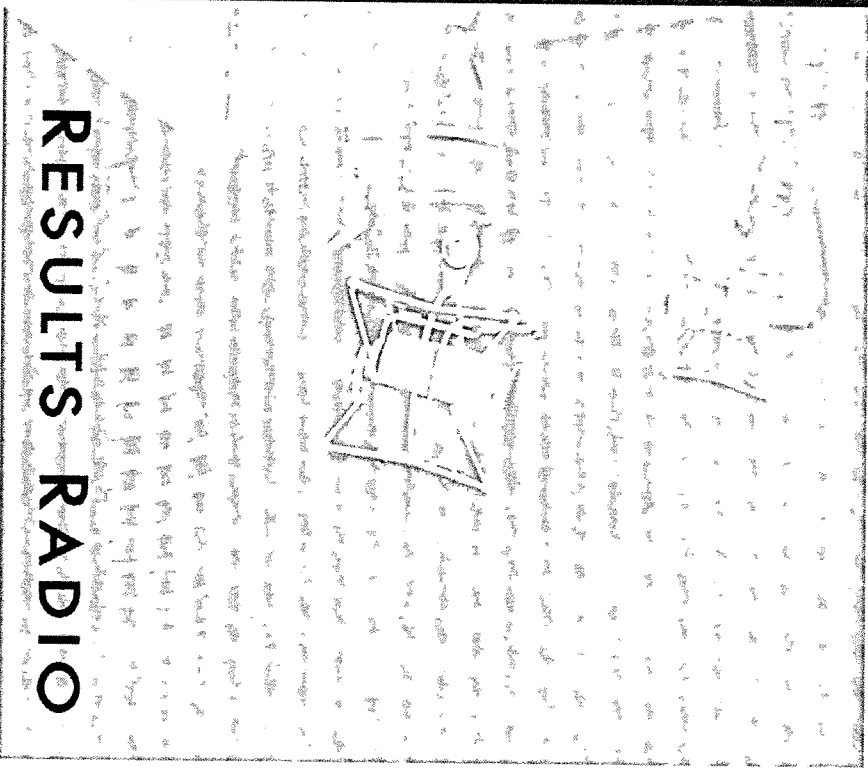
\$1,155

No charge for production

These rates are good through 12/25/22

Contents

- Introduction
- Audio & Broadcast
- Personalities & Influencers
- Why Local Radio?
- Event Marketing
- Digital Marketing
- Content Platforms
- Contact



RESULTS RADIO

Q97
TODAY'S COUNTRY

**RADIO THAT
GETS RESULTS**

MEDIA KIT

RESULTS RADIO

ABOUT THE STATION

Q97

Station Format:

Country – "Today's Country"

Core Artists Include:

- Luke Combs
- Jason Aldean
- Kelsea Ballerini
- Luke Bryan
- Chris Stapleton
- Thomas Rhett
- Florida Georgia Line
- Tim McGraw
- Parmalee
- Dierks Bentley
- Miranda Lambert
- Luke Bryan

CALL LETTERS: KNCQ 97.3 FM

MARKET: Redding, CA

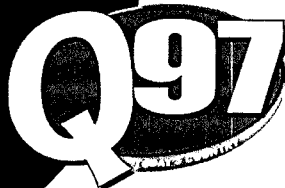
OWNED BY: Results Radio LLC

SIGNAL: 100,000 Watts

100% Ad Simulcast: TuneIn, iTunes, Android Apps



**ON-AIR
TALENT**

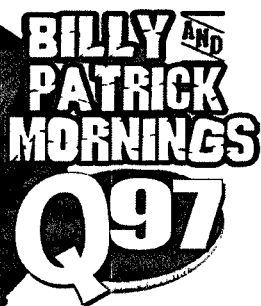


Dave Tappan "Live & Local"
Monday-Friday 10AM – 3PM



"Billy & Patrick Mornings"
Monday-Friday 6-10AM

#1 Rated award-winning wake-up team with
news, entertainment and live local flavor & flair



Rick Healy "Live & Local"
Monday-Friday 3PM – 7PM



ABOUT THE STATION



NIGHTS
WITH **ELAINA**



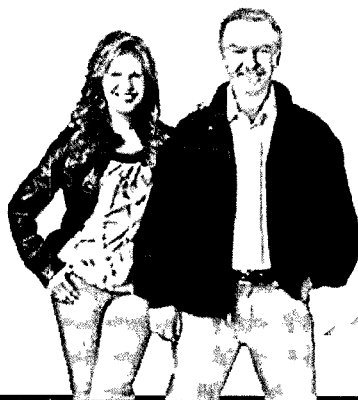
FEATURES:



Nights with Elaina!
Monday-Friday 7PM – 12Mid
Sunday 6p-9p



Crook & Chase Country Countdown
Sundays 3PM – 7PM



THE CROOK AND CHASE
COUNTDOWN

**POWER
94.7
FM**

**RADIO THAT
GETS RESULTS**

MEDIA KIT

RESULTS RADIO

ABOUT THE STATION



Station Format:

Contemporary Hit Radio

"Redding's #1 Hit Music Station"

Core Artists Include:

- Ariana Grande
- The Weeknd
- Justin Bieber
- Harry Styles
- Billie Eilish
- Post Malone
- Dua Lipa

CALL LETTERS: KEWB 94.7 FM
MARKET: Redding, CA
OWNED BY: Results Radio LLC
SIGNAL: 50,000 Watts

100% Ad Simulcast: TuneIn, iTunes, Android Apps



**ON-AIR
TALENT**



JohnJay & Rich

Monday-Friday 5A-10A



Chris Rey

Mon-Fri 10A-2P



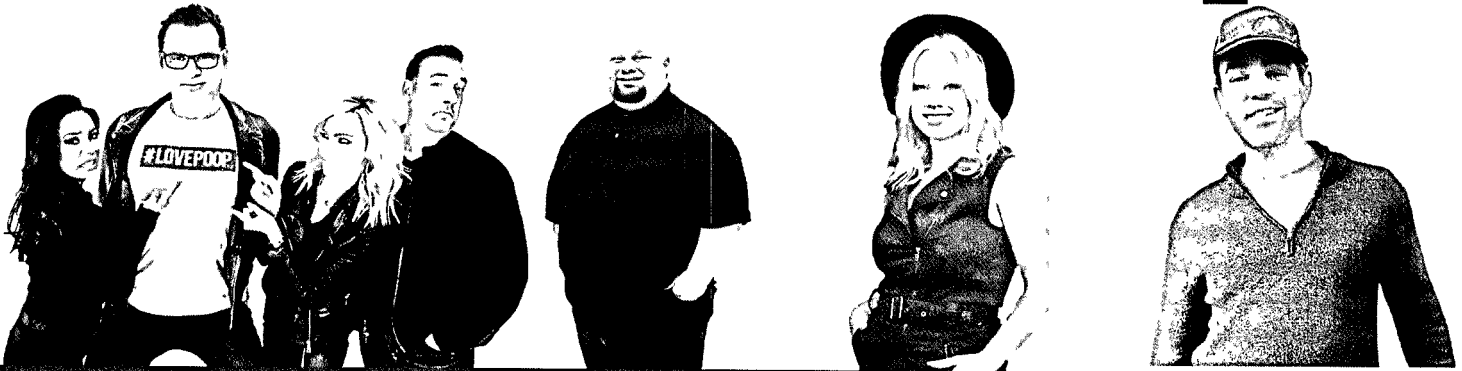
Kelsey J "Live & Local"

Mon-Fri 2P-7P



Cootdog

Mon-Fri 7P-10P









ABOUT THE STATION

POWER
94.7
FM



FEATURES:

-  Mon-Fri 12p Hit Mix from the Power Mixers
-  Mon-Fri 5p Hit Mix from the Power Mixers
-  Sat 6a-10a American Top 40 with Ryan Seacrest
-  Sat 5p-9p Baka Boyz All-Star Hit Mix
-  Sat 9p-12mid Saturday Night Hit Mix
-  Sun 8p-12mid Slow Jams with R Dub!

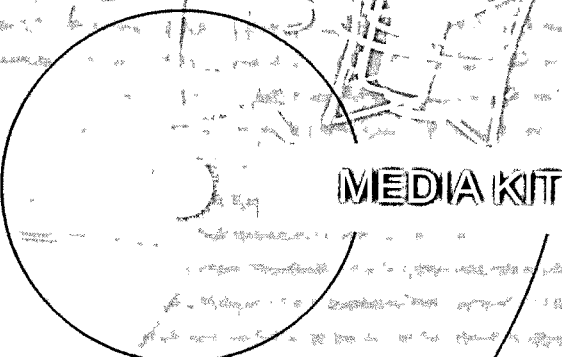


Cootdog & The Power Mixers
M-F 12p & 5p Sat 9p-12a





**RADIO THAT
GETS RESULTS**



MEDIA KIT

RESULTS RADIO

ABOUT THE STATION



Station Format:

Classic Rock

"Redding's Classic Rock"

70's 80's 90's Core Artists Include:

- Aerosmith
- Queen
- Eagles
- Journey
- Bon Jovi
- Def Leppard
- Tom Petty

CALL LETTERS: KHRD 103.1 FM

MARKET: Redding, CA

OWNED BY: Results Radio LLC

SIGNAL: 50,000 Watts

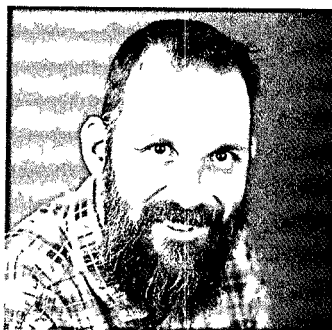
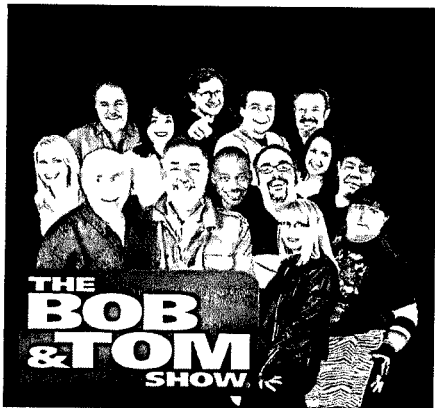
100% Ad Simulcast: TuneIn, iTunes, Android Apps



**ON-AIR
TALENT**



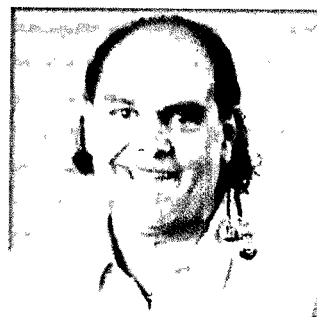
The Bob & Tom Show
Monday-Friday 5A – 10A



Ryan O'Brien
Mon-Fri 2P-6P



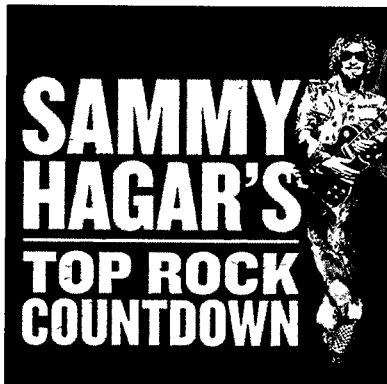
Michael Kaufman
Mon-Fri 10A-2P



Tim Buc Moore
Mon-Fri 6P-10P



ABOUT THE STATION



FEATURES:

Red's Classic Rock Artist of the Week

Mon-Fri 10 20A & 4 20P

Ryan's Red Rock Trivia

Mon-Fri 12P

Red's Classic Rock Block Party Weekend

Fridays through Sundays

Sammy Hagar's Top Rock Countdown

Sat 6A-8A and Sun 3P-5P

**BOB
FM
107.1**

**RADIO THAT
GETS RESULTS**

MEDIA KIT

RESULTS RADIO

ABOUT THE STATION



Station Format:

Adult Hits

"80's, 90's, Whatever!"

Core Artists Include:

- Bon Jovi
- Duran Duran
- The Cars
- Fleetwood Mac
- Hall & Oates
- Elton John
- John C Mellencamp
- Madonna

CALL LETTERS: KESR 107 1 FM

MARKET: Redding, CA

OWNED BY: Results Radio LLC

SIGNAL: 25,000 Watts

100% Ad Simulcast: TuneIn, iTunes, Android Apps



ABOUT THE STATION



FEATURES:

BOB's Music Hour Sponsors

Monday-Sundays

BOB's Mega-Music BOB-athon Sponsors

Monday-Sundays

BOB Sponsor Product Sampling & Ticket Contests

Mondays-Sundays





**KK
96.1 FM**

**RADIO THAT
GETS RESULTS**

MEDIA KIT

RESULTS RADIO

ABOUT THE STATION

**KKXS SPORTS
96.1 FM**

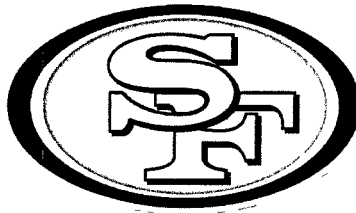
CALL LETTERS: KKXS 96 1 FM
MARKET: Redding, CA
OWNED BY: Results Radio LLC
SIGNAL: 25,000 Watts

Station Format:

(Except for Game Blackouts) TuneIn, iTunes, Android Apps

Sports Talk

CBS Sports Radio Affiliate
San Francisco Giants MLB Affiliate
San Francisco 49ers NFL Affiliate



ON-AIR TALENT
KKXS SPORTS
96.1 FM



24/7 Live Sports Headlines & Fan Reaction
Redding's Exclusive CBS Radio Sports Affiliate

The DA Show
Mon-Fri 5A-7A

Bill Reiter
Mon-Fri 7A-9A

Jim Rome
Mon-Fri 9A-12P

Maggie & Perloff
Mon-Fri 12P-3P

Zach Gelb
Mon-Fri 3P-7P

JR Sport Brief
Mon-Fri 7P-11P

Amy Lawrence
Mon-Fri 11P-12A



ABOUT THE STATION

**KKXS SPORTS
96.1 FM**

FEATURES:

Dave Andrade's Redding Sports Xtra 6x Daily M-F

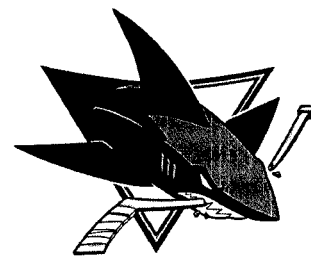
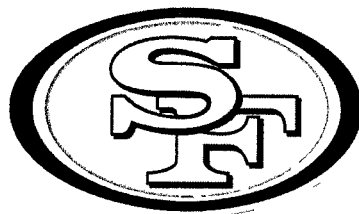
San Francisco Giants Baseball Play-by-Play

San Francisco 49ers Football Play-by-Play

San Jose Sharks Play-by-Play

Westwood One Games of the Week: NFL NBA MLB College

Redding's Exclusive NFL Superbowl Play-by-Play

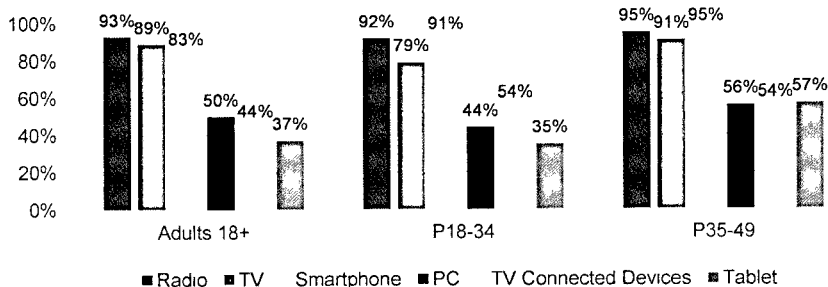




RADIO RULES! RADIO IS A TOP REACH MEDIUM FOR ADULTS OF ALL AGES. HIGHEST AMONG ALL MEDIA OPTIONS.

When an advertiser is looking to generate ROI – Radio Matters When disaster strikes – Radio Matters When it comes to serving the community – Radio Matters

Weekly Reach (% of Population)



- 93% of all Americans are reached by radio each week
- Among Millennials radio dominates TV
- 67% of time in the car is spent listening to AM/FM Radio
- Radio increases brand awareness, drives traffic and increases sales
- Radio is cost effective. Businesses of all sizes and in a wide range of category see results from radio campaigns, with an average return on investment of \$6 for every \$1 spent



Source Perception vs. Reality by Westwood One courtesy of Radio Advertising Bureau | Edison Research. "Share of Ear," Q3, Q4 2015 Q1, Q2 2016. Persons 18-34- In Car Listening. Radio Advertising Bureau, 2016 | The Nielsen Comparable Metrics Q4 2016

EVENT MARKETING



Make - A - Wish Radiothon



Redding Beer & Wine Festival



Billy & Patrick Big Sale



Redding Rodeo



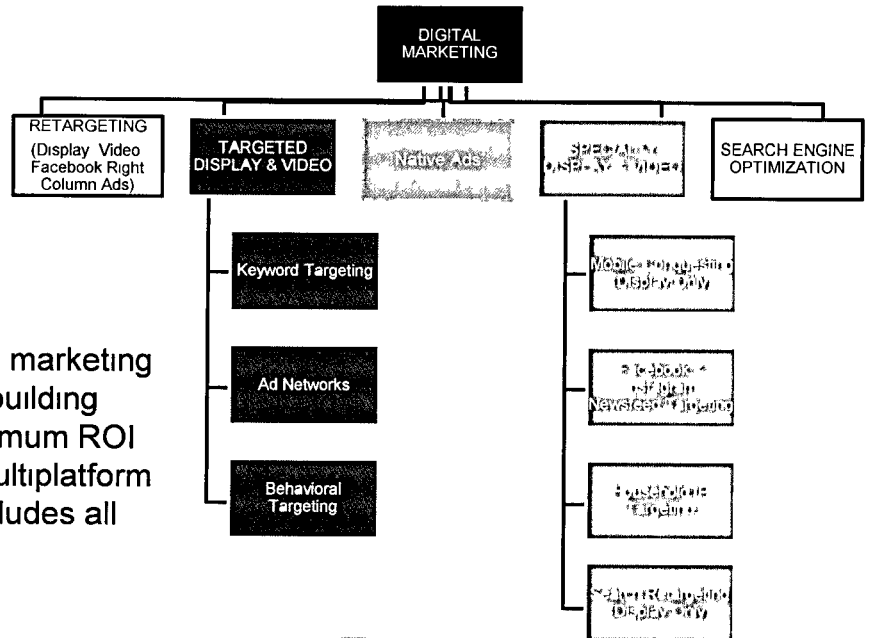
Firecracker 5k



DIGITAL MARKETING



Results Radio is a full-service local digital marketing service in Redding. We specialize in building on-air and online campaigns to get maximum ROI for our clients. We do this by utilizing a multiplatform approach to digital marketing which includes all formats listed in the chart.



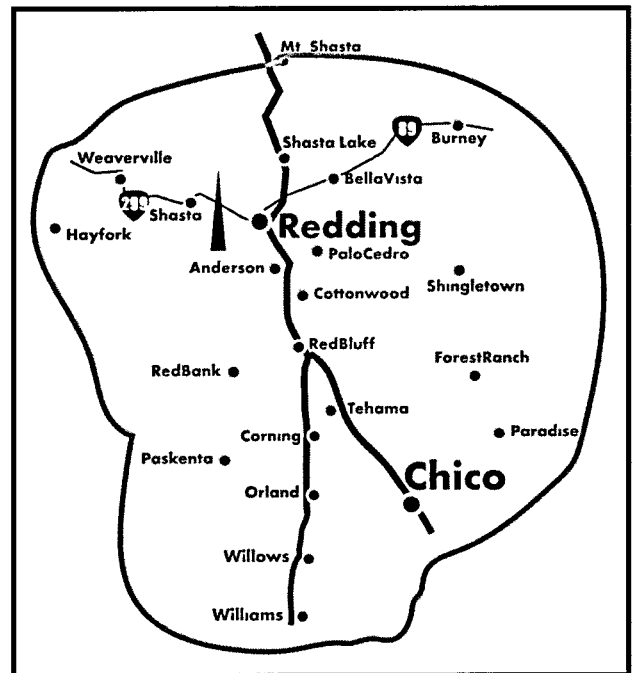
**KKXS SPORTS
96.1 FM**

STATION COVERAGE

KNCQ
97.3 FM

Area Population: 420,000

Number of Cities Reached: 25+

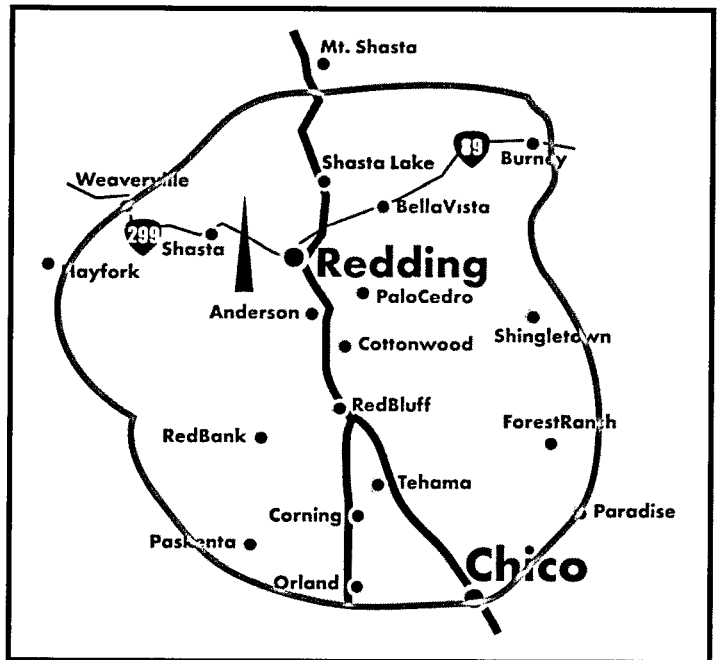


100% Ad Simulcast on Q97Country.com, TuneIn, Apple & Android Apps

STATION COVERAGE

KEWB
94.7 FM

Area Population: 250,000
Number of Cities Reached: 15+

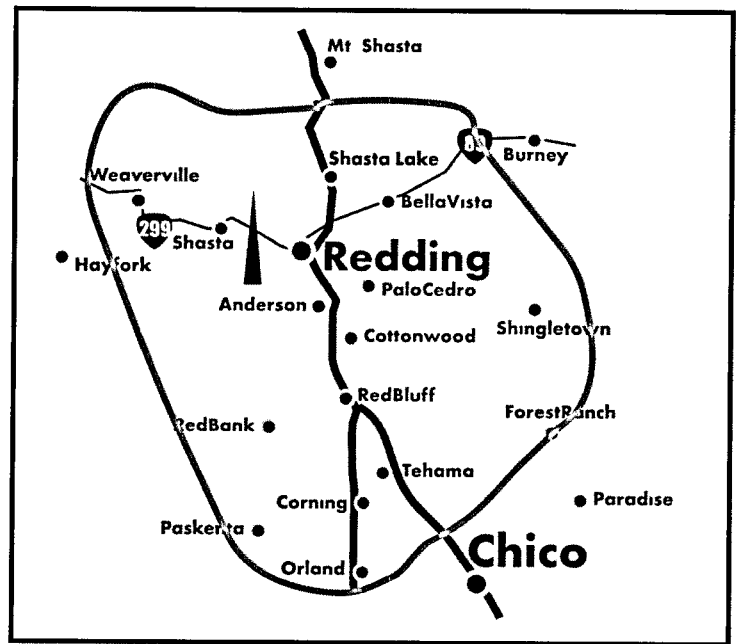


100% Ad Simulcast on Power94Radio.com, TuneIn, Apple & Android Apps

STATION COVERAGE

KHRD
103.1 FM

Area Population: 300,000
Number of Cities Reached: 10+



100% Ad Simulcast on Red1031.com, TuneIn, Apple & Android Apps

STATION COVERAGE

KESR

107.1 FM

Area Population: 250,000

Number of Cities Reached 20+



100% Ad Simulcast on Power94Radio.com, TuneIn, Apple & Android Apps

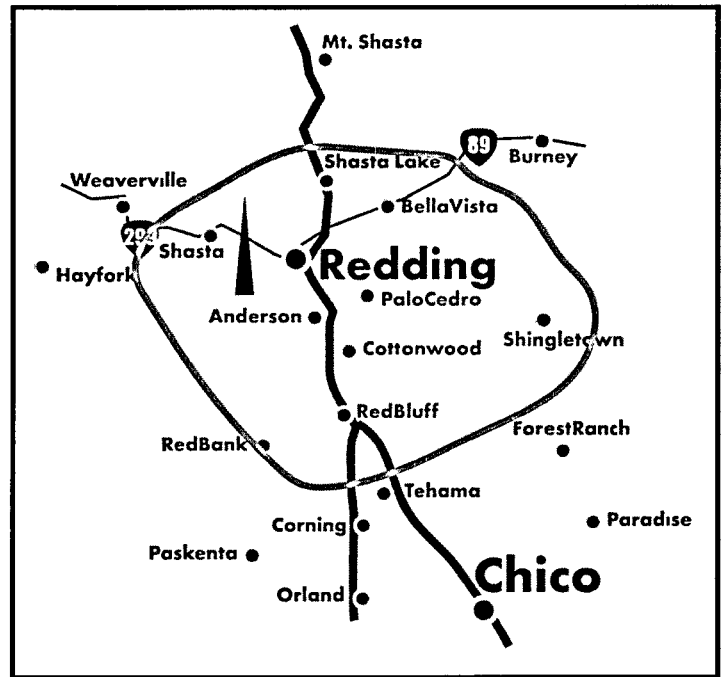
STATION COVERAGE

KKXS
96.1 FM

Area Population: 150,000

Number of Cities Reached: 10+

KKXS SPORTS
96.1 FM



Except for Play-by-Play Blackouts, 100% Ad Simulcast on XS961.com,
TuneIn, Apple & Android Apps

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

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

Job Title/Classification Instructor Aide New Position Vacant Position Change

Position Justification (Program/Action Plan) Extra help during Classroom instruction and extra supervision during recess and passy periods

Desired Qualifications

Skills/Abilities Work well with children / Basic Academic Knowledge

Amount of experience desired None

Certification/License Needed Pass Para Professional Test

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

Daily Working Hours from 7:30 to 11:15 Hours per day 3.75

Worksite West Cottonwood Assignment START date ASAP

Work Months Per Year 11 months 12 months

Employee Replaced None Supervisor Tom Wright

Signature of Requesting Supervisor Tom Wright 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 Instructional Aide New Position Vacant Position Change

Position Justification (Program/Action Plan) Extra help during classroom instruction and extra supervision during recess and passing periods

Desired Qualifications

Skills/Abilities Work well with children / Basic Academic Knowledge

Amount of experience desired None

Certification/Licenses Needed Pass Para. Professional Test

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

Daily Working Hours from 11:30 to 3:15 Hours per day 3.75

Worksite West Cottonwood assignment START date ASAP

Work Months Per Year 11 months 12 months

Employee Replaced None Supervisor Tom Wright

Signature of Requesting Supervisor Tom Wright 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

X2

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

Job Title/Classification Preschool Teacher New Position Vacant Position Change

Position Justification (Program/Action Plan) _____

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

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

Daily Working Hours from _____ to _____ Hours per day 8

Worksite North Cottonwood Preschool Assignment START date _____

Work Months Per Year 11 month 12 month

Employee Replaced ~~Ø~~ 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 Teacher on Special Assignment New Position Vacant Position Change
(Vice Principal @ North)

Position Justification (Program/Action Plan) _____

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 North Assignment START date 10.01.2022

Work Months Per Year 11 month 12 month

Employee Replaced Ø 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 / Para pro New Position 3 Vacant Position Change
Ad

Position Justification (Program/Action Plan) Intervention Support - Grade 3

Desired Qualifications
Skills/Abilities Para pro. Certification
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 3.75

Worksite North Assignment START date

Work Months Per Year 11 month 12 month

Employee Replaced M/A Supervisor Admin

Signature of Requesting Supervisor: [Signature] Date 10/4/22

(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 / Parapro New Position 1 Vacant Position Change

Position Justification (Program/Action Plan) AI Intervention: Support - Grade 1 - Lead/Lead

Desired Qualifications
Skills/Abilities Para pro certification
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 7.75

Worksite North Assignment START date

Work Months Per Year 11 month 12 month

Employee Replaced N/A Supervisor Admin.

Signature of Requesting Supervisor [Signature] Date 10/4/22

(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)

Administering Medication And Monitoring Health Conditions

◀ [Previous](#) | [Next](#) ▶

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant (Education Code [49423](#), 5 CCR [601](#))

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication (5 CCR [601](#), [621](#))

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies (5 CCR [601](#))

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction (Education Code [49414](#))

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma (Education Code [49414](#))

Opioid Antagonist auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of Opioid Antagonist into the human body to prevent or treat a life-threatening Opioid Overdose (Education Code [49414 3](#))

(cf 5141 23 - Asthma Management)

(cf 5141 27 - Food Allergies/Special Dietary Needs)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose (Education Code [49414 3](#))

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options (Education Code [49480](#))

(cf [5145 6](#) - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements (Education Code 49480)

- 1 The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician
- 2 With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794)

(cf 6164 4 - Identification and Evaluation of Individuals for Special Education)

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

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to

- 1 Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes (Education Code 49414 5, 49423, 49423 1, 5 CCR 600, 626)
- 2 If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed (Education Code 49480)
- 3 Providing medications in properly labeled, original containers along with the authorized health care provider's instructions For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall

- 1 Identify the student

2 Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication

3 Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration

4 Contain an acknowledgment that the parent/guardian understands the responsibilities to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment

5 Contain an acknowledgment that the parent/guardian understands the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that the student be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall (Education Code 49423, 49423 1)

1 Consent to the self-administration

2 Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to the student, the parent/guardian's written statement shall clearly identify the individual and shall state

1 The individual's willingness to accept the designation

2 That the individual is permitted to be on the school site

3 Any limitations on the individual's authority

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include

1 Clear identification of the student (Education Code 49423, 49423 1, 5 CCR 602)

2 The name of the medication (Education Code 49423, 49423 1, 5 CCR 602)

3 The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423 1, 5 CCR 602)

4 If a parent/guardian has requested that the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414 5, 49423, 49423 1, 5 CCR 602)

5 For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423 1, 5 CCR 602)

6 For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation

7 Possible side effects of the medication

8 Name, address, telephone number, and signature of the student's authorized health care provider

For self-administration of inhaled asthma medication, the district shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351 2. Such written statement shall be in English and Spanish, and shall include the name and contact information for the physician or surgeon (Education Code 49423 1)

District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel

The school nurse or other designated school personnel shall

1 Administer or assist in administering medication in accordance with the authorized health care provider's written statement

2 Accept delivery of medications from parents/guardians and count and record them upon receipt

3 Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered

4 Maintain for each student a medication log which may

a Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information

b Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication

5 Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student

6 Ensure that student confidentiality is appropriately maintained

(cf 5125 - Student Records)

7 Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities

(cf 5148.2 - Before/After School Programs)

(cf 6145.2 - Athletic Competition)

(cf 6153 - School-Sponsored Trips)

8 Report to a student's parent/guardian and the site administrator any refusal by the student to take the medication

9 Keep all medication to be administered by the district in a locked drawer or cabinet

10 As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects

11 Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

12 Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances

13 In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance

14 Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably

believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive (Education Code 49414)

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

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 and shall be based on the standards developed by the Superintendent of Public Instruction (SPI) Written materials covering the required topics for training shall be retained by the school for reference (Education Code 49414)

(cf 4131 - Staff Development)

(cf 4231 - Staff Development)

(cf 4331 - Staff Development)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used In addition, epinephrine auto-injectors shall be restocked before their expiration date (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in the employee's personnel file (Education Code 49414)

(cf 4112 6/4212 6/4312 6 - Personnel Files)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler (Education Code 49414)

(cf 3290 - Gifts, Grants and Bequests)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created (Business and Professions Code 4119 2)

(cf 3580 - District Records)

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the

naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created (Business and Professions Code 4119.8)

Regulation COTTONWOOD UNION SCHOOL DISTRICT

approved February 11, 2020 Cottonwood, California

Administering Medication And Monitoring Health Conditions

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant (Education Code 49423, 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma (Education Code 49414)

(cf 5141 23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose (Education Code 49414 3)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options (Education Code 49480)

(cf. 5145 6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements (Education Code 49480)

- 1 The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
- 2 With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify

for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794)

(cf. 6164 4 - Identification and Evaluation of Individuals for Special Education)

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

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to

- 1 Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes (Education Code 49414 5, 49423, 49423.1; 5 CCR 600, 626)
- 2 If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed (Education Code 49480)
- 3 Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

- 1 Identify the student
- 2 Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
- 3 Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration
- 4 Contain an acknowledgment that the parent/guardian understands the responsibilities to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
- 5 Contain an acknowledgment that the parent/guardian understands the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that the student be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall (Education Code 49423, 49423 1)

- 1 Consent to the self-administration
- 2 Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to the student, the parent/guardian's written statement shall clearly identify the individual and shall state.

- 1 The individual's willingness to accept the designation
- 2 That the individual is permitted to be on the school site
- 3 Any limitations on the individual's authority

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include.

- 1 Clear identification of the student (Education Code 49423, 49423 1; 5 CCR 602)
- 2 The name of the medication (Education Code 49423, 49423 1, 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423 1, 5 CCR 602)
- 4 If a parent/guardian has requested that the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414 5, 49423, 49423 1; 5 CCR 602)
- 5 For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1, 5 CCR 602)
- 6 For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
- 7 Possible side effects of the medication
8. Name, address, telephone number, and signature of the student's authorized health care provider

For self-administration of inhaled asthma medication, the district shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351 2. Such written statement shall be in English and Spanish, and shall include the name and contact information for the physician or surgeon. (Education Code 49423 1)

District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall

- 1 Administer or assist in administering medication in accordance with the authorized health care provider's written statement
- 2 Accept delivery of medications from parents/guardians and count and record them upon receipt
- 3 Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered

4. Maintain for each student a medication log which may:

- a Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student

6. Ensure that student confidentiality is appropriately maintained

(cf 5125 - Student Records)

7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities

(cf 5148.2 - Before/After School Programs)

(cf 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

8. Report to a student's parent/guardian and the site administrator any refusal by the student to take the medication

9. Keep all medication to be administered by the district in a locked drawer or cabinet

10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects

11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances

13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance

14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive (Education Code 49414)

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

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 and shall be based on the standards developed by the Superintendent of Public Instruction (SPI) Written materials covering the required topics for training shall be retained by the school for reference (Education Code 49414)

(cf. 4131 - Staff Development)

(cf 4231 - Staff Development)

(cf 4331 - Staff Development)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used In addition, epinephrine auto-injectors shall be restocked before their expiration date (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in the employee's personnel file (Education Code 49414)

(cf 4112 6/4212 6/4312.6 - Personnel Files)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler (Education Code 49414)

(cf 3290 - Gifts, Grants and Bequests)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created (Business and Professions Code 4119 2)

(cf. 3580 - District Records)

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication (Education Code 49414 3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity Other designated personnel who have volunteered and have received training

may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector (Education Code 49414 3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer (Education Code 49414 3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference (Education Code 49414 3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers (Education Code 49414 3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date (Education Code 49414 3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employee's personnel file (Education Code 49414 3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414 3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler (Education Code 49414 3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created (Business and Professions Code 4119 8)

Regulation COTTONWOOD UNION SCHOOL DISTRICT

approved February 11, 2020 Cottonwood, California

Amanda McAbel

From: Doug Geren
Sent: Monday, September 19, 2022 9 12 AM
To: Amanda McAbel
Subject: FW Board policy-Opioid antagonist

FYI

From: Toni Pokorny [mailto:tpokorny@auhsd.net]
Sent: Monday, September 19, 2022 7 49 AM
To: Doug Geren <dgeren@cwusd.com>
Subject: Board policy-Opioid antagonist

Policy 5141 21 Administering Medication And Monitoring Health Conditions

The Superintendent or designee shall make epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

Add to policy...

The Superintendent or designee shall make opioid antagonist available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose (Education Code 494104 3)

This is where the new policy will be located and the wording we used

Toni Pokorny, RN

Anderson Union High School District Nurse

Cottonwood Union School District Nurse

(530) 365-2741 ext. 20118

Policy 3515.3: District Police/Security Department

Status: ADOPTED

Original Adopted Date: 10/01/1998 | **Last Revised Date:** 0309/01/20212022 | **Last Reviewed Date:** 0309/01/20212022

CSBA NOTE: Education Code 38000 authorizes the Governing Board to establish a district police or security department and to employ personnel to ensure the safety of district students and staff and the security of district real and personal property. However, as amended by SB 98 (Ch. 24, Statutes of 2020), Education Code 38000 expresses legislative intent to encourage districts to redirect resources currently allocated to district police departments or to contracts with local law enforcement into student support services (e.g., mental health services) and professional development on cultural competency and restorative justice, if found to be a more appropriate use of resources based on student and school needs.

This policy and accompanying administrative regulation are for use by districts that choose to establish a district police or security department and may be revised to reflect district practice, including appropriate modifications to indicate whether the district has a "police" or "security" department. Pursuant to Government Code 7286, district police departments are required to establish policy on the use of force. See the section "Conduct of Officers" below and in the accompanying administrative regulation.

Districts that elect not to establish a police or security department, but instead contract with local law enforcement, should consider additional training requirements for any contracted peace officers to include, but not be limited to, professional development focused on cultural competency, restorative justice, and adolescent development as applied in public schools.

To help protect the safety of district students and staff and the security of district property, the Governing Board shall maintain a district police or security department. The Board ~~commits~~ is committed to providing a positive school climate, mental health services, other student support services, and restorative justice practices to resolve conflicts and reduce law enforcement interactions with students.

The Superintendent or designee shall provide training to staff regarding the role of district police or security officers and the appropriate circumstances for contacting such officers.

CSBA NOTE: Pursuant to Penal Code 13651, as added by AB 846 (Ch. 322, Statutes of 2020), entities that employ peace officers are required to review the job description that is used in recruitment and hiring and make changes that emphasize community-based policing, familiarization between law enforcement and community residents, and collaborative problem solving while de-emphasizing the paramilitary aspects of the job.

In addition, the U.S. Department of Education's Guiding Principles: A Resource Guide for Improving School Climate and Discipline recommends that educators, rather than police or security officers, should handle student discipline issues.

Duties of district police or security officers shall be delineated in a job description ~~developed~~ approved by the Superintendent or designee ~~Board~~. Such duties shall focus on collaborative problem solving and, when circumstances warrant intervention with students, the use of positive and restorative approaches in accordance with Penal Code 13651. Job/Police or security officer job duties shall not include the handling

CSBA NOTE: The district may select either or both options below depending on whether it has a "security" and/or "police" department

OPTION 1: (Security Department)

Persons employed or assigned as school security officers shall serve as watchpersons, security guards, or patrolpersons on or about district premises to protect persons or property, prevent the theft or unlawful taking of district property, or report unlawful activity to the district and local law enforcement agencies (Education Code 38001.5)

When district security officers are unable to perform their duties because of an emergency, including, but not be limited to, war, epidemic, fire, flood, or work stoppage, or when the emergency necessitates additional security services, the Board may contract with a private licensed security agency. In such cases, the Board shall make a specific finding that an emergency exists and shall include this finding in the Board minutes (Education Code 38005)

OPTION 2 (Police Department)

Persons employed as members of the district police department, when appointed and duly sworn, are peace officers for the purposes of carrying out their duties pursuant to Penal Code 830.32 (Education Code 38001)

CSBA NOTE: The following optional paragraph is for use by districts that have a police department and choose to establish a reserve officer corps, and may be revised to reflect district practice. Education Code 35021.5 expresses legislative intent that districts be allowed to use volunteer reserve officers to the extent necessary to provide a safe and secure school environment

The district's police department may be supplemented by a school police reserve officer corps, which may include unpaid volunteer reserve police officers. For the duration of their specific assignment, school police reserve officers shall have the same powers and duties as other school police officers (Education Code 35021.5, Penal Code 830.6)

CSBA NOTE: The following paragraph is for use by districts that have either district police or security officers and should be modified accordingly.

Education Code 49394, as added by SB 906 (Ch. 144, Statutes of 2022), requires district police and security officers, with the support of the district, to immediately conduct an investigation and assessment of any threat or perceived threat, as defined, that a student is preparing to commit a homicidal act related to school or school activity when notified of such by district staff or a Board member. Districts are encouraged to consult with the California Office of Emergency Services (OES) and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats. For more information see OES' web site.]

When notified by a school official of a threat or perceived threat that a student is preparing to commit a homicidal act related to a school or school activity, district police and security officers shall, with the support of the district, immediately conduct an investigation and assessment of the threat or perceived threat. Such investigation and assessment shall include a search of the school site only if there is reasonable suspicion that the search would produce evidence related to the threat or perceived threat. (Education Code 49390, 49393, 49394)

Conduct of Officers

District police or security officers shall conduct themselves in ways that promote goodwill and cooperation on the part of students, district staff, and the general public. District police or security officers shall not discriminate against or treat any person differently on the basis of race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, genetic information, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics

District police or security officers shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and/or federal law. (Education Code 234.7)

CSBA NOTE: Pursuant to Government Code 7286, district police departments are required to ~~adopt~~have a policy by ~~January 1, 2021~~ that provides a minimum standard on the use of force. See the accompanying administrative regulation for information about the required components of such policy.

Whenever possible, district police or security officers shall use tactics such as de-escalation techniques, crisis intervention tactics, or other alternatives to mitigate force to minimize the use of force. The district police department shall maintain and make accessible to the public a policy on the use of force in accordance with Government Code 7286 and consistent with district policy and administrative regulation. Officers shall periodically receive training regarding applicable district policies and the guidelines from the Commission on Peace Officer Standards and Training

Equipment

CSBA NOTE: Penal Code 626.9 exempts peace officers from the Gun Free Schools Act, which prohibits the possession of a firearm on school grounds. Pursuant to Penal Code 830.32, the Board may determine ~~whether or not~~if its police officers will carry firearms. Additionally, Education Code 38001.5 implies that the Board may determine if its security officers also may or may not~~will~~ be ~~permitted~~required to carry firearms.

OPTION 1: The Board authorizes district police or security officers to carry firearms in accordance with law, Board policy, and administrative regulations.

OPTION 2: District police or security officers shall not carry firearms

CSBA NOTE: The following paragraph may be used by all districts that maintain a police department.

The district police department shall be eligible to receive surplus military equipment pursuant to 10 USC 2576a only if, at a regularly scheduled public Board meeting, the Board approves the acquisition of such equipment after providing parents/guardians and members of the public an opportunity to comment on the proposed acquisition. The Board shall provide a detailed description of the function and purpose of the surplus military equipment, identify safe and secure storage for the equipment, and ensure that district police officers have adequate training in the safe use and handling of the equipment to be received. (Education Code 38004.5)

Records

District police or security officers shall not have access to student records, nor release student

Records created and maintained by the district police or security department for a law enforcement purpose are not considered disclosable student records under the Family Educational Rights and Privacy Act. (34 CFR 99.3)

Policy Reference UPDATE Service

Copyright 2022 by California School Boards Association, West Sacramento, California 95691
All rights reserved

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
Bus <u>and Prof</u> Code 7583-7583.447	Private patrol operators
Ed Code 234.7	Student protections relating to immigration and citizenship status
Ed Code 35021.5	School police reserve corps
Ed Code 38000-38005	Security departments
Ed. Code 396724 <u>5113</u>	School peace officers, fingerprinting <u>Probationary period and permanent status, non-merit system districts</u>
Ed. Code 45122.1	Classified employees, conviction of a violent or serious felony
Ed. Code 45133.5	School police department, <u>s</u> work schedule
<u>Ed Code 45301</u>	<u>Probationary period and permanent status, merit system districts</u>
Ed. Code 49076	Access to student records
Ed. Code 49079	Notification to teacher; student act constituting grounds for suspension or expulsion
<u>Ed Code 49390-49395</u>	<u>Homicide Threats</u>
Fam. Code 6240- 6274 <u>6275</u>	Emergency protective orders
<u>Gov Code 11135</u>	<u>Prohibition of discrimination</u>
Gov. Code 12525.2	Reports of incidents involving peace officers
Gov. Code 3300-3312	Public safety officers, <u>s</u> rights and protections
Gov Code 7286-7286.5	Law enforcement use of force policies
Gov. Code 8597-8598	Peace <u>Emergencies, peace officers</u>
Pen. Code 12028.5	Taking custody of weapons
Pen. Code 13510-13519. 1015 <u>1015</u>	Standards for recruitment and training
Pen. Code 13651	Peace officers, <u>s</u> job descriptions
Pen Code 13700-13702	Response to domestic violence
Pen Code 290.45	Sex offenders, <u>s</u> authority of peace officers <u>to provide</u>

Pen. Code 646.91	Emergency protective order for stalking
Pen. Code 830-832.919	Peace officers
Pen. Code 830.32	School district and community college police
Pen. Code 830.6	Reserve police officers, powers and duties
Pen. Code 832	Course of training prescribed by Commission on Peace Officer Standards and Training
Pen. Code 832.15-832.16	Notice of prohibition against possession of firearm
Pen. Code 832 2	School peace officers, training
Pen. Code 832 7	Disclosure of personnel files in criminal or civil proceedings
Pen. Code 836	Peace officers, warrants
W&I Code 707	List of crimes
W&I Code 828-828 1	Disclosure of information re minors by law enforcement agency

Federal

10 USC 2576a

Description

Surplus military equipment

34 CFR 99.1-99.67

Family Educational Rights and Privacy

Management Resources

California Department of Education Attorney General Publication

Description

Guiding Principles: A Resource Guide for Improving School Climate and Discipline, 2014 Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, 2018

Comm on Peace Officer Standards & Training Pub.

POST Use of Force Standards and Guidelines, November 2020 2021

Court Case

San Diego Police Officers Association et al v City of San Diego Civil Service Commission et al, (2002) 104 Cal App.4th 275

Website

Commission on Peace Officer Standards and Training

Website

California Office of Emergency Services
(<https://www.caloes.ca.gov/>)

Website

California Department of Education, Safe Schools

Website

California Attorney General's Office

Website

California State Threat Assessment System
(<https://calstas.org/>)

Website

U S Department of Homeland Security, Fusion Centers
(<https://www.caloes.ca.gov/>)

Cross References

Code

0410

Description

Nondiscrimination In District Programs And Activities

1113	District And School Web Sites
1113	District And School Web Sites
1113-E PDF (1)	District And School Web Sites
1240	Volunteer Assistance
1240	Volunteer Assistance
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1400	Relations Between Other Governmental Agencies And The Schools
3515	Campus Security
3515	Campus Security
3515 2	Disruptions
3515.2	Disruptions
3515.31	School Resource Officers
3515 4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3515.6	Criminal Background Checks For Contractors
3515 7	Firearms On School Grounds
3516 2	Bomb Threats
4112.4	Health Examinations
4112.41	Employee Drug Testing
4112.41	Employee Drug Testing
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112 5-E PDF(1)	Criminal Record Check
4112 6	Personnel Files
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4112.9-E PDF(1)	Employee Notifications
4119 43	Universal Precautions
4119.43	Universal Precautions
4158	Employee Security

4200	Classified Personnel
4200	Classified Personnel
4211	Recruitment And Selection
4212	Appointment And Conditions Of Employment
4212.4	Health Examinations
4212.41	Employee Drug Testing
4212.41	Employee Drug Testing
4212.5	Criminal Record Check
4212 5-E(1)	Criminal Record Check
4212.5-E PDF(1)	Criminal Record Check
4212 6	Personnel Files
4212 9	Employee Notifications
4212.9-E(1)	Employee Notifications
4212.9-E PDF(1)	Employee Notifications
4215	Evaluation/Supervision
<u>4216</u>	<u>Probationary/Permanent Status (BP)</u>
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.43	Universal Precautions
4219.43	Universal Precautions
4231	Staff Development
4258	Employee Security
4258	Employee Security
4312.4	Health Examinations
4312.41	Employee Drug Testing
4312.41	Employee Drug Testing
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.5-E PDF(1)	Criminal Record Check
4312.6	Personnel Files
4312.9	Employee Notifications
4312 9-E PDF(1)	Employee Notifications
4319 43	Universal Precautions
4319.43	Universal Precautions

4358	Employee Security
5113.1	Chronic Absence And Truancy
5113 1	Chronic Absence And Truancy
5125	Student Records
5125	Student Records
5131 4	Student Disturbances
5131 4	Student Disturbances
5131 5	Vandalism And Graffiti
5131 6	Alcohol And Other Drugs
5131 6	Alcohol And Other Drugs
5131.7	Weapons And Dangerous Instruments
5131 7	Weapons And Dangerous Instruments
5136	Gangs
5136	Gangs
5141	Health Care And Emergencies
5141	Health Care And Emergencies
5141.4	Child Abuse Prevention And Reporting
5141 4	Child Abuse Prevention And Reporting
5141.5	Mental Health
5142.1	Identification And Reporting Of Missing Children
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144 1	Suspension And Expulsion/Due Process
5145.11	Questioning And Apprehension By Law Enforcement
5145.12	Search And Seizure
5145 12	Search And Seizure
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145 9	Hate-Motivated Behavior
6184	Continuation Education
6184	Continuation Education

Regulation 3515.3: District Police/Security Department

Status: ADOPTED

Original Adopted Date: 10/01/1998 | **Last Revised Date:** 03/09/01/2021/2022 | **Last Reviewed Date:** 11/09/01/2003/2022

CSBA NOTE: The following regulation is for use by districts whose Governing Board has established a police or security department pursuant to Education Code 38000. Districts should revise the following regulation to reflect whether the district has a "police" or "security" department.

To be employed as district police or security officers, persons shall meet all the requirements for classified personnel in addition to specialized requirements as described below.

Chief of Police/Chief of Security

The district police or security department shall be supervised by a chief of police or chief of security designated by the Superintendent and ~~workings~~ shall work under the Superintendent's direction. (Education Code 38000)

CSBA NOTE: Pursuant to Education Code 38000, the Board must set minimum qualifications for employment of the police chief or security chief, including but not limited to the qualifications described in the following paragraph. The district may expand the following paragraph to specify additional qualifications.

Qualifications for the position of police or security chief include, but are not limited to, prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officer Standards and Training (POST). The police or security chief shall comply with this requirement within one year of initial employment in this position by the district. (Education Code 38000)

Qualifications of Security Officers

CSBA NOTE: The following section is for use by districts that employ security officers pursuant to Education Code 38000 and 38001.5.

A person employed as a school security officer shall: (Education Code 38001.5)

1. 1. Under the conditions described in Education Code 38001.5, submit fingerprints to the district on forms or electronically, as prescribed by the Department of Justice (DOJ)
2. 2. Be determined not to be a person ~~not~~ prohibited from employment by a school district pursuant to Education Code 44237 or 45122.1

CSBA NOTE: Item #3 below is for use by districts that authorize security officers to carry firearms, see the accompanying Board policy. Pursuant to Penal Code 832.15-832.16, after receiving an applicant's or employee's fingerprints, the Department of Justice will notify the district as to whether the individual is prohibited from possessing a firearm.

3. 3. Be determined by the Department of Justice (DOJ) not to be a person who is ~~not~~ prohibited from possessing a firearm.

CSBA NOTE. Education Code 38001.5 requires all security officers employed by the district to complete the training described below. Effective July 1, 2021, Education Code 38001.5 extends the training requirement to include security officers who work 20 hours per week or less. Education Code 38001.5 also requires that the district provide the training during regular work hours unless otherwise negotiated with the employee's exclusive representative. Districts that have otherwise negotiated this provision should modify the following paragraph accordingly.

The district shall provide each school security officer, during the employee's regular working hours, at the latest course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs in consultation with POST. (Education Code 38001.5)

CSBA NOTE. The following paragraph is for use by districts that authorize security officers to carry firearms, see the accompanying Board policy.

School security officers who carry a firearm while performing their duties shall additionally satisfy the training requirements of Penal Code 832 (Education Code 38001.5)

Qualifications of Police Officers

CSBA NOTE. The following section is for use by districts that employ police officers pursuant to Education Code 38000 and 38001.

Before exercising the powers of a peace officer, district police officers shall satisfactorily complete an introductory course of training prescribed by POST and shall pass the POST examination (Penal Code 832, 832.3)

A person who has passed this examination more than three years before being employed as a peace officer, or has a break in service of three or more years, shall be required to pass the examination before beginning duties as a district police officer, unless exempted pursuant to Penal Code 832 (Penal Code 832)

CSBA NOTE. Pursuant to Penal Code 832.3, ~~within two years of the date of first employment~~, district police officers must complete specialized training on the unique safety needs of a school environment within two years of the date of first employment. As a best practice, it is recommended that district police officers complete such specialized training prior to beginning employment with the district. Districts may revise the following paragraph to reflect district practice.

Within a reasonable period of time, but not to exceed two years of the date of first employment, police officers shall complete supplementary specialized training approved by POST on the unique safety needs of a school environment (Penal Code 832.3)

CSBA NOTE: The following paragraph may be expanded to include other trainings provided by the district.

The Superintendent or designee may provide district police officers with additional training in other public safety skills, including, but not limited to, first aid, rescue, cardiopulmonary resuscitation, emergency medical technician training, juvenile procedures, and specialized safety equipment. (Education Code 38002)

School police reserve officers shall complete a course of training directly related to the role of school police reserve officers as prescribed in Penal Code 832.2 (Education Code 35021.5)

Equipment

Each district police or security officer shall wear a badge bearing the name of the district, carry an identification card bearing a photograph and signature and the signature of the Superintendent, and carry any other identification data required by local law enforcement agencies. (Education Code 38003)

CSBA NOTE. If the district does not require officers to wear a uniform, the word "uniforms" should be deleted from the following paragraph

The district shall bear the cost of all required uniforms, equipment, identification badges, and cards. (Education Code 38003)

The district may provide and maintain motor vehicles for use by police or security department staff. When operated by a district officer in the performance of the officer's duties, any vehicle is an authorized emergency vehicle and may be equipped and operated as such, as provided by the Vehicle Code. (Education Code 38004)

Use of Force

CSBA NOTE: Government Code 7286.5, as added by AB 1196 (Ch. 324, Statutes of 2020), prohibits a law enforcement agency from authorizing the use of carotid restraints or choke holds, as defined

District police or security officers shall not use a carotid restraint or choke hold involving the application of pressure to a person's neck, trachea, or windpipe. (Government Code 7286.5)

Carotid restraint means a vascular neck restraint or any similar restraint, hold, or other defensive tactic in which pressure is applied to the sides of a person's neck that involves a substantial risk of restricting blood flow and may render the person unconscious in order to subdue or control the person.

Choke hold means any defensive tactic or force option in which direct pressure is applied to a person's trachea or windpipe.

CSBA NOTE Pursuant to Government Code 7286, district police departments are required to adopt policy on the use of force. Penal Code 13519.10 requires the Commission on Peace Officer Standards and Training (POST) to develop uniform, minimum guidelines for use in the development of local policies. These guidelines are contained in , "POST Use of Force Standards and Guidelines," available on the POST web site

Districts may expand the following section to include the policy adopted by the district police department. Districts whose officers do not carry firearms should delete or revise items #4-57-8 and 1720, below.

The district police department shall maintain a policy, consistent with guidelines provided by POST, that provides a minimum standard on the use of force and includes all of the following (Government Code 7286; Penal Code 13519.10)

1. 1 A requirement that officers utilize de-escalation techniques, crisis intervention tactics, and

- 2- 2 A requirement that officers only use a level of force that they reasonably believe is proportional to the seriousness of the suspected offense or the reasonably perceived level of actual or threatened resistance

A requirement that officers 3 A requirement that an officer intercede when present and observing another officer using force that is clearly beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances, taking into account the possibility that other officers may have additional information regarding the threat posed

- 4 Comprehensive and detailed requirements for prompt internal reporting and notification regarding a use of force incident, including reporting use of force incidents to DOJ in compliance with Government Code 12525.2

CSBA NOTE: Pursuant to Government Code 7286, as amended by AB 26 (Ch 403, Statutes of 2021), the district police department's policy is required to include that officers report potential excessive force immediately, as reflected in the following paragraph

- 3- 5 A requirement that officers immediately report potential excessive force to a superior officer when present and observing another officer using force that the officer believes to be beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances based upon the totality of information actually known to the officer

CSBA NOTE: Pursuant to Government Code 7286, as amended by AB 26, the district police department's policy is required to include that an officer may not be retaliated against when reporting a suspected violation of law or regulation of another officer or supervisor, as specified below.

- 6 A prohibition on retaliation against an officer who reports a suspected violation of law or regulation of another officer to a supervisor or other person of the law enforcement agency who has the authority to investigate the violation

- 4- 7 Clear and specific guidelines regarding situations in which officers may or may not draw a firearm or point a firearm at a person

- 5- 8 A requirement that officers consider their surroundings and potential risks to bystanders, to the extent reasonable under the circumstances, before discharging a firearm

- 6- 9 Procedures for disclosing public records in accordance with Penal Code 832.7

- 7- 10 Procedures for the filing, investigation, and reporting of citizen complaints regarding use of force incidents

- 8- A requirement that an officer intercede when present and observing another officer using force that is clearly beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances, taking into account the possibility that other officers may have additional information regarding the threat posed

- 9- 11 Comprehensive and specific guidelines regarding approved methods and devices available for the application of force

CSBA NOTE. Pursuant to Penal Code 13519 10, the regular basic course(s) for officers in the use of force and the minimum guidelines in the use of force are required to include implicit and explicit bias and cultural competency.

- ~~10~~ 12. An explicitly stated requirement that officers carry out duties, including use of force, in a manner that is fair and unbiased and that reflect cultural competency
- ~~11~~ 13 Comprehensive and specific guidelines for the application of deadly force
- ~~12~~ Comprehensive and detailed requirements for prompt internal reporting and notification regarding a use of force incident, including reporting use of force incidents to the Department of Justice in compliance with Government Code 12525-2
- ~~13~~ 14 The role of supervisors in the review of use of force applications
- ~~14~~ 15 A requirement that officers promptly provide, if properly trained, or otherwise promptly procure medical assistance for persons injured in a use of force incident, when reasonable and safe to do so
- ~~15~~ 16 Training standards and requirements relating to demonstrated knowledge and understanding of the district's use of force policy by officers, investigators, and supervisors
- ~~16~~ 17 Training and guidelines regarding vulnerable populations, including, but not limited to, children, elderly persons, people who are pregnant, and people with physical, mental, and developmental disabilities
- ~~18~~ Procedures to prohibit an officer from training other officers for a period of at least three years from the date that an abuse of force complaint against the officer is substantiated

CSBA NOTE Pursuant to Government Code 7286, as amended by AB 26, the district police department's policy is required to include that an officer who fails to intercede be disciplined up to and including in the same manner as the officer who used excessive force, as reflected below.

- ~~19~~ A requirement that an officer that has received all required training on the requirement to intercede and fails to act pursuant to Item #3, above, be disciplined up to and including in the same manner as the officer that committed the excessive force
- ~~17~~ 20. Comprehensive and specific guidelines under which the discharge of a firearm at or from a moving vehicle may or may not be permitted
- ~~18~~ 21 Factors for evaluating and reviewing all use of force incidents
- ~~19~~ 22 Minimum training and course titles required to meet the objectives in the use of force policy
- ~~20~~ 23 A requirement for the regular review and updating of the policy to reflect developing practices and procedures

CSBA NOTE: The following paragraph is optional

The district prohibits retaliation against an officer or other district employee who reports a suspected violation of this policy by another officer

Personnel Status and Files

CSBA NOTE: Pursuant to Education Code 45113 (non-merit system districts) and 45301 (merit system districts), as amended by AB 486 (Ch. 666, Statutes of 2021), the length of time for a district police officer and public safety dispatcher to receive permanent classified service status is one year, as described below. See 4216 – Probationary/Permanent Status

In order to receive permanent classified service status, a full-time district police officer or public safety dispatcher who operates a dispatch center certified by POST shall serve in a probationary status for not less than one year from the date of appointment to the full-time position. (Education Code 45113, 45301)

CSBA NOTE The following section ~~is~~ paragraphs are for use by districts that have established a police department and may be adapted for use by districts that have established a security department.

Before any record containing an adverse comment is placed in a district police officer's personnel file, the employee shall read and sign the record indicating awareness of the comment. The officer shall have 30 days to file a written response, which shall be attached to the adverse comment. (Government Code 3305-3306)

A police officer ~~may inspect the~~ officer's personnel file may be inspected during usual business hours with no loss of compensation. If the officer believes that any portion of the material is mistakenly or unlawfully placed in the file, the officer may request, in writing, that the mistaken or unlawful portion be corrected or deleted and shall describe the reasons supporting those corrections or deletions. Within 30 days of the request, the Superintendent or designee shall either grant the officer's request or notify the officer of the decision to refuse to grant the request. The Superintendent or designee shall state in writing the reasons for refusing any request. (Government Code 3306.5)

Disciplinary Action

CSBA NOTE: The following section is for use by districts that have established a police department. When a district police officer is under disciplinary investigation, Government Code ~~3300~~3303 provides the officer with the right to receive copies of any reports or complaints made by investigators or other persons, except those that are confidential. The court in *San Diego Police Officers Association et al. v. City of San Diego Civil Service Commission et al.* ruled held that personnel records of a public safety officer cannot be disclosed at public disciplinary appeal hearings without the officer's consent.

Any investigation of a district police officer that could lead to punitive action shall be conducted in accordance with Government Code 3303-3304.

If the Superintendent or designee decides to impose discipline following investigation and any pre-disciplinary response or procedure, the police officer shall be notified in writing within 30 days of the decision, including the date that the discipline shall be imposed. (Government Code 3304)

CSBA NOTE. Pursuant to Government Code 3304.5, an administrative appeal initiated by a police officer

Any appeal by a police officer shall be conducted in accordance with Board policy and administrative regulation. (Government Code 3304 5)

Policy Reference UPDATE Service

Copyright 2022 by California School Boards Association, West Sacramento, California 95691

All rights reserved

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
Bus Code 7583-7583.4	Private patrol operators
Ed Code 234.7	Student protections relating to immigration and citizenship status
Ed Code 35021.5	School police reserve corps
Ed. Code 38000-38005	Security departments
Ed. Code 39672	School peace officers, fingerprinting
Ed Code 45122.1	Classified employees; conviction of a violent or serious felony
Ed. Code 45133.5	School police department, work schedule
Ed Code 49076	Access to student records
Ed Code 49079	Notification to teacher; student act constituting grounds for suspension or expulsion
Fam. Code 6240-6274	Emergency protective orders
Gov Code 12525.2	Reports of incidents involving peace officers
Gov. Code 3300-3312	Public safety officers, rights and protections
Gov. Code 7286-7286.5	Law enforcement use of force policies
Gov. Code 8597-8598	Peace officers
Pen. Code 12028.5	Taking custody of weapons
Pen Code 13510-13519.10	Standards for recruitment and training
Pen Code 13651	Peace officers, job descriptions
Pen. Code 13700-13702	Response to domestic violence
Pen Code 290.45	Sex offenders, authority of peace officers
Pen Code 626.9	Gun-Free School Zone Act of 1995
Pen Code 646.91	Emergency protective order for stalking
Pen. Code 830-832.9	Peace officers
Pen. Code 830.32	School district and community college police
Pen Code 830.6	Reserve police officers, powers and duties

Pen. Code 832	Course of training prescribed by Commission on Peace Officer Standards and Training
Pen. Code 832.15-832.16	Notice of prohibition against possession of firearm
Pen. Code 832.2	School peace officers, training
Pen Code 832.7	Disclosure of personnel files in criminal or civil proceedings
Pen. Code 836	Peace officers; warrants
W&I Code 707	List of crimes
W&I Code 828-828.1	Disclosure of information re minors by law enforcement agency

Federal

10 USC 2576a

Description

Surplus military equipment

34 CFR 99 1-99.67

Family Educational Rights and Privacy

Management Resources

California Department of Education Publication

Description

Guiding Principles: A Resource Guide for Improving School Climate and Discipline, 2014

Comm on Peace Officer Standards & Training Pub

POST Use of Force Standards and Guidelines, November 2020

Court Case

San Diego Police Officers Association et al v. City of San Diego Civil Service Commission et al., (2002) 104 Cal App 4th 275

Website

Commission on Peace Officer Standards and Training

Website

California Department of Education, Safe Schools

Website

California Attorney General's Office

Cross References

Code

0410

Description

Nondiscrimination In District Programs And Activities

0450

Comprehensive Safety Plan

0450

Comprehensive Safety Plan

1113

District And School Web Sites

1113

District And School Web Sites

1113-E PDF (1)

District And School Web Sites

1240

Volunteer Assistance

1240

Volunteer Assistance

1250

Visitors/Outsiders

1250

Visitors/Outsiders

1400

Relations Between Other Governmental Agencies And The

3515	Campus Security
3515 2	Disruptions
3515.2	Disruptions
3515 31	School Resource Officers
3515 4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3515.6	Criminal Background Checks For Contractors
3515 7	Firearms On School Grounds
3516.2	Bomb Threats
4112.4	Health Examinations
4112.41	Employee Drug Testing
4112 41	Employee Drug Testing
4112 5	Criminal Record Check
4112 5-E(1)	Criminal Record Check
4112.5-E PDF(1)	Criminal Record Check
4112.6	Personnel Files
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4112 9-E PDF(1)	Employee Notifications
4119 43	Universal Precautions
4119.43	Universal Precautions
4158	Employee Security
4158	Employee Security
4200	Classified Personnel
4200	Classified Personnel
4211	Recruitment And Selection
4212	Appointment And Conditions Of Employment
4212.4	Health Examinations
4212 41	Employee Drug Testing
4212 41	Employee Drug Testing
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check

4212.6	Personnel Files
4212 9	Employee Notifications
4212.9-E(1)	Employee Notifications
4212.9-E PDF(1)	Employee Notifications
4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.43	Universal Precautions
4219.43	Universal Precautions
4231	Staff Development
4258	Employee Security
4258	Employee Security
4312 4	Health Examinations
4312.41	Employee Drug Testing
4312.41	Employee Drug Testing
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.5-E PDF(1)	Criminal Record Check
4312.6	Personnel Files
4312 9	Employee Notifications
4312.9-E(1)	Employee Notifications
4312.9-E PDF(1)	Employee Notifications
4319.43	Universal Precautions
4319.43	Universal Precautions
4358	Employee Security
4358	Employee Security
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5125	Student Records
5125	Student Records
5131 4	Student Disturbances
5131 4	Student Disturbances
5131.5	Vandalism And Graffiti
5131.6	Alcohol And Other Drugs

5131.7	Weapons And Dangerous Instruments
5131.7	Weapons And Dangerous Instruments
5136	Gangs
5136	Gangs
5141	Health Care And Emergencies
5141	Health Care And Emergencies
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141 5	Mental Health
5142.1	Identification And Reporting Of Missing Children
5144	Discipline
5144	Discipline
5144 1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.11	Questioning And Apprehension By Law Enforcement
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145 9	Hate-Motivated Behavior
6184	Continuation Education
6184	Continuation Education

Policy 4118: Dismissal/Suspension/Disciplinary Action

Status: ADOPTED

Original Adopted Date: 07/01/2000 | **Last Revised Date:** ~~1209/01/2014~~2022 | **Last Reviewed Date:** ~~1209/01/2014~~2022

CSBA NOTE: The following optional policy and accompanying administrative regulation are subject to collective bargaining and may be deleted or revised by any district whose agreement covers certificated employee suspension and discipline. Pursuant to Government Code 3543 2, the district and the bargaining unit representing certificated employees must, upon request of either party, negotiate causes and procedures for disciplinary action, other than dismissal and suspension beyond 15 days

For information about dismissal of substitute or temporary employees, see BP 4121 - Temporary/Substitute Personnel

The Governing Board expects all employees to perform their jobs satisfactorily, exhibit professional and appropriate conduct, and serve as positive role models both at school and in the community. A certificated employee may be disciplined for conduct or performance in accordance with law, the applicable collective bargaining agreement, Board policy, and administrative regulation

CSBA NOTE. When disciplining an employee, the district must ensure that all the surrounding facts and circumstances are considered and analyzed within the parameters of any applicable constitutional or legal framework. In *Kennedy v Bremerton School District*, the U S Supreme Court held that the district violated the employee's protected free exercise and free speech rights when the district did not rehire the employee, a coach, for refusing to follow the district's direction to refrain from kneeling and praying at the 50-yard line immediately after each football game. The district's direction was based on a concern that the employee's prayer violated the district's religious practices policy and could subject the district to an Establishment Clause violation. Notwithstanding that the prayer occurred at a school event and in the presence of students, the court reasoned that the timing and circumstances indicated that the coach's prayers were offered as a private citizen rather than as a district employee. According to the Court, since the prayer, a religious activity, occurred during a period when employees would ordinarily be free to engage in personal secular activities such as speaking with friends, checking email, calling for restaurant reservations, etc., the district's concerns about a possible Establishment Clause violation did not justify restricting the employee's free exercise and free speech rights to engage in a personal religious activity such as offering a prayer. Employee discipline, especially with respect to suspension and dismissal, involves complex legal considerations and districts are advised to consult CSBA District and County Office of Education Legal Services or the district's legal counsel, accordingly.

Disciplinary action shall be based on the particular facts and circumstances involved and the severity of the conduct or performance. An employee's private exercise of personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not involve coercion of students or any other violation of law, Board policy, or administrative regulation.

In addition, an employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student engaged in exercising any free speech or press right authorized by, or for refusing to infringe upon a student's conduct protected pursuant to, Education Code 48907 or 48950.

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

Suspension/Dismissal Procedures

CSBA NOTE: Education Code 44932 and 44933 specify the causes for which a certificated employee may be suspended without pay or dismissed, see the accompanying administrative regulation

The Superintendent shall notify the Board whenever ~~he/she believes that~~ there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933.

When the Board finds that there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933, it may formulate a written statement of charges specifying instances of behavior and the acts or omissions constituting the charge, the statutes and rules that the employee is alleged to have violated when applicable, and the facts relevant to each charge. The Board shall also review any duly signed and verified written statement of charges filed by any other person.- (Education Code 44934, 44934.1)

CSBA NOTE: Pursuant to Education Code 44934 and 44934 1, upon the formulation or receipt of a written statement of charges, the Governing Board may notify the employee of the Board's intent to suspend or dismiss him/her. ~~Education Code 44934 1, as added by AB 215 (Ch 55, Statutes of 2014), requires a similar notice for charges of egregious misconduct the employee~~

Based on the written statement of charges, the Board may, upon majority vote, give notice to the employee of ~~its~~ the Board's intention to suspend or dismiss ~~him/her~~ the employee at the expiration of 30 days from the date the notice is served.- (Education Code 44934, 44934 1)

CSBA NOTE: Prior to serving the notice of suspension or dismissal, Education Code 44938 requires that, when the charge involves unsatisfactory performance or unprofessional conduct, the employee must be given time to correct the performance or conduct as provided in the following two paragraphs
According to *Crowl v. Commission on Professional Competence*, when the employee fully remediates the misconduct specified in the written notice, no disciplinary action may be taken. The *Crowl* decision did not address what could be done when the misconduct specified in the notice reoccurs. Because the lack of further misconduct may not necessarily be equal to full remediation, appropriate disciplinary action should be determined on a case-by-case basis in consultation with legal counsel and the collective bargaining agreement

Prior to serving a suspension or dismissal notice that includes a charge of unsatisfactory performance, the district shall give the employee written notice of the unsatisfactory performance that specifies the nature of the unsatisfactory performance with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct ~~his/her~~ the faults and overcome the grounds for any unsatisfactory performance charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665.- The written notice of the unsatisfactory performance shall be provided at least 90 days prior to the filing of the suspension or dismissal notice or prior to the last one-fourth of the school days in the year - (Education Code 44938)

Prior to serving a suspension or dismissal notice that includes a charge of unprofessional conduct, the district shall give the employee written notice that describes the nature of the unprofessional conduct with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct ~~his/her~~ the faults and overcome the grounds for any unprofessional conduct

CSBA NOTE: Education Code 44936, as amended by AB 215 (Ch 55, Statutes of 2014), allows a suspension or dismissal notice to be given at any time of year, except when the charge is unsatisfactory performance in which case the notice must be given during the instructional year. As amended, Education Code 44936 also requires any written notice given during the instructional year to be served personally or by mail, whereas notices outside of the instructional year must be served personally upon the employee

Except for notices that only include charges of unsatisfactory performance, the written suspension or dismissal notice may be served at any time of year. Such notice shall be served upon the employee personally if given outside of the instructional year or, if given during the instructional year, may be served personally or by registered mail to the employee's last known address. Notices with a charge of unsatisfactory performance shall be given only during the instructional year of the school site where the employee is physically employed, and may be served personally or by registered mail to the employee's last known address. (Education Code 44936)

If an employee has been served notice and demands a hearing pursuant to Government Code 11505 and 11506, the Board shall either rescind its action or schedule a hearing on the matter. (Education Code 44941, 44941.1, 44943, 44944)

CSBA NOTE: Pursuant to Education Code 44939, 44939.1, and 44940, the Board may immediately suspend an employee from his/her performing assigned duties pending suspension or dismissal proceedings for specified causes.

Pursuant to Education Code 44939, as amended by AB 215 (Ch 55, Statutes of 2014), an employee who is immediately suspended for a charge other than egregious misconduct may, within 30 days of receiving the suspension notice, serve the Board and file a motion with the Office of Administrative Hearings to seek reversal of the suspension. The review will be limited to whether the facts as alleged in the statement of charges would be a sufficient basis for immediate suspension. A hearing will be held no later than 30 days after the motion is filed, and the administrative law judge will issue a decision no later than 15 days after the hearing. During the review of the motion or while dismissal charges are pending, the Board retains the authority to determine the physical placement and assignment of the employee.

Pending suspension or dismissal proceedings for an employee who is charged with egregious misconduct, immoral conduct, conviction of a felony or of any crime involving moral turpitude, incompetency due to mental disability, or willful refusal to perform regular assignments without reasonable cause as prescribed by district rules and regulations, the Board may, if it deems it necessary, immediately suspend the employee from his/her assigned duties. If the employee files a motion with the Office of Administrative Hearings for immediate reversal of the suspension based on a cause other than egregious misconduct, the Board may file a written response before or at the time of the hearing. (Education Code 44939, 44939.1, 44940)

CSBA NOTE: If an employee has requested a hearing upon receiving notice of suspension or dismissal, the hearing will be conducted by the Commission on Professional Competence or an administrative law judge pursuant to Education Code 44944 or 44944.1, see the accompanying administrative regulation. The hearing before the Commission on Professional Competence must begin within six months of the employee's request for the hearing, unless extended due to extraordinary circumstances. The Commission on Professional Competence consists of an administrative law judge of the Office of Administrative Hearings, a member appointed by the Board, and a member appointed by the employee.

the district and shall have at least three years' experience within the past 10 years at the same grade span or assignment as the employee, as defined in Education Code 44944 - (Education Code 44944)

Policy Reference UPDATE Service

Copyright 2022 by California School Boards Association, West Sacramento, California 95691

All rights reserved

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
5 CCR 80303	Reports of change in employment status; alleged misconduct
5 CCR 80304	Notice of sexual misconduct
Ed Code 44008	Effect of termination of probation
Ed Code 44009	Conviction of specified crimes
Ed. Code 44010	Sex offense, definitions
Ed Code 44011	Controlled substance offense
Ed Code 44242.5	Reports and review of alleged misconduct
Ed Code 44425	Conviction of a sex or narcotic offense
Ed Code 44660-44665	Evaluation and assessment of performance of certificated employees
Ed Code 44830.1	Criminal record summary certificated employees
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 44930-44988	Resignations, dismissals and leaves of absence
Ed Code 45055	Drawing of warrants for teachers
Ed Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed Code 48950	Speech and other communication
Ed. Code 51530	Advocacy or teaching of communism
Gov Code 1028	Advocacy of communism
Gov. Code 11505-11506	Hearing
Gov Code 3543.2	Scope of representation
H&S Code 11054	Schedule I, substances included
H&S Code 11055	Schedule II; substances included
H&S Code 11056	Schedule III; substances included
H&S Code 11357-11361	Marijuana
H&S Code 11362	Recreational

H&S Code 11370.1	Possession of controlled substances with a firearm
Pen. Code 11165.2-11165 6	Child abuse or neglect; definitions
Pen Code 1192 7	Plea bargaining limitation
Pen. Code 187	Murder
Pen. Code 291	School employees arrest for sex offense
Pen. Code 667.5	Prior prison terms, enhancement of prison terms

California Constitution Article 1, Section 1

1

Federal Law

Description

U.S. Constitution First Amendment

Free exercise, free speech, and establishment clauses

Management Resources

Description

Commission on Teacher Credentialing Publication

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2007

Court Decision

Kennedy v. Bremerton School District (2022) 142 S Ct 2407

Court Decision

Crowl v. Commission on Professional Competence, (1990) 225 Cal App. 3d 334

Court Decision

Morrison v State Board of Education (1969) 1 Cal 3d 214

Website

Commission on Teacher Credentialing

Website

CSBA

Website

Department of General Services, About Teacher Dismissal Case Type ([https //www.dgs.ca.gov/OAH/Case-Types/General-Jurisdiction/About/Page-Content/About-Teacher-Dismissal](https://www.dgs.ca.gov/OAH/Case-Types/General-Jurisdiction/About/Page-Content/About-Teacher-Dismissal))

Website

Office of Administrative Hearings ([https //www.dgs.ca.gov/OAH](https://www.dgs.ca.gov/OAH))

Website

Office of the Attorney General ([https //oag.ca.gov/](https://oag.ca.gov/))

Cross References

Code

Description

1114

District-Sponsored Social Media

1114

District-Sponsored Social Media

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 PDF(1)

Uniform Complaint Procedures

3230	Federal Grant Funds
3512	Equipment
3512-E(1)	Equipment
3512-E PDF (1)	Equipment
3513.3	Tobacco-Free Schools
3513 3	Tobacco-Free Schools
3513 4	Drug And Alcohol Free Schools
3515 2	Disruptions
3515.2	Disruptions
3515.21	Unmanned Aircraft Systems (Drones)
3516 2	Bomb Threats
4000	Concepts And Roles
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4040-E PDF(1)	Employee Use Of Technology
4112	Appointment And Conditions Of Employment
4112.1	Contracts
4112 4	Health Examinations
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 5-E PDF(1)	Criminal Record Check
4112.6	Personnel Files
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4112 9-E PDF(1)	Employee Notifications
4113.5	Working Remotely
4114	Transfers
4115	Evaluation/Supervision
4115	Evaluation/Supervision

4119.1	Civil And Legal Rights
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.12	Title IX Sexual Harassment Complaint Procedures
4119.12-E(1)	Title IX Sexual Harassment Complaint Procedures
4119.12-E PDF(1)	Title IX Sexual Harassment Complaint Procedures
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.21-E PDF(1)	Professional Standards
4119 22	Dress And Grooming
4119.23	Unauthorized Release Of Confidential/Privileged Information
4119.25	Political Activities Of Employees
4119.25	Political Activities Of Employees
4127	Temporary Athletic Team Coaches
4127	Temporary Athletic Team Coaches
4131.1	Teacher Support And Guidance
4131.1	Teacher Support And Guidance
4136	Nonschool Employment
4141	Collective Bargaining Agreement
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157	Employee Safety
4157	Employee Safety
4158	Employee Security
4158	Employee Security
4159	Employee Assistance Programs
4161	Leaves
4161	Leaves
4212.4	Health Examinations
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 PDF(1)	Criminal Record Check
4212.6	Personnel Files
4212.9	Employee Notifications
4212 9-E(1)	Employee Notifications
4212.9-E PDF(1)	Employee Notifications
4213 5	Working Remotely
4219 1	Civil And Legal Rights
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.12	Title IX Sexual Harassment Complaint Procedures
4219.12-E(1)	Title IX Sexual Harassment Complaint Procedures
4219.12-E PDF(1)	Title IX Sexual Harassment Complaint Procedures
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.21-E PDF(1)	Professional Standards
4219 22	Dress And Grooming
4219 23	Unauthorized Release Of Confidential/Privileged Information
4219.25	Political Activities Of Employees
4219.25	Political Activities Of Employees
4227	Temporary Athletic Team Coaches
4227	Temporary Athletic Team Coaches
4236	Nonschool Employment
4241	Collective Bargaining Agreement
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257	Employee Safety
4257	Employee Safety
4258	Employee Security
4258	Employee Security
4259	Employee Assistance Programs
4261	Leaves
4261	Leaves

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 5-E PDF(1)	Criminal Record Check
4312.6	Personnel Files
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4312.9-E PDF(1)	Employee Notifications
4313.5	Working Remotely
4317.7	Employment Status Reports
4319.1	Civil And Legal Rights
4319.11	Sexual Harassment
4319 11	Sexual Harassment
4319.12	Title IX Sexual Harassment Complaint Procedures
4319.12-E(1)	Title IX Sexual Harassment Complaint Procedures
4319.12-E PDF(1)	Title IX Sexual Harassment Complaint Procedures
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.21-E PDF(1)	Professional Standards
4319.22	Dress And Grooming
4319.23	Unauthorized Release Of Confidential/Privileged Information
4319.25	Political Activities Of Employees
4319 25	Political Activities Of Employees
4327	Temporary Athletic Team Coaches
4327	Temporary Athletic Team Coaches
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357	Employee Safety
4357	Employee Safety
4358	Employee Security
4358	Employee Security
4359	Employee Assistance Programs

4361	Leaves
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5145.2	Freedom Of Speech/Expression
5145.2	Freedom Of Speech/Expression
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.71	Title IX Sexual Harassment Complaint Procedures
5145.71-E PDF(1)	Title IX Sexual Harassment Complaint Procedures
5145.9	Hate-Motivated Behavior
6145.2	Athletic Competition
6145.2	Athletic Competition
6162.54	Test Integrity/Test Preparation
9000	Role Of The Board
9321	Closed Session
9321-E PDF(1)	Closed Session
9321-E PDF(2)	Closed Session

Regulation 4118: Dismissal/Suspension/Disciplinary Action

Status: ADOPTED

Original Adopted Date: 07/01/2000 | Last Revised Date: ~~1209/01/2014~~2022 | Last Reviewed Date: ~~1209/01/2014~~2022

CSBA NOTE: The following optional administrative regulation should be revised to reflect provisions applicable to the size of the district as well as any related provisions of collective bargaining agreements

Pursuant to Government Code 3543.2, the district and certificated employee bargaining unit must, upon request of either party, negotiate causes and procedures for disciplinary action, other than dismissal and suspension beyond 15 days. If the Governing Board has adopted a collective bargaining agreement which includes such procedures, then, pursuant to Education Code 44932, the authorization to suspend an employee for up to 15 days pursuant to the procedures specified in Education Code 44933, 44934, 44934.1, 44935, 44936, 44937, 44943, and 44944 would not apply. The suspension procedures specified in Education Code 44934 and 44939, as amended by AB 215 (Ch. 55, Statutes of 2014), are explicitly for use only by districts that do not have a collective bargaining agreement.

Because Education Code provisions pertaining to employee suspension and dismissal are complex, districts are advised to consult with legal counsel before instituting such proceedings.

Causes for Suspension or Dismissal

CSBA NOTE: Education Code 44932 lists causes for which a certificated employee may be suspended without pay or dismissed. AB 215 (Ch. 55, Statutes of 2014) amended Education Code 44932 to add egregious misconduct, as defined, as a cause for dismissal and to delete membership in the Communist party.

The causes listed in Education Code 44932 have been found to be so broad as to be sometimes difficult to apply. However, the California Supreme Court (in *Morrison v. State Board of Education*), has articulated a seven-part test to determine fitness to teach, including (1) likelihood of recurrence of the questioned conduct or performance, (2) extenuating or aggravating circumstances, (3) effect of notoriety and publicity, (4) impairment of teacher-student relationships, (5) disruption of the education process, (6) motive, and (7) proximity or remoteness in time of conduct or performance. The conduct or performance that gives rise to the need to suspend or dismiss need not occur on or involve district property.

A certificated employee with permanent status may be suspended without pay or dismissed only for one or more of the following causes. (Education Code 44932)

1. Immoral conduct including, but not limited to, egregious misconduct that is the basis for a sex offense or controlled substance offense described in Education Code 44010 or 44011 or child abuse and neglect as described in Penal Code 11165.2-11165.6
2. Unprofessional conduct
3. Commission, aiding, or advocating the commission of acts of criminal syndicalism
4. Dishonesty

6. Evident unfitness for service
7. Physical or mental condition unfitting the employee to instruct or associate with children
8. Persistent violation of or refusal to obey the school laws or reasonable regulations of the state or district
9. Conviction of a felony or of any crime involving moral turpitude
- 10 Violation of Education Code 51530 or Government Code 1028 (prohibiting the advocacy or teaching of communism)
11. Alcoholism or other drug abuse that makes the employee unfit to instruct or associate with children

An employee may be suspended or dismissed on grounds of unprofessional conduct consisting of acts or omissions not listed above if the charge specifies instances of behavior deemed to constitute unprofessional conduct. (Education Code 44933)

An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising his/her free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)(Education Code 44933)

Suspension/Dismissal of Permanent Employees

CSBA NOTE: Procedures for the suspension or dismissal of permanent employees are addressed in Education Code 44932-44947. Some of these procedures were amended by AB 215 (Ch 55, Statutes of 2014), including the establishment of an alternative procedure for charges related solely to egregious misconduct.

See the accompanying Board policy for information about Board responsibilities related to reviewing the statement of charges, providing notice to the employee of the Board's intent to suspend or dismiss ~~him/her~~the employee, and, when applicable, appointing a member of the Commission on Professional Competence that will conduct a hearing on the matter.

When a permanent certificated employee is charged with one or more of the offenses specified in the section "Causes for Suspension or Dismissal" above, the following procedures shall apply.

1. The person preparing a written statement of charges that there is cause to suspend or dismiss an employee shall submit the signed statement to the Governing Board, or a written statement of charges shall be formulated by the Board that cause to suspend or dismiss the permanent employee exists (Education Code 44934, 44934.1)
- 2 ~~Upon~~The employee, upon receiving notice of the Board's intent to suspend or dismiss ~~him/her~~, the employee, may request a hearing on the matter. The hearing shall be conducted by the Commission on Professional Competence, except that any case involving only egregious misconduct shall be heard instead by an administrative law judge and, in any other case, the hearing may be conducted by an administrative law judge when both the district and the employee so stipulate. (Education Code 44943, 44944, 44944 05, 44944 1, 44944.3)
3. Except when ~~an~~the employee is charged solely with egregious misconduct, the district may amend the charges less than 90 days before the hearing only upon showing of good cause and upon approval of the administrative law judge. (Education Code 44934)

or, if the employee did not request a hearing, at the expiration of 30 days after service of the notice of intent to suspend or dismiss (Education Code 44941, 44943, 44944)

The Superintendent or designee shall notify the Commission on Teacher Credentialing when the employment status of a certificated employee has been changed as a result of alleged misconduct or while an allegation of misconduct is pending (Education Code 44030 5, 44242.5, 44940, 5 CCR 80303)

Suspension/Dismissal of Probationary Employees

CSBA NOTE: With proper notice, the district may choose not to rehire probationary employees for the following year without giving a statement of reasons, see AR 4117-6 - Decision Not to Rehire-BP 4116 - Probationary/Permanent Status. However, during the school year, probationary employees may only be suspended without pay or dismissed for cause and in accordance with the applicable procedures specified in law.

The district may choose not to rehire probationary employees for the following school year without giving a statement of reasons ~~provided that it is done in accordance with AR 4117-6 -Decision Not to Rehire and, if~~ proper notice is provided by March 15. (Education Code 44929.21, 44929.23)

CSBA NOTE. Districts with average daily attendance (ADA) of 250 or more may dismiss probationary employees during the school year in accordance with the procedures contained in Education Code 44948.3, in which case the decision whether to dismiss an employee rests with the Board rather than the Commission on Professional Competence (Option 1 below).

Districts with less than 250 ADA should select the appropriate option below depending on how the district grants permanent status to certificated employees in accordance with BP/AR 4116 - Permanent/Probationary Status. Districts with less than 250 ADA that have not adopted a collective bargaining agreement may elect to use the procedures in Education Code 44934 and 44934.1 for dismissal of probationary employees (Option 2 below), as reflected in the section "Suspension/Dismissal of Permanent Employees" above. Alternatively, Education Code 44948.2 authorizes districts with less than 250 ADA to elect to dismiss probationary employees during the school year pursuant to Education Code 44948 3 (Option 1 below). When districts with less than 250 ADA decide to use the procedures in Education Code 44948 3, their employees will become permanent employees if they are not served with a notice of non-reelection before March 15 of their second year. Since Education Code 44948 3 applies only to dismissal of probationary employees in districts with 250 ADA or more or to districts of less than 250 ADA that elect to use Education Code 44948 3, it is not appropriate for use by districts that either grant permanent status after three consecutive years or that reelect employees from year to year without granting permanent status

OPTION 1: (Districts with ADA of 250 or more, or districts with less than 250 ADA that have elected to use the dismissal procedures in Education Code 44948 3)

During the school year, ~~a probationary employees~~ employee who is in their the first or second year of service may be dismissed only for one or more of the causes listed in ~~items~~ items #1-11 in the section "Causes for Suspension or Dismissal" above or for unsatisfactory performance determined pursuant to Education Code 44660-44665 (Education Code 44948 2, 44948.3)

Whenever a first- or second-year probationary employee is so charged, the following procedures shall apply for dismissing the employee during the school year: (Education Code 44948 3)

1. The Superintendent or designee shall give 30 days' prior written notice of dismissal, not later than March 15 in the case of second-year probationary employees. The notice shall include a ~~statement of the reasons for the dismissal, notice of the opportunity to appeal, and, if the cause is~~

1
CSBA NOTE: Pursuant to Education Code 44948 3, the probationary employee may request a hearing as provided below ~~His/her~~The employee's failure to request a hearing within 15 days from receipt of the dismissal notice constitutes a waiver of the right to a hearing.

2. Upon receipt of the notice of dismissal, the employee may be dismissed if no request for a hearing is submitted to the Board within 15 days.

CSBA NOTE Education Code 44948.3 authorizes the district to establish procedures for the appointment of an administrative law judge to conduct the hearing and submit ~~his/her~~ recommended decision to the Board Item #3 may be revised to reflect any such procedures established by the district.

- 3 If a hearing is requested, the district may arrange for the appointment of an administrative law judge to conduct the hearing and to recommend a decision to the Board

A probationary employee may be suspended without pay for a specified period of time as an alternative to dismissal (Education Code 44948 3)

OPTION 1 ENDS HERE

OPTION 2 (Districts with less than 250 ADA that do not grant permanent status after two years and do not elect to use the procedures in Education Code 44948 3)

During the school year, probationary employees may be dismissed only for one or more of the causes listed in ~~items~~items #1-11 in the section "Causes for Suspension or Dismissal" above (Education Code 44948)

Whenever a probationary employee is so charged, dismissal procedures shall be those set forth in Education Code 44934 and 44934.1 as described in the section "Suspension/Dismissal of Permanent Employees" above.

OPTION 2 ENDS HERE

Compulsory Leave of Absence

CSBA NOTE: Whenever a certificated employee is charged with a "mandatory leave of absence offense" as defined in Education Code 44940, the district is required to place ~~him/her~~the employee on a compulsory leave of absence Penal Code 291 requires law enforcement, including the local police, sheriff, or California Highway Patrol, to telephone the Superintendent when a school employee has been arrested for a sex offense and provide written notice to the County Superintendent of Schools and the Commission on Teacher Credentialing (CTC).

AB 215 (Ch 55, Statutes of 2014) amended Education Code 44940 to add murder or attempted murder to the list of mandatory leave of absence offenses (item #2 below) and to delete exceptions regarding controlled substances (item #3 below)

Pursuant to Education Code 44009 and 44425, the CTC will revoke the credential of an individual who has been convicted of a mandatory leave of absence offense

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

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

CSBA NOTE Education Code 44940 permits the Board to require compulsory leaves~~leave~~ for certain "optional leave of absence offenses" as defined below AB 215 (Ch. 55, Statutes of 2014) amended Education Code 44940 to move violations or attempted violations of Penal Code 187 from the list of optional leave of absence offenses to the list of mandatory leave of absence offenses-

The following optional paragraph should be revised to reflect offenses which the Board has determined will require a compulsory leave of absence.

The Superintendent or designee may place on an immediate compulsory leave of absence a certificated employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370 1, except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols (Education Code 44940)

If an employee is charged with an offense that falls into both the mandatory and optional leave of absence definitions, the offense shall be treated as a mandatory leave of absence offense (Education Code 44940)

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings. However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless ~~he/she demands~~ a hearing is demanded (Education Code 44940, 44940.5)

CSBA NOTE Pursuant to Education Code 44940.5, while on compulsory leave, the ~~employee may receive his/her~~employee's salary may be paid if ~~he/she~~the employee provides a suitable bond or other acceptable security as a guarantee that ~~he/she will repay~~ the leave-period salary will be repaid if the employee is convicted of the charges or if ~~he/she~~ fails to return to district service. If the employee is acquitted or the charges are dismissed, the district must reimburse ~~him/her~~the employee for the cost of the bond upon return to service in the district. If an employee who does not furnish a bond or other security is acquitted or the charges are dismissed, the district must pay ~~his/her~~the employee's salary for the time spent on leave upon return to service

Education Code 44940 5 specifies that, if the charges against an employee are dismissed as a result of the employee's successful completion of a drug diversion program and the employee returns to service, the employee may elect to receive payment for ~~his/her~~any accrued leave and differential pay for the length of the employee's leave of absence.

During the period of compulsory leave, the employee shall be compensated in accordance with Education Code 44940 5

Upon receipt of telephone or electronic notification from the Department of Justice that a current temporary, substitute, or probationary employee serving before March 15 of his/~~her~~the second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place the employee on leave without pay. Upon receipt of electronic notification of the conviction from the Department of Justice, each employee so shall be automatically terminated and with the t

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
5 CCR 80303	Reports of change in employment status, alleged misconduct
5 CCR 80304	Notice of sexual misconduct
Ed. Code 44008	Effect of termination of probation
Ed Code 44009	Conviction of specified crimes
Ed Code 44010	Sex offense, definitions
Ed Code 44011	Controlled substance offense
Ed. Code 44242.5	Reports and review of alleged misconduct
Ed. Code 44425	Conviction of a sex or narcotic offense
Ed. Code 44660-44665	Evaluation and assessment of performance of certificated employees
Ed. Code 44830.1	Criminal record summary certificated employees
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 44930-44988	Resignations, dismissals and leaves of absence
Ed. Code 45055	Drawing of warrants for teachers
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed Code 48950	Speech and other communication
Ed. Code 51530	Advocacy or teaching of communism
Gov Code 1028	Advocacy of communism
Gov. Code 11505-11506	Hearing
Gov Code 3543.2	Scope of representation
H&S Code 11054	Schedule I; substances included
H&S Code 11055	Schedule II; substances included
H&S Code 11056	Schedule III, substances included
H&S Code 11357-11361	Marijuana
H&S Code 11363	Peyote
H&S Code 11364	Opium
H&S Code 11370.1	Possession of controlled substances with a firearm

Pen. Code 1192.7	Plea bargaining limitation
Pen Code 187	Murder
Pen. Code 291	School employees arrest for sex offense
Pen Code 667.5	Prior prison terms, enhancement of prison terms

Management Resources

Commission on Teacher Credentialing
Publication

Court Decision

Court Decision

Website

Website

Description

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2007

Crowl v Commission on Professional Competence, (1990)
225 Cal. App 3d 334

Morrison v. State Board of Education (1969) 1 Cal 3d 214

Commission on Teacher Credentialing

CSBA

Cross References

Code

1114

1114

1312.1

1312.1

1312.3

1312 3

1312.3-E PDF(1)

1312.3-E PDF(2)

3230

3230

3512

3512-E(1)

3512-E PDF(1)

3513.3

3513 3

3513.4

3515 2

3515.2

3515.21

3516 2

Description

District-Sponsored Social Media

District-Sponsored Social Media

Complaints Concerning District Employees

Complaints Concerning District Employees

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

Federal Grant Funds

Federal Grant Funds

Equipment

Equipment

Equipment

Tobacco-Free Schools

Tobacco-Free Schools

Drug And Alcohol Free Schools

Disruptions

Disruptions

Unmanned Aircraft Systems (Drones)

Bomb Threats

4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4040-E PDF(1)	Employee Use Of Technology
4112	Appointment And Conditions Of Employment
4112.1	Contracts
4112.4	Health Examinations
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
4112.5-E PDF(1)	Criminal Record Check
4112.6	Personnel Files
4112 9	Employee Notifications
4112.9-E(1)	Employee Notifications
4112.9-E PDF(1)	Employee Notifications
4113 5	Working Remotely
4114	Transfers
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4117.7	Employment Status Reports
4119 1	Civil And Legal Rights
4119 11	Sexual Harassment
4119 11	Sexual Harassment
4119 12	Title IX Sexual Harassment Complaint Procedures
4119.12-E(1)	Title IX Sexual Harassment Complaint Procedures
4119.12-E PDF(1)	Title IX Sexual Harassment Complaint Procedures
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.21-E PDF(1)	Professional Standards
4119.22	Dress And Grooming
4119.23	Unauthorized Release Of Confidential/Privileged Information
4119.25	Political Activities Of Employees

4127	Temporary Athletic Team Coaches
4127	Temporary Athletic Team Coaches
4131.1	Teacher Support And Guidance
4131 1	Teacher Support And Guidance
4136	Nonschool Employment
4141	Collective Bargaining Agreement
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157	Employee Safety
4157	Employee Safety
4158	Employee Security
4158	Employee Security
4159	Employee Assistance Programs
4161	Leaves
4161	Leaves
4212 4	Health Examinations
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 5-E PDF(1)	Criminal Record Check
4212.6	Personnel Files
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4212.9-E PDF(1)	Employee Notifications
4213.5	Working Remotely
4219 1	Civil And Legal Rights
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.12	Title IX Sexual Harassment Complaint Procedures
4219.12-E(1)	Title IX Sexual Harassment Complaint Procedures
4219.12-E PDF(1)	Title IX Sexual Harassment Complaint Procedures

4219.21-E(1)	Professional Standards
4219.21-E PDF(1)	Professional Standards
4219.22	Dress And Grooming
4219.23	Unauthorized Release Of Confidential/Privileged Information
4219.25	Political Activities Of Employees
4219.25	Political Activities Of Employees
4227	Temporary Athletic Team Coaches
4227	Temporary Athletic Team Coaches
4236	Nonschool Employment
4241	Collective Bargaining Agreement
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257	Employee Safety
4257	Employee Safety
4258	Employee Security
4258	Employee Security
4259	Employee Assistance Programs
4261	Leaves
4261	Leaves
4312.4	Health Examinations
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
4312.5-E PDF(1)	Criminal Record Check
4312.6	Personnel Files
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4312.9-E PDF(1)	Employee Notifications
4313.5	Working Remotely
4317.7	Employment Status Reports
4319.1	Civil And Legal Rights

4319.11	Sexual Harassment
4319.12	Title IX Sexual Harassment Complaint Procedures
4319 12-E(1)	Title IX Sexual Harassment Complaint Procedures
4319.12-E PDF(1)	Title IX Sexual Harassment Complaint Procedures
4319.21	Professional Standards
4319 21-E(1)	Professional Standards
4319.21-E PDF(1)	Professional Standards
4319.22	Dress And Grooming
4319 23	Unauthorized Release Of Confidential/Privileged Information
4319 25	Political Activities Of Employees
4319.25	Political Activities Of Employees
4327	Temporary Athletic Team Coaches
4327	Temporary Athletic Team Coaches
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357	Employee Safety
4357	Employee Safety
4358	Employee Security
4358	Employee Security
4359	Employee Assistance Programs
4361	Leaves
4361	Leaves
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5145.2	Freedom Of Speech/Expression
5145.2	Freedom Of Speech/Expression
5145.3	Nondiscrimination/Harassment
5145 3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145 7	Sexual Harassment
5145.71	Title IX Sexual Harassment Complaint Procedures
5145.71-E PDF(1)	Title IX Sexual Harassment Complaint Procedures
5145.9	Hate-Motivated Behavior

6145.2

Athletic Competition

6162.54

Test Integrity/Test Preparation

9000

Role Of The Board

9321

Closed Session

9321-E PDF(1)

Closed Session

9321-E PDF(2)

Closed Session

Policy 4119.1: Civil And Legal Rights

Status: ADOPTED

Original Adopted Date: 03/01/2004 | **Last Revised Date:** 07/09/01/20122022 | **Last Reviewed Date:** 07/09/01/20122022

CSBA NOTE: The following policy is optional and may be revised to reflect district practice. Though employees have the same constitutional and statutory rights as other citizens, there are situations in which the district may limit some of those rights. In *Johnson v. Poway Unified School District*, the federal court of appeals ruled found that a district's action controlling the speech of its employee when the employee posted two large banners that contained text which when taken out of context promoted a religious viewpoint did not violate the employee's First Amendment rights when the speech occurred at work in the employee's role as a teacher.

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the employee's performance of his/her duties.

An employee's personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not violate law, Board policy, or administrative regulation performance of the employee's duties.

CSBA NOTE: When disciplining an employee, the district must ensure that all the surrounding facts and circumstances are considered and analyzed within the parameters of any applicable constitutional or legal framework. In *Kennedy v. Bremerton School District*, the U.S. Supreme Court held that the district violated the employee's protected free exercise and free speech rights when the district did not rehire the employee, a coach, for refusing to follow the district's direction to refrain from kneeling and praying at the 50-yard line immediately after each football game. The district's direction was based on a concern that the employee's prayer violated the district's religious practices policy and could subject the district to an Establishment Clause violation. Notwithstanding that the prayer occurred at a school event and in the presence of students, the court reasoned that the timing and circumstances indicated that the coach's prayers were offered as a private citizen rather than as a district employee. The Court held that since the prayer occurred during a break, a period when employees would ordinarily be free to engage in personal activities such as speaking with friends, checking email, calling for restaurant reservations, etc., the district's concerns about a possible Establishment Clause violation did not justify restricting the employee's free exercise and free speech rights to offer a private, personal prayer. Employee discipline, especially with respect to suspension and dismissal, involves complex legal considerations and districts are advised to consult CSBA District and County Office of Education Legal Services or the district's legal counsel, accordingly.

District employees may engage in private, personal activities, including the exercise of their religious, political, cultural, social or other beliefs or activities, during personal time including when employees are not on duty or engaged in the supervision or instruction of students.

CSBA NOTE: The following optional paragraph provides for district employees' the right to privacy of district employees pursuant to Article 1, Section 1 of the California Constitution. In addition, Education Code 49091.24 allows teachers the right to refuse to submit to district surveys or evaluations concerning certain personal beliefs as stated below. Specific limits regarding applicability of privacy rights of employees require complex analysis of law, so district legal counsel should be consulted when

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

CSBA NOTE: Education Code 48907 gives students the right to exercise freedom of speech and of the press and mandates districts to adopt reasonable rules and regulations concerning the time, place, and manner for students to engage in those activities; see BP/AR 5145.2 - Freedom of Speech/Expression. In addition, Education Code 48950 prohibits a district from disciplining any high school student solely for his/her/the student's speech or other communication which would be protected by either the U.S. or California Constitution if engaged in outside of school campus. Both these provisions prohibit the disciplining of any employee who acts to protect a student engaged in any conduct authorized under these provisions.

No employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in conduct authorized under Education Code 48907 or 48950.

CSBA NOTE: When investigating an allegation of employee misconduct, the district may need to consider whether a search of the employee's desk, files, or other district-provided equipment, such as a computer or cell phone, is warranted. The determination of whether a search is legally justified is complex and depends on whether the employee has a reasonable expectation of privacy in the items to be searched and whether the search is reasonable at its inception. Given the legal complexities, it is recommended that CSBA District and County Office of Education Legal Services or district legal counsel be consulted prior to a search and that employees conducting searches receive appropriate instruction as to how the search is to be conducted.

When necessary to protect the health, welfare, or safety of students and staff, school officials may search district property under an employee's control.

Whistleblower Protection

CSBA NOTE: Education Code 44110-44114, the Reporting by School Employees of Improper Governmental Activities Act, and Labor Code 1102.5 provide "whistleblower protection" to employees who refuse to be a party to, or who report, noncompliance with a state or federal law or regulation. This protection does not cover employees when they speak out within their employment setting on matters related to their official duties. In *Garcetti v. Ceballos*, the U.S. Supreme Court held that when public employees speak out in the workplace about work-related issues, they may be subject to employee discipline since they are not speaking as citizens for First Amendment purposes. However, employees have the right to speak out as concerned citizens outside of the work environment. In addition, to the extent that the employee's speech is on an issue subject to whistleblower protection, then the protections provided to employees by the whistleblower statutes would be applicable.

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, the County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, he/she/the employee has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

the whistleblower hotline maintained by the office of the California Attorney General (Labor Code 1102 7, 1102 8)

No employee shall use or attempt to use his/her official authority status or influence to intimidate, threaten, coerce, or command, or attempt to intimidate, threaten, coerce, or command, another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

CSBA NOTE: An employee may be liable for an action in civil damages for interfering with the right of another employee to disclose an improper governmental action. In *Hartnett v Crosier*, a California appellate court ruled that "management employees" could also be held liable for their acts of retaliation committed when acting in a supervisory role

An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal have subsequently occurred shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against him/her the employee, in accordance with Education Code 44114

Protection Against Liability

CSBA NOTE 20 USC ~~6731-6738~~7941-7948 limit the liability of teachers, principals, and other school personnel who maintain discipline and/or ensure safety when harm is caused while they are acting within the scope of their employment. The law also applies to Governing Board members; see BB 9260 - Legal Protection. The following section is made applicable to all employees; however, any district that wishes to apply the section only to teachers should modify the section accordingly

No employee shall be liable for harm caused by his/her the employee's act or omission when he/she is acting within the scope of employment or district responsibilities; when, the employee's act or omission is in conformity with federal or, state law, and local laws, district policy, or administrative regulation; or when, and the employee's act or omission is in furtherance of an effort to control, discipline, expel, or suspend a student or to maintain order or control in the classroom or school. (20 USC 7946)

The protection against liability shall not apply when: (20 USC 7946)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to rights or safety of the individual harmed
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance
3. The employee was not properly licensed, if required, by state law for such activities
4. The employee was found by a court to have violated a federal or state civil rights law
5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.
7. The misconduct involved a sexual offense for which the employee has been convicted in a court

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
Civ. Code 51	<u>Unruh Civil Rights Act</u>
Ed Code 200-262.4	Prohibition of discrimination
Ed Code 44040	Discrimination based on employee's appearance before certain boards or committees
Ed Code 44110-44114	Reporting by school employees of improper governmental activity
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed Code 48950	Speech and other communication
Ed. Code 49091.24	Teacher rights to refuse evaluation/survey of personal life
Ed Code 7050-7058	Political activities of school officers and employees
Gov. Code 12650-12656	False claims actions
Gov. Code 12940- 12951 <u>12953</u>	Discrimination prohibited; unlawful practices
Gov. Code 3540.1	Public employment, definitions
Gov. Code 3543.5	Interference with employee's rights prohibited
Gov Code 815.3	Intentional torts
Gov. Code 820-823	Tort claims act
Gov Code 825.6	Indemnification of public entity
Lab. Code 1102.5-1106	Whistleblower protections
<u>California Constitution Article 1, Section 1</u>	<u>Inalienable rights</u>
Federal	Description
18 USC 16	Crime of violence <u>defined, definition</u>
20 USC 1681-1688	Title IX of the Education Amendments of 1972, discrimination based on sex
20 USC 6731-6738 <u>7941-7948</u>	Teacher liability protection
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
<u>U S Constitution First Amendment</u>	<u>Free exercise, free speech, and establishment clause</u>

Court Decision	<u>New Jersey Kennedy v. T.L.O., (1985) 468 U.S. 325</u> <u>Bremerton (2022) 142 S.Ct. 2407</u>
Court Decision	<u>O'Conner New Jersey v Ortega, (1987) 480 U.S. 709</u> <u>T.L.O. (1985) 469 U.S. 709</u> <u>325</u>
Court Decision	<u>O'Conner v. Ortega (1987) 480 U.S. 709</u> <u>CSU San Diego, (2007) 56 Cal.Rptr.3d 111</u>
Court Decision	<u>Ohton v. CSU San Diego (2007) 56 Cal Rptr 3d 111</u> <u>Ceballos, (2006) 543 U.S. 1186</u>
Court Decision	<u>Garcetti v. Ceballos (2006) 547 U.S. 410</u> <u>Crosier, (2012) 205 Cal-App 4th 685</u>
Court Decision	<u>Hartnett v. Crosier (2012) 205 Cal App 4th 685;</u> <u>(2011) 658 F.3d 954</u>
Website	<u>Court Decision Johnson v. Poway Unified School District</u> <u>CSBA District and County Office of Education Legal Services (2011) 658 F 3d 954</u>
Website	California Office of the Attorney General

Cross References

Code	Description
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 PDF(1)	Uniform Complaint Procedures
1312.3-E PDF(2)	Uniform Complaint Procedures
3320	Claims And Actions Against The District
3320	Claims And Actions Against The District
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3515	Campus Security
3515	Campus Security
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4040-E PDF(1)	Employee Use Of Technology
4118	Dismissal/Suspension/Disciplinary Action

4119.21-E(1)	Professional Standards
4119.21-E PDF(1)	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4119.25	Political Activities Of Employees
4119.25	Political Activities Of Employees
4132	Publication Or Creation Of Materials
4136	Nonschool Employment
4140	Bargaining Units
4144	Complaints
4144	Complaints
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4218 1	Dismissal/Suspension/Disciplinary Action (Merit System)
4219 21	Professional Standards
4219.21-E(1)	Professional Standards
4219.21-E PDF(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4219 25	Political Activities Of Employees
4219.25	Political Activities Of Employees
4232	Publication or Creation of Materials
4236	Nonschool Employment
4240	Bargaining Units
4244	Complaints
4244	Complaints
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.21-E PDF(1)	Professional Standards
4319 23	Unauthorized Release Of Confidential/Privileged Information
4319.25	Political Activities Of Employees
4319.25	Political Activities Of Employees
4332	Publication or Creation of Materials
4336	Nonschool Employment
4340	Bargaining Units
4344	Complaints

Policy 4219.1: Civil And Legal Rights

Status: ADOPTED

Original Adopted Date: 03/01/2004 | **Last Revised Date:** 07/09/01/20122022 | **Last Reviewed Date:** 07/09/01/20122022

CSBA NOTE: The following policy is optional and may be revised to reflect district practice. Though employees have the same constitutional and statutory rights as other citizens, there are situations in which the district may limit some of those rights. In *Johnson v. Poway Unified School District*, the federal court of appeals ruled that a district's action controlling the speech of its employee when the employee posted two large banners that contained text which when taken out of context promoted a religious viewpoint did not violate the employee's First Amendment rights when the speech occurred at work in the employee's role as a teacher.

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the employee's performance of his/her duties.

An employee's personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not violate law, Board policy, or administrative regulation performance of the employee's duties

CSBA NOTE. When disciplining an employee, the district must ensure that all the surrounding facts and circumstances are considered and analyzed within the parameters of any applicable constitutional or legal framework. In *Kennedy v. Bremerton School District*, the U.S. Supreme Court held that the district violated the employee's protected free exercise and free speech rights when the district did not rehire the employee, a coach, for refusing to follow the district's direction to refrain from kneeling and praying at the 50-yard line immediately after each football game. The district's direction was based on a concern that the employee's prayer violated the district's religious practices policy and could subject the district to an Establishment Clause violation. Notwithstanding that the prayer occurred at a school event and in the presence of students, the court reasoned that the timing and circumstances indicated that the coach's prayers were offered as a private citizen rather than as a district employee. The Court held that since the prayer occurred during a break, a period when employees would ordinarily be free to engage in personal activities such as speaking with friends, checking email, calling for restaurant reservations, etc., the district's concerns about a possible Establishment Clause violation did not justify restricting the employee's free exercise and free speech rights to offer a private, personal prayer. Employee discipline, especially with respect to suspension and dismissal, involves complex legal considerations and districts are advised to consult CSBA District and County Office of Education Legal Services or the district's legal counsel, accordingly.

District employees may engage in private, personal activities, including the exercise of their religious, political, cultural, social or other beliefs or activities, during personal time including when employees are not on duty or engaged in the supervision or instruction of students.

CSBA NOTE: The following optional paragraph provides for district employees' the right to privacy of district employees pursuant to Article 1, Section 1 of the California Constitution. In addition, Education Code 49091.24 allows teachers the right to refuse to submit to district surveys or evaluations concerning certain personal beliefs as stated below. Specific limits regarding applicability of privacy rights of employees require complex analysis of law, so district legal counsel should be consulted when

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

CSBA NOTE: Education Code 48907 gives students the right to exercise freedom of speech and of the press and mandates districts to adopt reasonable rules and regulations concerning the time, place, and manner for students to engage in those activities, see BP/AR 5145.2 - Freedom of Speech/Expression. In addition, Education Code 48950 prohibits a district from disciplining any high school student solely for his/her/the student's speech or other communication which would be protected by either the U.S. or California Constitution if engaged in outside of school campus. Both these provisions prohibit the disciplining of any employee who acts to protect a student engaged in any conduct authorized under these provisions.

No employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in conduct authorized under Education Code 48907 or 48950.

CSBA NOTE: When investigating an allegation of employee misconduct, the district may need to consider whether a search of the employee's desk, files, or other district-provided equipment, such as a computer or cell phone, is warranted. The determination of whether a search is legally justified is complex and depends on whether the employee has a reasonable expectation of privacy in the items to be searched and whether the search is reasonable at its inception. Given the legal complexities, it is recommended that CSBA District and County Office of Education Legal Services or district legal counsel be consulted prior to a search and that employees conducting searches receive appropriate instruction as to how the search is to be conducted.

When necessary to protect the health, welfare, or safety of students and staff, school officials may search district property under an employee's control.

Whistleblower Protection

CSBA NOTE: Education Code 44110-44114, the Reporting by School Employees of Improper Governmental Activities Act, and Labor Code 1102.5 provide "whistleblower protection" to employees who refuse to be a party to, or who report, noncompliance with a state or federal law or regulation. This protection does not cover employees when they speak out within their employment setting on matters related to their official duties. In *Garcetti v. Ceballos*, the U.S. Supreme Court held that when public employees speak out in the workplace about work-related issues, they may be subject to employee discipline since they are not speaking as citizens for First Amendment purposes. However, employees have the right to speak out as concerned citizens outside of the work environment. In addition, to the extent that the employee's speech is on an issue subject to whistleblower protection, then the protections provided to employees by the whistleblower statutes would be applicable.

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, the County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, he/she/the employee has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

the whistleblower hotline maintained by the office of the California Attorney General (Labor Code 1102.7, 1102.8)

No employee shall use or attempt to use his/her official authority status or influence to intimidate, threaten, coerce, or command, or attempt to intimidate, threaten, coerce, or command, another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

CSBA NOTE: An employee may be liable for an action in civil damages for interfering with the right of another employee to disclose an improper governmental action. In *Hartnett v. Crosier*, a California appellate court ruled that "management employees" could also be held liable for their acts of retaliation committed when acting in a supervisory role.

An employee who has disclosed improper governmental activity and believes that he/she has ~~subsequently been subjected to~~ acts or attempted acts of reprisal have subsequently occurred shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against him/her the employee, in accordance with Education Code 44114.

Protection Against Liability

CSBA NOTE: 20 USC ~~6731-6738~~7941-7948 limit the liability of teachers, principals, and other school personnel who maintain discipline and/or ensure safety when harm is caused while they are acting within the scope of their employment. The law also applies to Governing Board members; see BB 9260 - Legal Protection. The following section is made applicable to all employees; however, any district that wishes to apply the section only to teachers should modify the section accordingly

No employee shall be liable for harm caused by his/her the employee's act or omission when he/she is acting within the scope of employment or district responsibilities; ~~when,~~ the employee's act or omission is in conformity with federal ~~or,~~ state law, and local laws, district policy, or administrative regulation; ~~or~~ when, and the employee's act or omission is in furtherance of an effort to control, discipline, expel, or suspend a student or to maintain order or control in the classroom or school. (20 USC 7946)

The protection against liability shall not apply when (20 USC 7946)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to rights or safety of the individual harmed.
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance
3. The employee was not properly licensed, if required, by state law for such activities
4. The employee was found by a court to have violated a federal or state civil rights law.
5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.
7. The misconduct involved a sexual offense for which the employee has been convicted in a court.

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
Civ. Code 51	<u>Unruh Civil Rights Act</u>
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 44040	Discrimination based on employee's appearance before certain boards or committees
Ed Code 44110-44114	Reporting by school employees of improper governmental activity
Ed Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed Code 48950	Speech and other communication
Ed. Code 49091.24	Teacher rights to refuse evaluation/survey of personal life
Ed. Code 7050-7058	Political activities of school officers and employees
Gov. Code 12650-12656	False claims actions
Gov Code 12940- 12951 <u>12953</u>	Discrimination prohibited, unlawful practices
Gov Code 3540.1	Public employment, definitions
Gov. Code 3543.5	Interference with employee's rights prohibited
Gov Code 815.3	Intentional torts
Gov Code 820-823	Tort claims act
Gov Code 825.6	Indemnification of public entity
Lab Code 1102 5-1106	Whistleblower protections
<u>California Constitution Article 1, Section 1</u>	<u>Inalienable rights</u>
Federal	Description
18 USC 16	Crime of violence defined , <u>definition</u>
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6731-6738 <u>7941-7948</u>	Teacher liability protection
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
<u>U.S. Constitution First Amendment</u>	<u>Free exercise, free speech, and establishment clause</u>

Court Decision	<u>New Jersey Kennedy v T.L.O., (1985) 468 U Bremerton (2022) 142 S 325 Ct 2407</u>
Court Decision	<u>O'Conner New Jersey v. Ortega, (1987) 480 T L O (1985) 469 U S 709 325</u>
Court Decision	<u>O'Conner v. Ortega (1987) 480 U S 709 CSU San Diego, (2007) 56 Cal Rptr 3d 111</u>
Court Decision	<u>Ohton v. CSU San Diego (2007) 56 Cal Rptr 3d 111 Ceballos, (2006) 543 U.S. 1186</u>
Court Decision	<u>Garcetti v. Ceballos (2006) 547 U S 410 Crosier, (2012) 205 Cal App 4th 685</u>
Court Decision	<u>Hartnett v. Crosier (2012) 205 Cal App.4th 685; (2011) 658 F 3d 954</u>
<u>Court Decision</u>	<u>Johnson v. Poway Unified School District (2011) 658 F 3d 954</u>
Website	California Office of the Attorney General

Cross References

Code	Description
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 PDF(1)	Uniform Complaint Procedures
1312.3-E PDF(2)	Uniform Complaint Procedures
3320	Claims And Actions Against The District
3320	Claims And Actions Against The District
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3515	Campus Security
3515	Campus Security
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4040-E PDF(1)	Employee Use Of Technology
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action

4119.21-E(1)	Professional Standards
4119.21-E PDF(1)	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4119.25	Political Activities Of Employees
4119 25	Political Activities Of Employees
4132	Publication Or Creation Of Materials
4136	Nonschool Employment
4140	Bargaining Units
4144	Complaints
4144	Complaints
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4218.1	Dismissal/Suspension/Disciplinary Action (Merit System)
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.21-E PDF(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4219.25	Political Activities Of Employees
4219.25	Political Activities Of Employees
4232	Publication or Creation of Materials
4236	Nonschool Employment
4240	Bargaining Units
4244	Complaints
4244	Complaints
4319.21	Professional Standards
4319 21-E(1)	Professional Standards
4319.21-E PDF(1)	Professional Standards
4319 23	Unauthorized Release Of Confidential/Privileged Information
4319.25	Political Activities Of Employees
4319.25	Political Activities Of Employees
4332	Publication or Creation of Materials
4336	Nonschool Employment
4340	Bargaining Units
4344	Complaints

Policy 4319.1: Civil And Legal Rights

Status: ADOPTED

Original Adopted Date: 03/01/2004 | **Last Revised Date:** 07/09/01/20122022 | **Last Reviewed Date:** 07/09/01/20122022

CSBA NOTE: The following policy is optional and may be revised to reflect district practice. Though employees have the same constitutional and statutory rights as other citizens, there are situations in which the district may limit some of those rights. In *Johnson v. Poway Unified School District*, the federal court of appeals ruled that a district's action controlling the speech of its employee when the employee posted two large banners that contained text which when taken out of context promoted a religious viewpoint did not violate the employee's First Amendment rights when the speech occurred at work in the employee's role as a teacher.

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the employee's performance of his/her duties.

An employee's personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not violate law, Board policy, or administrative regulation performance of the employee's duties.

CSBA NOTE: When disciplining an employee, the district must ensure that all the surrounding facts and circumstances are considered and analyzed within the parameters of any applicable constitutional or legal framework. In *Kennedy v. Bremerton School District*, the U.S. Supreme Court held that the district violated the employee's protected free exercise and free speech rights when the district did not rehire the employee, a coach, for refusing to follow the district's direction to refrain from kneeling and praying at the 50-yard line immediately after each football game. The district's direction was based on a concern that the employee's prayer violated the district's religious practices policy and could subject the district to an Establishment Clause violation. Notwithstanding that the prayer occurred at a school event and in the presence of students, the court reasoned that the timing and circumstances indicated that the coach's prayers were offered as a private citizen rather than as a district employee. The Court held that since the prayer occurred during a break, a period when employees would ordinarily be free to engage in personal activities such as speaking with friends, checking email, calling for restaurant reservations, etc., the district's concerns about a possible Establishment Clause violation did not justify restricting the employee's free exercise and free speech rights to offer a private, personal prayer. Employee discipline, especially with respect to suspension and dismissal, involves complex legal considerations and districts are advised to consult CSBA District and County Office of Education Legal Services or the district's legal counsel, accordingly.

District employees may engage in private, personal activities, including the exercise of their religious, political, cultural, social or other beliefs or activities, during personal time including when employees are not on duty or engaged in the supervision or instruction of students.

CSBA NOTE: The following optional paragraph provides for district employees' the right to privacy of district employees pursuant to Article 1, Section 1 of the California Constitution. In addition, Education Code 49091.24 allows teachers the right to refuse to submit to district surveys or evaluations concerning certain personal beliefs as stated below. Specific limits regarding applicability of privacy rights of employees require complex analysis of law, so district legal counsel should be consulted when

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee

CSBA NOTE: Education Code 48907 gives students the right to exercise freedom of speech and of the press and mandates districts to adopt reasonable rules and regulations concerning the time, place, and manner for students to engage in those activities; see BP/AR 5145.2 - Freedom of Speech/Expression In addition, Education Code 48950 prohibits a district from disciplining any high school student solely for his/her/the student's speech or other communication which would be protected by either the U S or California Constitution if engaged in outside of school campus. Both these provisions prohibit the disciplining of any employee who acts to protect a student engaged in any conduct authorized under these provisions

No employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in conduct authorized under Education Code 48907 or 48950

CSBA NOTE: When investigating an allegation of employee misconduct, the district may need to consider whether a search of the employee's desk, files, or other district-provided equipment, such as a computer or cell phone, is warranted. The determination of whether a search is legally justified is complex and depends on whether the employee has a reasonable expectation of privacy in the items to be searched and whether the search is reasonable at its inception. Given the legal complexities, it is recommended that CSBA District and County Office of Education Legal Services or district legal counsel be consulted prior to a search and that employees conducting searches receive appropriate instruction as to how the search is to be conducted.

When necessary to protect the health, welfare, or safety of students and staff, school officials may search district property under an employee's control

Whistleblower Protection

CSBA NOTE: Education Code 44110-44114, the Reporting by School Employees of Improper Governmental Activities Act, and Labor Code 1102.5 provide "whistleblower protection" to employees who refuse to be a party to, or who report, noncompliance with a state or federal law or regulation. This protection does not cover employees when they speak out within their employment setting on matters related to their official duties. In *Garcetti v. Ceballos*, the U S Supreme Court held that when public employees speak out in the workplace about work-related issues, they may be subject to employee discipline since they are not speaking as citizens for First Amendment purposes. However, employees have the right to speak out as concerned citizens outside of the work environment. In addition, to the extent that the employee's speech is on an issue subject to whistleblower protection, then the protections provided to employees by the whistleblower statutes would be applicable

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, the County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, he/she/the employee has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity (Education Code 44112 44113. Labor Code 1102.5)

the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102 7, 1102 8)

No employee shall use or attempt to use his/her official authority status or influence to intimidate, threaten, coerce, or command, or attempt to intimidate, threaten, coerce, or command, another employee for the purpose of interfering with that employee's right to disclose improper governmental activity (Education Code 44113)

CSBA NOTE: An employee may be liable for an action in civil damages for interfering with the right of another employee to disclose an improper governmental action. In *Hartnett v Crosier*, a California appellate court ruled that "management employees" could also be held liable for their acts of retaliation committed when acting in a supervisory role

An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal have subsequently occurred shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against him/her the employee, in accordance with Education Code 44114

Protection Against Liability

CSBA NOTE. 20 USC ~~6731-6738~~7941-7948 limit the liability of teachers, principals, and other school personnel who maintain discipline and/or ensure safety when harm is caused while they are acting within the scope of their employment. The law also applies to Governing Board members, see BB 9260 - Legal Protection. The following section is made applicable to all employees, however, any district that wishes to apply the section only to teachers should modify the section accordingly

No employee shall be liable for harm caused by his/her the employee's act or omission when he/she is acting within the scope of employment or district responsibilities; when, the employee's act or omission is in conformity with federal ~~or~~, state law, and local laws, district policy, or administrative regulation; ~~or~~ when, and the employee's act or omission is in furtherance of an effort to control, discipline, expel, or suspend a student or to maintain order or control in the classroom or school. (20 USC 7946)

The protection against liability shall not apply when. (20 USC 7946)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to rights or safety of the individual harmed
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance
3. The employee was not properly licensed, if required, by state law for such activities
4. The employee was found by a court to have violated a federal or state civil rights law
5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.
7. The misconduct involved a sexual offense for which the employee has been convicted in a court.

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
Civ. Code 51	<u>Unruh Civil Rights Act</u>
Ed Code 200-262 4	Prohibition of discrimination
Ed. Code 44040	Discrimination based on employee's appearance before certain boards or committees
Ed Code 44110-44114	Reporting by school employees of improper governmental activity
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49091 24	Teacher rights to refuse evaluation/survey of personal life
Ed. Code 7050-7058	Political activities of school officers and employees
Gov. Code 12650-12656	False claims actions
Gov. Code 12940- 12951 <u>12953</u>	Discrimination prohibited; unlawful practices
Gov. Code 3540.1	Public employment, definitions
Gov. Code 3543 5	Interference with employee's rights prohibited
Gov. Code 815 3	Intentional torts
Gov Code 820-823	Tort claims act
Gov Code 825.6	Indemnification of public entity
Lab Code 1102.5-1106	Whistleblower protections
<u>California Constitution Article 1, Section 1</u>	<u>Inalienable rights</u>
Federal	Description
18 USC 16	Crime of violence <u>defined, definition</u>
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6731-6738 <u>7941-7948</u>	Teacher liability protection
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
<u>U S Constitution First Amendment</u>	<u>Free exercise, free speech, and establishment clause</u>

Court Decision	<u>New Jersey Kennedy v T.L.O., (1985) 468 U.S. 468</u> <u>Bremerton (2022) 142 S. 325 Ct. 2407</u>
Court Decision	<u>O'Conner New Jersey v Ortega, (1987) 480 U.S. 469</u> <u>U.S. 709 325</u>
Court Decision	<u>O'Conner v. Ortega (1987) 480 U.S. 709</u> <u>CSU San Diego, (2007) 56 Cal.Rptr. 3d 111</u>
Court Decision	<u>Ohton v. CSU San Diego (2007) 56 Cal Rptr 3d 111</u> <u>Ceballos, (2006) 543 U.S. 1186</u>
Court Decision	<u>Garcetti v. Ceballos (2006) 547 U.S. 410</u> <u>Crosier, (2012) 205 Cal App.4th 685</u>
Court Decision	<u>Hartnett v. Crosier (2012) 205 Cal App.4th 685</u> ; <u>(2011) 658 F.3d 954</u>
<u>Court Decision</u>	<u>Johnson v. Poway Unified School District (2011) 658 F.3d</u> <u>954</u>
Website	California Office of the Attorney General

Cross References

Code	Description
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 PDF(1)	Uniform Complaint Procedures
1312.3-E PDF(2)	Uniform Complaint Procedures
3320	Claims And Actions Against The District
3320	Claims And Actions Against The District
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3515	Campus Security
3515	Campus Security
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4040-E PDF(1)	Employee Use Of Technology
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action

4119.21-E(1)	Professional Standards
4119.21-E PDF(1)	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4119.25	Political Activities Of Employees
4119.25	Political Activities Of Employees
4132	Publication Or Creation Of Materials
4136	Nonschool Employment
4140	Bargaining Units
4144	Complaints
4144	Complaints
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4218.1	Dismissal/Suspension/Disciplinary Action (Merit System)
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.21-E PDF(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4219.25	Political Activities Of Employees
4219.25	Political Activities Of Employees
4232	Publication or Creation of Materials
4236	Nonschool Employment
4240	Bargaining Units
4244	Complaints
4244	Complaints
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.21-E PDF(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4319.25	Political Activities Of Employees
4319.25	Political Activities Of Employees
4332	Publication or Creation of Materials
4336	Nonschool Employment
4340	Bargaining Units
4344	Complaints

Policy 4140: Bargaining Units

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** ~~12/09/01/2020~~2022 | **Last Reviewed Date:** ~~12/09/01/2020~~2022

CSBA NOTE: Pursuant to Government Code 3544, an employee organization may become the employees' exclusive representative for negotiations by filing a request with the district providing proof that a majority of the employees in an appropriate unit wish to be represented by that organization. Notice of such request must be immediately posted conspicuously on all employee bulletin boards in each district facility in which members of the unit are employed. Government Code 3544.1 requires the district to grant the request for recognition unless (1) the district doubts the appropriateness of the unit, (2) another employee organization files a challenge to the appropriateness of the unit or submits a competing claim of representation within 15 work days of the posting of notice of the written request, or (3) the district currently has a lawful written agreement with another employee organization representing the same employees.

Pursuant to "Exclusive representative," as defined in Government Code 3540.1, means an employee organization recognized or certified as the definition of "exclusive negotiating representative" includes representation of " for all public school district employees" other than management and confidential employees; as defined.

Government Code 3543 provides that public school employees have the right to represent themselves individually in their employment relations with the district except that, once an exclusive representative has been recognized, an employee in that unit is prohibited from meeting and negotiating with the district

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

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

CSBA NOTE In *East Whittier School District*, the Public Employment Relations Board (PERB) found that the district's policy limiting the wearing of union buttons that favor or oppose any matter that is the subject of negotiations in the classroom or in other instructional areas in the presence of students violated the Educational Employment Relations Act, as there was no finding of special circumstances which would limit the established right of employees to wear union buttons in the workplace, nor was there a finding that wearing the union buttons was a political activity. PERB continues to use a case-by-case approach to determine whether a district's policy restricting employees fromthe wearing of union buttons by employees is justified by special circumstances. See PERB's ruling in *City of Sacramento*. Due to the legal uncertainty in this area, districts are encouraged to consult CSBA District and County Office of Education Legal Services or the district's legal counsel prior to limiting the wearing of union buttons that support the union's position in collective bargaining.

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the

(Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if

Formation of Bargaining Units

CSBA NOTE: The following section contains legal requirements for the certification or recognition of bargaining units for different categories of employees

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

A bargaining unit of supervisory employees may be recognized if the bargaining unit includes all supervisory employees.

2: The supervisors are and is not represented by the same an employee organization that represents district employees whom who are supervised by the supervisory employees. (Government Code 3545) supervise.

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline; other employees, or the responsibility to assign work to, direct, or adjust grievance of other employees, or effectively recommend that action- The, when the exercise of this that authority shall is not be of a merely routine or clerical in nature, but shall require requires the use of independent judgment (Government Code 3540 1)

CSBA NOTE: Pursuant to Government Code 3543 4, management and confidential employees, as defined in Government Code 3540.1, are excluded from the right to be represented in negotiations by an employee organization. The Public Employment Relations Board PERB ultimately determines, based upon the duties of the position, which positions qualify as "management" or "confidential" and thus are excluded from bargaining

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such In the employment relationship with the district, such employees may represent themselves individually- For purposes other than negotiations and bargaining, such employees may or be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. For this purpose- (Government Code 3540.1, 3543 4) An employee organization representing management or confidential employees shall not be permitted to meet and negotiate with the district on behalf of the employees. (Government Code 3543 4)

1— *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board (Government Code 3540 1)

2— *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (Government Code 3540 1)

Membership

or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

CSBA NOTE: The remainder of this section is optional. Government Code 3553 establishes requirements for districts that choose to disseminate a mass communication regarding employees' rights to join, support, or refrain from joining or supporting an employee organization. A "mass communication" means any written document, including a script for an oral or recorded presentation or message, intended for multiple employees

Districts should exercise caution and consult with CSBA District and County Office of Education Legal Services or the district's legal counsel before communicating with employees about their rights to join or not join an employee organization to avoid violating the law against unfair labor practices. When an employee approaches the district with questions specifically about the benefits of the membership in an employee organization, the employee should be referred to the employee organization. The Superintendent or designee may communicate with district employees regarding their rights under the law. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' right to join or support an employee organization or to refrain from joining or supporting an employee organization, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication, provided that, at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

Access to New Employee Orientations

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

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

of the orientation (Government Code 3556)

CSBA NOTE. The following paragraph applies until June 30, 2025, unless the date is extended by law Government Code 3556, as amended by SB 191 (Ch 67, Statutes of 2022), provides additional obligations for public employers under the conditions specified in the following paragraph

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the district shall ensure the following: (Government Code 3556)

1. When an inperson new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an inperson meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting.

Upon the request of an exclusive representative scheduling such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space within seven days of receiving the exclusive representative's request

2. When, by reason of a state or local public health order limiting the size of gatherings, the district is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly hired employees have an opportunity to attend without exceeding the maximum allowable number of people

Access to Employee Contact Information

CSBA NOTE Pursuant to Government Code 3558, districts are required to provide recognized employee organizations with specified contact information for new employees in the bargaining unit, as provided below. The information required by Government Code 3558 must be provided in a manner consistent with Government Code 6254.3, which authorizes disclosure of an employee's home address, home telephone number(s), and personal cell phone number to an employee organization unless the district receives a written request by the employee to not disclose the information. Pursuant to Government Code 6254.3, the personal email address of an employee is not disclosable unless used by the employee to conduct public business. The following paragraph should be revised if districts have an agreement with their employee organization(s) requiring more frequent or more detailed contact lists

In *County of Los Angeles v. Service Employees International Union, Local 721*, the California Supreme Court held that (1) an employer has a duty to provide information relevant to collective bargaining to the applicable bargaining unit and failure to do so is a violation of the employer's obligation to bargain in good faith, (2) the disclosure of an employee's home address and phone number(s) by an employer to the union is presumptively relevant to the union's role as bargaining agent and does not violate the employee's constitutional right of privacy, and (3) other avenues for implementing privacy safeguards are available, such as bargaining for a notice and opt-out procedure or drafting employment contracts that will notify employees that their home contact information is subject to disclosure to the union and that they may request nondisclosure

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

frequent or detailed lists are required by agreement with the exclusive representative (Government Code 3558, 6254 3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or of any employee who provides a written request that the information not be disclosed ~~for this purpose~~ to the exclusive representative. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254 3)

CSBA NOTE. Pursuant to Government Code 3558, an employee organization is authorized, after notifying the district of a violation of the district's employee information disclosure obligations, to file a special unfair labor practice charge with PERB. Government Code 3558, as amended by SB 270 (Ch. 330, Statutes of 2021), allows the district 20 calendar days to cure an alleged violation that involves the provision of an inaccurate or incomplete list of employees, and to give the exclusive representative written notice of the actions taken. If a violation is found, PERB is required to assess against the district a civil penalty of \$10,000 and attorney's fees and costs in addition to any other remedy provided by law.

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the district is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative (Government Code 3558)

CSBA NOTE. Government Code 3558, as amended, limits to three times within any 12-month period a district's opportunity to cure when an inaccurate or incomplete list has been provided to an exclusive representative. The following paragraph offers a way to avoid or minimize possible violation and may be revised to reflect district practice.

At least, at the beginning of each school year, the Superintendent or designee shall review the list of district employees to ensure that the list is complete and contains accurate information.

Communications with Employees

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees (Government Code 3543 1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations

Membership Dues or Other Payments to an Employee Organization

CSBA NOTE. Bargaining unit employees who choose to join the employee organization pay membership dues, which are deducted from the employee's salary or wage payment as provided below. Pursuant to the U.S. Supreme Court's decision in *Janus v. American Federation of State, County, and Municipal Employees*, bargaining unit employees who choose not to join an employee organization cannot be required to pay any fees to the employee organization. However, pursuant to Education Code 45060 and 45168, an employee who chooses not to join an employee organization may be charged fees for

Education Code 45060 and 45168 set forth the process for handling authorizations, changes, and cancellations for dues or other payments, and provide safeguards for districts that rely on information provided by an employee organization concerning such payroll deductions (i.e., the employee organization's indemnification of the district against any employee's claim based on such reliance)

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

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

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

Policy Reference UPDATE Service

Copyright 2022 by California School Boards Association, West Sacramento, California 95691
All rights reserved

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

8 CCR 33015-33490

8 CCR 33700-33710

8 CCR 34020

8 CCR 34055

Ed. Code 45060, 45061, 45168

Description

Recognition of exclusive representative; proceedings

Severance of established unit

Petition to rescind organizational security arrangement

Reinstatement of organizational security arrangement

Deduction of fees from salary/wage payment, certified

Ed. Code 45100.5	Senior classified management positions
Ed. Code 45104.5	Abolishment of senior classified management positions
Ed Code 45108.5	Definition of senior classified management employees
Ed. Code 45108.7	Waiver of provisions of 45108 5
Ed Code 45168	Deduction of fees from salary or wage payment; classified employees
Ed. Code 45220-45320	Merit system; classified employees
Gov Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3540.1	Public employment definitions
Gov Code 3543.4	Management position; representation
Gov. Code 3545	Appropriateness of unit; basis
Gov. Code 3550-3552	Prohibition on public employers deterring or discouraging union membership
Gov. Code 3555-3559	Public employee communication, information and orientation
Gov. Code 53260-53264	Employment contracts
Gov Code 6205-6210	Confidentiality of addresses for victims of domestic violence, sexual assault or stalking
Gov. Code 6254.3	Disclosure of employee contact information to employee organization
Gov. Code 6503.5	Joint powers agencies
Federal	Description
8 CFR 33015-33490	Recognition of exclusive representative; proceedings
8 CFR 33700-33710	Severance of established unit
8 CFR 34020	Petition to rescind organizational security arrangement
8 CFR 34055	Reinstatement of organizational security arrangement
Management Resources	Description
Court Decision	County of Los Angeles v Service Employees International Union, Local 721; (2013) 56 Cal. 4th 905
Court Decision	Friedrichs v. California Teachers Association, et al; (2016) 136 S Ct. 1083
Court Decision	Janus v. American Federation of State, County and Municipal Employees, Council 31; (2018) 138 S.Ct 2448
Public Employment Relations Board Ruling	East Whittier School District, (2004) PERB Dec. No. 1727
Public Employment Relations Board Ruling	City of Sacramento; (2019) PERB Dec. No 2702m
Website	California Federation of Teachers
Website	California Public Employment Relations Board

Website Association of California School Administrators
Website CSBA

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1340	Access To District Records
1340	Access To District Records
1431	Waivers
4113	Assignment
4113	Assignment
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4119.1	Civil And Legal Rights
4119.25	Political Activities Of Employees
4119.25	Political Activities Of Employees
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4151	Employee Compensation
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161.2	Personal Leaves
4219.1	Civil And Legal Rights
4219.25	Political Activities Of Employees
4219.25	Political Activities Of Employees
4241	Collective Bargaining Agreement
4243	Negotiations/Consultation
4251	Employee Compensation
4254	Health And Welfare Benefits

4300	Administrative And Supervisory Personnel
4300	Administrative And Supervisory Personnel
4301	Administrative Staff Organization
4312.1	Contracts
4315	Evaluation/Supervision
4319.1	Civil And Legal Rights
4319.25	Political Activities Of Employees
4319.25	Political Activities Of Employees
4351	Employee Compensation
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361 2	Personal Leaves
9000	Role Of The Board
9321	Closed Session
9321-E PDF(1)	Closed Session
9321-E PDF(2)	Closed Session

Policy 4240: Bargaining Units

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** ~~12/09/01/2020~~2022 | **Last Reviewed Date:** ~~12/09/01/2020~~2022

CSBA NOTE Pursuant to Government Code 3544, an employee organization may become the employees' exclusive representative for negotiations by filing a request with the district providing proof that a majority of the employees in an appropriate unit wish to be represented by that organization. Notice of such request must be immediately posted conspicuously on all employee bulletin boards in each district facility in which members of the unit are employed Government Code 3544 1 requires the district to grant the request for recognition unless (1) the district doubts the appropriateness of the unit, (2) another employee organization files a challenge to the appropriateness of the unit or submits a competing claim of representation within 15 work days of the posting of notice of the written request, or (3) the district currently has a lawful written agreement with another employee organization representing the same employees.

Pursuant to "Exclusive representative," as defined in Government Code 3540 1, means an employee organization recognized or certified as the definition of "exclusive negotiating representative" includes representation of "for all public school district employees" other than management and confidential employees, as defined.

Government Code 3543 provides that public school employees have the right to represent themselves individually in their employment relations with the district except that, once an exclusive representative has been recognized, an employee in that unit is prohibited from meeting and negotiating with the district

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

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543 5)

CSBA NOTE: In *East Whittier School District*, the Public Employment Relations Board (PERB) found that the district's policy limiting the wearing of union buttons that favor or oppose any matter that is the subject of negotiations in the classroom or in other instructional areas in the presence of students violated the Educational Employment Relations Act, as there was no finding of special circumstances which would limit the established right of employees to wear union buttons in the workplace, nor was there a finding that wearing the union buttons was a political activity. PERB continues to use a case-by-case approach to determine whether a district's policy restricting employees from the wearing of union buttons by employees is justified by special circumstances. See PERB's ruling in *City of Sacramento*. Due to the legal uncertainty in this area, districts are encouraged to consult CSBA District and County Office of Education Legal Services or the district's legal counsel prior to limiting the wearing of union buttons that support the union's position in collective bargaining

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the

(Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if:

Formation of Bargaining Units

CSBA NOTE: The following section contains legal requirements for the certification or recognition of bargaining units for different categories of employees.

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

A bargaining unit of supervisory employees may be recognized if the bargaining unit includes all supervisory employees-

2- The supervisors are ~~and is~~ not represented by the same an employee organization that represents district employees whom who are supervised by the supervisory employees. (Government Code 3545) ~~supervise.~~

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

CSBA NOTE Pursuant to Government Code 3543.4, management and confidential employees, as defined in Government Code 3540 1, are excluded from the right to be represented in negotiations by an employee organization The Public Employment Relations Board PERB ultimately determines, based upon the duties of the position, which positions qualify as "management" or "confidential" and thus are excluded from bargaining

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. ~~Such~~ In the employment relationship with the district, such employees may represent themselves ~~individually-~~ For purposes other than negotiations and bargaining, such employees ~~may or~~ be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions For this purpose: (Government Code 3540 1, 3543 4) An employee organization representing management or confidential employees shall not be permitted to meet and negotiate with the district on behalf of the employees. (Government Code 3543 4)

1- *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
(Government Code 3540 1)

2- *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions (Government Code 3540 1)

members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

CSBA NOTE. The remainder of this section is optional. Government Code 3553 establishes requirements for districts that choose to disseminate a mass communication regarding employees' rights to join, support, or refrain from joining or supporting an employee organization. A "mass communication" means any written document, including a script for an oral or recorded presentation or message, intended for multiple employees.

Districts should exercise caution and consult with CSBA District and County Office of Education Legal Services or the district's legal counsel before communicating with employees about their rights to join or not join an employee organization to avoid violating the law against unfair labor practices. When an employee approaches the district with questions specifically about the benefits of the membership in an employee organization, the employee should be referred to the employee organization.

The Superintendent or designee may communicate with district employees regarding their rights under the law. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' right to join or support an employee organization or to refrain from joining or supporting an employee organization, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication, provided that, at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

Access to New Employee Orientations

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

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

of the orientation. (Government Code 3556)

CSBA NOTE: The following paragraph applies until June 30, 2025, unless the date is extended by law. Government Code 3556, as amended by SB 191 (Ch. 67, Statutes of 2022), provides additional obligations for public employers under the conditions specified in the following paragraph.

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the district shall ensure the following (Government Code 3556)

1. When an inperson new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an inperson meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting.

Upon the request of an exclusive representative scheduling such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space within seven days of receiving the exclusive representative's request.

2. When, by reason of a state or local public health order limiting the size of gatherings, the district is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly hired employees have an opportunity to attend without exceeding the maximum allowable number of people.

Access to Employee Contact Information

CSBA NOTE: Pursuant to Government Code 3558, districts are required to provide recognized employee organizations with specified contact information for new employees in the bargaining unit, as provided below. The information required by Government Code 3558 must be provided in a manner consistent with Government Code 6254 3, which authorizes disclosure of an employee's home address, home telephone number(s), and personal cell phone number to an employee organization unless the district receives a written request by the employee to not disclose the information. Pursuant to Government Code 6254 3, the personal email address of an employee is not disclosable unless used by the employee to conduct public business. The following paragraph should be revised if districts have an agreement with their employee organization(s) requiring more frequent or more detailed contact lists.

In *County of Los Angeles v. Service Employees International Union, Local 721*, the California Supreme Court held that (1) an employer has a duty to provide information relevant to collective bargaining to the applicable bargaining unit and failure to do so is a violation of the employer's obligation to bargain in good faith, (2) the disclosure of an employee's home address and phone number(s) by an employer to the union is presumptively relevant to the union's role as bargaining agent and does not violate the employee's constitutional right of privacy, and (3) other avenues for implementing privacy safeguards are available, such as bargaining for a notice and opt-out procedure or drafting employment contracts that will notify employees that their home contact information is subject to disclosure to the union and that they may request nondisclosure.

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

frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254 3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or of any employee who provides a written request that the information not be disclosed for this purpose to the exclusive representative. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee (Government Code 3558, 6207, 6254 3)

CSBA NOTE Pursuant to Government Code 3558, an employee organization is authorized, after notifying the district of a violation of the district's employee information disclosure obligations, to file a special unfair labor practice charge with PERB. Government Code 3558, as amended by SB 270 (Ch 330, Statutes of 2021), allows the district 20 calendar days to cure an alleged violation that involves the provision of an inaccurate or incomplete list of employees, and to give the exclusive representative written notice of the actions taken. If a violation is found, PERB is required to assess against the district a civil penalty of \$10,000 and attorney's fees and costs in addition to any other remedy provided by law.

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the district is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative (Government Code 3558)

CSBA NOTE: Government Code 3558, as amended, limits to three times within any 12-month period a district's opportunity to cure when an inaccurate or incomplete list has been provided to an exclusive representative. The following paragraph offers a way to avoid or minimize possible violation and may be revised to reflect district practice.

At least, at the beginning of each school year, the Superintendent or designee shall review the list of district employees to ensure that the list is complete and contains accurate information.

Communications with Employees

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees (Government Code 3543 1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations

Membership Dues or Other Payments to an Employee Organization

CSBA NOTE: Bargaining unit employees who choose to join the employee organization pay membership dues, which are deducted from the employee's salary or wage payment as provided below. Pursuant to the U.S. Supreme Court's decision in *Janus v. American Federation of State, County, and Municipal Employees*, bargaining unit employees who choose not to join an employee organization cannot be required to pay any fees to the employee organization. However, pursuant to Education Code 45060 and

organization, as required by *Janus v AFSCME*

Education Code 45060 and 45168 set forth the process for handling authorizations, changes, and cancellations for dues or other payments, and provide safeguards for districts that rely on information provided by an employee organization concerning such payroll deductions (i.e., the employee organization's indemnification of the district against any employee's claim based on such reliance)

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

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

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

Policy Reference UPDATE Service

Copyright 2022 by California School Boards Association, West Sacramento, California 95691

All rights reserved

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
8 CCR 33015-33490	Recognition of exclusive representative; proceedings
8 CCR 33700-33710	Severance of established unit
8 CCR 34020	Petition to rescind organizational security arrangement
8 CCR 34055	Reinstatement of organizational security arrangement

Ed. Code 45100 5	Senior classified management positions
Ed Code 45104.5	Abolishment of senior classified management positions
Ed Code 45108 5	Definition of senior classified management employees
Ed. Code 45108.7	Waiver of provisions of 45108.5
Ed. Code 45168	Deduction of fees from salary or wage payment _{7,2} classified employees
Ed. Code 45220-45320	Merit system _{7,2} classified employees
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3540 1	Public employment definitions
Gov. Code 3543.4	Management position; representation
Gov Code 3545	Appropriateness of unit; basis
Gov. Code 3550-3552	Prohibition on public employers deterring or discouraging union membership
Gov. Code 3555-3559	Public employee communication, information and orientation
Gov. Code 53260-53264	Employment contracts
Gov. Code 6205-6210	Confidentiality of addresses for victims of domestic violence, sexual assault or stalking
Gov. Code 6254.3	Disclosure of employee contact information to employee organization
Gov. Code 6503 5	Joint powers agencies
Federal	Description
8 CFR 33015-33490	Recognition of exclusive representative; proceedings
8 CFR 33700-33710	Severance of established unit
8 CFR 34020	Petition to rescind organizational security arrangement
8 CFR 34055	Reinstatement of organizational security arrangement
Management Resources	Description
Court Decision	County of Los Angeles v. Service Employees International Union, Local 721 ₇ ; (2013) 56 Cal. 4th 905
Court Decision	Friedrichs v. California Teachers Association, et al ₇ ; (2016) 136 S.Ct 1083
Court Decision	Janus v American Federation of State, County and Municipal Employees, Council 31 ₇ ; (2018) 138 S Ct. 2448
Public Employment Relations Board Ruling	East Whittier School District, (2004) PERB Dec No 1727
Public Employment Relations Board Ruling	City of Sacramento ₇ ; (2019) PERB Dec. No 2702m
Website	California Federation of Teachers
Website	California Public Employment Relations Board

Website

Association of California School Administrators

Website

CSBA

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1340	Access To District Records
1340	Access To District Records
1431	Waivers
4113	Assignment
4113	Assignment
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4119.1	Civil And Legal Rights
4119.25	Political Activities Of Employees
4119.25	Political Activities Of Employees
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4151	Employee Compensation
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161.2	Personal Leaves
4219.1	Civil And Legal Rights
4219.25	Political Activities Of Employees
4219.25	Political Activities Of Employees
4241	Collective Bargaining Agreement
4243	Negotiations/Consultation
4251	Employee Compensation
4254	Health And Welfare Benefits

4300	Administrative And Supervisory Personnel
4300	Administrative And Supervisory Personnel
4301	Administrative Staff Organization
4312.1	Contracts
4315	Evaluation/Supervision
4319 1	Civil And Legal Rights
4319 25	Political Activities Of Employees
4319.25	Political Activities Of Employees
4351	Employee Compensation
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361.2	Personal Leaves
9000	Role Of The Board
9321	Closed Session
9321-E PDF(1)	Closed Session
9321-E PDF(2)	Closed Session

Policy 4340: Bargaining Units

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** ~~12/09/01/2020~~2022 | **Last Reviewed Date:** ~~12/09/01/2020~~2022

CSBA NOTE: Pursuant to Government Code 3544, an employee organization may become the employees' exclusive representative for negotiations by filing a request with the district providing proof that a majority of the employees in an appropriate unit wish to be represented by that organization. Notice of such request must be immediately posted conspicuously on all employee bulletin boards in each district facility in which members of the unit are employed. Government Code 3544.1 requires the district to grant the request for recognition unless (1) the district doubts the appropriateness of the unit, (2) another employee organization files a challenge to the appropriateness of the unit or submits a competing claim of representation within 15 work days of the posting of notice of the written request, or (3) the district currently has a lawful written agreement with another employee organization representing the same employees.

Pursuant to "Exclusive representative," as defined in Government Code 3540 1, means an employee organization recognized or certified as the definition of "exclusive negotiating representative" includes representation of "for all public school district employees" other than management and confidential employees; as defined.

Government Code 3543 provides that public school employees have the right to represent themselves individually in their employment relations with the district except that, once an exclusive representative has been recognized, an employee in that unit is prohibited from meeting and negotiating with the district.

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

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543 5)

CSBA NOTE: In *East Whittier School District*, the Public Employment Relations Board (PERB) found that the district's policy limiting the wearing of union buttons that favor or oppose any matter that is the subject of negotiations in the classroom or in other instructional areas in the presence of students violated the Educational Employment Relations Act, as there was no finding of special circumstances which would limit the established right of employees to wear union buttons in the workplace, nor was there a finding that wearing the union buttons was a political activity. PERB continues to use a case-by-case approach to determine whether a district's policy restricting employees from the wearing of union buttons by employees is justified by special circumstances. See PERB's ruling in *City of Sacramento*. Due to the legal uncertainty in this area, districts are encouraged to consult CSBA District and County Office of Education Legal Services or the district's legal counsel prior to limiting the wearing of union buttons that support the union's position in collective bargaining.

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the

(Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if:

Formation of Bargaining Units

CSBA NOTE: The following section contains legal requirements for the certification or recognition of bargaining units for different categories of employees.

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

A bargaining unit of supervisory employees may be recognized if the bargaining unit includes all supervisory employees.

2. The supervisors are and is not represented by the same an employee organization that represents district employees whom who are supervised by the supervisory employees. (Government Code 3545) supervise.

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline; other employees, or the responsibility to assign work to, direct, or adjust grievance of other employees, or effectively recommend that action. The, when the exercise of this that authority shall is not be of a merely routine or clerical in nature, but shall require requires the use of independent judgment (Government Code 3540 1)

CSBA NOTE Pursuant to Government Code 3543.4, management and confidential employees, as defined in Government Code 3540 1, are excluded from the right to be represented in negotiations by an employee organization. The Public Employment Relations Board PERB ultimately determines, based upon the duties of the position, which positions qualify as "management" or "confidential" and thus are excluded from bargaining.

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such In the employment relationship with the district, such employees may represent themselves individually. For purposes other than negotiations and bargaining, such employees may or be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. For this purpose- (Government Code 3540 1, 3543 4) An employee organization representing management or confidential employees shall not be permitted to meet and negotiate with the district on behalf of the employees. (Government Code 3543 4)

1. Management employee means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board. (Government Code 3540 1)

2. Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (Government Code 3540 1)

Membership

or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization (Government Code 3543.5, 3550)

CSBA NOTE The remainder of this section is optional Government Code 3553 establishes requirements for districts that choose to disseminate a mass communication regarding employees' rights to join, support, or refrain from joining or supporting an employee organization. A "mass communication" means any written document, including a script for an oral or recorded presentation or message, intended for multiple employees

Districts should exercise caution and consult with CSBA District and County Office of Education Legal Services or the district's legal counsel before communicating with employees about their rights to join or not join an employee organization to avoid violating the law against unfair labor practices When an employee approaches the district with questions specifically about the benefits of the membership in an employee organization, the employee should be referred to the employee organization.

The Superintendent or designee may communicate with district employees regarding their rights under the law Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' right to join or support an employee organization or to refrain from joining or supporting an employee organization, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication, provided that, at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed (Government Code 3553)

Access to New Employee Orientations

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

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

The date, time, and place of ~~the~~ a new employee orientation shall not be disclosed to anyone other than

CSBA NOTE: The following paragraph applies until June 30, 2025, unless the date is extended by law. Government Code 3556, as amended by SB 191 (Ch. 67, Statutes of 2022), provides additional obligations for public employers under the conditions specified in the following paragraph.

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the district shall ensure the following. (Government Code 3556)

1. When an inperson new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an inperson meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting.

Upon the request of an exclusive representative scheduling such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space within seven days of receiving the exclusive representative's request.

2. When, by reason of a state or local public health order limiting the size of gatherings, the district is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly hired employees have an opportunity to attend without exceeding the maximum allowable number of people.

Access to Employee Contact Information

CSBA NOTE: Pursuant to Government Code 3558, districts are required to provide recognized employee organizations with specified contact information for new employees in the bargaining unit, as provided below. The information required by Government Code 3558 must be provided in a manner consistent with Government Code 6254 3, which authorizes disclosure of an employee's home address, home telephone number(s), and personal cell phone number to an employee organization unless the district receives a written request by the employee to not disclose the information. Pursuant to Government Code 6254 3, the personal email address of an employee is not disclosable unless used by the employee to conduct public business. The following paragraph should be revised if districts have an agreement with their employee organization(s) requiring more frequent or more detailed contact lists.

In *County of Los Angeles v. Service Employees International Union, Local 721*, the California Supreme Court held that (1) an employer has a duty to provide information relevant to collective bargaining to the applicable bargaining unit and failure to do so is a violation of the employer's obligation to bargain in good faith; (2) the disclosure of an employee's home address and phone number(s) by an employer to the union is presumptively relevant to the union's role as bargaining agent and does not violate the employee's constitutional right of privacy; and (3) other avenues for implementing privacy safeguards are available, such as bargaining for a notice and opt-out procedure or drafting employment contracts that will notify employees that their home contact information is subject to disclosure to the union and that they may request nondisclosure.

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

Code 3558, 6254 3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or of any employee who provides a written request that the information not be disclosed for this purpose to the exclusive representative. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee.
(Government Code 3558, 6207, 6254 3)

CSBA NOTE: Pursuant to Government Code 3558, an employee organization is authorized, after notifying the district of a violation of the district's employee information disclosure obligations, to file a special unfair labor practice charge with PERB. Government Code 3558, as amended by SB 270 (Ch. 330, Statutes of 2021), allows the district 20 calendar days to cure an alleged violation that involves the provision of an inaccurate or incomplete list of employees, and to give the exclusive representative written notice of the actions taken. If a violation is found, PERB is required to assess against the district a civil penalty of \$10,000 and attorney's fees and costs in addition to any other remedy provided by law.

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the district is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative.
(Government Code 3558)

CSBA NOTE: Government Code 3558, as amended, limits to three times within any 12-month period a district's opportunity to cure when an inaccurate or incomplete list has been provided to an exclusive representative. The following paragraph offers a way to avoid or minimize possible violation and may be revised to reflect district practice.

At least, at the beginning of each school year, the Superintendent or designee shall review the list of district employees to ensure that the list is complete and contains accurate information.

Communications with Employees

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations

Membership Dues or Other Payments to an Employee Organization

CSBA NOTE: Bargaining unit employees who choose to join the employee organization pay membership dues, which are deducted from the employee's salary or wage payment as provided below. Pursuant to the U.S. Supreme Court's decision in *Janus v. American Federation of State, County, and Municipal Employees*, bargaining unit employees who choose not to join an employee organization cannot be required to pay any fees to the employee organization. However, pursuant to Education Code 45060 and 45168, an employee who chooses not to join an employee organization may be charged fees for

Education Code 45060 and 45168 set forth the process for handling authorizations, changes, and cancellations for dues or other payments, and provide safeguards for districts that rely on information provided by an employee organization concerning such payroll deductions (i.e., the employee organization's indemnification of the district against any employee's claim based on such reliance).

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

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

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

Policy Reference UPDATE Service

Copyright 2022 by California School Boards Association, West Sacramento, California 95691
All rights reserved

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

8 CCR 33015-33490

8 CCR 33700-33710

8 CCR 34020

8 CCR 34055

Ed. Code 45060, 45061, 45168

Description

Recognition of exclusive representative; proceedings

Severance of established unit

Petition to rescind organizational security arrangement

Reinstatement of organizational security arrangement

Deduction of fees from salary or wage payments; certified

Ed. Code 45100 5	Senior classified management positions
Ed. Code 45104.5	Abolishment of senior classified management positions
Ed Code 45108.5	Definition of senior classified management employees
Ed Code 45108.7	Waiver of provisions of 45108 5
Ed. Code 45168	Deduction of fees from salary or wage payment; classified employees
Ed. Code 45220-45320	Merit system; classified employees
Gov Code 3540-3549.3	Educational Employment Relations Act
Gov Code 3540 1	Public employment definitions
Gov. Code 3543.4	Management position; representation
Gov Code 3545	Appropriateness of unit; basis
Gov Code 3550-3552	Prohibition on public employers deterring or discouraging union membership
Gov. Code 3555-3559	Public employee communication, information and orientation
Gov Code 53260-53264	Employment contracts
Gov Code 6205-6210	Confidentiality of addresses for victims of domestic violence, sexual assault or stalking
Gov Code 6254 3	Disclosure of employee contact information to employee organization
Gov Code 6503 5	Joint powers agencies
Federal	Description
8 CFR 33015-33490	Recognition of exclusive representative; proceedings
8 CFR 33700-33710	Severance of established unit
8 CFR 34020	Petition to rescind organizational security arrangement
8 CFR 34055	Reinstatement of organizational security arrangement
Management Resources	Description
Court Decision	County of Los Angeles v Service Employees International Union, Local 721; (2013) 56 Cal. 4th 905
Court Decision	Friedrichs v. California Teachers Association, et al.; (2016) 136 S.Ct 1083
Court Decision	Janus v. American Federation of State, County and Municipal Employees, Council 31; (2018) 138 S Ct. 2448
Public Employment Relations Board Ruling	East Whittier School District, (2004) PERB Dec. No. 1727
Public Employment Relations Board Ruling	City of Sacramento; (2019) PERB Dec No. 2702m
Website	California Federation of Teachers
Website	California Public Employment Relations Board
...	...

Website

Association of California School Administrators

Website

CSBA

Cross References

Code

Description

0450

Comprehensive Safety Plan

0450

Comprehensive Safety Plan

0460

Local Control And Accountability Plan

0460

Local Control And Accountability Plan

1340

Access To District Records

1340

Access To District Records

1431

Waivers

4113

Assignment

4113

Assignment

4115

Evaluation/Supervision

4115

Evaluation/Supervision

4119.1

Civil And Legal Rights

4119.25

Political Activities Of Employees

4119.25

Political Activities Of Employees

4121

Temporary/Substitute Personnel

4121

Temporary/Substitute Personnel

4141

Collective Bargaining Agreement

4143

Negotiations/Consultation

4151

Employee Compensation

4154

Health And Welfare Benefits

4154

Health And Welfare Benefits

4161.2

Personal Leaves

4219 1

Civil And Legal Rights

4219.25

Political Activities Of Employees

4219.25

Political Activities Of Employees

4241

Collective Bargaining Agreement

4243

Negotiations/Consultation

4251

Employee Compensation

4254

Health And Welfare Benefits

4300	Administrative And Supervisory Personnel
4300	Administrative And Supervisory Personnel
4301	Administrative Staff Organization
4312.1	Contracts
4315	Evaluation/Supervision
4319 1	Civil And Legal Rights
4319.25	Political Activities Of Employees
4319.25	Political Activities Of Employees
4351	Employee Compensation
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361.2	Personal Leaves
9000	Role Of The Board
9321	Closed Session
9321-E PDF(1)	Closed Session
9321-E PDF(2)	Closed Session

Regulation 4161.2: Personal Leaves

Status: ADOPTED

Original Adopted Date: 11/01/2012 | **Last Revised Date:** ~~03/09/01/2024~~2022 | **Last Reviewed Date:**
~~03/09/01/2016~~2022

CSBA NOTE: The following administrative regulation is subject to collective bargaining agreements.

Personal leaves granted to district employees shall be used as permitted in this administrative regulation, other Board-approved policy or district regulation, or applicable collective bargaining agreement.

CSBA NOTE: Family Code 297.5 extends to registered domestic partners the same rights that are available under state law to spouses. Thus, any reference to an employee's spouse throughout this administrative regulation also applies to a registered domestic partner, even if not expressly stated in the applicable state ~~codes~~statute (e.g., Education Code, Military and Veterans Code). Districts should consult CSBA District and County Office of Education Legal Services or the district's legal counsel if a question arises as to leave provisions relative to an employee's domestic partner.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and any protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

Bereavement

CSBA NOTE: Education Code 44985 and 45194 allow the Governing Board to expand the class of relatives listed below as "immediate family" and enlarge the benefits provided by law. In addition, Government Code 12945.2, as amended by AB 1033 (Ch. 327, Statutes of 2021), includes a parent-in-law in the definition of "parent" for purposes of California Family Rights Act (CFRA) leave. Thus, to ensure consistency, the definition of "immediate family" below includes "mother-in-law" and father-in-law," as permitted by law. The following two paragraphs may be revised to reflect district practice.

Employees are entitled to a leave of up to three days, or five days if out-of-state travel is required, upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194)

Members of ~~the~~ an employee's immediate family include. (Education Code 44985, 45194)

- 1 The mother, mother-in-law, father, father-in-law, grandmother, grandfather, or grandchild of the employee or of the employee's spouse
- 2 The employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister
- 3 Any relative living in the employee's immediate household

provisions as provided in the section "Personal Necessity" below (Education Code 44981, 45207)

Personal Necessity

CSBA NOTE: Employees may use a maximum of seven days of accumulated personal illness/injury leave (sick leave) for reasons of personal necessity pursuant to Education Code 44981 (certificated employees) and 45207 (classified employees) Pursuant to Education Code 44981 and 45207, a higher maximum may be set for certificated and/or classified employees in ~~their~~ the applicable collective bargaining agreement, or by Board resolution for classified employees who are not covered by a collective bargaining agreement Districts that have established a maximum that is higher than seven days should modify the following paragraph accordingly

Education Code 45207 clarifies that provisions pertaining to personal necessity leave also apply to districts that have adopted the merit system for classified employees in accordance with Education Code 45240-45320

Employees may use a maximum of seven days of ~~their~~ accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207)
2. An accident involving the employee or the employee's property, or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)

CSBA NOTE: Pursuant to Education Code 44981, a certificated employee may use personal necessity leave for the serious illness of a member of the employee's immediate family. The Board may extend these provisions to classified employees under the authority granted to the Board by Education Code 45207 Districts are cautioned to consult CSBA District and County Office of Education Legal Services or the district's legal counsel regarding any interaction of Education Code provisions with Labor Code 233, 245.5, and 246.5, which allow the use of sick leave for the need of the employee or family member for the diagnosis, care, or treatment of an existing health condition or for preventive care and which include in the definition of "family member" a registered domestic partner, grandparent, and sibling See AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave

Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for federal and state provisions related to leaves for the birth, adoption, or foster placement of a new child, the care of a seriously ill child, parent, parent-in-law, or spouse/registered domestic partner; or the employee's own serious health condition

3. Illness, preventive care, or other need of a member of the employee's family, as defined in Labor Code 245.5 (Education Code 44981; Labor Code 246.5)

CSBA NOTE: Education Code 45207 provides that classified employees may use sick leave for required court appearances, as provided in ~~item~~ item #4 below Circumstances under which employees may take time off, with pay, for court appearances are described in the section on "Leave to Perform Legal Duties" below

4. A classified employee's appearance in any court or before any administrative tribunal as a litigant,

CSBA NOTE Items #5 and #6 are optional and may be deleted or modified to reflect district practice.

5. Fire, flood, or other immediate danger to the home of the employee
6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

CSBA NOTE: The following paragraph is optional. The district is prohibited from requiring employees to obtain advance permission prior to taking leaves in certain situations. Pursuant to Education Code 44981 and 45207, the district may not require advance permission for leaves taken by classified employees for the reasons specified in items #1-2 above and by certificated employees for the reasons specified in items #1-3 above. In addition, Labor Code 246.5 requires an employer to grant paid sick leave "upon the oral or written request of an employee." According to the Department of Industrial Relations, employers may not require advance notice when the need for the leave was unforeseeable, as in the case of unanticipated illness or a medical emergency.

Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for requirements pertaining to requests for leaves that qualify under the federal Family and Medical Leave Act (29 USC 2601-2654) or the California Family Rights Act (CFRA) (Government Code 12945.1-12945.2), including provisions that allow employees to provide notice as soon as practicable when 30-day advance notice is not practicable due to lack of knowledge of the date the leave will be needed, a change in circumstances, or a medical emergency.

Advance permission shall not be required of an employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of the employee's immediate family, or the illness, preventive care, or other need of a member of the employee's family. (Education Code 44981, 45207)

For any leave that is planned, or wherefor which the need for leave is foreseeable, an employee shall notify the Superintendent or designee in advance. In all other circumstances, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

CSBA NOTE: Education Code 44981 and 45207 mandate the adoption of regulations requiring proof of personal necessity and prescribing the manner of the required proof. The following paragraph may be revised to specify the manner of proof required by the district.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

Leave to Perform Legal Duties

CSBA NOTE: CSBA NOTE. Labor Code 230 prohibits the discharge of or discrimination or retaliation against an employee for taking time off for the activities specified in Items #1-2 below.

Pursuant to Education Code 44037, it is unlawful for the district or personnel commission to (1) adopt

any rule, regulation, or policy that encourages classified employees to seek exemption from jury duty, (2) directly or indirectly solicit or suggest to any employee that the employee seek exemption from jury duty, or (3) discriminate against any employee with respect to assignment, employment, promotion, or in any other manner because of the employee's service on a jury panel. However, the Board or personnel commission may establish a rule providing that only a percentage of district staff, which shall not be less than two percent, shall be granted such leave with pay at any one time. The following section may be revised to reflect district practice

Labor Code 230 prohibits the discharge of or discrimination or retaliation against an employee for taking time off for the activities specified in items #1-2 below

An employee may take time off work in order to: (Labor Code 230)

- 1 Serve on an inquest jury or trial jury
- 2 Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fees. (Education Code 44037)

CSBA NOTE: The following optional paragraph is for use by districts that choose to provide leave of absence with pay for certificated employees called for jury duty, as authorized by Education Code 44036. Districts that do not grant such leave should delete this paragraph.

A certificated employee who is called for jury duty also shall be granted leave with pay up to the difference between the employee's regular earnings and any jury fees received. (Education Code 44036)

CSBA NOTE. The following paragraph is optional. Education Code 44036 allows the Board, at its discretion, to provide paid leaves for employees to appear in court as witnesses other than as litigants or to respond to orders from another governmental jurisdiction. Districts that do not grant such leave should delete this paragraph.

An employee shall be granted leave with pay to appear in court as a witness other than a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such an employee shall receive the difference between the employee's regular earnings and any witness fees received. (Education Code 44036)

Leaves for Crime Victims for Judicial Proceedings

CSBA NOTE: Labor Code 230.2 prohibits a district from taking adverse employment action against an employee who takes leave as described below

An employee may be absent from work in order to attend judicial proceedings related to a crime when the employee who is a victim, of a crime or an immediate family member, registered domestic partner, or child of a registered domestic partner of a such victim, of may be absent from work in order to attend related judicial proceedings, if the crime is any of the following crimes: (Labor Code 230 2)

- 1 A violent felony as defined in Penal Code 667.5(c)
- 2 A serious felony as defined in Penal Code 1192.7(c)
- 3 A felony provision of law proscribing theft or embezzlement

CSBA NOTE: Pursuant to Labor Code 230.2, employees may use any of the types of leave listed in the following paragraph, unless otherwise provided by a collective bargaining agreement, although a collective bargaining agreement cannot diminish the entitlement of an employee.

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give the Superintendent or designee a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave (Labor Code 230.2)

Leaves for Victims of Crime or Abuse

CSBA NOTE: Labor Code 230 and 230.1 allow employees who are victims of domestic violence, sexual assault, or stalking, or a crime that caused physical injury or mental injury with a threat of physical injury, and employees whose immediate family member is deceased as the direct result of a crime to use their any available vacation, personal leave, or compensatory time off for the purposes described in items #1-5 below, and prohibit a district from taking adverse employment action against an employee for taking leave for any of those purposes. Pursuant to Labor Code 230.1, items #2-5 apply to districts with 25 or more employees.

As amended by AB 2992 (Ch. 224, Statutes of 2020), Labor Code 230 and 230.1 expand these provisions to include employees who are victims of a crime that caused physical injury, or mental injury with a threat of physical injury, and employees whose immediate family member is deceased as the direct result of a crime. Items #2-5 apply to districts with 25 or more employees.

An employee who is a victim of domestic violence, sexual assault, or stalking, who is a victim of a crime that caused physical injury or that caused mental injury with a threat of physical injury; or an employee whose immediate family member, as defined, is deceased as the direct result of a crime may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to the employee to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or the employee's child
2. Seek medical attention for injuries caused by crime or abuse

- 3 Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse
4. Obtain psychological counseling or mental health services related to an experience of crime or abuse
5. Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation

CSBA NOTE: Pursuant to Labor Code 230, as amended by AB 2992, the following certification may include documentation from a victim advocate (defined as an individual, whether paid or serving as a volunteer, who provides services to victims under the auspices or supervision of an agency or organization that has a documented record of providing services to victims, a court, or a law enforcement or prosecution agency) or any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf

Prior to taking time off, an employee shall give reasonable notice to the Superintendent or designee, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following. (Labor Code 230, 230.1)

1. A police report indicating that the employee was a victim
- 2 A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court
- 3 Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035 2, licensed medical professional or health care provider, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf certifying that the absence is for a purpose authorized under Labor Code 230 or 230 1

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230 1)

CSBA NOTE. Pursuant to Labor Code 230 1, districts with 25 or more employees are required to notify ~~their district~~ employees of ~~their employee~~ rights under Labor Code 230 and 230.1. The district may use a form developed by the Labor Commissioner for this purpose, when available on the web site of the Department of Industrial Relations, or may develop its own form that is substantially similar in content and clarity to the Labor Commissioner's form. ~~As amended by AB 2992, Labor Code 230 1 requires the Labor Commissioner to revise the form by January 1, 2022- Until that form is revised, the district should update its form to reflect current law-~~

The Superintendent or designee shall inform employees of ~~the~~the rights provided employees pursuant to Labor Code 230 and 230 1 using a form developed by the Labor Commissioner or a substantially similar form developed by the district. Such information shall be provided to new employees upon hire and to other employees upon request. (Labor Code 230.1)

Personal Leave for Child-Related Activities

CSBA NOTE: Pursuant to Labor Code 230.8, the following section applies to any district employing 25 or more employees at the same location. A district with fewer than 25 employees at the same location may use or delete this section at its discretion

Pursuant to Labor Code 230.8, an employee who is discharged, threatened with discharge, demoted, suspended, or otherwise discriminated against for using the leave is entitled to reinstatement and reimbursement for lost wages and benefits, and an employer who willfully refuses to rehire, promote, or otherwise reinstate such an employee is subject to a civil penalty equal to three times the amount of the lost wages and benefits

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to (Labor Code 230.8)

1. Find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the school or child care provider, provided the employee gives reasonable advance notice of the absence. Time off for this purpose shall not exceed eight hours in any calendar month.
2. Address a school or child care emergency, provided the employee gives notice. An emergency exists when the child cannot remain in school or with a child care provider due to one of the following circumstances:
 - a. A request by the school or child care provider that the child be picked up
 - b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider
 - c. Behavioral or discipline problems
 - d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays
 - e. A natural disaster, including, but not limited to, fire, earthquake, or flood

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child (Labor Code 230.8)

CSBA NOTE: Labor Code 230.8 provides that the employee may use time off without pay to the extent the district makes it available. The following optional paragraph may be revised to reflect district practice

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If two or more parents/guardians of a child are employed at the same work site, this leave shall be allowed for the parent/guardian who first gives notice to the district. Simultaneous absence by another parent/guardian of the child may be granted by the Superintendent or designee (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed child care provider that the employee engaged in permitted child-related activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

1. The service is performed within the state.
2. The board, commission, organization, or group informs the district in writing of the service
3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

Employee Organization Activities

CSBA NOTE: The following optional section may be deleted by any district whose collective bargaining agreements expressly provide for a paid leave of absence for participation in the activities described in this section

Education Code 44987 and 45210 provide that any certificated and/or classified employees employee may take time off without loss of compensation to serve as an elected officer officer of their any local, statewide, or national employee organization of which the employee is a member. Following the district's payment to the employee for the leave of absence, the employee organization must reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. This leave of absence is in addition to the release time granted to representatives of an employee organization pursuant to Government Code 3543.1.

Pursuant to Education Code 44987 and 45210, as amended by SB 294 (Ch. 539, Statutes of 2021), an employee's leave of absence to serve as an elected officer of an employee organization is additional to any other leave available for the employee's use by law or in agreement with the district.

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation, to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. Such leave shall be in addition to any other leave to which the employee may be entitled by other laws or a memorandum of understanding or collective bargaining agreement. (Education Code 44987, 45210)

The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization- on which the employee serves as an officer (Education Code 44987, 45210)

CSBA NOTE. Education Code 45210 requires districts to grant a paid leave of absence to a reasonable number of classified employees serving as unelected members of the employee organization or a statewide or national public employee organization when the employee attends "important organizational activities authorized by the public employee organization." Compensation must include the required retirement fund contributions. The employee will continue to earn full service credit during

the leave and must pay member contributions as specified. The maximum amount of service credit an employee may earn cannot exceed 12 years. Education Code 45210 also requires that an employee organization provide reasonable notification to the district when requesting a leave of absence without loss of compensation for an employee.

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the employee organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

CSBA NOTE The following optional section is for use by any district that chooses to grant religious leave and may be revised to reflect district practice. A district that does not grant such leave should delete this section. However, the district should consult CSBA District and County Office of Education Legal Services or the district's legal counsel before denying a request for religious leave since the Constitution requires districts to provide "reasonable accommodation" to employee religious practices.

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

CSBA NOTE The following optional paragraph reflects the California Supreme Court's interpretation of Article 1, Section 8 of the California Constitution as stated in *Rankin v. Commission on Professional Competence*.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

CSBA NOTE Military and Veterans Code 395.10 requires any district with 25 or more employees to allow up to 10 days of unpaid leave to an employee whose spouse is on leave from military deployment. A district with fewer than 25 employees may use the following section at its discretion. In addition, 29 USC 2612 authorizes an employee to take up to 26 work weeks of unpaid military caregiver leave or up to 12 weeks of "exigency" leave during a single 12-month period, as determined by the district; see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that the employee's spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that the employee's spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of the intention to take the leave. The employee shall submit written documentation certifying that the employee's spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

CSBA NOTE: Labor Code 230.3 prohibits a district from discharging or discriminating against an employee who takes time off to perform emergency duty as specified below. Labor Code 230.3 defines emergency rescue personnel as a member of a federal, state, local, or private fire department or agency, as well as a sheriff or police department.

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

CSBA NOTE Pursuant to Labor Code 230.4, a district with 50 or more employees must grant an employee who is a volunteer firefighter, reserve peace officer, or emergency rescue personnel a leave of absence for up to 14 days per calendar year for training purposes. A district with fewer than 50 employees may use or delete this paragraph at its discretion.

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230.4)

Civil Air Patrol Leave

CSBA NOTE: Labor Code 1500-1507 require a district with more than 15 employees to provide at least 10 days of unpaid leave per year, beyond any leave otherwise available to employees, to employees who volunteer with the Civil Air Patrol and are directed to respond to an emergency operational mission, as provided below. Labor Code 1503 specifies that a district may not require an employee to first exhaust all accrued vacation, personal, sick, or any other available leave in order to use Civil Air Patrol leave.

If the district chooses to offer more than 10 days of such leave per year or to provide paid leave, it should modify the following paragraph accordingly. A district with 15 or fewer employees may use or delete this section at its discretion.

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to the employee, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

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
CA Constitution Article 1, Section 8	Religious discrimination
Ed. Code 44036-44037	Leaves of absence for judicial and official appearances
Ed. Code 44963	Power to grant leaves of absence (certificated)
Ed. Code 44981	Leave of absence for personal necessity
Ed Code 44985	Leave of absence due to death in immediate family (certificated)
Ed. Code 44987	Service as officer of employee organization (certificated)
Ed. Code 44987.3	Leave of absence to serve on certain boards, commissions, etc
Ed Code 45190	Leaves of absence and vacations (classified)
Ed Code 45194	Bereavement leave of absence (classified)
Ed Code 45198	Effect of provisions authorizing leaves of absence
Ed. Code 45207	Personal necessity (classified)
Ed Code 45210	Service as officer of employee organization (classified)
Ed Code 45240-45320	Merit system
Evid Code 1035.2	Sex assault counselor, definition
Evid Code 1037.1	Domestic violence counselor, definition
Fam. Code 297-297.5	Rights, protections, benefits under the law, registered domestic partners
Gov Code 12945.1-12945.2	California Family Rights Act
Gov. Code 3543.1	Rights of employee organizations
Lab Code 1500-1507	Civil Air Patrol leave
Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault or specified felonies
Lab Code 230.3	Leave for emergency personnel
Lab Code 230.4	Leave for volunteer firefighters
Lab Code 230.8	Time off to visit child's school
Lab Code 233	Illness of child, parent, spouse or domestic partner
Lab Code 234	Absence control policy

Lab Code 246.5

M&V Code 395.10

Pen Code 1192.7

Pen Code 667.5

Federal

29 USC 2601-2654

42 USC 2000d-2000d-7

Management Resources

Court Decision

Public Employment Relations Board
Decision

Website

Website

Website

Website

Website

Cross References

Code

2121

4112.9

4112.9-E(1)

4112.9-E PDF(1)

4121

4121

4140

4141.6

4141.6

4143

4158

4158

4161

4161

4161.1

Paid sick days; purposes for use

Leave when spouse on leave from military deployment

Plea bargaining limitation

Prior prison terms; enhancement of prison terms

Description

Family Care and Medical Leave Act

Title VI, Civil Rights Act of 1964

Description

Rankin v. Commission on Professional Competence; (1988)
24 Cal 3d 167

Berkeley Council of Classified Employees v Berkeley Unified
School District; (2008) PERB Decision No 1954

California Department of Industrial Relations

California Federation of Teachers

California Public Employment Relations Board

California School Employees Association

California Teachers Association

Description

Superintendent's Contract

Employee Notifications

Employee Notifications

Employee Notifications

Temporary/Substitute Personnel

Temporary/Substitute Personnel

Bargaining Units

Concerted Action/Work Stoppage

Concerted Action/Work Stoppage

Negotiations/Consultation

Employee Security

Employee Security

Leaves

Leaves

Personal Illness/Injury Leave

4161 8	Family Care And Medical Leave
4212 9	Employee Notifications
4212.9-E(1)	Employee Notifications
4212 9-E PDF(1)	Employee Notifications
4240	Bargaining Units
4241 6	Concerted Action/Work Stoppage
4241 6	Concerted Action/Work Stoppage
4243	Negotiations/Consultation
4258	Employee Security
4258	Employee Security
4261	Leaves
4261	Leaves
4261.1	Personal Illness/Injury Leave
4261.8	Family Care And Medical Leave
4312.9	Employee Notifications
4312 9-E(1)	Employee Notifications
4312.9-E PDF(1)	Employee Notifications
4340	Bargaining Units
4358	Employee Security
4358	Employee Security
4361	Leaves
4361	Leaves
4361.1	Personal Illness/Injury Leave
4361.8	Family Care And Medical Leave
5148	Child Care And Development
5148	Child Care And Development

Regulation 4261.2: Personal Leaves

Status: ADOPTED

Original Adopted Date: 11/01/2012 | **Last Revised Date:** ~~0309/01/2024~~2022 | **Last Reviewed Date:**
~~0309/01/2016~~2022

CSBA NOTE: The following administrative regulation is subject to collective bargaining agreements

Personal leaves granted to district employees shall be used as permitted in this administrative regulation, other Board-approved policy or district regulation, or applicable collective bargaining agreement.

CSBA NOTE: Family Code 297.5 extends to registered domestic partners the same rights that are available under state law to spouses. Thus, any reference to an employee's spouse throughout this administrative regulation also applies to a registered domestic partner, even if not expressly stated in the applicable state ~~codes~~statute (e.g., Education Code, Military and Veterans Code). Districts should consult CSBA District and County Office of Education Legal Services or the district's legal counsel if a question arises as to leave provisions relative to an employee's domestic partner.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and any protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

Bereavement

CSBA NOTE: Education Code 44985 and 45194 allow the Governing Board to expand the class of relatives listed below as "immediate family" and enlarge the benefits provided by law. In addition, Government Code 12945.2, as amended by AB 1033 (Ch. 327, Statutes of 2021), includes a parent-in-law in the definition of "parent" for purposes of California Family Rights Act (CFRA) leave. Thus, to ensure consistency, the definition of "immediate family" below includes "mother-in-law" and father-in-law," as permitted by law. The following two paragraphs may be revised to reflect district practice.

Employees are entitled to a leave of up to three days, or five days if out-of-state travel is required, upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194)

Members of ~~the~~an employee's immediate family include: (Education Code 44985, 45194)

1. The mother, mother-in-law, father, father-in-law, grandmother, grandfather, or grandchild of the employee or of the employee's spouse
2. The employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister
3. Any relative living in the employee's immediate household

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Personal Necessity

CSBA NOTE: Employees may use a maximum of seven days of accumulated personal illness/injury leave (sick leave) for reasons of personal necessity pursuant to Education Code 44981 (certificated employees) and 45207 (classified employees) Pursuant to Education Code 44981 and 45207, a higher maximum may be set for certificated and/or classified employees in ~~their~~ the applicable collective bargaining agreement, or by Board resolution for classified employees who are not covered by a collective bargaining agreement. Districts that have established a maximum that is higher than seven days should modify the following paragraph accordingly.

Education Code 45207 clarifies that provisions pertaining to personal necessity leave also apply to districts that have adopted the merit system for classified employees in accordance with Education Code 45240-45320

Employees may use a maximum of seven days of ~~their~~ accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity. (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include.

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207)
2. An accident involving the employee or the employee's property, or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)

CSBA NOTE: Pursuant to Education Code 44981, a certificated employee may use personal necessity leave for the serious illness of a member of the employee's immediate family. The Board may extend these provisions to classified employees under the authority granted to the Board by Education Code 45207. Districts are cautioned to consult CSBA District and County Office of Education Legal Services or the district's legal counsel regarding any interaction of Education Code provisions with Labor Code 233, 245.5, and 246.5, which allow the use of sick leave for the need of the employee or family member for the diagnosis, care, or treatment of an existing health condition or for preventive care and which include in the definition of "family member" a registered domestic partner, grandparent, and sibling See AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave

Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for federal and state provisions related to leaves for the birth, adoption, or foster placement of a new child; the care of a seriously ill child, parent, parent-in-law, or spouse/registered domestic partner; or the employee's own serious health condition

3. Illness, preventive care, or other need of a member of the employee's family, as defined in Labor Code 245.5 (Education Code 44981; Labor Code 246.5)

CSBA NOTE: Education Code 45207 provides that classified employees may use sick leave for required court appearances, as provided in ~~item~~ Item #4 below. Circumstances under which employees may take time off, with pay, for court appearances are described in the section on "Leave to Perform Legal Duties" below.

4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)

CSBA NOTE: Items #5 and #6 are optional and may be deleted or modified to reflect district practice.

5. Fire, flood, or other immediate danger to the home of the employee
6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

CSBA NOTE: The following paragraph is optional. The district is prohibited from requiring employees to obtain advance permission prior to taking leaves in certain situations. Pursuant to Education Code 44981 and 45207, the district may not require advance permission for leaves taken by classified employees for the reasons specified in ~~items~~ items #1-2 above and by certificated employees for the reasons specified in ~~items~~ items #1-3 above. In addition, Labor Code 246.5 requires an employer to grant paid sick leave "upon the oral or written request of an employee." According to the Department of Industrial Relations, employers may not require advance notice when the need for the leave was unforeseeable, as in the case of unanticipated illness or a medical emergency.

Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for requirements pertaining to requests for leaves that qualify under the federal Family and Medical Leave Act (29 USC 2601-2654) or the California Family Rights Act (CFRA) (Government Code 12945.1-12945.2), including provisions that allow employees to provide notice as soon as practicable when 30-day advance notice is not practicable due to lack of knowledge of the date the leave will be needed, a change in circumstances, or a medical emergency.

Advance permission shall not be required of an employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of the employee's immediate family, or the illness, preventive care, or other need of a member of the employee's family. (Education Code 44981, 45207)

For any leave that is planned, or ~~wherefor~~ wherefor ~~which~~ which the need for leave is foreseeable, an employee shall notify the Superintendent or designee in advance. In all other circumstances, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

CSBA NOTE. Education Code 44981 and 45207 mandate the adoption of regulations requiring proof of personal necessity and prescribing the manner of the required proof. The following paragraph may be revised to specify the manner of proof required by the district.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

Leave to Perform Legal Duties

CSBA NOTE- CSBA NOTE Labor Code 230 prohibits the discharge of or discrimination or retaliation against an employee for taking time off for the activities specified in Items #1-2 below.

Pursuant to Education Code 44037, it is unlawful for the district or personnel commission to (1) adopt any rule, regulation, or policy that encourages classified employees to seek exemption from jury duty; (2) directly or indirectly solicit or suggest to any employee that the employee seek exemption from jury duty, or (3) discriminate against any employee with respect to assignment, employment, promotion, or in any other manner because of the employee's service on a jury panel. However, the Board or personnel commission may establish a rule providing that only a percentage of district staff, which shall not be less than two percent, shall be granted such leave with pay at any one time. The following section may be revised to reflect district practice.

Labor Code 230 prohibits the discharge of or discrimination or retaliation against an employee for taking time off for the activities specified in items #1-2 below.

An employee may take time off work in order to. (Labor Code 230)

1. Serve on an inquest jury or trial jury
2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fees. (Education Code 44037)

CSBA NOTE: The following optional paragraph is for use by districts that choose to provide leave of absence with pay for certificated employees called for jury duty, as authorized by Education Code 44036. Districts that do not grant such leave should delete this paragraph.

A certificated employee who is called for jury duty also shall be granted leave with pay up to the difference between the employee's regular earnings and any jury fees received. (Education Code 44036)

CSBA NOTE: The following paragraph is optional. Education Code 44036 allows the Board, at its discretion, to provide paid leaves for employees to appear in court as witnesses other than as litigants or to respond to orders from another governmental jurisdiction. Districts that do not grant such leave should delete this paragraph.

An employee shall be granted leave with pay to appear in court as a witness other than a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such an employee shall receive the difference between the employee's regular earnings and any witness fees received. (Education Code 44036)

Leaves for Crime Victims for Judicial Proceedings

CSBA NOTE: Labor Code 230.2 prohibits a district from taking adverse employment action against an employee who takes leave as described below.

An employee may be absent from work in order to attend judicial proceedings related to a crime when the employee who is a victim, of a crime or an immediate family member, registered domestic partner, or

child of a registered domestic partner of asuch victim, of may be absent from work in order to attend related judicial proceedings, if the crime is any of the following crimes. (Labor Code 230.2)

1. A violent felony as defined in Penal Code 667.5(c)
2. A serious felony as defined in Penal Code 1192.7(c)
3. A felony provision of law proscribing theft or embezzlement

CSBA NOTE: Pursuant to Labor Code 230.2, employees may use any of the types of leave listed in the following paragraph, unless otherwise provided by a collective bargaining agreement, although a collective bargaining agreement cannot diminish the entitlement of an employee.

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give the Superintendent or designee a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave (Labor Code 230.2)

Leaves for Victims of Crime or Abuse

CSBA NOTE: Labor Code 230 and 230.1 allow employees who are victims of domestic violence, sexual assault, or stalking, or a crime that caused physical injury or mental injury with a threat of physical injury, and employees whose immediate family member is deceased as the direct result of a crime to use ~~their~~any available vacation, personal leave, or compensatory time off for the purposes described in ~~items~~items #1-5 below, and prohibit a district from taking adverse employment action against an employee for taking leave for any of those purposes. Pursuant to Labor Code 230.1, items #2-5 apply to districts with 25 or more employees.

As amended by AB 2992 (Ch. 224, Statutes of 2020), Labor Code 230 and 230.1 expand these provisions to include employees who are victims of a crime that caused physical injury, or mental injury with a threat of physical injury, and employees whose immediate family member is deceased as the direct result of a crime. Items #2-5 apply to districts with 25 or more employees.

An employee who is a victim of domestic violence, sexual assault, or stalking, who is a victim of a crime that caused physical injury or ~~that caused~~ mental injury with a threat of physical injury; or an employee whose immediate family member, as defined, is deceased as the direct result of a crime may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to the employee to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or the employee's child

- 2 Seek medical attention for injuries caused by crime or abuse
- 3 Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse
4. Obtain psychological counseling or mental health services related to an experience of crime or abuse
- 5 Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation

CSBA NOTE: Pursuant to Labor Code 230, as amended by AB 2992, the following certification may include documentation from a victim advocate (defined as an individual, whether paid or serving as a volunteer, who provides services to victims under the auspices or supervision of an agency or organization that has a documented record of providing services to victims, a court, or a law enforcement or prosecution agency) or any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf

Prior to taking time off, an employee shall give reasonable notice to the Superintendent or designee, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following. (Labor Code 230, 230.1)

- 1 A police report indicating that the employee was a victim
- 2 A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court
- 3 Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse
- 4 Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf certifying that the absence is for a purpose authorized under Labor Code 230 or 230.1

The district shall maintain the confidentiality of such an employee to the extent authorized by law (Labor Code 230, 230.1)

CSBA NOTE: Pursuant to Labor Code 230.1, districts with 25 or more employees are required to notify ~~their district~~ employees of ~~the employee~~ rights under Labor Code 230 and 230.1. The district may use a form developed by the Labor Commissioner for this purpose, when available on the web site of the Department of Industrial Relations, or may develop its own form that is substantially similar in content and clarity to the Labor Commissioner's form. ~~As amended by AB 2992, Labor Code 230.1 requires the Labor Commissioner to revise the form by January 1, 2022. Until that form is revised, the district should update its form to reflect current law.~~

The Superintendent or designee shall inform employees of ~~their~~ the rights provided employees pursuant to Labor Code 230 and 230.1 using a form developed by the Labor Commissioner or a substantially similar form developed by the district. Such information shall be provided to new employees upon hire

and to other employees upon request (Labor Code 230 1)

Personal Leave for Child-Related Activities

CSBA NOTE: Pursuant to Labor Code 230.8, the following section applies to any district employing 25 or more employees at the same location. A district with fewer than 25 employees at the same location may use or delete this section at its discretion

Pursuant to Labor Code 230.8, an employee who is discharged, threatened with discharge, demoted, suspended, or otherwise discriminated against for using the leave is entitled to reinstatement and reimbursement for lost wages and benefits, and an employer who willfully refuses to rehire, promote, or otherwise reinstate such an employee is subject to a civil penalty equal to three times the amount of the lost wages and benefits

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to (Labor Code 230 8)

- 1 Find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the school or child care provider, provided the employee gives reasonable advance notice of the absence. Time off for this purpose shall not exceed eight hours in any calendar month
2. Address a school or child care emergency, provided the employee gives notice An emergency exists when the child cannot remain in school or with a child care provider due to one of the following circumstances
 - a. A request by the school or child care provider that the child be picked up
 - b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider
 - c. Behavioral or discipline problems
 - d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays
 - e. A natural disaster, including, but not limited to, fire, earthquake, or flood

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child (Labor Code 230 8)

CSBA NOTE Labor Code 230 8 provides that the employee may use time off without pay to the extent the district makes it available The following optional paragraph may be revised to reflect district practice

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose

If two or more parents/guardians of a child are employed at the same work site, this leave shall be allowed for the parent/guardian who first gives notice to the district. Simultaneous absence by another

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed child care provider that the employee engaged in permitted child-related activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met (Education Code 44987.3)

1. The service is performed within the state
2. The board, commission, organization, or group informs the district in writing of the service.
3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

Employee Organization Activities

CSBA NOTE: The following optional section may be deleted by any district whose collective bargaining agreements expressly provide for a paid leave of absence for participation in the activities described in this section.

Education Code 44987 and 45210 provide that any certificated and/or classified employees ~~employee~~ may take time off without loss of compensation to serve as an elected officer ~~officer~~ of the ~~any~~ local, statewide, or national employee organization of which the employee is a member. Following the district's payment to the employee for the leave of absence, the employee organization must reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. This leave of absence is in addition to the release time granted to representatives of an employee organization pursuant to Government Code 3543.1

Pursuant to Education Code 44987 and 45210, as amended by SB 294 (Ch. 539, Statutes of 2021), an employee's leave of absence to serve as an elected officer of an employee organization is additional to any other leave available for the employee's use by law or in agreement with the district.

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation, to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. Such leave shall be in addition to any other leave to which the employee may be entitled by other laws or a memorandum of understanding or collective bargaining agreement. (Education Code 44987, 45210)

The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization- on which the employee serves as an officer. (Education Code 44987, 45210)

CSBA NOTE. Education Code 45210 requires districts to grant a paid leave of absence to a reasonable number of classified employees serving as unelected members of the employee organization or a statewide or national public employee organization when the employee attends "important organizational activities authorized by the public employee organization." Compensation must include

the required retirement fund contributions. The employee will continue to earn full service credit during the leave and must pay member contributions as specified. The maximum amount of service credit an employee may earn cannot exceed 12 years. Education Code 45210 also requires that an employee organization provide reasonable notification to the district when requesting a leave of absence without loss of compensation for an employee.

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the employee organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee (Education Code 44987, 45210)

Religious Leave

CSBA NOTE. The following optional section is for use by any district that chooses to grant religious leave and may be revised to reflect district practice. A district that does not grant such leave should delete this section. However, the district should consult CSBA District and County Office of Education Legal Services or the district's legal counsel before denying a request for religious leave since the Constitution requires districts to provide "reasonable accommodation" to employee religious practices.

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

CSBA NOTE. The following optional paragraph reflects the California Supreme Court's interpretation of Article 1, Section 8 of the California Constitution as stated in *Rankin v. Commission on Professional Competence*.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

CSBA NOTE. Military and Veterans Code 395.10 requires any district with 25 or more employees to allow up to 10 days of unpaid leave to an employee whose spouse is on leave from military deployment. A district with fewer than 25 employees may use the following section at its discretion. In addition, 29 USC 2612 authorizes an employee to take up to 26 work weeks of unpaid military caregiver leave or up to 12 weeks of "exigency" leave during a single 12-month period, as determined by the district; see AR 4161 8/4261 8/4361 8 - Family Care and Medical Leave.

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that the employee's spouse is on leave from deployment during a military conflict, as defined in

Military and Veterans Code 395.10. (Military and Veterans Code 395 10)

Within two business days of receiving official notice that the employee's spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of the intention to take the leave. The employee shall submit written documentation certifying that the employee's spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395 10)

Leave for Emergency Duty

CSBA NOTE Labor Code 230.3 prohibits a district from discharging or discriminating against an employee who takes time off to perform emergency duty as specified below. Labor Code 230 3 defines emergency rescue personnel as a member of a federal, state, local, or private fire department or agency, as well as a sheriff or police department.

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel (Labor Code 230 3)

CSBA NOTE Pursuant to Labor Code 230 4, a district with 50 or more employees must grant an employee who is a volunteer firefighter, reserve peace officer, or emergency rescue personnel a leave of absence for up to 14 days per calendar year for training purposes A district with fewer than 50 employees may use or delete this paragraph at its discretion

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230.4)

Civil Air Patrol Leave

CSBA NOTE Labor Code 1500-1507 require a district with more than 15 employees to provide at least 10 days of unpaid leave per year, beyond any leave otherwise available to employees, to employees who volunteer with the Civil Air Patrol and are directed to respond to an emergency operational mission, as provided below Labor Code 1503 specifies that a district may not require an employee to first exhaust all accrued vacation, personal, sick, or any other available leave in order to use Civil Air Patrol leave

If the district chooses to offer more than 10 days of such leave per year or to provide paid leave, it should modify the following paragraph accordingly A district with 15 or fewer employees may use or delete this section at its discretion

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to the employee, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to

provide the required certification (Labor Code 1503)

Policy Reference UPDATE Service

Copyright 2022 by **California School Boards Association**, West Sacramento, California 95691
All rights reserved

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
CA Constitution Article 1, Section 8	Religious discrimination
Ed Code 44036-44037	Leaves of absence for judicial and official appearances
Ed Code 44963	Power to grant leaves of absence (, certificated)
Ed Code 44981	Leave of absence for personal necessity
Ed Code 44985	Leave of absence due to death in immediate family (, certificated)
Ed. Code 44987	Service as officer of employee organization (, certificated)
Ed Code 44987.3	Leave of absence to serve on certain boards, commissions, etc
Ed Code 45190	Leaves of absence and vacations (, classified)
Ed. Code 45194	Bereavement leave of absence (, classified)
Ed Code 45198	Effect of provisions authorizing leaves of absence
Ed Code 45207	Personal necessity (, classified)
Ed. Code 45210	Service as officer of employee organization (, classified)
Ed Code 45240-45320	Merit system
Evid. Code 1035 2	Sex assault counselor; definition
Evid. Code 1037 1	Domestic violence counselor; definition
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov Code 12945 1-12945 2	California Family Rights Act
Gov Code 3543 1	Rights of employee organizations
Lab. Code 1500-1507	Civil Air Patrol leave
Lab. Code 230-230 2	Leaves for victims of domestic violence, sexual assault or specified felonies
Lab Code 230 3	Leave for emergency personnel
Lab Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school

Lab Code 233	Illness of child, parent, spouse or domestic partner
Lab. Code 234	Absence control policy
Lab. Code 246.5	Paid sick days, purposes for use
M&V Code 395.10	Leave when spouse on leave from military deployment
Pen Code 1192.7	Plea bargaining limitation
Pen. Code 667.5	Prior prison terms, enhancement of prison terms

Federal

29 USC 2601-2654

42 USC 2000d-2000d-7

Description

Family Care and Medical Leave Act

Title VI, Civil Rights Act of 1964

Management Resources

Court Decision

Description

Rankin v. Commission on Professional Competence, (1988)
24 Cal 3d 167

Public Employment Relations Board
Decision

Berkeley Council of Classified Employees v. Berkeley Unified
School District, (2008) PERB Decision No 1954

Website

California Department of Industrial Relations

Website

California Federation of Teachers

Website

California Public Employment Relations Board

Website

California School Employees Association

Website

California Teachers Association

Cross References

Code

2121

Description

Superintendent's Contract

4112 9

Employee Notifications

4112 9-E(1)

Employee Notifications

4112.9-E PDF(1)

Employee Notifications

4121

Temporary/Substitute Personnel

4121

Temporary/Substitute Personnel

4140

Bargaining Units

4141 6

Concerted Action/Work Stoppage

4141.6

Concerted Action/Work Stoppage

4143

Negotiations/Consultation

4158

Employee Security

4158

Employee Security

4161

Leaves

4161	Leaves
4161 1	Personal Illness/Injury Leave
4161 8	Family Care And Medical Leave
4212.9	Employee Notifications
4212 9-E(1)	Employee Notifications
4212 9-E PDF(1)	Employee Notifications
4240	Bargaining Units
4241 6	Concerted Action/Work Stoppage
4241 6	Concerted Action/Work Stoppage
4243	Negotiations/Consultation
4258	Employee Security
4258	Employee Security
4261	Leaves
4261	Leaves
4261.1	Personal Illness/Injury Leave
4261 8	Family Care And Medical Leave
4312.9	Employee Notifications
4312 9-E(1)	Employee Notifications
4312.9-E PDF(1)	Employee Notifications
4340	Bargaining Units
4358	Employee Security
4358	Employee Security
4361	Leaves
4361	Leaves
4361.1	Personal Illness/Injury Leave
4361.8	Family Care And Medical Leave
5148	Child Care And Development
5148	Child Care And Development

Regulation 4361.2: Personal Leaves

Status: ADOPTED

Original Adopted Date: 11/01/2012 | **Last Revised Date:** 03/09/01/2021/2022 | **Last Reviewed Date:** 03/09/01/2016/2022

CSBA NOTE The following administrative regulation is subject to collective bargaining agreements.

Personal leaves granted to district employees shall be used as permitted in this administrative regulation, other Board-approved policy or district regulation, or applicable collective bargaining agreement

CSBA NOTE: Family Code 297.5 extends to registered domestic partners the same rights that are available under state law to spouses. Thus, any reference to an employee's spouse throughout this administrative regulation also applies to a registered domestic partner, even if not expressly stated in the applicable state ~~code~~ statute (e.g., Education Code, Military and Veterans Code). Districts should consult CSBA District and County Office of Education Legal Services or the district's legal counsel if a question arises as to leave provisions relative to an employee's domestic partner.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and any protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee

Bereavement

CSBA NOTE: Education Code 44985 and 45194 allow the Governing Board to expand the class of relatives listed below as "immediate family" and enlarge the benefits provided by law. In addition, Government Code 12945.2, as amended by AB 1033 (Ch. 327, Statutes of 2021), includes a parent-in-law in the definition of "parent" for purposes of California Family Rights Act (CFRA) leave. Thus, to ensure consistency, the definition of "immediate family" below includes "mother-in-law" and father-in-law," as permitted by law. The following two paragraphs may be revised to reflect district practice.

Employees are entitled to a leave of up to three days, or five days if out-of-state travel is required, upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194)

Members of ~~the~~ an employee's immediate family include: (Education Code 44985, 45194)

1. The mother, mother-in-law, father, father-in-law, grandmother, grandfather, or grandchild of the employee or of the employee's spouse
2. The employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister
3. Any relative living in the employee's immediate household

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Personal Necessity

CSBA NOTE: Employees may use a maximum of seven days of accumulated personal illness/injury leave (sick leave) for reasons of personal necessity pursuant to Education Code 44981 (certificated employees) and 45207 (classified employees) Pursuant to Education Code 44981 and 45207, a higher maximum may be set for certificated and/or classified employees in ~~their~~the applicable collective bargaining agreement, or by Board resolution for classified employees who are not covered by a collective bargaining agreement Districts that have established a maximum that is higher than seven days should modify the following paragraph accordingly.

Education Code 45207 clarifies that provisions pertaining to personal necessity leave also apply to districts that have adopted the merit system for classified employees in accordance with Education Code 45240-45320

Employees may use a maximum of seven days of their accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include.

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207)
- 2 An accident involving the employee or the employee's property, or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)

CSBA NOTE: Pursuant to Education Code 44981, a certificated employee may use personal necessity leave for the serious illness of a member of the employee's immediate family. The Board may extend these provisions to classified employees under the authority granted to the Board by Education Code 45207 Districts are cautioned to consult CSBA District and County Office of Education Legal Services or the district's legal counsel regarding any interaction of Education Code provisions with Labor Code 233, 245.5, and 246.5, which allow the use of sick leave for the need of the employee or family member for the diagnosis, care, or treatment of an existing health condition or for preventive care and which include in the definition of "family member" a registered domestic partner, grandparent, and sibling See AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave

Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for federal and state provisions related to leaves for the birth, adoption, or foster placement of a new child, the care of a seriously ill child, parent, parent-in-law, or spouse/registered domestic partner, or the employee's own serious health condition

3. Illness, preventive care, or other need of a member of the employee's family, as defined in Labor Code 245.5 (Education Code 44981; Labor Code 246.5)

CSBA NOTE Education Code 45207 provides that classified employees may use sick leave for required court appearances, as provided in ~~item~~Item #4 below Circumstances under which employees may take time off, with pay, for court appearances are described in the section on "Leave to Perform Legal Duties" below

- 4 A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)

CSBA NOTE: Items #5 and #6 are optional and may be deleted or modified to reflect district practice.

5. Fire, flood, or other immediate danger to the home of the employee
- 6 Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

CSBA NOTE: The following paragraph is optional. The district is prohibited from requiring employees to obtain advance permission prior to taking leaves in certain situations. Pursuant to Education Code 44981 and 45207, the district may not require advance permission for leaves taken by classified employees for the reasons specified in ~~items~~ Items #1-2 above and by certificated employees for the reasons specified in ~~items~~ Items #1-3 above. In addition, Labor Code 246.5 requires an employer to grant paid sick leave "upon the oral or written request of an employee." According to the Department of Industrial Relations, employers may not require advance notice when the need for the leave was unforeseeable, as in the case of unanticipated illness or a medical emergency.

Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for requirements pertaining to requests for leaves that qualify under the federal Family and Medical Leave Act (29 USC 2601-2654) or the California Family Rights Act (CFRA) (Government Code 12945.1-12945.2), including provisions that allow employees to provide notice as soon as practicable when 30-day advance notice is not practicable due to lack of knowledge of the date the leave will be needed, a change in circumstances, or a medical emergency.

Advance permission shall not be required of an employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of the employee's immediate family, or the illness, preventive care, or other need of a member of the employee's family. (Education Code 44981, 45207)

For any leave that is planned, or ~~wherefor~~ wherefor ~~which~~ the need for leave is foreseeable, an employee shall notify the Superintendent or designee in advance. In all other circumstances, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

CSBA NOTE: Education Code 44981 and 45207 mandate the adoption of regulations requiring proof of personal necessity and prescribing the manner of the required proof. The following paragraph may be revised to specify the manner of proof required by the district.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to the employee's immediate supervisor.

Leave to Perform Legal Duties

CSBA NOTE- CSBA NOTE: Labor Code 230 prohibits the discharge of or discrimination or retaliation

Pursuant to Education Code 44037, it is unlawful for the district or personnel commission to (1) adopt any rule, regulation, or policy that encourages classified employees to seek exemption from jury duty, (2) directly or indirectly solicit or suggest to any employee that the employee seek exemption from jury duty; or (3) discriminate against any employee with respect to assignment, employment, promotion, or in any other manner because of the employee's service on a jury panel. However, the Board or personnel commission may establish a rule providing that only a percentage of district staff, which shall not be less than two percent, shall be granted such leave with pay at any one time. The following section may be revised to reflect district practice

Labor Code 230 prohibits the discharge of or discrimination or retaliation against an employee for taking time off for the activities specified in items #1-2 below:

An employee may take time off work in order to: (Labor Code 230)

1. Serve on an inquest jury or trial jury
2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fees (Education Code 44037)

CSBA NOTE: The following optional paragraph is for use by districts that choose to provide leave of absence with pay for certificated employees called for jury duty, as authorized by Education Code 44036. Districts that do not grant such leave should delete this paragraph.

A certificated employee who is called for jury duty also shall be granted leave with pay up to the difference between the employee's regular earnings and any jury fees received (Education Code 44036)

CSBA NOTE: The following paragraph is optional Education Code 44036 allows the Board, at its discretion, to provide paid leaves for employees to appear in court as witnesses other than as litigants or to respond to orders from another governmental jurisdiction. Districts that do not grant such leave should delete this paragraph

An employee shall be granted leave with pay to appear in court as a witness other than a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such an employee shall receive the difference between the employee's regular earnings and any witness fees received (Education Code 44036)

Leaves for Crime Victims for Judicial Proceedings

CSBA NOTE. Labor Code 230 2 prohibits a district from taking adverse employment action against an employee who takes leave as described below.

An employee may be absent from work in order to attend judicial proceedings related to a crime when the employee who is a victim, of a crime or an immediate family member, registered domestic partner, or

child of a registered domestic partner of asuch victim, ~~of~~ may be absent from work in order to attend related judicial proceedings, if the crime is any of the following crimes: (Labor Code 230.2)

- 1 A violent felony as defined in Penal Code 667.5(c)
- 2 A serious felony as defined in Penal Code 1192.7(c)
3. A felony provision of law proscribing theft or embezzlement

CSBA NOTE: Pursuant to Labor Code 230 2, employees may use any of the types of leave listed in the following paragraph, unless otherwise provided by a collective bargaining agreement, although a collective bargaining agreement cannot diminish the entitlement of an employee

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee (Labor Code 230 2)

Prior to taking time off, an employee shall give the Superintendent or designee a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230 2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230 2)

Leaves for Victims of Crime or Abuse

CSBA NOTE: Labor Code 230 and 230 1 allow employees who are victims of domestic violence, sexual assault, ~~or stalking, or a crime that caused physical injury or mental injury with a threat of physical injury,~~ and employees whose immediate family member is deceased as the direct result of a crime to use ~~their~~any available vacation, personal leave, or compensatory time off for the purposes described in ~~items~~items #1-5 below, and prohibit a district from taking adverse employment action against an employee for taking leave for any of those purposes Pursuant to Labor Code 230.1, ~~items~~items #2-5 apply to districts with 25 or more employees.

As amended by AB 2992 (Ch 224, Statutes of 2020), Labor Code 230 and 230 1 expand these provisions to include employees who are victims of a crime that caused physical injury, or mental injury with a threat of physical injury, and employees whose immediate family member is deceased as the direct result of a crime ~~Items~~items #2-5 apply to districts with 25 or more employees.

An employee who is a victim of domestic violence, sexual assault, ~~or stalking, who is a victim of~~ a crime that caused physical injury or ~~that caused mental injury with a threat of physical injury,~~ or an employee whose immediate family member, as defined, is deceased as the direct result of a crime may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to the employee to attend to the following activities. (Labor Code 230, 230.1, 246.5)

- 1 Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or the employee's child

- 2 Seek medical attention for injuries caused by crime or abuse
3. Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse
4. Obtain psychological counseling or mental health services related to an experience of crime or abuse
- 5 Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation

CSBA NOTE: Pursuant to Labor Code 230, as amended by AB 2992, the following certification may include documentation from a victim advocate (defined as an individual, whether paid or serving as a volunteer, who provides services to victims under the auspices or supervision of an agency or organization that has a documented record of providing services to victims, a court, or a law enforcement or prosecution agency) or any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf

Prior to taking time off, an employee shall give reasonable notice to the Superintendent or designee, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following: (Labor Code 230, 230.1)

- 1 A police report indicating that the employee was a victim
- 2 A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court
- 3 Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf certifying that the absence is for a purpose authorized under Labor Code 230 or 230.1

The district shall maintain the confidentiality of such an employee to the extent authorized by law (Labor Code 230, 230 1)

CSBA NOTE: Pursuant to Labor Code 230 1, districts with 25 or more employees are required to notify ~~their district~~ employees of ~~the employee~~ rights under Labor Code 230 and 230 1. The district may use a form developed by the Labor Commissioner for this purpose, when available on the web site of the Department of Industrial Relations, or may develop its own form that is substantially similar in content and clarity to the Labor Commissioner's form. ~~As amended by AB 2992, Labor Code 230-1 requires the Labor Commissioner to revise the form by January 1, 2022. Until that form is revised, the district should update its form to reflect current law.~~

The Superintendent or designee shall inform employees of ~~the~~the rights provided employees pursuant to Labor Code 230 and 230 1 using a form developed by the Labor Commissioner or a substantially similar form developed by the district. Such information shall be provided to new employees upon hire.

and to other employees upon request. (Labor Code 230.1)

Personal Leave for Child-Related Activities

CSBA NOTE: Pursuant to Labor Code 230.8, the following section applies to any district employing 25 or more employees at the same location. A district with fewer than 25 employees at the same location may use or delete this section at its discretion.

Pursuant to Labor Code 230.8, an employee who is discharged, threatened with discharge, demoted, suspended, or otherwise discriminated against for using the leave is entitled to reinstatement and reimbursement for lost wages and benefits, and an employer who willfully refuses to rehire, promote, or otherwise reinstate such an employee is subject to a civil penalty equal to three times the amount of the lost wages and benefits

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to: (Labor Code 230.8)

1. Find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the school or child care provider, provided the employee gives reasonable advance notice of the absence. Time off for this purpose shall not exceed eight hours in any calendar month.
2. Address a school or child care emergency, provided the employee gives notice. An emergency exists when the child cannot remain in school or with a child care provider due to one of the following circumstances:
 - a. A request by the school or child care provider that the child be picked up
 - b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider
 - c. Behavioral or discipline problems
 - d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays
 - e. A natural disaster, including, but not limited to, fire, earthquake, or flood

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child (Labor Code 230.8)

CSBA NOTE: Labor Code 230.8 provides that the employee may use time off without pay to the extent the district makes it available. The following optional paragraph may be revised to reflect district practice

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If two or more parents/guardians of a child are employed at the same work site, this leave shall be allowed for the parent/guardian who first gives notice to the district. Simultaneous absence by another

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed child care provider that the employee engaged in permitted child-related activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met (Education Code 44987.3)

1. The service is performed within the state
2. The board, commission, organization, or group informs the district in writing of the service.
3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

Employee Organization Activities

CSBA NOTE: The following optional section may be deleted by any district whose collective bargaining agreements expressly provide for a paid leave of absence for participation in the activities described in this section.

Education Code 44987 and 45210 provide that any certificated and/or classified employee may take time off without loss of compensation to serve as an elected officer of the any local, statewide, or national employee organization of which the employee is a member. Following the district's payment to the employee for the leave of absence, the employee organization must reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. This leave of absence is in addition to the release time granted to representatives of an employee organization pursuant to Government Code 3543.1.

Pursuant to Education Code 44987 and 45210, as amended by SB 294 (Ch 539, Statutes of 2021), an employee's leave of absence to serve as an elected officer of an employee organization is additional to any other leave available for the employee's use by law or in agreement with the district.

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation, to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. Such leave shall be in addition to any other leave to which the employee may be entitled by other laws or a memorandum of understanding or collective bargaining agreement. (Education Code 44987, 45210)

The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization- on which the employee serves as an officer. (Education Code 44987, 45210)

CSBA NOTE. Education Code 45210 requires districts to grant a paid leave of absence to a reasonable number of classified employees serving as unelected members of the employee organization or a statewide or national public employee organization when the employee attends "important organizational activities authorized by the public employee organization." Compensation must include

the required retirement fund contributions. The employee will continue to earn full service credit during the leave and must pay member contributions as specified. The maximum amount of service credit an employee may earn cannot exceed 12 years. Education Code 45210 also requires that an employee organization provide reasonable notification to the district when requesting a leave of absence without loss of compensation for an employee.

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the employee organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

CSBA NOTE: The following optional section is for use by any district that chooses to grant religious leave and may be revised to reflect district practice. A district that does not grant such leave should delete this section. However, the district should consult CSBA District and County Office of Education Legal Services or the district's legal counsel before denying a request for religious leave since the Constitution requires districts to provide "reasonable accommodation" to employee religious practices.

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

CSBA NOTE: The following optional paragraph reflects the California Supreme Court's interpretation of Article 1, Section 8 of the California Constitution as stated in *Rankin v. Commission on Professional Competence*.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

CSBA NOTE: Military and Veterans Code 395.10 requires any district with 25 or more employees to allow up to 10 days of unpaid leave to an employee whose spouse is on leave from military deployment. A district with fewer than 25 employees may use the following section at its discretion. In addition, 29 USC 2612 authorizes an employee to take up to 26 work weeks of unpaid military caregiver leave or up to 12 weeks of "exigency" leave during a single 12-month period, as determined by the district; see AR 4161 8/4261 8/4361.8 - Family Care and Medical Leave.

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that the employee's spouse is on leave from deployment during a military conflict as defined in

Military and Veterans Code 395 10 (Military and Veterans Code 395 10)

Within two business days of receiving official notice that the employee's spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of the intention to take the leave. The employee shall submit written documentation certifying that the employee's spouse will be on leave from deployment during the time that the leave is requested (Military and Veterans Code 395 10)

Leave for Emergency Duty

CSBA NOTE: Labor Code 230.3 prohibits a district from discharging or discriminating against an employee who takes time off to perform emergency duty as specified below. Labor Code 230 3 defines emergency rescue personnel as a member of a federal, state, local, or private fire department or agency, as well as a sheriff or police department

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

CSBA NOTE: Pursuant to Labor Code 230 4, a district with 50 or more employees must grant an employee who is a volunteer firefighter, reserve peace officer, or emergency rescue personnel a leave of absence for up to 14 days per calendar year for training purposes. A district with fewer than 50 employees may use or delete this paragraph at its discretion.

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training. (Labor Code 230 4)

Civil Air Patrol Leave

CSBA NOTE: Labor Code 1500-1507 require a district with more than 15 employees to provide at least 10 days of unpaid leave per year, beyond any leave otherwise available to employees, to employees who volunteer with the Civil Air Patrol and are directed to respond to an emergency operational mission, as provided below. Labor Code 1503 specifies that a district may not require an employee to first exhaust all accrued vacation, personal, sick, or any other available leave in order to use Civil Air Patrol leave.

If the district chooses to offer more than 10 days of such leave per year or to provide paid leave, it should modify the following paragraph accordingly. A district with 15 or fewer employees may use or delete this section at its discretion.

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to the employee, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to

provide the required certification (Labor Code 1503)

Policy Reference UPDATE Service

Copyright 2022 by California School Boards Association, West Sacramento, California 95691
All rights reserved

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
CA Constitution Article 1, Section 8	Religious discrimination
Ed. Code 44036-44037	Leaves of absence for judicial and official appearances
Ed Code 44963	Power to grant leaves of absence (, certificated)
Ed Code 44981	Leave of absence for personal necessity
Ed Code 44985	Leave of absence due to death in immediate family (, certificated)
Ed. Code 44987	Service as officer of employee organization (, certificated)
Ed Code 44987.3	Leave of absence to serve on certain boards, commissions, etc.
Ed Code 45190	Leaves of absence and vacations (, classified)
Ed. Code 45194	Bereavement leave of absence (, classified)
Ed Code 45198	Effect of provisions authorizing leaves of absence
Ed Code 45207	Personal necessity (, classified)
Ed. Code 45210	Service as officer of employee organization (, classified)
Ed Code 45240-45320	Merit system
Evid Code 1035.2	Sex assault counselor; definition
Evid. Code 1037.1	Domestic violence counselor, definition
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov Code 12945.1-12945.2	California Family Rights Act
Gov Code 3543.1	Rights of employee organizations
Lab. Code 1500-1507	Civil Air Patrol leave
Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault or specified felonies
Lab. Code 230.3	Leave for emergency personnel
Lab Code 230.4	Leave for volunteer firefighters
Lab Code 230.8	Time off to visit child's school

Lab. Code 233	Illness of child, parent, spouse or domestic partner
Lab Code 234	Absence control policy
Lab. Code 246.5	Paid sick days, purposes for use
M&V Code 395.10	Leave when spouse on leave from military deployment
Pen Code 1192.7	Plea bargaining limitation
Pen. Code 667.5	Prior prison terms, enhancement of prison terms

Federal

29 USC 2601-2654

42 USC 2000d-2000d-7

Description

Family Care and Medical Leave Act

Title VI, Civil Rights Act of 1964

Management Resources

Court Decision

Description

Rankin v Commission on Professional Competence, (1988)
24 Cal 3d 167

Public Employment Relations Board
Decision

Berkeley Council of Classified Employees v. Berkeley Unified
School District, (2008) PERB Decision No 1954

Website

California Department of Industrial Relations

Website

California Federation of Teachers

Website

California Public Employment Relations Board

Website

California School Employees Association

Website

California Teachers Association

Cross References

Code

2121

Description

Superintendent's Contract

4112.9

Employee Notifications

4112.9-E(1)

Employee Notifications

4112.9-E PDF(1)

Employee Notifications

4121

Temporary/Substitute Personnel

4121

Temporary/Substitute Personnel

4140

Bargaining Units

4141.6

Concerted Action/Work Stoppage

4141.6

Concerted Action/Work Stoppage

4143

Negotiations/Consultation

4158

Employee Security

4158

Employee Security

4161

Leaves

4161	Leaves
4161 1	Personal Illness/Injury Leave
4161.8	Family Care And Medical Leave
4212.9	Employee Notifications
4212 9-E(1)	Employee Notifications
4212.9-E PDF(1)	Employee Notifications
4240	Bargaining Units
4241.6	Concerted Action/Work Stoppage
4241 6	Concerted Action/Work Stoppage
4243	Negotiations/Consultation
4258	Employee Security
4258	Employee Security
4261	Leaves
4261	Leaves
4261 1	Personal Illness/Injury Leave
4261.8	Family Care And Medical Leave
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4312.9-E PDF(1)	Employee Notifications
4340	Bargaining Units
4358	Employee Security
4358	Employee Security
4361	Leaves
4361	Leaves
4361.1	Personal Illness/Injury Leave
4361.8	Family Care And Medical Leave
5148	Child Care And Development
5148	Child Care And Development

Cottonwood Union School District

ENROLLMENT UPDATE

Current Enrollment as of 09/16/2022											
School	As of 09/16/22	As of 10/13/22	As of 11/15/22	As of 12/ /22	As of 01/ /23	As of 02/ /23	As of 03/ /23	As of 04/ /23	As of 05/ /23	As of 06/ /23	Difference 9/16 to Current +/-
North	510	509									-1
West	387	385									-2
Total District	897	894									-3
CCCS	261	261									0

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)				
17/18	18/19	19/20	20/21	21/22
890 86	888 28	896 99	879 89	825 15

Academic School Year 2022-2023
Quarterly Report on Williams Uniform Complaints
 [Education Code § 35186]

District: Cottonwood Union School District
 Form Completed By: Amanda McAbel Title: District Administrative Assistant

Quarterly Report Submission Date: (Please check one)
 October 2022 April 2023
 January 2023 July 2023

Date for information to be reported publicly at governing board meeting: 10/18/2022

Please check the box that applies.

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

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

Doug Geren

 Print Name of District Superintendent



 Signature of District Superintendent

10/01/2022

Date

Submit by the 15th of the month to: Barbara Erlei at berlei@shastacoe.org