

COTTONWOOD UNION SCHOOL DISTRICT

20512 West First Street
Cottonwood, CA 96022

AGENDA FOR Tuesday, November 15, 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

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 Tuesday, October 18, 2022 (pg. 3-6)

6.1.2 Approval to Hire: Amanda Bautista - Preschool Instructional Assistant, Charly McKenzie - Teacher, Haleigh Moreno - Teacher, Alannah Torculas - Teacher

6.1.3 Accept resignation letter from: Olivia Brown - Instructional Assistant (pg. 7)

6.2 Approval of Consent Agenda

7.0 Discussion/Action items

7.1 Consider approval of the Commercial Warrants (pg. 8 -32)

7.2 Consider approval COVID-19 Prevention Program (CPP) (pg. 33-51)

7.3 Consider approval: Board Policies/Administrative Regulations:

- AR 4161.5 Military Leave (pg. 52-59)
- AR 4261.5 Military Leave (pg. 60-67)
- AR 4361.5 Military Leave (pg. 68-75)
- BP 4216 Probationary/Permanent Status (pg. 76-78)
- BP 4218 Dismissal/Suspension/ Disciplinary Action (pg. 79-87)
- AR 4218 Dismissal/Suspension/ Disciplinary Action (pg. 88-96)
- BP 4218.1 Dismissal/Suspension/ Disciplinary Action (Merit System) (pg. 97-101)
- BP 6164.2 Guidance/Counseling Services (pg. 102-112)
- BP 6178 Career Technical Education (pg. 113-122)
- AR 6178 Career Technical Education (pg. 123-133)
- BP 7110 Facilities Master Plan (pg. 134-140)
- BP 7150 Site Selection and Development (pg. 141-144)
- AR 7150 Site Selection and Development (pg. 145-148)
- BB 9100 Organization (pg. 149-151)

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 November 10, 2022 (pg. 152)

10.0 Governing Board Discussion and Suggested Agenda Items

11.0 Future Meetings:

- 11.1 Regular Board Meeting, **Tuesday, December 13, 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, October 18, 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, Cecile Lamar
Vice Principal: Kara McNeely, Daneka Barber
Laura Merrick, CBO

Approximately 60 Staff and Community member present

- 1.0 **Call Regular Meeting to Order at 6:30 pm by Mr. Iles**
- 2.0 **Pledge of Allegiance led by Mr. Iles**
- 3.0 **Approval of Agenda**
ACTION: Mrs. Cordova made a motion, seconded by Mrs. Sulzer to approve the agenda as presented
VOTE: Unanimous in Favor
- 4.0 **Recognitions (Student, Staff, Curriculum) Curriculum Review-**
 - Mr. & Mrs Stevens – West Cottonwood Leadership Team
 - 15 North Cottonwood Students were recognized as Star Students
- 5.0 **Public Forum/Hearing of Persons Wishing to Address the Board**
None at this time
- 6.0 **Consent Agenda**
 - 6.1 **Review of Consent Agenda**
 - 6.1.1 **Approval of Board Meetings for:** Regular Board Meeting held on **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

6.1.4 Accept Leave of Absence request from: Dankea Barber – Intervention Teacher, Josh Swetland – 5th grade Teacher, Heather Vanderley – 3rd grade Teacher

6.2.1 Approval of Consent Agenda

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

VOTE: Unanimous in Favor

7.0 Discussion/Action Items

7.1 Consider Approval: Commercial Warrants

ACTION: Mrs. Sulzer made a motion seconded by Mrs. McDougall to approve the commercial warrants

VOTE: Unanimous in Favor

7.2 Consider approval of Server Surplus

ACTION: Mrs. McDougall made a motion, seconded by Mr. O'Brien, to approve the surplus of the Server

VOTE: Unanimous in Favor

7.3 Discuss and consider approval of Advertising

ACTION: Mr. O'brien made a motion, seconded by Mrs. McDougall to approve the advertising options

VOTE: Unanimous in Favor

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

ACTION: Mr. O'Brien made a motion, seconded by Mrs. Sulzer to approve adding 2 new Instructional Aide 3.75 hrs./day at West Cottonwood

VOTE: Unanimous in Favor

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

ACTION: Mrs. Sulzer made a motion, seconded by Mrs. McDougall to approve the change of (2) part time 5 hr. Preschool Teacher positions to full time 8 hrs/day

VOTE: Unanimous in Favor

7.6 Consider approval of TOSA Vice Principal position at North

ACTION: Mrs. Cordova made a motion, seconded by Mr. O'Brien to approve TOSA Vice Principal position at North.

VOTE: Unanimous in Favor

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

ACTION: Mrs. Sulzer made a motion, seconded by Mrs. Cordova to approve (3) new Instructional Aide 3.75 hrs./day positions at North Cottonwood.

VOTE: Unanimous in Favor

7.8 Consider approval of New Instructional Aide 5.75 hrs./day North

ACTION: Mrs. Cordova made a motion, seconded by Mrs. McDougall to approve new Instructional Aide 5.75 hrs./day at North Cottonwood

VOTE: Unanimous in Favor

7.9 Consider approval of Board Policies/Administrative Regulations:

ACTION: Mr. O'Brien made a motion, seconded by Mrs. McDougall to approve Board Policies and Administrative Regulations, BP 5141.21, BP/AR 4118, BP 4119.1, BP 4219.1, BP 439.1, BP 4140, BP 4240, BP 4340, AR 4161.2, AR 4261.2, AR 4361.2, it was requested to **NOT** approve BP/AR 3515.3 at this time

VOTE: Unanimous in Favor

7 Informational Items-

8.1 CTA Report –

New CTA Officers: Teresa Madison - CTA President,
Rachel Barnett - Vice president

with the recent promotion of Daneka Barber to TOSA Vice Principal

8.2 Superintendent's Report –

Mr. Geren spoke briefly about the bathroom issues at West.

8.3 Principal's Report –

Mrs. LaMar - provided the board with a handout outlining student achievement, elective/enrichment/extra-curricular/community involvement, facilities and Maintenance and current enrollment updates.

Mrs. Wright provided the board with a handout outlining updates for professional development, electives/enrichment/community involvement, facility and maintenance, current enrollment and announced, 6th Grade Girls' Basketball Coach is Mrs. Steele
8th Grade Girls' Basketball Coaches are Mrs. Ballard and Mrs. Springer.

9.0 Information/Communication Items

9.1 Enrollment Report October 18, 2022

9.2 Shasta County Pooled Investment Report for September 2022

9.3 Williams Quarterly Report October 2022

10.0 Governing Board Discussion and Suggested Agenda Items

10.1 Further discussion on Window Film Covering

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.

11.2 Further discussion on Window Film Covering

12.0 Closed Session: Adjournment to Closed Session at 7:33 pm to consider and/or take action upon the following items:

12.1 Pursuant to Government Code section 54957

Public Employee / Discipline / Dismissal / Release

13.0 Adjournment- the meeting adjourned at 08:45 pm

Matt Iles, President

Heather Sulzer, Clerk

Kim Cordova, Member

Deidre McDougall, Member

James O'Brien, Member

11/8/2022

I am writing to inform you that I will be
resigning from my position at North Cottonwood.
My last day will be on November 15th 2022.

-Olivia Brown

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	307,822.69	3,601,626.14	3,293,803.45
13	13,370.18	184,176.59	170,806.41
Total	321,192.87		

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS	
Number of Payments	200
Number of Checks	55
Number of ACH Advice	0
Number of vCard Advice	0
Total Check/Advice Amount	\$321,192.87
Total Unpaid Sales Tax	\$0.00
Total Expense Amount	\$321,192.87

***** ITEMS OF INTEREST *****	
* Number of payments to a different vendor	9
! Number of Prepaid payments	10
@ Number of Liability payments	9
& Number of Employee Also Vendors	19
? denotes check name different than payment name	3
F denotes Final Payment	1

APPROVAL DATE _____

Report Totals - Payment Count 200 Check Count 55 ACH Count 0 vCard Count 0 Total Check/Advice Amount \$948,005.11

ReqPay05a

Payment Register

Scheduled 11/08/2022 - 11/09/2022

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
2022/23	10/31/22		ACCU-PRINT (000999/1) PO BOX 990083 REDDING, CA 96099	FINGERPRINTS OCT 1506 22	11/08/22	Audit		144.00		144.00

Total Invoice Amount										
								144.00	Check	

AP Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
ACSA FOUNDATION FOR EDUCATIONAL ADM (000026/5) 1575 BAYSHORE HIGHWAY BURLINGAME, CA 94010	10/24/22	R4823-00233	ACSA Leadership Summit 2022	INV25010	11/08/22	Audit		699.00		699.00

Total Invoice Amount										
								699.00	Check	

AP Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AMAZON/ SYNCB (000560/2) P.O. BOX 530958 ATLANTA, GA 30353-0958	10/04/22	R4823-00211	CEILING TILES	437699759553	11/08/22	Audit		259.54		259.54

Total Invoice Amount										
								259.54	Check	

AP Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
PBIS PENCILS AND ICE MAKER FOR HEALTH OFFICE	10/04/22	R4823-00174		459845885564	11/08/22	Audit		206.55		206.55

Total Invoice Amount										
								206.55	Check	

AP Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
HEADPHONES - 3RD GRADE	10/04/22	R4823-00205		467486873363	11/08/22	Audit		225.00		225.00

Total Invoice Amount										
								225.00	Check	

AP Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
KITCHEN SUPPLIES	10/04/22	R4823-00210		653384639835	11/08/22	Audit		45.54		45.54

Total Invoice Amount										
								45.54	Check	

AP Vendor	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
ICE MACHINE FOR GYM	10/04/22	R4823-00208		884338566834	11/08/22	Audit		1,340.62		1,340.62

Total Invoice Amount										
								1,340.62	Check	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027540, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 11/08/2022 - 11/09/2022

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
(continued)										
2022/23	10/04/22	R4823-00208	AMAZON/ SYNCB (000560/2)	ICE MACHINE FOR GYM	11/08/22	Audit				
				884338566834						
				(continued)						
	2023	(004735)	01-020-1100-0000-4410-1110-1000-100-	BatchId						
2022/23	10/04/22	R4823-00209	FIRST AID SLING/ SOCCER SCORE BOOK	885579697696	11/08/22	Audit		193.02		193.02
				BatchId						
	2023	(001161)	01-020-1100-0070-4310-1110-4200-100-	BatchId						
2022/23	10/04/22	R4823-00206	STOP SIGNS/ UMBRELLAS	947745443964	11/08/22	Audit		116.87		116.87
				BatchId						
	2023	(001253)	01-050-0000-8200-4510-0000-8200-100-	BatchId						
2022/23	10/05/22	R4823-00221	NURSE SUPPLIES	464873694786	11/08/22	Audit		88.29		88.29
				BatchId						
	2023	(006976)	01-001-9010-5640-4510-0000-3140-100-	BatchId						
2022/23	10/05/22	R4823-00227	RIBBONS W/ SNAP CLIP FOR MEDALS	599978867697	11/08/22	Audit		160.02		160.02
				BatchId						
	2023	(004782)	01-050-0000-0950-4310-1110-1000-LC2-	BatchId						
2022/23	10/05/22	R4823-00222	INK	969843698875	11/08/22	Audit		102.95		102.95
				BatchId						
	2023	(001159)	01-020-1100-2420-4310-0000-2420-100-	BatchId						
2022/23	10/06/22	R4823-00223	READER PEN/FITSAND HARD CASE	574538944685	11/08/22	Audit		28.89		28.89
				BatchId						
	2023	(006789)	01-001-3212-2420-4310-1110-1000-000-	BatchId						
2022/23	10/06/22	R4823-00207	FAN W/ REMOTE	678385648987	11/08/22	Audit		75.38		75.38
				BatchId						
	2023	(001253)	01-050-0000-8200-4510-0000-8200-100-	BatchId						
2022/23	10/06/22	R4823-00210	KITCHEN SUPPLIES	765587665435	11/08/22	Audit		67.81		67.81
				BatchId						
	2023	(001889)	13-001-5310-0000-4510-0000-3700-000-	BatchId						
2022/23	10/07/22	R4823-00230	REPLACEMENT CAN OPENER PARTS	949484648884	11/08/22	Audit		32.16		32.16
				BatchId						

ReqPay05a

Payment Register

Scheduled 11/08/2022 - 11/09/2022

Bank Account COUNTY - County										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Payment Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount

AP Vendor 2022/23 10/07/22 R4823-00230 AMAZON/ SYNCB (000560/2) (continued)

F 2022/23 10/07/22 R4823-00230 REPLACEMENT CAN 949484648884 (continued) 11/08/22 Audit (continued)

2023 (001889) 13-001-5310-0000-4510-0000-3700-000- OPENER PARTS (continued) PO# P4823-00230 Register #

F 2022/23 10/09/22 R4823-00223 READER 463678787578 11/08/22 Audit 1,528.30 1,528.30

2023 (006789) 01-001-3212-2420-4310-1110-1000-000- PEN/FITSAND HARD CASE BatchId

F 2022/23 10/09/22 R4823-00220 REFRIGERATOR 953596549939 11/08/22 Audit 21.40 21.40

2023 (006976) 01-001-9010-5640-4510-0000-3140-100- LOCK COMBINATION BatchId

2023 (006976) 01-001-9010-5640-4510-0000-3140-100- AED SUPPLIES SO1117506 BatchId

2023 (006976) 01-001-9010-5640-4510-0000-3140-100- AP Vendor AMERICAN AED (001018/1) 3151 EXECUTIVE WAY MIRAMAR, FL 33025

2023 (006976) 01-001-9010-5640-4510-0000-3140-100- 825.00 825.00

Direct Vendor ANDERSON-COTTONWOOD DISP SRVCE (000005/1) PO BOX 541065 LOS ANGELES, CA 90054-1065

2022/23 11/03/22 GARBAGE SERV 2336062-0531-5 11/08/22 Audit 1,164.47 1,164.47

2023 (002086) 01-001-0000-8240-5510-0000-8200-000- GARBAGE SERV 2336283-0531-7 11/08/22 Audit 915.75 915.75

2023 (002086) 01-001-0000-8240-5510-0000-8200-000- Total Invoice Amount 825.00 Check

Direct Vendor AT&T (000043/3) P.O. BOX 9011 CAROL STREAM, IL 60197-5025

2022/23 10/19/22 PHONE SERV 18950875 11/08/22 Audit 926.83 926.83

2023 (001384) 01-001-0000-7200-5910-0000-7200-000- Total Invoice Amount 2,080.22 Check

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027540, Page Break by Check/Advice? = N, Zero? = Y)

048 - Cottonwood Union School District

Generated for AMANDA MCABEL (AMCABEL), Nov 10 2022 11:38AM

ESCAPE ONLINE

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ReqPay05a

Payment Register

Scheduled 11/08/2022 - 11/09/2022

				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	BLUE STAR GAS (000796/1)							926.83	Check	
	6775 EASTSIDE ROAD									
	ANDERSON, CA 96007									
2022/23	10/14/22		TANK RENTAL	0267165	11/08/22	Audit		1.07		1.07
	2023 (001307)	01-001-0000-8260-5510-0000-8200-000-								
2022/23	10/14/22		TANK RENTAL	0267166	11/08/22	Audit		1.07		1.07
	2023 (001307)	01-001-0000-8260-5510-0000-8200-000-								
Total Invoice Amount								2.14	Check	

Direct Vendor	BRESLIN OCCUPATIONAL THERAPY (001026/1)									
	20 HILLTOP SUITE A									
	REDDING, CA 96003									
2022/23	11/06/22		OT SERVICES	CUESD	11/08/22	Audit		14,212.50		14,212.50
	2023 (002528)	01-001-6500-0204-5805-5760-1180-100-								
Total Invoice Amount								14,212.50	Check	

Direct Vendor	CALIFORNIA SAFETY CO (000021/1)									
	PO BOX 990956									
	REDDING, CA 96099-0956									
2022/23	11/02/22		ALARM SERV	515085	11/08/22	Audit		142.50		142.50
	2023 (003205)	01-001-0000-0000-5630-0000-3600-000-								
2022/23	11/02/22		ALARM SERV	515613	11/08/22	Audit		180.00		180.00
	2023 (001324)	01-050-0000-2700-5630-0000-2700-100-								
2022/23	11/02/22		ALARM SERV	515614	11/08/22	Audit		262.50		262.50
	2023 (001335)	01-020-0000-2700-5630-0000-2700-100-								
Total Invoice Amount								585.00	Check	

AP Vendor	CARREL'S OFFICE MACHINES (000396/1)									
	888 LOCUST ST									
	REDDING, CA 96099									
F	2022/23	10/21/22	R4823-00217	LAMINATOR	AR48839	11/08/22	Audit	2,675.89		2,675.89
		2023 (006983)	01-050-1100-0000-4410-0001-1000-000-							
							Check Date	PO# P4823-00217	Register #	
Total Invoice Amount								2,675.89	Check	

ReqPay05a

Payment Register

Scheduled 11/08/2022 - 11/09/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment id (Trans Batch Id)	Sched	Paymnt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor	CDW-G (000159/1)										
	75 REMITTANCE DR										
	STE 1515										
	CHICAGO, IL 60675-1515										
F	2022/23 09/20/22	R4823-00178	CHROMEBOOKS	CW65979	11/08/22	Audit		1,916.60		1,916.60	
	2023 (006789)	01-001-3212-2420-4310-1110-1000-000-									
				BatchId							
F	2022/23 10/05/22	R4823-00225	WEB CAM MONITOR	DG33468	11/08/22	Audit		298.48		298.48	
	2023 (002371)	01-020-6500-0200-4310-5760-1110-100-									
				BatchId							
F	2022/23 10/11/22	R4823-00178	CHROMEBOOKS	DJ90169	11/08/22	Audit		1,916.60		1,916.60	
	2023 (006789)	01-001-3212-2420-4310-1110-1000-000-									
				BatchId							
Total Invoice Amount											
								298.48	Check		
AP Vendor	CLEANRITE-BUILDRITE (000281/2)										
	19690 HIRSCH CT										
	SUITE 1										
	ANDERSON, CA 96007										
2022/23 10/28/22	R4823-00135	REPAIR/REMIEDIATI	SI-88595 RJC-0489-6P		11/09/22	Audit		25,450.00		25,450.00	
		ON OF BATHROOMS									
		WEST -P4822-00067									
2023 (005558)	01-020-3212-0000-6220-0000-8500-000-										
				BatchId							
Total Invoice Amount											
								25,450.00	Check		
Direct Vendor	COTTONWOOD REVOLVING FUND (000006/1)										
	20512 W. FIRST ST										
	COTTONWOOD, CA 96022										
2022/23 10/18/22		CREDENTIAL APP	CHK 5441		11/09/22	Audit		100.00		100.00	
		FOR SWETLAND									
2023 (004718)	01-020-0000-1110-5801-0000-1000-100-										
				BatchId							
2022/23 10/28/22		PLC LONG BEACH	CHK 5442		11/09/22	Audit		84.00		84.00	
		PER DIEM									
2023 (006366)	01-001-6266-0000-5210-1110-1000-000-										
				BatchId							
2022/23 10/28/22		PLC LONG BEACH	CHK 5444		11/09/22	Audit		84.00		84.00	
		PER DIEM									
2023 (006366)	01-001-6266-0000-5210-1110-1000-000-										
				BatchId							

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Scheduled 11/08/2022 - 11/09/2022

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
(continued)										
2022/23	10/28/22		PLC LONG BEACH PER DIEM	CHK 5445	11/09/22	Audit		84.00		84.00
2023	10/28/22	006366	01-001-6266-0000-5210-1110-1000-000-	CHK 5446	11/09/22	Audit		84.00		84.00
2023	10/28/22	006366	01-001-6266-0000-5210-1110-1000-000-	CHK 5443	11/09/22	Audit		84.00		84.00
2023	10/28/22	006366	01-001-6266-0000-5210-1110-1000-000-	CHK 5447	11/09/22	Audit		84.00		84.00
2023	10/28/22	006366	01-001-6266-0000-5210-1110-1000-000-	CHK 5448	11/09/22	Audit		84.00		84.00
2023	10/28/22	006366	01-001-6266-0000-5210-1110-1000-000-	CHK 5449	11/09/22	Audit		84.00		84.00
2023	10/28/22	006366	01-001-6266-0000-5210-1110-1000-000-	CHK 5450	11/09/22	Audit		84.00		84.00
2023	10/28/22	006366	01-001-6266-0000-5210-1110-1000-000-	CHK 5451	11/09/22	Audit		84.00		84.00
2023	10/28/22	006366	01-001-6266-0000-5210-1110-1000-000-	CHK 5452	11/09/22	Audit		84.00		84.00
2023	10/31/22		BEHAVIOR SOLUTIONS PER DIEM	CHK 5453	11/09/22	Audit		74.00		74.00
2023	10/31/22	006366	01-001-6266-0000-5210-1110-1000-000-	CHK 5454	11/09/22	Audit		74.00		74.00
2023	10/31/22	006366	01-001-6266-0000-5210-1110-1000-000-		11/09/22	Audit		74.00		74.00

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Bank Account COUNTY - County										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch id)	Sched	Paymnt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2022/23	10/31/22		COTTONWOOD REVOLVING FUND (000006/1)	(continued)						
			BEHAVIOR SOLUTIONS PER DIEM	CHK 5455	11/09/22	Audit		74.00		74.00
2022/23	10/31/22	2023 (006366)	01-001-6266-0000-5210-1110-1000-000-							
			BEHAVIOR SOLUTIONS PER DIEM	CHK 5456	11/09/22	Audit		74.00		74.00
2022/23	10/31/22	2023 (006366)	01-001-6266-0000-5210-1110-1000-000-							
			ACSA LEADERSHIP PER DIEM	CHK 5457	11/09/22	Audit		92.00		92.00
2022/23	10/31/22	2023 (001275)	01-001-0000-7200-5210-0000-7200-000-							
			GAS CARD NEEDY FAMILY	CHK 5458	11/09/22	Audit		60.00		60.00
2022/23	11/01/22	2023 (003267)	01-001-3010-1130-4510-0000-3900-000-							
			STUDENT TRANSP	CHK 5459	11/09/22	Audit		80.63		80.63
2022/23	11/09/22	2023 (005212)	01-001-6500-0000-5801-5001-3600-100-							
			STUDENT TRANSP	CHK 5460	11/09/22	Audit		162.50		162.50
Total Invoice Amount								1,715.13	Check	

Direct Vendor	COTTONWOOD WATER DISTRICT (000002/1)									
	PO BOX 2130									
	COTTONWOOD, CA 96022									
2022/23	10/21/22		WATER	106000 OCT 2022	11/08/22	Audit		865.18		865.18
2022/23	10/21/22	2023 (001309)	01-001-0000-8230-5510-0000-8200-000-							
			WATER	106101 OCT 2022	11/08/22	Audit		41.18		41.18
2022/23	10/21/22	2023 (001309)	01-001-0000-8230-5510-0000-8200-000-							
			WATER	106102 OCT 2022	11/08/22	Audit		1,222.16		1,222.16
2022/23	10/21/22	2023 (001309)	01-001-0000-8230-5510-0000-8200-000-							
			WATER	708000 OCT 2022	11/08/22	Audit		1,997.85		1,997.85
Total Invoice Amount								4,126.37	Check	

AP Vendor	DEMCO INC (000090/1)									
	PO BOX 8048									
	MADISON, WI 53708-8048									

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027540, Page Break by Check/Advice? = N, Zero? = Y)

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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			DEMCO INC (000090/1) (continued)							
F	2022/23	11/02/22	R4823-00253 LIBRARY SUPPLIES	7213256	11/08/22	Audit		129.77		129.77
		2023	(001186) 01-020-1100-0180-4310-0000-2420-100-Batchid							
						Check Date		PO# P4823-00253		Register #
							Total Invoice Amount	129.77		Check

AP Vendor			EWING IRRIGATION (000649/1)							
			3015 CROSSROADS DR							
			REDDING, CA 96003							
F	2022/23	10/25/22	R4823-00167 SPRINKLERS AND PARTS- SOFTBALL FIELD	18111352	11/08/22	Audit		793.62		793.62
		2023	(001245) 01-020-0000-8110-4510-0000-8110-100-Batchid							
						Check Date		PO# P4823-00167		Register #
							Total Invoice Amount	793.62		Check

AP Vendor			FOLLETT SCHOOL SOLUTIONS INC (000059/1)							
			91826 COLLECTION CENTER DRIVE							
			CHICAGO, IL 60693-0918							
F	2022/23	10/07/22	R4823-00020 DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	1489905	11/08/22	Audit		1,249.84		1,249.84
		2023	(001162) 01-020-1100-0000-4310-1110-1000-100-			624.92				
		2023	(001188) 01-050-1100-0000-4310-1110-1000-100-Batchid			624.92				
						Check Date		PO# P4823-00020		Register #
							Total Invoice Amount	1,249.84		Check

Direct Vendor			FRANZ FAMILY BAKERIES (000537/1)							
			P.O. BOX 742654							
			LOS ANGELES, CA 90074-2654							
2022/23	10/17/22		BAKERY	143028005460	11/08/22	Audit		126.80		126.80
		2023	(001890) 13-001-5310-0000-4710-0000-3700-000-							
2022/23	10/24/22		BAKERY	143028005529	11/08/22	Audit		168.00		168.00
		2023	(001890) 13-001-5310-0000-4710-0000-3700-000-							
							Total Invoice Amount	294.80		Check

AP Vendor			GIBSON HEATING & AC (000711/1)							
			1153 PRESTIGE WAY							
			REDDING, CA 96003							

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Bank Account COUNTY - County										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount

F	2022/23	10/20/22	R4823-00074	GIBSON HEATING & AC (000711/1)	(continued)	11/08/22	Audit	7,254.00		7,254.00
				INSTALL MINI SPLIT AC IN NURSES ROOM	32714607					
				2023 (003520) 01-020-8150-8110-5630-0000-8110-LC2-ROOM	BatchId					
F	2022/23	10/21/22	R4823-00180	NORTH C2 CONF ROOM - SPLIT UNIT	32755433	11/08/22	Audit	13,875.00	PO# P4823-00074	13,875.00
				2023 (001325) 01-050-8150-0000-5630-0000-8110-LC2-ROOM	BatchId					
F	2022/23	11/04/22	R4823-00130	HVAC FOR PD ROOM PROPOSAL	33218665	11/08/22	Audit	19,356.00	PO# P4823-00180	19,356.00
				BG-22063	BatchId					
				2023 (003520) 01-020-8150-8110-5630-0000-8110-LC2-ROOM	BatchId					

Total Invoice Amount 40,485.00 Check

Direct Vendor	GOLD STAR FOODS, INC. (000630/2)									
	P.O. BOX 4328									
	ONTARIO, CA 91761									
2022/23	09/27/22			FOOD	5397007	11/08/22	Audit	14.85		14.85
				2023 (001890) 13-001-5310-0000-4710-0000-3700-000-						
2022/23	10/18/22			FOOD	5450511	11/08/22	Audit	978.74		978.74
				2023 (001890) 13-001-5310-0000-4710-0000-3700-000-						
2022/23	10/28/22			FOOD	5536581	11/09/22	Audit	24.30		24.30
				2023 (001890) 13-001-5310-0000-4710-0000-3700-000-						
2022/23	11/01/22			FOOD	5523876	11/08/22	Audit	1,001.40		1,001.40
				2023 (001890) 13-001-5310-0000-4710-0000-3700-000-						
2022/23	11/01/22			DOC STATE FEES	5549299	11/08/22	Audit	9.00		9.00
				2023 (001890) 13-001-5310-0000-4710-0000-3700-000-						

Total Invoice Amount 2,028.29 Check

Direct Vendor	INDEPENDENT ED PROGRAMS (000547/1)									
	1756 SOUTH ST.									
	ANDERSON, CA 96007									
2022/23	10/03/22			COUNSELING	CWUSDNPA09302022-1	11/08/22	Audit	108.00		108.00
				2023 (001371) 01-001-6500-0203-5805-5760-1180-100-						

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount		
(continued)												
2022/23	10/31/22		OCT 2022	CWUSD10232022	11/08/22	Audit		7,424.00		7,424.00		
	2023	(001371)	01-001-6500-0203-5805-5760-1180-100-									
2022/23	11/02/22		COUNSELING	CWUSDNPA10312022	11/08/22	Audit		405.90		405.90		
	2023	(001371)	01-001-6500-0203-5805-5760-1180-100-									
(continued)												
Direct Vendor												
LAUNDRY WORLD (000141/1)												
PO BOX 98												
ANDERSON, CA 96007												
2022/23	10/19/22		LAUNDRY SERV	263427	11/08/22	Audit		38.35		38.35		
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-									
2022/23	10/19/22		LAUNDRY SERV	263789	11/08/22	Audit		10.00		10.00		
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-									
2022/23	10/19/22		LAUNDRY SERV	263790	11/08/22	Audit		67.69		67.69		
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-									
2022/23	10/19/22		LAUNDRY SERV	263791	11/08/22	Audit		91.37		91.37		
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-									
2022/23	10/19/22		LAUNDRY SERV	263792	11/08/22	Audit		27.35		27.35		
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-									
F	2022/23	10/19/22	R4823-00247	JANITORIAL SUPPLIES	264177	11/08/22	Audit	2,401.65		2,401.65		
	2023	(001244)	01-020-0000-8200-4510-0000-8200-100-									
BatchId												
2022/23	10/26/22		LAUNDRY SERV	264200	11/08/22	Audit		38.35		38.35		
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-									
2022/23	10/26/22		LAUNDRY SERV	264201	11/08/22	Audit		10.00		10.00		
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-									
2022/23	10/26/22		LAUNDRY SERV	264202	11/08/22	Audit		67.69		67.69		
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-									
2022/23	10/26/22		LAUNDRY SERV	264204	11/08/22	Audit		91.37		91.37		
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-									
2022/23	10/26/22		LAUNDRY SERV	264206	11/08/22	Audit		27.35		27.35		
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-									
2022/23	11/02/22		LAUNDRY SERV	264627	11/08/22	Audit		38.35		38.35		
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-									

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor LAUNDRY WORLD (000141/1) (continued)										
2022/23	11/02/22		LAUNDRY SERV	264627 (continued)	11/08/22	Audit		(continued)		
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-							
2022/23	11/02/22		LAUNDRY SERV	264628	11/08/22	Audit		10.00		10.00
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	11/02/22		LAUNDRY SERV	264629	11/08/22	Audit		67.69		67.69
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	11/02/22		LAUNDRY SERV	264630	11/08/22	Audit		91.37		91.37
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	11/02/22		LAUNDRY SERV	264631	11/08/22	Audit		27.35		27.35
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-							
2022/23	11/09/22		LAUNDRY SERV	265058	11/09/22	Audit		38.35		38.35
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-							
2022/23	11/09/22		LAUNDRY SERV	265059	11/09/22	Audit		10.00		10.00
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	11/09/22		LAUNDRY SERV	265060	11/09/22	Audit		67.69		67.69
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	11/09/22		LAUNDRY SERV	265061	11/09/22	Audit		91.37		91.37
	2023	(001306)	01-001-0000-8250-5510-0000-8200-000-							
2022/23	11/09/22		LAUNDRY SERV	265062	11/09/22	Audit		28.55		28.55
	2023	(001894)	13-001-5310-0000-5801-0000-3700-000-							
Total Invoice Amount								3,341.89	Check	

AP Vendor LEARNING FOR LIVING INC (001031/1)
 52 NIGHT HERON
 CHAPEL HILL, NC 27517

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
F	2022/23	10/24/22	R4823-00267	SCHOOL CULTURE 17608	11/08/22	Audit		2,375.00		2,375.00
			SUMMIT 1/24-1/25							
	2023	(006366)	01-001-6266-0000-5210-1110-1000-000-							
Total Invoice Amount								2,375.00	Check	

Direct Vendor MC HALE'S HEATING & AIR INC (001033/1)
 19694 HIRSCH COURT # 5
 ANDERSON, CA 96007

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2022/23	10/31/22		MC HALE'S HEATING & AIR INC (001033/1)	1435	11/08/22	Audit		2,500.00		2,500.00
			EXHAUST FANS							
			LOWER							
			RESTROOMS							
		2023 (005558)	01-020-0000-6220-0000-8500-000-							
(continued)										
AP Vendor			MENDES SUPPLY (000656/1)							
			1030 W DEL NORTE ST							
			EUREKA, CA 95501							
F	2022/23	10/25/22	R4823-00192	JANITORIAL	11/08/22	Audit		3,250.37		3,250.37
				SUPPLIES QUOTE						
				QR03101						
		2023 (001244)	01-020-0000-8200-4510-0000-8200-100-							
				Batchid						
				R060067A						
2022/23	10/31/22	R4823-00192	JANITORIAL		11/08/22	Audit		115.62		115.62
			SUPPLIES QUOTE							
				QR03101						
		2023 (001244)	01-020-0000-8200-4510-0000-8200-100-							
				Batchid						
				R060067A						
Direct Vendor			MT. SHASTA SPRING WATER (000036/1)							
			1878 TWIN VIEW BLVD							
			REDDING, CA 96003-1501							
2022/23	10/26/22			WATER SERV	11/08/22	Audit		12.92		12.92
		2023 (003223)	01-001-0000-0000-4510-0000-3600-100-							
2022/23	10/26/22			WATER SERV	11/08/22	Audit		6.75		6.75
		2023 (001247)	01-001-0000-2700-4510-0000-2700-100-							
Total Invoice Amount										
								3,365.99		Check
Direct Vendor			MTN VALLEY SP ED JPA (000934/1)							
			10140 OREGON TRL							
			REDDING, CA 96003							
2022/23	10/14/22			SPED SERV	11/08/22	Audit		52,575.22		52,575.22
		2023 (004218)	01-001-0000-3140-5801-0000-3140-100-							
		2023 (006346)	01-001-3213-3120-5801-0000-3120-100-							
		2023 (004951)	01-001-6500-0000-5801-5001-2110-100-							
		2023 (005189)	01-001-6500-0200-5801-1110-100-							
Total Invoice Amount										
								19.67		Check

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										Bank Account COUNTY - County		
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount		

2022/23	10/14/22		MTN VALLEY SP ED JPA (000934/1)	(continued)						
			SPED SERV	INV23-00045 (continued)	11/08/22	Audit		(continued)		
2023	(005162)	01-001-6500-0200-5805-7110-1110-100-				10,513.65				
2023	(006956)	01-001-6500-0206-5101-5760-1110-100-				9,604.48				
2022/23	11/07/22		SPED SERV	INV23-00057	11/08/22	Audit		58,328.76		58,328.76
2023	(004218)	01-001-0000-3140-5801-0000-3140-100-				1,663.61				
2023	(006346)	01-001-3213-3120-5801-0000-3120-100-				14,966.27				
2023	(004951)	01-001-6500-0000-5801-5001-2110-100-				7,180.05				
2023	(005189)	01-001-6500-0200-5801-5760-1110-100-				15,656.88				
2023	(005162)	01-001-6500-0200-5805-7110-1110-100-				10,424.45				
2023	(006957)	01-001-6500-0206-5805-5760-1110-100-				8,437.50				

Total Invoice Amount 110,903.98 Check

Direct Vendor	NORTH STATE GROCERY, INC. (000476/1)									
	P.O. BOX 439									
	COTTONWOOD, CA 96022									
2022/23	10/26/22		FOOD	003403410245	11/08/22	Audit		15.98		15.98
2023	(004765)	01-060-0000-1573-4710-0001-3700-LC1-								

Total Invoice Amount 15.98 Check

Direct Vendor	NVVOA (000743/2)									
	P.O. BOX 494882									
	REDDING, CA 96049									
2022/23	09/05/22		VOLLEY BALL	WCMSVBS22	11/08/22	Audit		405.00		405.00
2023	(001372)	01-001-0000-0070-5805-1110-4200-100-	OFFICIALS							

Total Invoice Amount 405.00 Check

AP Vendor	OFFICE DEPOT, INC (000091/4)									
	PO BOX 29248									
	PHOENIX, AZ 85038-9248									
F	2022/23	07/29/22	R4823-00055	PAPER - CURRICULUM	257353858001	11/08/22	Audit	92.24		92.24
2023	(001188)	01-050-1100-0000-4310-1110-1000-100-								

Total Invoice Amount 92.24

F	2022/23	08/03/22	R4823-00099	INST MATERIAL - KNOWLES	259502361001	11/08/22	Audit	196.38		196.38
2023	(001162)	01-020-1100-0000-4310-1110-1000-100-								

Total Invoice Amount 196.38

Selection	Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027540, Page Break by Check/Advice? = N, Zero? = Y)	Check Date	Check Date	Register #	Register #
		11/08/22	11/08/22	PO# P4823-00055	PO# P4823-00099
				196.38	196.38

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Scheduled 11/08/2022 - 11/09/2022

				Bank Account COUNTY - County						
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymnt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount

2022/23	09/21/22	R4823-00182	OFFICE DEPOT, INC (00091/4)	(continued)	11/08/22	Audit		7.93		7.93
			INST MATERIAL -	266136179001						
			PBIS/COUNSELING							
	2023 (004782)		01-050-0000-0950-4310-1110-1000-LC2-							
	2023 (006981)		01-050-0000-3110-4310-1110-3110-100-	BatchId						
2022/23	09/21/22	R4823-00182	INST MATERIAL -	266136181001	11/08/22	Audit		106.35		106.35
			PBIS/COUNSELING							
	2023 (004782)		01-050-0000-0950-4310-1110-1000-LC2-							
	2023 (006981)		01-050-0000-3110-4310-1110-3110-100-	BatchId						
2022/23	09/21/22	R4823-00182	INST MATERIAL -	266136203001	11/08/22	Audit		87.85		87.85
			PBIS/COUNSELING							
	2023 (004782)		01-050-0000-0950-4310-1110-1000-LC2-							
	2023 (006981)		01-050-0000-3110-4310-1110-3110-100-	BatchId						
2022/23	09/21/22	R4823-00182	INST MATERIAL -	266136218001	11/08/22	Audit		61.12		61.12
			PBIS/COUNSELING							
	2023 (004782)		01-050-0000-0950-4310-1110-1000-LC2-							
	2023 (006981)		01-050-0000-3110-4310-1110-3110-100-	BatchId						
F	2022/23	09/21/22	R4823-00182	INST MATERIAL -	266136287001	11/08/22	Audit	18.68		18.68
			PBIS/COUNSELING							
	2023 (004782)		01-050-0000-0950-4310-1110-1000-LC2-							
	2023 (006981)		01-050-0000-3110-4310-1110-3110-100-	BatchId						
F	2022/23	09/22/22	R4823-00182	INST MATERIAL -	266135764001	11/08/22	Audit	9.89		9.89
			PBIS/COUNSELING							
	2023 (004782)		01-050-0000-0950-4310-1110-1000-LC2-							
	2023 (006981)		01-050-0000-3110-4310-1110-3110-100-	BatchId						
F	2022/23	09/26/22	R4823-00120	INST MATERIAL -	261101542003	11/08/22	Audit	43.83		43.83
			PITNER							
	2023 (001162)		01-020-1100-0000-4310-1110-1000-100-	BatchId						
2022/23	09/27/22	R4823-00182	INST MATERIAL -	266120964001	11/08/22	Audit		159.52		159.52
			PBIS/COUNSELING							
	2023 (004782)		01-050-0000-0950-4310-1110-1000-LC2-							

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Scheduled 11/08/2022 - 11/09/2022

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
(continued)										
2022/23	09/27/22	R4823-00182	OFFICE DEPOT, INC (000091/4)	INST MATERIAL - 266120964001	11/08/22	Audit				
				PBIS/COUNSELING (continued)						
				2023 (006981) 01-050-0000-3110-4310-1110-3110-100-100-						
				Batchid						
F	2022/23	09/29/22	R4823-00131	INK - HYDE 263351529001	11/08/22	Audit		85.79	PO# P4823-00182	85.79
				2023 (001159) 01-020-1100-2420-4310-0000-2420-100-						
				Batchid						
F	2022/23	10/10/22	R4823-00231	LABEL TAPE 271417065001	11/08/22	Audit		67.31	PO# P4823-00131	67.31
				2023 (001247) 01-001-0000-2700-4510-0000-2700-100-						
				Batchid						
				DESK 272846031001	11/08/22	Audit		88.69	PO# P4823-00231	88.69
				ORGAINIZER/DISPL						
				AY SYSTEM						
F	2022/23	10/12/22	R4823-00226	DESK 272848408001	11/08/22	Audit		178.99	PO# P4823-00226	178.99
				2023 (001208) 01-050-6500-0201-4310-5760-1120-100-						
				Batchid						
				DESK 268897450001	11/08/22	Audit		46.12	PO# P4823-00226	46.12
				ORGAINIZER/DISPL						
				AY SYSTEM						
F	2022/23	10/17/22	R4823-00055	PAPER - CURRICULUM 270357440001	11/08/22	Audit		1,575.48	PO# P4823-00055	1,575.48
				2023 (001188) 01-050-1100-0000-4310-1110-1000-100-						
				Batchid						
				DESK/BOOKCASE 270357440001	11/08/22	Audit		350.70	PO# P4823-00055	350.70
				2023 (001257) 01-050-0000-2700-4510-0000-2700-100-						
				Batchid						
				2023 (006983) 01-050-1100-0000-4410-0001-1000-000-						
				Batchid						
F	2022/23	10/25/22	R4823-00234	PAPER/LAMINATOR 272734355001	11/08/22	Audit		3,702.32	PO# P4823-00232	3,702.32
				FILM						
				2023 (001188) 01-050-1100-0000-4310-1110-1000-100-						
				Batchid						
F	2022/23	10/25/22	R4823-00199	TEACHER DESK 273083642001	11/08/22	Audit		1,917.80	PO# P4823-00234	1,917.80
				2023 (006983) 01-050-1100-0000-4410-0001-1000-000-						
				Batchid						
				2023 (003883) 01-050-6500-0204-4410-5760-1110-100-						
				Batchid						
				958.90						
				958.90						
				Check Date						
				PO# P4823-00199						

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Scheduled 11/08/2022 - 11/09/2022

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										
			PACE SUPPLY (001032/1) P.O BOX 6407 ROHNERT PARK, CA 94927-6407					8,354.05		Check
2022/23	10/11/22		LEAK REPAIR SUPPLIES	288094528	11/08/22	Audit		208.09		208.09
	2023	(001255)	01-050-0000-8110-4510-0000-8110-100-							
Total Invoice Amount								208.09		Check

Direct Vendor										
			PACIFIC GAS AND ELECTRIC CO (000007/1) BOX 997300 SACRAMENTO, CA 95899-7300					2,755.61		Check
2022/23	11/07/22		ELECTRIC - CAFE	11072022	11/09/22	Audit		2,755.61		2,755.61
	2023	(001307)	01-001-0000-8260-5510-0000-8200-000-							
Total Invoice Amount								2,755.61		Check

Direct Vendor										
			PRODUCERS DAIRY (000203/1) PO BOX 1231 FRESNO, CA 93715-1231					246.24		Check
2022/23	10/17/22		DAIRY	6352229094	11/08/22	Audit		246.24		246.24
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-			1.71				
	2023	(006991)	13-001-5466-0000-4710-0000-3700-000-			244.53				
Total Invoice Amount								2,755.61		Check

Direct Vendor										
			PRODUCERS DAIRY (000203/1) PO BOX 1231 FRESNO, CA 93715-1231					325.06		Check
2022/23	10/17/22		DAIRY	6352229095	11/08/22	Audit		325.06		325.06
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-			58.41				
	2023	(006991)	13-001-5466-0000-4710-0000-3700-000-			266.65				
Total Invoice Amount								404.00		Check

Direct Vendor										
			PRODUCERS DAIRY (000203/1) PO BOX 1231 FRESNO, CA 93715-1231					333.61		Check
2022/23	10/20/22		DAIRY	58008785	11/08/22	Audit		404.00		404.00
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-			70.39				
	2023	(006991)	13-001-5466-0000-4710-0000-3700-000-			333.61				
Total Invoice Amount								333.61		Check

Direct Vendor										
			PRODUCERS DAIRY (000203/1) PO BOX 1231 FRESNO, CA 93715-1231					287.26		Check
2022/23	10/24/22		DAIRY	6352229767	11/08/22	Audit		287.26		287.26
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-			20.61				
	2023	(006991)	13-001-5466-0000-4710-0000-3700-000-			266.65				
Total Invoice Amount								305.57		Check

Direct Vendor										
			PRODUCERS DAIRY (000203/1) PO BOX 1231 FRESNO, CA 93715-1231					304.45		Check
2022/23	10/27/22		DAIRY	6352230006	11/08/22	Audit		304.45		304.45
	2023	(001890)	13-001-5310-0000-4710-0000-3700-000-			39.51				
	2023	(006991)	13-001-5466-0000-4710-0000-3700-000-			266.06				
Total Invoice Amount								304.45		Check

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							Bank Account COUNTY - County			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Payment Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
(continued)										
2022/23	10/27/22		PRODUCERS DAIRY (000203/1)	(continued)						
			DAIRY	6352230006 (continued)	11/08/22	Audit				
	2023 (001890)		13-001-5310-0000-4710-0000-3700-000-			37.80				
	2023 (006991)		13-001-5466-0000-4710-0000-3700-000-			266.65				
2022/23	10/27/22		DAIRY	6352230007	11/08/22	Audit		243.94		243.94
	2023 (006991)		13-001-5466-0000-4710-0000-3700-000-							
2022/23	10/31/22		DAIRY	6352230445	11/08/22	Audit		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	10/31/22		DAIRY	6352230446	11/09/22	Audit		350.40		350.40
	2023 (001890)		13-001-5310-0000-4710-0000-3700-000-			39.51				
	2023 (006991)		13-001-5466-0000-4710-0000-3700-000-			310.89				
2022/23	11/03/22		DAIRY	6352230778	11/09/22	Audit		339.15		339.15
	2023 (001890)		13-001-5310-0000-4710-0000-3700-000-			35.16				
	2023 (006991)		13-001-5466-0000-4710-0000-3700-000-			303.99				
2022/23	11/03/22		DAIRY	6352230783	11/08/22	Audit		310.24		310.24
	2023 (001890)		13-001-5310-0000-4710-0000-3700-000-			39.51				
	2023 (006991)		13-001-5466-0000-4710-0000-3700-000-			270.73				
								Total Invoice Amount	3,823.04	Check

Direct Vendor										
PROFESSIONAL EXTERMINATORS (000403/1)										
PO BOX 991507										
REDDING, CA 96099										
2022/23	10/21/22		PEST CONTROL	79348	11/08/22	Audit		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	10/21/22		FOOD	6985545	11/08/22	Audit		1,006.65		1,006.65
	2023 (001890)		13-001-5310-0000-4710-0000-3700-000-							
2022/23	10/28/22		FOOD	6967156	11/08/22	Audit		436.28		436.28
	2023 (001890)		13-001-5310-0000-4710-0000-3700-000-							
								Total Invoice Amount	1,442.93	Check

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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	1284 CORPORATE CENTER DR. STE 600 SAINT PAUL, MN 55121									
F	2022/23 10/27/22	R4823-00244	READ LIVE LICENSES QUOTE # Q206766	258109	11/08/22	Audit		690.00		690.00
	2023 (001182)	01-020-6300-0000-4310-1110-1000-LC1-	BatchId					690.00	PO# P4823-00244	Register #
Total Invoice Amount								690.00	Check	
AP Vendor	REALLY GREAT READING CO LLC (000964/1) PO BOX 46 CABIN JOHN, MD 20818-0046									
F	2022/23 10/26/22	R4823-00242	BLAST READING PLAYGROUND	37882	11/08/22	Audit		950.00		950.00
	2023 (001235)	01-050-6300-0000-4310-1110-1000-LC1-	BatchId					950.00	PO# P4823-00242	Register #
Total Invoice Amount								950.00	Check	
Direct Vendor	RYAN'S LAWN CARE (000526/5) 3873 WOLVERINE DR REDDING, CA 96001									
2022/23 10/15/22	LAWN SERV	2271			11/08/22	Audit		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 10/22/22	LAWN SERV	2272			11/08/22	Audit		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 10/29/22	LAWN SERV	2279			11/08/22	Audit		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				
Total Invoice Amount								2,250.00	Check	
AP Vendor	SCHOLASTIC MAGAZINE (000474/1) P.O. BOX 3725 JEFFERSON CITY, CA 65102-3725									
F	2022/23 10/18/22	R4823-00194	INST MATERIAL - HOMESCHOOL	M7337007	11/08/22	Audit		653.73		653.73

& Employee Also

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2022/23	10/18/22	R4823-00194	SCHOLASTIC MAGAZINE (000474/1)	(continued)	11/08/22	Audit				
			INST MATERIAL - M7337007 (continued)							
			HOMESCHOOL							
	2023	(001162)	01-020-1100-0000-4310-1110-1000-100-	Batchid						
<p>AP Vendor</p> <p>SCHOOL NURSE SUPPLY (000552/2)</p> <p>1745 WALLACE AVENUE</p> <p>ST CHARLES, IL 60174</p>										
F	2022/23	11/01/22	R4823-00249	NURSE TESTING SUPPLIES	11/09/22	Audit		45.74		45.74
			2023 (006976)	01-001-9010-5640-4510-0000-3140-100-	Batchid					
<p>Direct Vendor</p> <p>SCP DISTRIBUTORS LLC (000812/1)</p> <p>PO BOX 80248</p> <p>CITY OF INDUSTRY, CA 91716</p>										
2022/23	08/23/22			CREDIT MEMO	11/08/22	Audit		170.00		170.00
			2023 (001254)	01-001-0000-8210-4510-0000-8200-100-						
2022/23	10/31/22			POOL SUPPLIES	11/08/22	Audit		393.11		393.11
			2023 (001254)	01-001-0000-8210-4510-0000-8200-100-						
<p>Direct Vendor</p> <p>SHASTA CO OFFICE OF EDUCATION (000055/1)</p> <p>1644 MAGNOLIA AVE</p> <p>REDDING, CA 96001</p>										
2022/23	10/13/22			PROJECT SHARE	11/08/22	Audit		33,614.16		33,614.16
			2023 (002059)	01-050-6010-0000-5101-1110-4100-100-						
			2023 (001377)	01-050-6010-0000-5805-1110-4100-100-				21,114.16		
								12,500.00		
2022/23	10/13/22			PROJECT SHARE	11/08/22	Audit		12,573.42		12,573.42
			2023 (002056)	01-020-6010-0000-5101-1110-4100-100-						
			2023 (001375)	01-020-6010-0000-5805-1110-4100-100-				73.42		
								12,500.00		
<p>Total Invoice Amount</p> <p>653.73</p> <p>46,187.58</p>										
<p>Check</p> <p>Check</p>										

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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor SIERRA PRINTING (000058/1) PO BOX 619 COTTONWOOD, CA 96022-0619										
F	2022/23	10/18/22	R4823-00196	NORTH VP NAME 16476 PLATE FOR BOARD MTG	11/08/22	Audit		31.10		31.10
			2023 (001247)	01-001-0000-2700-4510-0000-2700-100- BatchId				31.10	PO# P4823-00196	Register #
								Total Invoice Amount	31.10	Check
Direct Vendor SYSCO FOOD SVCS OF SACRAMENTO (000169/1) PO BOX 138007 SACRAMENTO, CA 95813-8007										
	2022/23	09/10/22		FOOD CONTAINERS 331910153	11/08/22	Audit		39.68		39.68
	2022/23	09/20/22		2023 (001891) 13-001-5310-0000-4790-0000-3700-000- CREDIT 13138319P	11/08/22	Audit		46.39-		46.39-
	2022/23	10/20/22		FOOD 331982001	11/08/22	Audit		1,168.60		1,168.60
				2023 (001889) 13-001-5310-0000-4510-0000-3700-000- 2023 (001890) 13-001-5310-0000-4710-0000-3700-000- FOOD 331994463	11/08/22	Audit		1,272.17		1,272.17
				2023 (001890) 13-001-5310-0000-4710-0000-3700-000- 2023 (001891) 13-001-5310-0000-4790-0000-3700-000- CREDIT MEMO 431009261	11/08/22	Audit		35.90-		35.90-
								Total Invoice Amount	2,398.16	Check
Direct Vendor TAYLOR AUTO PARTS #2 (000004/1) 2500 BALLS FERRY RD ANDERSON, CA 96022										
	2022/23	11/01/22		PARTS 98 CHEVY 056878 BROWN TRUCK	11/08/22	Audit		18.13		18.13
				2023 (003199) 01-001-0000-0000-4606-0000-3600-000- BatchId				18.13		18.13
								Total Invoice Amount	18.13	Check
Direct Vendor TEHAMA CO LOCK AND SECURITY ANDERSON LOCK & SAFE (000229/1) 1015 Walnut St. RED BLUFF, CA 96080										

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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Payment Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2022/23	10/28/22		TEHAMA CO LOCK AND SECURITY	(continued)	11/08/22	Audit		218.03		218.03
			ANDERSON LOCK & SAFE (000229/1)	47032						
			KEYS							
			2023 (001244) 01-020-0000-8200-4510-0000-8200-100-							
Total Invoice Amount								218.03	Check	

Direct Vendor	THE DANIELSON COMPANY (000495/1)									
	435 SOUTHGATE COURT									
	CHICO, CA 95928									
2022/23	10/21/22		FOOD	289192	11/08/22	Audit		1,101.76		1,101.76
			2023 (001890) 13-001-5310-0000-4710-0000-3700-000-							
			2023 (001891) 13-001-5310-0000-4790-0000-3700-000-					1,006.76		
								95.00		
2022/23	10/26/22		FOOD	289781	11/08/22	Audit		1,776.76		1,776.76
			2023 (001890) 13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								2,878.52	Check	

AP Vendor	TREETOP PRODUCTS, INC (001021/1)									
	222 E. STATE ST									
	BATAVIA, IL 60510									

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Batch Id	Check Date	PO#	Register #	
F	2022/23	09/23/22	R4823-00179	SAFETY SIGNS	INVTRE18342	11/08/22	Audit	1,050.04	
			2023 (001255) 01-050-0000-8110-4510-0000-8110-100-						
2022/23	10/04/22		R4823-00179	SAFETY SIGNS	INVTRE18519	11/08/22	Audit	529.07	
			2023 (001255) 01-050-0000-8110-4510-0000-8110-100-						
2022/23	10/07/22		R4823-00179	SAFETY SIGNS	INVTRE18595	11/08/22	Audit	532.74	
			2023 (001255) 01-050-0000-8110-4510-0000-8110-100-						
Total Invoice Amount								2,111.85	Check

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

2022/23	10/23/22		FOOD	023071	11/08/22	Audit		8.52		8.52
			2023 (004765) 01-060-0000-1573-4710-0001-3700-LC1-							
2022/23	10/23/22		INST MATERIAL	023968	11/08/22	Audit		27.12		27.12
			2023 (004282) 01-060-0000-1573-4310-0001-1000-LC1-							
2022/23	10/26/22		INST MATERIAL	026054	11/08/22	Audit		21.42		21.42

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 027540, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 11/08/2022 - 11/09/2022

				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
2022/23	10/26/22		TRI-COUNTIES BANK (000371/2)	(continued)						
			INST MATERIAL	026054 (continued)	11/08/22	Audit		(continued)		
	2023	(004282)	01-060-0000-1573-4310-0001-1000-LC1-							
2022/23	10/26/22		FOOD	026640	11/08/22	Audit		264.35		264.35
2022/23	10/26/22		CLEANING SUPPLIES	026965	11/08/22	Audit		40.00		40.00
	2023	(004764)	01-060-0000-1573-4510-0001-2700-LC1-							
Total Invoice Amount								361.41	Check	

Direct Vendor	US BANK EQUIPMENT FINANCE (000558/1)									
	P.O. BOX 790448									
	ST LOUIS, MO 63179-0448									
2022/23	10/27/22		COPIERS	485748958	11/08/22	Audit		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 COMPLIANCE (000986/1)									
	PO BOX 2799									
	FORT WALTON BEACH, FL 32549									
2022/23	10/19/22		403BS	86393	11/08/22	Audit		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	10/15/22		FUEL	CL 22-554407	11/08/22	Audit		3,136.48		3,136.48
	2023	(003195)	01-001-0000-0000-4601-0000-3600-000-							
2022/23	10/31/22		FUEL	CL 22-555896	11/08/22	Audit		4,030.64		4,030.64
	2023	(003195)	01-001-0000-0000-4601-0000-3600-000-					3,811.70		
	2023	(001250)	01-001-0000-8120-4510-0000-8110-100-					124.01		
	2023	(001889)	13-001-5310-0000-4510-0000-3700-000-					94.93		
Total Invoice Amount								7,167.12	Check	

Direct Vendor	VALLEY WEST ACE HARDWARE (000241/1)									
	20639 GAS POINT RD									
	COTTONWOOD, CA 96022									
Total Invoice Amount								7,167.12	Check	

ReqPay05a

Payment Register

Scheduled 11/08/2022 - 11/09/2022

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Payment Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2022/23	10/03/22		VALLEY WEST ACE HARDWARE (000241/1)	(continued)	11/08/22	Audit		49.28		49.28
	2023	(001255)	MAINT SUPPLIES	075547						
	2023	(001255)	01-050-0000-8110-4510-0000-8110-100-							
2022/23	10/03/22		MAINT SUPPLIES	075552	11/08/22	Audit		50.90		50.90
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/06/22		MAINT SUPPLIES	075587	11/08/22	Audit		27.85		27.85
	2023	(001255)	01-050-0000-8110-4510-0000-8110-100-							
2022/23	10/06/22		MAINT SUPPLIES	075589	11/08/22	Audit		27.86		27.86
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/06/22		MAINT SUPPLIES	075591	11/08/22	Audit		16.28		16.28
	2023	(001255)	01-050-0000-8110-4510-0000-8110-100-							
2022/23	10/07/22		MAINT SUPPLIES	075603	11/08/22	Audit		5.14		5.14
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/07/22		MAINT SUPPLIES	075604	11/08/22	Audit		5.58		5.58
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/10/22		MAINT SUPPLIES	075626	11/08/22	Audit		28.81		28.81
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/11/22		MAINT SUPPLIES	075642	11/08/22	Audit		24.66		24.66
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/11/22		MAINT SUPPLIES	075647	11/08/22	Audit		2.12		2.12
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/11/22		MAINT SUPPLIES	075650	11/08/22	Audit		9.21		9.21
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/12/22		MAINT SUPPLIES	075658	11/08/22	Audit		22.05		22.05
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/13/22		MAINT SUPPLIES	075665	11/08/22	Audit		42.85		42.85
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/14/22		MAINT SUPPLIES	075674	11/08/22	Audit		14.35		14.35
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/14/22		MAINT SUPPLIES	075678	11/08/22	Audit		29.69		29.69
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/17/22		MAINT SUPPLIES	075690	11/08/22	Audit		21.43		21.43
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/17/22		MAINT SUPPLIES	075699	11/08/22	Audit		2.56		2.56
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							

ReqPay05a

Payment Register

Scheduled 11/08/2022 - 11/09/2022

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
2022/23	10/17/22		VALLEY WEST ACE HARDWARE (000241/1)	(continued)						
			MAINT SUPPLIES	075699 (continued)	11/08/22	Audit		(continued)		
2022/23	10/18/22		MAINT SUPPLIES	075707	11/08/22	Audit		10.71		10.71
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/24/22		MAINT SUPPLIES	075749	11/08/22	Audit		18.21		18.21
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/24/22		MAINT SUPPLIES	075752	11/08/22	Audit		3.21		3.21
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/26/22		MAINT SUPPLIES	075768	11/08/22	Audit		71.51		71.51
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/26/22		MAINT SUPPLIES	075780	11/08/22	Audit		7.70		7.70
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/28/22		MAINT SUPPLIES	075796	11/08/22	Audit		20.37		20.37
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/28/22		MAINT SUPPLIES	075798	11/08/22	Audit		3.22		3.22
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/30/22		MAINT SUPPLIES	075809	11/08/22	Audit		1.71		1.71
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2022/23	10/31/22		MAINT SUPPLIES	075815	11/08/22	Audit		16.08		16.08
	2023	(001245)	01-020-0000-8110-4510-0000-8110-100-							
Total Invoice Amount								533.34	Check	

Direct Vendor	VERIZON WIRELESS (000208/2)									
	P.O. BOX 660108									
	DALLAS, TX 75266-0108									
2022/23	10/17/22		HOT SPOTS	9918411420	11/08/22	Audit		105.21		105.21
	2023	(006390)	01-001-3212-2420-5801-1110-1000-000-							
Total Invoice Amount								105.21	Check	

Direct Vendor	VERIZON WIRELESS (000208/2)									
	P.O. BOX 660108									
	DALLAS, TX 75266-0108									
2022/23	10/26/22		MAINT CELL PHONE	9919145685	11/08/22	Audit		23.20		23.20
	2023	(001384)	01-001-0000-7200-5910-0000-7200-000-							
Total Invoice Amount								23.20	Check	

COVID-19 Prevention Program (CPP) Cottonwood Union School District

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: 11/01/2022

Authority and Responsibility

The Superintendent/Designee has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Adhere to the current CDPH Guidelines (Sept. 30, 2022) and Testing Framework for k-12 schools (Aug. 19, 2022)

- Review applicable orders and general and industry-specific guidance from the State of California, Cal/ OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

* Utilizing email, staff meetings, work order protocols, weekly site admin meetings with head of maintenance, and weekly district admin meetings.

Employee Screening

We screen our employees and respond to those with COVID-19 symptoms by:

We ask our employees to self-screen and stay home if showing COVID-19 symptoms. District will screen according to CDPH guidelines as they change.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

District will document inspections, hazards, and steps for corrections in a timely manner indicating who is responsible for making corrections.

Controls of COVID-19 Hazards

Face Coverings

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

Portable HEPA air filtration systems have been placed throughout the facilities for improved ventilation.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

Although we will continue to maintain our cleaning protocols, the cleaning and disinfecting requirements for COVID were deleted (Cal. Code Regs., tit. 8, § 3205(c)(7))

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

Distributing hand-sanitizer and soap in every classroom and common areas.

Posting signage about proper hand-washing.

Encouraging hand washing before students eat and after recess.

Modeling proper hand washing protocols with students.

Encouraging and allowing time for employee and student hand-washing.

Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).

Encouraging employees and students to wash their hands for at least 20 seconds each time.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

All employees have necessary PPE to fulfill their job duties (including eye protection and respiratory protection when necessary) The district has ample supply of face masks, face shields with drapes, gloves, goggles and disposable gowns for identified personnel assisting with health protocols.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

We also provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Testing of symptomatic employees

We make COVID-19 testing available at no cost to all employees who had close contact in the workplace and have COVID-19 symptoms, during employees' paid time.

Investigating and Responding to COVID-19 Cases

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the Appendix C: Investigating COVID-19 Cases form.

We also ensure the following is implemented:

COVID-19 over the counter tests are made available to all employees weekly or as requested.
Offer COVID-19 testing during an outbreak or major outbreak as required by CalOSHA.
Inform employees regarding quarantine instructions.
Provide written notice as needed via district email.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

Employees will report illness to our COVID 19 Coordinator and Principal for planning of adequate staffing and to identify if the symptom is a COVID identified symptom and if isolation/quarantine is necessary. If the illness is identified as a COVID symptom, the employee will be counseled on isolation/quarantine, return to work date, and report the absence in Ready Sub and prepare lesson plans.

Our COVID 19 Coordinator will work with the Principal to notify the local public health department of an outbreak and send notifications to staff, students, and parents.

All employees will receive regular up to date communication via email and/or school messenger for District wide applicable communication. Additionally, site and district communication will be sent to staff and families regarding positive COVID cases.

Employees can report any immediate concerns to the site Administrator and Head Custodian.

- That employees can report symptoms and hazards without fear of reprisal.

- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.
- Access to COVID-19 testing when testing is required:
COVID-19 testing will continue to be made available to all employees with COVID-19 symptoms. (Cal. Code Regs., tit. 8, § 3205(c)(7)(D)).
- The COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

With the help of the COVID Coordinator, staff will be provided with options for on-site testing. The Site Administrator will communicate with their site employees that were exposed or involved in an outbreak designation and plan the for testing. This communication will be followed up within 24 hours with the formal notice. Testing will be offered on site within 24 hours for exposed employees or in an outbreak.

Information about COVID-19 hazards has been communicated through signage, notes, and calls home, as well as various technology notifications.

Templated notifications have been developed and distributed.

Record keeping procedures are in place, and employees and students are notified when they are required to quarantine and for what duration.

The staff has received training in social distancing, mask wearing, frequent hand washing and sanitizing, and confidentiality requirements. They have been instructed to contact the COVID Coordinator if experiencing symptoms or believe they are a close contact. Staff will be provided with options for testing on-site.

Communication will be sent via email or auto-dialer to affected employees and/or student's families within one day of known exposure. On-going District communication will be provided via website and/or auto-dialer.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.

- An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms, provided they wear a face covering and maintain six feet of physical distance from others in the workplace for 14 days following the last date of close contact.
 - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the initial onset of COVID-19 symptoms, provided they wear a face covering and maintain six feet of distance from others in the workplace for 14 days following the last date of close contact.
 - COVID-19 cases who returned to work per our return-to-work criteria who never developed COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the first positive test, provided they wear a face covering and maintain six feet of distance from others in the workplace for

14 days following the last date of close contact.

- If we do not exclude an employee who had a close contact as permitted by the above three exceptions, we will provide the employee with information about any applicable precautions recommended by CDPH for individuals with close contact.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by

Access to district provided sick leave

Access to differential pay, when eligible

Access to another other federal and/or state provided COVID-19 leave (when applicable)

Coordination with other benefits if the employee is entitled to such benefits such as disability leave

- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases.
- All visitors/volunteers/mentors must register in the school office to be cleaned through the districts raptor system.

All visitors, volunteers, and mentors must register in the school office

Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
 - COVID-19 symptoms have improved, and
 - At least 5 days have passed since COVID-19 symptoms first appeared and employee tests.
- **COVID-19 cases who tested positive but never developed symptoms** will not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will be required for an employee to return to work once the requirements for "cases with symptoms" or "cases who tested positive but never developed symptoms" (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Test negative and remain symptom-free.
 - Close contact with symptoms: when the "COVID-19 cases with symptoms" criteria (above) have been met.

- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.

Superintendent, Doug Geren

11/01/2022

Title of Owner or Top Management Representative

Signature

Date

Appendix A: Identification of COVID-19 Hazards

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.

Person Conducting the Evaluation:

Date:

Name(s) of Employees and Authorized Employee Representative that Participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation (amount of fresh air and filtration maximized)	Good	Maintenance Team	
Additional room air filtration	Good	Maintenance Team	

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
Surface cleaning and disinfection (frequently enough and adequate supplies)	Good	Custodians	
Hand washing facilities (adequate numbers and supplies)	Good	Custodians	
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Good	Custodians	

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)	Good	Principal/Staff	
Gloves	Good	Principal/Staff	
Face shields/goggles	Good	Principal/Staff	
Respiratory protection	Good	Principal/Staff	

*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information COVID-19 Prevention Program

specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date:

Name of Person Conducting the Investigation:

Name of COVID-19 case (employee or non-employee*) and contact information:		Occupation (if non-employee, why they were in the workplace):	
Names of employees/representatives involved in the investigation:		Date investigation was initiated:	
Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:		Date and time the COVID-19 case was last present and excluded from the workplace:	
Date of the positive or negative test and/or diagnosis:		Date the case first had one or more COVID-19 symptoms, if any:	
Information received regarding COVID-19 test results and onset of symptoms (attach documentation):			

Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:

- The names of those found to be in close contact.
- When testing was offered, including the results and the names of those that were exempt from testing because:
 - They returned to work per our return-to-work criteria and have remained symptom free for 90 days (or a different period than 90 days if it is required by a CDPH regulation or order) or, for those that never developed symptoms, for 90 days (or a different period than 90 days if it is required by a CDPH regulation or order) after the initial positive test.
- The names of those close contacts that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those close contacts exempt from exclusion requirements because:
 - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms, and are required to wear a face covering and maintain six feet of distance from others at the workplace for 10 days following the last date of close contact.

- They returned to work per our return-to-work criteria and have remained symptom free, and are required to wear a face covering and maintain six feet of physical distance from others at the workplace for 10 days following the last date of close contact.
- They never developed symptoms and are required to wear a face covering and maintain six feet of physical distance from others at the workplace for 14 days following the last date of close contact.

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing

Assignment of housing units

We, to the extent feasible, reduce employee exposure to COVID-19 by assigning employee residents to distinct groups and ensure that each group remains separate from other such groups during transportation and work. Shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same workplace will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or workplace will be housed in the same housing unit only when no other housing alternatives are feasible.

Ventilation

We ensure maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units. If there is not a Minimum Efficiency Reporting Value (MERV) 13 or higher filter in use, portable or mounted HEPA filtration units are used, where feasible, in all sleeping areas.

Face coverings

We provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned to prevent the spread of COVID-19. Housing units, kitchens, bathrooms, and indoor common areas are cleaned and disinfected after a COVID-19 case was present during the high-risk exposure period, if another resident will be there within 24 hours of the COVID-19 case.
- Cleaning and disinfecting is done in a manner that protects the privacy of residents.
- Residents are instructed to not share unwashed dishes, drinking glasses, cups, eating utensils, and similar items.

Screening

We will encourage residents to report COVID-19 symptoms to:

COVID-19 testing

We establish, implement, maintain and communicate to residents' effective policies and procedures for COVID-19 testing of residents who had a close contact. All residents will be tested should there be three or more COVID-19 cases in 14 days.

COVID-19 cases and close contacts

We:

- Effectively quarantine residents who have had a close contact from all other residents. Effective quarantine includes providing residents who had a close contact with a private bathroom and sleeping area, except for COVID-19 cases who have met our return-to-work criteria and have remained asymptomatic:
 - For 90 days after the initial onset of symptoms,
 - For 90 days after the first positive test for COVID-19 cases who never developed symptoms.
- Effectively isolate COVID-19 cases from all residents who are not COVID-19 cases. Effective isolation includes housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19-case residents.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of transportation

To the extent feasible, we reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit are transported in the same vehicle.
- Employees working in the same crew or workplace are transported in the same vehicle.
- Employees who do not share the same household, work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible.

Face coverings and respirators

We will ensure that the:

- Face covering requirements of our CPP **Face Coverings** are followed for employees waiting for transportation, if applicable.
- All employees are provided with a face covering, which must be worn unless an exception under our CPP Face Coverings applies.
- Upon request, we provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

Screening

We develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.

- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We ensure that vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions; such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Regulation 4161.5: Military Leave

Status: ADOPTED

Original Adopted Date: 03/01/2004 | Last Revised Date: ~~07/09/01/2006~~2022 | Last Reviewed Date:
~~07/09/01/2006~~2022

CSBA NOTE: Employment and re-employment rights of employees who take military leave of absence are protected by the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 USC 4301-4334. The district may not refuse to grant military leave, regardless of the length of employment or whether the employee volunteers for military service or is called up involuntarily.

The USERRA applies to all employees, except for persons individuals employed for a brief, nonrecurrent period for which there was no reasonable expectation that such employment would continue indefinitely or for a significant period. It appears that the statute includes temporary certificated and short-term classified employees, unless the employee meets the above-stated exception. When determining whether a temporary or short-term employee is covered, districts are advised to consult legal counsel.

20 CFR 1002.149-1002.150 and 1002.210-1002.213 and guidelines issued by the Veterans' Veterans' Employment and Training Service (VETS) of the U.S. Department of Labor, "A Non-Technical Resource Guide to the Uniformed Services Employment and Reemployment Rights Act," clarify that federal law generally protects seniority-based benefits (i.e., a right or benefit that is determined by or that accrues with length of service) that would have accrued "with reasonable certainty" had the employee remained continuously employed. Non-seniority-based benefits are generally protected to the same extent that those benefits are preserved during comparable kinds of leave under local policies or state law. The district should consult legal counsel regarding any questions about entitlements to benefits.

Note that in cases where state law provides greater protections to employees, state law supersedes federal law. In addition, the district should consult its collective bargaining agreements to determine if the bargaining agreements provide greater military leave benefits than provided by law and should modify or delete the following optional regulation accordingly.

Military leave shall be granted in accordance with applicable state and federal law to employees performing military duties on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, examination to determine fitness for duty, and performance of funeral honors duty. (Education Code 44800; Military and Veterans Code 395, 395.01, 395.02, 395.05, 395.1, 395.2, 395.9; 38 USC 4301, 4303, 4316)

An Any district employee who needs to be absent from the district service to fulfill his/her military service shall provide advance written or verbal notice to the Superintendent or designee, unless the giving of such notice is precluded by military necessity or is otherwise impossible or unreasonable. (38 USC 4312; 20 CFR 1002.85, 1002.86)

Salary/Compensation

CSBA NOTE: Pursuant to Military and Veterans Code 395.01-395.05, employees on military leave are entitled to receive their salary or compensation for a maximum of 30 calendar days for any one leave or during one fiscal year. However, Military and Veterans Code 395.03 allows the Governing Board to

an employee who is on active military duty as a member of the California National Guard or a U.S. Military Reserve organization, for up to 180 days, the difference between the amount of the military pay and allowances and the employee's salary.

The following paragraph should be revised to reflect decisions of the Board, if any, to extend compensation beyond 30 days' pay.

~~An employee~~The district shall receive his/her pay an employee's salary or compensation for the first 30 days of any one absence for military leave or during one fiscal year, under any of the following conditions:

1. Active Military Training or Exercises: The employee is granted a temporary military leave of absence to engage in ordered military duty for purposes of active military training, encampment, naval cruises, special exercises, or like activity as a member of the reserve corps or force of the United States Armed Forces, National Guard, or Naval Militia, provided that: (Military and Veterans Code 389, 395, 395.01)
 - a. ~~He/she~~The employee has been employed by the district for at least one year immediately prior to the day the military leave begins.
 - b. The ordered duty does not exceed 180 days, including time involved in going to and returning from such duty.
2. Active Military Duty: The employee is on military leave, other than a temporary military leave, to engage in active military duty as a member of the reserve corps or force of the United States Armed Forces, the National Guard, or the Naval Militia, provided that ~~he/she~~the employee has been employed by the district for at least one year immediately prior to the day the military leave begins. (Military and Veterans Code 389, 395.02)
3. War or Other Emergency: The employee, however long employed by the district, is a member of the National Guard who is engaged in military or naval duty during a state of extreme emergency as declared by the Governor, or during such time as the National Guard may be on active duty in situations described in Military and Veterans Code 146, including travel time to and from such duty. (Military and Veterans Code 395.05)

CSBA NOTE: Pursuant to Military and Veterans Code 395 and 395.01, the district has discretion as to whether ~~or not to compensate~~ employees are compensated for military leave for periods of inactive duty training. Optional ~~item~~ item #4 is for use by districts that choose to provide compensation to such employees.

4. Inactive Duty Training: The employee is a member of the reserve corps or force of the United States Armed Forces, National Guard, or Naval Militia who is engaged in temporary inactive duty training, provided that ~~he/she~~the employee has been employed by the district for at least one year immediately prior to the day the military leave begins and the ordered duty does not exceed 180 days, including time involved in going to and returning from such duty.

CSBA NOTE: When calculating whether the employee has been employed by the district for a minimum of one year for purposes of determining the employee's right to a paid military leave of absence pursuant to ~~items~~ items #1, 2, and 4 above, ~~an~~the Attorney General ~~opinion~~ (opined in 77 Ops.Cal.Atty.Gen. 209 (1994)) states, that all prior military service is to be counted as public agency service (i.e., the military service is "tacked on" to the amount of time employed in the district), even when a period of time lapses between the military service and district employment. However, as opined by the Attorney General in 18 Ops.Cal.Atty.Gen. 178 (1951), an employee may not "tack on" prior employment in another district (18 Ops.Cal.Atty.Gen. 178 (1951)). If a question arises as to whether prior service should be counted, district legal counsel should be consulted.

employment shall be included.

For classified employees, 30 days' compensation shall be one month's salary. For certificated employees, 30 days' compensation shall be one-tenth of the employee's annual salary. (Education Code 45059)

CSBA NOTE: An Attorney General opinion (19 Ops.Cal.Atty.Gen. 132 (1952)) states that certificated employees ordered to perform military service are not entitled to compensation during non-teaching, non-paying months of the year.

Certificated employees shall not be entitled to compensation during non-teaching, non-paying months of the year.

During the period of military leave, an employee may, upon his/her own request, to use any vacation or similar paid leave accrued before the commencement of the military leave. in order to continue receiving compensation for the employee's employment with the district. The district shall not require the employee to use such leave. (38 USC 4316; 20 CFR 1002.153)

Benefits

An employee may elect to continue his/her health plan coverage during the military leave. The maximum period of coverage for the employee and his/her any dependents shall be either 24 months from the beginning of the leave or until the day after the employee fails to apply for or return to employment, whichever is less. (38 USC 4317; 20 CFR 1002.164)

An employee on military leave may be required to pay the employee cost, if any, of any funded benefit to the extent that other employees on leave are so required. (38 USC 4316)

An employee absent for 30 days or fewer shall not be required to pay more than the employee share for such coverage. An employee absent for 31 days or more may be required to pay not more than 102 percent of the full premium under the plan. (38 USC 4317; 20 CFR 1002.166)

CSBA NOTE: The following optional paragraph is for use by any district whose Board has taken action to extend benefits ~~to~~for up to 180 days to employees who are on active military duty as members of the California National Guard or a U.S. Military Reserve organization, as authorized, but not required, by Education Code 44018.

Any employee called into active military duty as a member of the California National Guard or a United States Military Reserve organization shall receive, for up to 180 days, the difference between the amount of his/her the employee's military pay and the amount the employee would have received from the district and all benefits that the employee would have received if he/she had the employee not been called to active military duty, unless the benefits are prohibited or limited by vendor contracts. (Education Code 44018)

Vacation and Sick Leave Accrual

An employee on temporary military leave under the conditions described in ~~item #1 Active Military Training or Exercises,~~ Item #1 in the section entitled "Salary/Compensation" above, shall continue to accrue the same vacation, sick leave, and holiday privileges to which he/she the employee would otherwise be entitled if not absent. (Military and Veterans Code 395)

An employee on military leave who is serving in active duty in time of war, national emergency, or United Nations military or police operation shall not accrue sick leave or vacation leave during the period of such

Other Emergency, Item #3 in the section entitled "Salary/Compensation" above, shall not suffer any loss or diminution of vacation or holiday privileges because of his/her the employee's leave of absence. (Military and Veterans Code 395.05)

Pension Plan Service Credit

CSBA NOTE: Pursuant to Government Code 20997, employers that participate in the California Public Employees' Retirement System (CalPERS) are required to inform employees who are CalPERS members, of the rights of returning military veterans to receive employer-paid service credits for the period of active military service.

Pension plan service credit and vesting shall continue during an employee's military leave as though no break in service had occurred. Payment of employer and employee contributions shall be made in accordance with law for members of the State Teachers' Retirement System or Public Employees' Retirement System. (Education Code 22850-22856; Government Code 20990-21013)

Employment Status

CSBA NOTE: Employees on military leave are deemed to be on furlough or leave of absence, pursuant to 20 CFR 1002.149 and, during the period of military leave, maintain non-seniority rights and benefits generally provided by the employer to other employees with similar seniority, status, and pay who are on furlough or leave of absence. However, pursuant to Education Code 44800 and Military and Veterans Code 395, absence due to military leave may not be counted in satisfaction of an uncompleted probationary period.

Absence for military leave shall not affect the classification of any certificated employee. In the case of a certificated probationary employee, the period of such absence shall not count as part of the service required to obtain permanent status, but shall not be construed as a break in the continuity of service for any purpose. (Education Code 44800; Military and Veterans Code 395; 20 CFR 1002.149)

Reinstatement Rights

At the conclusion of the military duty, an employee shall be promptly reinstated in the position held at the beginning of the leave, at the salary to which he/she the employee would otherwise have been entitled, except under the conditions noted below: in this section. (Education Code 44800; Military and Veterans Code 395, 395.2; 38 USC 4304, 4313; 20 CFR 1002.180-1002.181)

Any employee who performs active military duty in time of war, national emergency, or United Nations military or police operation has a right to return to his/her the position held prior to the military service, during terminal leave prior to the employee's discharge, separation, or release from the armed forces, or within six months of the employee's release, separation, honorable discharge, or placement on inactive duty. Reinstatement rights shall not be extended to any such employee who fails to return within 12 months after the first date upon which he/she the employee could terminate or could cause to be terminated his/her active service. (Education Code 44800; Military and Veterans Code 395.1)

When an employee has been on military leave for reasons other than war or national emergency, the time frame for seeking reinstatement shall depend on the length of military service as follows: (38 USC 4312; 20 CFR 1002.115, 1002.118)

1. For a leave of 30 days or fewer, the employee shall report for duty no later than the beginning of the first full work day following the completion of the military service; provided the employee has plus a period of eight hours rest following a period for safe transportation to his/her the

2. For a leave of 31-180 days, the employee shall submit a written or verbal application for reinstatement not later than 14 days after the completion of military service.
3. For a leave of more than 180 days, the employee shall submit a written or verbal application for reinstatement within 90 days after the completion of military service.

In cases where ~~Where~~ an employee's reporting or application for reinstatement within the periods specified in ~~items~~ Items #1 and #2 above is impossible or unreasonable through no fault of the employee, ~~he/she~~ the report or application shall report be made as soon as possible after the expiration of the period. In the case of Items #2 and #3 where an application is required, the employee's application may be made orally or in writing and need not follow any particular format. (38 USC 4312; 20 CFR 1002.115, 1002.117, 1002.118)

An employee who is hospitalized for, or convalescing from, an illness or injury incurred in or aggravated during the performance of military service shall report for duty or submit an application for reinstatement at the end of the period that is necessary to recover from such illness or injury, but no more than two years after the completion of military service unless circumstances beyond the employee's control make reporting within the two-year period impossible or unreasonable. (38 USC 4312; 20 CFR 1002.116)

Upon receiving an application for reinstatement, the Superintendent or designee shall reinstate the employee as soon as practicable under the circumstances of ~~his/her~~ the case, but within a time period not to exceed two weeks, absent unusual circumstances. (20 CFR 1002.181)

If the employee's previous position has been abolished, ~~he/she~~ the district shall be reinstated reinstated the employee in a position of like seniority, status, and pay, if such position exists, or to a comparable vacant position for which ~~he/she~~ the employee is qualified. (Military and Veterans Code 395, 395.1; 38 USC 4313; 20 CFR 1002.192)

An employee ~~failing~~ who fails to report or apply for reinstatement within the appropriate period does not automatically forfeit ~~his/her~~ rights, the entitlement to reinstatement but shall be subject to the ~~Board's~~ district's rules and/or practices governing unexcused absences. (38 USC 4312)

The Superintendent or designee may elect not to reinstate an employee following military leave if any of the following conditions exists:

1. The district's circumstances have so changed as to make such re-employment impossible or unreasonable, such as a reduction in force that would have included the employee. (38 USC 4312; 20 CFR 1002.139)
2. The accommodation, training, or effort described in 38 USC 4313(a)(3), (a)(4), or (b)(2)(B) would impose an undue hardship on the district as defined in 20 CFR 1002.5 or 1002.198. (38 USC 4312; 20 CFR 1002.139)
3. The employee's position was for a brief, nonrecurrent period and there was no reasonable expectation that such employment will continue indefinitely or for a significant period. (38 USC 4312; 20 CFR 1002.139)
4. The employee's cumulative length of absence and length of all previous military leave while employed with the district exceeds five years, excluding those training and service obligations specified in 38 USC 4312(c). (38 USC 4312; 20 CFR 1002.99-1002.103)
5. The employee was separated from military service with a disqualifying discharge or under other than honorable conditions. (Military and Veterans Code 395.1; 20 USC 4304, 4312; 20 CFR 1002.134-1002.138)

CSBA NOTE: 38 USC 4334 requires employers to post a notice of rights and benefits as provided below. The U.S. Secretary of Labor has provided a sample notice listing these rights which is available on the Department of Labor's USERRA web site.

The Superintendent or designee shall provide employees a notice of the rights, benefits, and obligations of employees granted military leave and of the district under the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 USC 4301-4334. (38 USC 4334)

CSBA NOTE: 38 USC 4334 states that the notice may be placed where the employer/district customarily places employee notices, as provided below. However, the VETS' "A Non-Technical Resource Guide to the Uniformed Services Employment and Reemployment Rights Act (USERRA)," clarifies that an employer may provide the notice in an alternative manner as long as the full text of the notice is provided. Examples include handing the notice to employees, mailing it, or distributing it via email. The district may revise the following paragraph to reflect district practice.

This requirement may be met by posting the notice where the district customarily places notices for employees. (38 USC 4334)

Policy Reference UPDATE Service

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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
Ed. Code 22850-22856	Pension benefits; STRS members on military leave
Ed. Code 44018	Compensation for employees on active military duty
Ed. Code 44800	Effect of active military service on status of employees
Ed. Code 45059	Employee ordered to active military/naval duty; computation of salary
Gov. Code 18540	Definition of armed forces
Gov. Code 18540.3	Recognized military service
Gov. Code 20990-21013	Pension benefits; PERS members on military leave
M&V Code 146	Events justifying calling of militia into active service
M&V Code 389	Definitions; temporary military leave
M&V Code 394	Nondiscrimination based on military service
M&V Code 395-395.9	Military leave
Federal	Description
20 CFR 1002.1-1002.314	Uniformed Services Employment and Reemployment Rights Act of 1994
38 USC 4301-4334	Uniformed Services Employment and Reemployment Rights Act of 1994

Attorney General Opinion	18 Ops.Cal.Atty.Gen. 178 (1951)
Attorney General Opinion	19 Ops.Cal.Atty.Gen. 132 (1952)
Attorney General Opinion	63 Ops.Cal.Atty.Gen. 924 (1978)
Attorney General Opinion	69 Ops.Cal.Atty.Gen. 290 (1986)
Attorney General Opinion	77 Ops.Cal.Atty.Gen. 56 (1994)
Court Decision	Bowers v. San Buenaventura (1977) 75 Cal. App.3d 65
Court Decision	Wright v. City of Santa Clara (1989) 213 Cal. App.3d 1503
National School Boards Association Publication	The Uniformed Services Employment and Reemployment Rights Act (USERRA), NSBA Federal File: Guidance on Federal School Law, 2003
U.S. Department of Labor Publication	A Non-Technical Resource Guide to the Uniformed Services Employment and Reemployment Rights Act (USERRA), rev. April 2005
Website	National Committee for Employer Support of the Guard and Reserve
Website	U.S. Department of Labor, USERRA
Website	National School Boards Association

Cross References

Code	Description
2121	Superintendent's Contract
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4032	Reasonable Accommodation
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4112.9-E PDF(1)	Employee Notifications
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4161	Leaves
4161	Leaves
4161.1	Personal Illness/Injury Leave
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4212.9-E PDF(1)	Employee Notifications
4217.3	Layoff/Rehire

4261	Leaves
4261.1	Personal Illness/Injury Leave
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4312.9-E PDF(1)	Employee Notifications
4361	Leaves
4361	Leaves
4361.1	Personal Illness/Injury Leave

Regulation 4261.5: Military Leave

Status: ADOPTED

Original Adopted Date: 03/01/2004 | Last Revised Date: 07/09/01/20062022 | Last Reviewed Date: 07/09/01/20062022

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The USERRA applies to all employees, except for persons/individuals employed for a brief, nonrecurrent period for which there was no reasonable expectation that such employment would continue indefinitely or for a significant period. It appears that the statute includes temporary certificated and short-term classified employees, unless the employee meets the above-stated exception. When determining whether a temporary or short-term employee is covered, districts are advised to consult legal counsel.

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Note that in cases where state law provides greater protections to employees, state law supersedes federal law. In addition, the district should consult its collective bargaining agreements to determine if the bargaining agreements provide greater military leave benefits than provided by law and should modify or delete the following optional regulation accordingly.

Military leave shall be granted in accordance with applicable state and federal law to employees performing military duties on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, examination to determine fitness for duty, and performance of funeral honors duty. (Education Code 44800; Military and Veterans Code 395, 395.01, 395.02, 395.05, 395.1, 395.2, 395.9; 38 USC 4301, 4303, 4316)

An Any district employee who needs to be absent from the district service to fulfill his/her military service shall provide advance written or verbal notice to the Superintendent or designee, unless the giving of such notice is precluded by military necessity or is otherwise impossible or unreasonable. (38 USC 4312; 20 CFR 1002.85, 1002.86)

Salary/Compensation

CSBA NOTE: Pursuant to Military and Veterans Code 395.01-395.05, employees on military leave are entitled to receive their salary or compensation for a maximum of 30 calendar days for any one leave or during one fiscal year. However, Military and Veterans Code 395.03 allows the Governing Board to

an employee who is on active military duty as a member of the California National Guard or a U.S. Military Reserve organization, for up to 180 days, the difference between the amount of the military pay and allowances and the employee's salary.

The following paragraph should be revised to reflect decisions of the Board, if any, to extend compensation beyond 30 days' pay.

~~An employee~~The district shall receive his/her pay an employee's salary or compensation for the first 30 days of any one absence for military leave or during one fiscal year, under any of the following conditions:

1. Active Military Training or Exercises: The employee is granted a temporary military leave of absence to engage in ordered military duty for purposes of active military training, encampment, naval cruises, special exercises, or like activity as a member of the reserve corps or force of the United States Armed Forces, National Guard, or Naval Militia, provided that: (Military and Veterans Code 389, 395, 395.01)
 - a. ~~He/she~~The employee has been employed by the district for at least one year immediately prior to the day the military leave begins.
 - b. The ordered duty does not exceed 180 days, including time involved in going to and returning from such duty.
2. Active Military Duty: The employee is on military leave, other than a temporary military leave, to engage in active military duty as a member of the reserve corps or force of the United States Armed Forces, the National Guard, or the Naval Militia, provided that ~~he/she~~the employee has been employed by the district for at least one year immediately prior to the day the military leave begins. (Military and Veterans Code 389, 395.02)
3. War or Other Emergency: The employee, however long employed by the district, is a member of the National Guard who is engaged in military or naval duty during a state of extreme emergency as declared by the Governor, or during such time as the National Guard may be on active duty in situations described in Military and Veterans Code 146, including travel time to and from such duty. (Military and Veterans Code 395.05)

CSBA NOTE: Pursuant to Military and Veterans Code 395 and 395.01, the district has discretion as to whether ~~or not to compensate employees~~ are compensated for military leave for periods of inactive duty training. Optional ~~item~~ item #4 is for use by districts that choose to provide compensation to such employees.

4. Inactive Duty Training: The employee is a member of the reserve corps or force of the United States Armed Forces, National Guard, or Naval Militia who is engaged in temporary inactive duty training, provided that ~~he/she~~the employee has been employed by the district for at least one year immediately prior to the day the military leave begins and the ordered duty does not exceed 180 days, including time involved in going to and returning from such duty.

CSBA NOTE: When calculating whether the employee has been employed by the district for a minimum of one year for purposes of determining the employee's right to a paid military leave of absence pursuant to ~~items~~ items #1, 2, and 4 above, ~~an~~the Attorney General ~~opinion~~ (opined in 77 Ops.Cal.Atty.Gen. 209 (1994)) states), that all prior military service is to be counted as public agency service (i.e., the military service is "tacked on" to the amount of time employed in the district), even when a period of time lapses between the military service and district employment. However, as opined by the Attorney General in 18 Ops.Cal.Atty.Gen. 178 (1951), an employee may not "tack on" prior employment in another district ~~(18 Ops.Cal.Atty.Gen. 178 (1951))~~. If a question arises as to whether prior service should be counted, district legal counsel should be consulted.

employment shall be included.

For classified employees, 30 days' compensation shall be one month's salary. For certificated employees 30 days' compensation shall be one-tenth of the employee's annual salary. (Education Code 45059)

CSBA NOTE: An Attorney General opinion (19 Ops.Cal.Atty.Gen. 132 (1952)) states that certificated employees ordered to perform military service are not entitled to compensation during non-teaching, non-paying months of the year.

Certificated employees shall not be entitled to compensation during non-teaching, non-paying months of the year.

During the period of military leave, an employee may, upon his/her own request, to use any vacation or similar paid leave accrued before the commencement of the military leave. in order to continue receiving compensation for the employee's employment with the district. The district shall not require the employee to use such leave. (38 USC 4316; 20 CFR 1002.153)

Benefits

An employee may elect to continue his/her health plan coverage during the military leave. The maximum period of coverage for the employee and his/her any dependents shall be either 24 months from the beginning of the leave or until the day after the employee fails to apply for or return to employment, whichever is less. (38 USC 4317; 20 CFR 1002.164)

An employee on military leave may be required to pay the employee cost, if any, of any funded benefit to the extent that other employees on leave are so required. (38 USC 4316)

An employee absent for 30 days or fewer shall not be required to pay more than the employee share for such coverage. An employee absent for 31 days or more may be required to pay not more than 102 percent of the full premium under the plan. (38 USC 4317; 20 CFR 1002.166)

CSBA NOTE: The following optional paragraph is for use by any district whose Board has taken action to extend benefits ~~to~~ for up to 180 days to employees who are on active military duty as members of the California National Guard or a U.S. Military Reserve organization, as authorized, but not required, by Education Code 44018.

Any employee called into active military duty as a member of the California National Guard or a United States Military Reserve organization shall receive, for up to 180 days, the difference between the amount of his/her ~~the employee's~~ military pay and the amount the employee would have received from the district and all benefits that the employee would have received if he/she had ~~the employee~~ not been called to active military duty, unless the benefits are prohibited or limited by vendor contracts. (Education Code 44018)

Vacation and Sick Leave Accrual

An employee on temporary military leave under the conditions described in ~~item #1 Active Military Training or Exercises,~~ Item #1 in the section entitled "Salary/Compensation" above, shall continue to accrue the same vacation, sick leave, and holiday privileges to which he/she ~~the employee~~ would otherwise be entitled if not absent. (Military and Veterans Code 395)

An employee on military leave who is serving in active duty in time of war, national emergency, or United

However, an employee who is a National Guard member on active duty as described in ~~item #3 War or Other Emergency, Item #3~~ in the section entitled "Salary/Compensation" above, shall not suffer any loss or diminution of vacation or holiday privileges because of ~~his/her~~ the employee's leave of absence. (Military and Veterans Code 395.05)

Pension Plan Service Credit

CSBA NOTE: Pursuant to Government Code 20997, employers that participate in the California Public Employees' Retirement System (CalPERS) are required to inform employees who are CalPERS members, of the rights of returning military veterans to receive employer-paid service credits for the period of active military service.

Pension plan service credit and vesting shall continue during an employee's military leave as though no break in service had occurred. Payment of employer and employee contributions shall be made in accordance with law for members of the State Teachers' Retirement System or Public Employees' Retirement System. (Education Code 22850-22856; Government Code 20990-21013)

Employment Status

CSBA NOTE: Employees on military leave are deemed to be on furlough or leave of absence, pursuant to 20 CFR 1002.149 and, during the period of military leave, maintain non-seniority rights and benefits generally provided by the employer to other employees with similar seniority, status, and pay who are on furlough or leave of absence. However, pursuant to Education Code 44800 and Military and Veterans Code 395, absence due to military leave may not be counted in satisfaction of an uncompleted probationary period.

Absence for military leave shall not affect the classification of any certificated employee. In the case of a certificated probationary employee, the period of such absence shall not count as part of the service required to obtain permanent status, but shall not be construed as a break in the continuity of service for any purpose. (Education Code 44800; Military and Veterans Code 395; 20 CFR 1002.149)

Reinstatement Rights

At the conclusion of the military duty, an employee shall be promptly reinstated in the position held at the beginning of the leave, at the salary to which ~~he/she~~ the employee would otherwise have been entitled, except under the conditions noted below: in this section. (Education Code 44800; Military and Veterans Code 395, 395.2; 38 USC 4304, 4313; 20 CFR 1002.180-1002.181)

Any employee who performs active military duty in time of war, national emergency, or United Nations military or police operation has a right to return to ~~his/her~~ the position held prior to the military service, during terminal leave prior to the employee's discharge, separation, or release from the armed forces, or within six months of a ~~the~~ the employee's release, separation, honorable discharge, or placement on inactive duty. Reinstatement rights shall not be extended to any such employee who fails to return within 12 months after the first date upon which he/she ~~the~~ the employee could terminate or could cause to ~~be~~ behave terminated ~~his/her~~ active service. (Education Code 44800; Military and Veterans Code 395.1)

When an employee has been on military leave for reasons other than war or national emergency, the time frame for seeking reinstatement shall depend on the length of military service as follows: (38 USC 4312; 20 CFR 1002.115, 1002.118)

1. For a leave of 30 days or fewer, the employee shall report for duty no later than the beginning of the first full work day following the completion of the military service, provided the employee has

employee's residence.

2. For a leave of 31-180 days, the employee shall submit a written or verbal application for reinstatement not later than 14 days after the completion of military service.
3. For a leave of more than 180 days, the employee shall submit a written or verbal application for reinstatement within 90 days after the completion of military service.

In cases where ~~Where an employee's reporting or application for reinstatement~~ within the periods specified in ~~items~~ Items #1 and #2 above is impossible or unreasonable through no fault of the employee, ~~he/she~~ the report or application shall report be made as soon as possible after the expiration of the period. In the case of Items #2 and #3 where an application is required, the employee's application may be made orally or in writing and need not follow any particular format. (38 USC 4312; 20 CFR 1002.115, 1002.117, 1002.118)

An employee who is hospitalized for, or convalescing from, an illness or injury incurred in or aggravated during the performance of military service shall report for duty or submit an application for reinstatement at the end of the period that is necessary to recover from such illness or injury, but no more than two years after the completion of military service unless circumstances beyond the employee's control make reporting within the two-year period impossible or unreasonable. (38 USC 4312; 20 CFR 1002.116)

Upon receiving an application for reinstatement, the Superintendent or designee shall reinstate the employee as soon as practicable under the circumstances of ~~his/her~~ the case, but within a time period not to exceed two weeks, absent unusual circumstances. (20 CFR 1002.181)

If the employee's previous position has been abolished, ~~he/she~~ the district shall be reinstated reinstated the employee in a position of like seniority, status, and pay, if such position exists, or to a comparable vacant position for which ~~he/she~~ the employee is qualified. (Military and Veterans Code 395, 395.1; 38 USC 4313; 20 CFR 1002.192)

An employee ~~failing~~ who fails to report or apply for reinstatement within the appropriate period does not automatically forfeit ~~his/her rights,~~ the entitlement to reinstatement but shall be subject to the ~~Board's~~ district's rules and/or practices governing unexcused absences. (38 USC 4312)

The Superintendent or designee may elect not to reinstate an employee following military leave if any of the following conditions exists:

1. The district's circumstances have so changed as to make such re-employment impossible or unreasonable, such as a reduction in force that would have included the employee. (38 USC 4312; 20 CFR 1002.139)
2. The accommodation, training, or effort described in 38 USC 4313(a)(3), (a)(4), or (b)(2)(B) would impose an undue hardship on the district as defined in 20 CFR 1002.5 or 1002.198. (38 USC 4312; 20 CFR 1002.139)
3. The employee's position was for a brief, nonrecurrent period and there was no reasonable expectation that such employment will continue indefinitely or for a significant period. (38 USC 4312; 20 CFR 1002.139)
4. The employee's cumulative length of absence and length of all previous military leave while employed with the district exceeds five years, excluding those training and service obligations specified in 38 USC 4312(c). (38 USC 4312; 20 CFR 1002.99-1002.103)
5. The employee was separated from military service with a disqualifying discharge or under other

Notices

CSBA NOTE: 38 USC 4334 requires employers to post a notice of rights and benefits as provided below. The U.S. Secretary of Labor has provided a sample notice listing these rights which is available on the Department of Labor's USERRA web site.

The Superintendent or designee shall provide employees a notice of the rights, benefits, and obligations of employees granted military leave and of the district under the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 USC 4301-4334. (38 USC 4334)

CSBA NOTE: 38 USC 4334 states that the notice may be placed where the employer/district customarily places employee notices, as provided below. However, the VETS' "A Non-Technical Resource Guide to the Uniformed Services Employment and Reemployment Rights Act (USERRA)," clarifies that an employer may provide the notice in an alternative manner as long as the full text of the notice is provided. Examples include handing the notice to employees, mailing it, or distributing it via email. The district may revise the following paragraph to reflect district practice.

This requirement may be met by posting the notice where the district customarily places notices for employees. (38 USC 4334)

Policy Reference UPDATE Service

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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
Ed. Code 22850-22856	Pension benefits; STRS members on military leave
Ed. Code 44018	Compensation for employees on active military duty
Ed. Code 44800	Effect of active military service on status of employees
Ed. Code 45059	Employee ordered to active military/naval duty; computation of salary
Gov. Code 18540	Definition of armed forces
Gov. Code 18540.3	Recognized military service
Gov. Code 20990-21013	Pension benefits; PERS members on military leave
M&V Code 146	Events justifying calling of militia into active service
M&V Code 389	Definitions; temporary military leave
M&V Code 394	Nondiscrimination based on military service
M&V Code 395-395.9	Military leave
Federal	Description
20 CFR 1002.1-1002.314	Uniformed Services Employment and Reemployment Rights Act of 1994
38 USC 4301-4334	Uniformed Services Employment and Reemployment Rights Act of 1994

Attorney General Opinion	18 Ops.Cal.Atty.Gen. 178 (1951)
Attorney General Opinion	19 Ops.Cal.Atty.Gen. 132 (1952)
Attorney General Opinion	63 Ops.Cal.Atty.Gen. 924 (1978)
Attorney General Opinion	69 Ops.Cal.Atty.Gen. 290 (1986)
Attorney General Opinion	77 Ops.Cal.Atty.Gen. 56 (1994)
Court Decision	Bowers v. San Buenaventura (1977) 75 Cal. App.3d 65
Court Decision	Wright v. City of Santa Clara (1989) 213 Cal. App.3d 1503
National School Boards Association Publication	The Uniformed Services Employment and Reemployment Rights Act (USERRA), NSBA Federal File: Guidance on Federal School Law, 2003
U.S. Department of Labor Publication	A Non-Technical Resource Guide to the Uniformed Services Employment and Reemployment Rights Act (USERRA), rev. April 2005
Website	National Committee for Employer Support of the Guard and Reserve
Website	U.S. Department of Labor, USERRA
Website	National School Boards Association

Cross References

Code	Description
2121	Superintendent's Contract
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4032	Reasonable Accommodation
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4112.9-E PDF(1)	Employee Notifications
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4161	Leaves
4161	Leaves
4161.1	Personal Illness/Injury Leave
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4212.9-E PDF(1)	Employee Notifications
4217.3	Layoff/Rehire

4261	Leaves
4261.1	Personal Illness/Injury Leave
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4312.9-E PDF(1)	Employee Notifications
4361	Leaves
4361	Leaves
4361.1	Personal Illness/Injury Leave

Regulation 4361.5: Military Leave

Status: ADOPTED

Original Adopted Date: 03/01/2004 | Last Revised Date: 07/09/01/20062022 | Last Reviewed Date: 07/09/01/20062022

CSBA NOTE: Employment and re-employment rights of employees who take military leave of absence are protected by the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 USC 4301-4334. The district may not refuse to grant military leave, regardless of the length of employment or whether the employee volunteers for military service or is called up involuntarily.

The USERRA applies to all employees, except for persons/individuals employed for a brief, nonrecurrent period for which there was no reasonable expectation that such employment would continue indefinitely or for a significant period. It appears that the statute includes temporary certificated and short-term classified employees, unless the employee meets the above-stated exception. When determining whether a temporary or short-term employee is covered, districts are advised to consult legal counsel.

20 CFR 1002.149-1002.150 and 1002.210-1002.213 and guidelines issued by the Veterans' Veterans' Employment and Training Service (VETS) of the U.S. Department of Labor, "A Non-Technical Resource Guide to the Uniformed Services Employment and Reemployment Rights Act," clarify that federal law generally protects seniority-based benefits (i.e., a right or benefit that is determined by or that accrues with length of service) that would have accrued "with reasonable certainty" had the employee remained continuously employed. Non-seniority-based benefits are generally protected to the same extent that those benefits are preserved during comparable kinds of leave under local policies or state law. The district should consult legal counsel regarding any questions about entitlements to benefits.

Note that in cases where state law provides greater protections to employees, state law supersedes federal law. In addition, the district should consult its collective bargaining agreements to determine if the bargaining agreements provide greater military leave benefits than provided by law and should modify or delete the following optional regulation accordingly.

Military leave shall be granted in accordance with applicable state and federal law to employees performing military duties on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, examination to determine fitness for duty, and performance of funeral honors duty. (Education Code 44800; Military and Veterans Code 395, 395.01, 395.02, 395.05, 395.1, 395.2, 395.9; 38 USC 4301, 4303, 4316)

Any district employee who needs to be absent from the district service to fulfill his/her military service shall provide advance written or verbal notice to the Superintendent or designee, unless the giving of such notice is precluded by military necessity or is otherwise impossible or unreasonable. (38 USC 4312; 20 CFR 1002.85, 1002.86)

Salary/Compensation

CSBA NOTE: Pursuant to Military and Veterans Code 395.01-395.05, employees on military leave are entitled to receive their salary or compensation for a maximum of 30 calendar days for any one leave or during one fiscal year. However, Military and Veterans Code 395.03 allows the Governing Board to

an employee who is on active military duty as a member of the California National Guard or a U.S. Military Reserve organization, for up to 180 days, the difference between the amount of the military pay and allowances and the employee's salary.

The following paragraph should be revised to reflect decisions of the Board, if any, to extend compensation beyond 30 days' pay.

~~An employee~~The district shall receive his/her pay an employee's salary or compensation for the first 30 days of any one absence for military leave or during one fiscal year, under any of the following conditions:

1. Active Military Training or Exercises: The employee is granted a temporary military leave of absence to engage in ordered military duty for purposes of active military training, encampment, naval cruises, special exercises, or like activity as a member of the reserve corps or force of the United States Armed Forces, National Guard, or Naval Militia, provided that: (Military and Veterans Code 389, 395, 395.01)
 - a. ~~He/she~~The employee has been employed by the district for at least one year immediately prior to the day the military leave begins.
 - b. The ordered duty does not exceed 180 days, including time involved in going to and returning from such duty.
2. Active Military Duty: The employee is on military leave, other than a temporary military leave, to engage in active military duty as a member of the reserve corps or force of the United States Armed Forces, the National Guard, or the Naval Militia, provided that ~~he/she~~the employee has been employed by the district for at least one year immediately prior to the day the military leave begins. (Military and Veterans Code 389, 395.02)
3. War or Other Emergency: The employee, however long employed by the district, is a member of the National Guard who is engaged in military or naval duty during a state of extreme emergency as declared by the Governor, or during such time as the National Guard may be on active duty in situations described in Military and Veterans Code 146, including travel time to and from such duty. (Military and Veterans Code 395.05)

CSBA NOTE: Pursuant to Military and Veterans Code 395 and 395.01, the district has discretion as to whether ~~or not to compensate~~ employees are compensated for military leave for periods of inactive duty training. Optional ~~item~~ item #4 is for use by districts that choose to provide compensation to such employees.

4. Inactive Duty Training: The employee is a member of the reserve corps or force of the United States Armed Forces, National Guard, or Naval Militia who is engaged in temporary inactive duty training, provided that ~~he/she~~the employee has been employed by the district for at least one year immediately prior to the day the military leave begins and the ordered duty does not exceed 180 days, including time involved in going to and returning from such duty.

CSBA NOTE: When calculating whether the employee has been employed by the district for a minimum of one year for purposes of determining the employee's right to a paid military leave of absence pursuant to ~~items~~ items #1, 2, and 4 above, ~~the~~ Attorney General ~~opinion~~ (opined in 77 Ops.Cal.Atty.Gen. 209 (1994)) states, that all prior military service is to be counted as public agency service (i.e., the military service is "tacked on" to the amount of time employed in the district), even when a period of time lapses between the military service and district employment. However, as opined by the Attorney General in 18 Ops.Cal.Atty.Gen. 178 (1951), an employee may not "tack on" prior employment in another district ~~(18 Ops.Cal.Atty.Gen. 178 (1951))~~. If a question arises as to whether prior service should be counted, district legal counsel should be consulted.

employment shall be included.

For classified employees, 30 days' compensation shall be one month's salary. For certificated employees, 30 days' compensation shall be one-tenth of the employee's annual salary. (Education Code 45059)

CSBA NOTE: An Attorney General opinion (19 Ops.Cal.Atty.Gen. 132 (1952)) states that certificated employees ordered to perform military service are not entitled to compensation during non-teaching, non-paying months of the year.

Certificated employees shall not be entitled to compensation during non-teaching, non-paying months of the year.

During the period of military leave, an employee may, upon his/her own request, to use any vacation or similar paid leave accrued before the commencement of the military leave. in order to continue receiving compensation for the employee's employment with the district. The district shall not require the employee to use such leave. (38 USC 4316; 20 CFR 1002.153)

Benefits

An employee may elect to continue his/her health plan coverage during the military leave. The maximum period of coverage for the employee and his/her any dependents shall be either 24 months from the beginning of the leave or until the day after the employee fails to apply for or return to employment, whichever is less. (38 USC 4317; 20 CFR 1002.164)

An employee on military leave may be required to pay the employee cost, if any, of any funded benefit to the extent that other employees on leave are so required. (38 USC 4316)

An employee absent for 30 days or fewer shall not be required to pay more than the employee share for such coverage. An employee absent for 31 days or more may be required to pay not more than 102 percent of the full premium under the plan. (38 USC 4317; 20 CFR 1002.166)

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Any employee called into active military duty as a member of the California National Guard or a United States Military Reserve organization shall receive, for up to 180 days, the difference between the amount of his/her ~~the~~ the employee's military pay and the amount the employee would have received from the district and all benefits that the employee would have received if he/she had the employee not been called to active military duty, unless the benefits are prohibited or limited by vendor contracts. (Education Code 44018)

Vacation and Sick Leave Accrual

An employee on temporary military leave under the conditions described in ~~item #1 Active Military Training or Exercises,~~ Item #1 in the section entitled "Salary/Compensation" above, shall continue to accrue the same vacation, sick leave, and holiday privileges to which ~~he/she~~ the employee would otherwise be entitled if not absent. (Military and Veterans Code 395)

An employee on military leave who is serving in active duty in time of war, national emergency, or United Nations military or police operation shall not accrue sick leave or vacation leave during the period of such

Other Emergency, Item #3 in the section entitled "Salary/Compensation" above, shall not suffer any loss or diminution of vacation or holiday privileges because of his/her the employee's leave of absence. (Military and Veterans Code 395.05)

Pension Plan Service Credit

CSBA NOTE: Pursuant to Government Code 20997, employers that participate in the California Public Employees' Retirement System (CalPERS) are required to inform employees who are CalPERS members, of the rights of returning military veterans to receive employer-paid service credits for the period of active military service.

Pension plan service credit and vesting shall continue during an employee's military leave as though no break in service had occurred. Payment of employer and employee contributions shall be made in accordance with law for members of the State Teachers' Retirement System or Public Employees' Retirement System. (Education Code 22850-22856; Government Code 20990-21013)

Employment Status

CSBA NOTE: Employees on military leave are deemed to be on furlough or leave of absence, pursuant to 20 CFR 1002.149 and, during the period of military leave, maintain non-seniority rights and benefits generally provided by the employer to other employees with similar seniority, status, and pay who are on furlough or leave of absence. However, pursuant to Education Code 44800 and Military and Veterans Code 395, absence due to military leave may not be counted in satisfaction of an uncompleted probationary period.

Absence for military leave shall not affect the classification of any certificated employee. In the case of a certificated probationary employee, the period of such absence shall not count as part of the service required to obtain permanent status, but shall not be construed as a break in the continuity of service for any purpose. (Education Code 44800; Military and Veterans Code 395; 20 CFR 1002.149)

Reinstatement Rights

At the conclusion of the military duty, an employee shall be promptly reinstated in the position held at the beginning of the leave, at the salary to which he/she the employee would otherwise have been entitled, except under the conditions noted below: in this section. (Education Code 44800; Military and Veterans Code 395, 395.2; 38 USC 4304, 4313; 20 CFR 1002.180-1002.181)

Any employee who performs active military duty in time of war, national emergency, or United Nations military or police operation has a right to return to his/her the position held prior to the military service, during terminal leave prior to the employee's discharge, separation, or release from the armed forces, or within six months of the employee's release, separation, honorable discharge, or placement on inactive duty. Reinstatement rights shall not be extended to any such employee who fails to return within 12 months after the first date upon which he/she the employee could terminate or could cause to be terminated his/her active service. (Education Code 44800; Military and Veterans Code 395.1)

When an employee has been on military leave for reasons other than war or national emergency, the time frame for seeking reinstatement shall depend on the length of military service as follows: (38 USC 4312; 20 CFR 1002.115, 1002.118)

1. For a leave of 30 days or fewer, the employee shall report for duty no later than the beginning of the first full work day following the completion of the military service, provided the employee has plus a period of eight hours rest following a period for safe transportation to his/her the

2. For a leave of 31-180 days, the employee shall submit a written or verbal application for reinstatement not later than 14 days after the completion of military service.
3. For a leave of more than 180 days, the employee shall submit a written or verbal application for reinstatement within 90 days after the completion of military service.

~~In cases where~~ Where an employee's reporting or application for reinstatement within the periods specified in ~~items~~Items #1 and #2 above is impossible or unreasonable through no fault of the employee, ~~he/she~~the report or application shall report be made as soon as possible after the expiration of the period. In the case of Items #2 and #3 where an application is required, the employee's application may be made orally or in writing and need not follow any particular format. (38 USC 4312; 20 CFR 1002.115, 1002.117, 1002.118)

An employee who is hospitalized for, or convalescing from, an illness or injury incurred in or aggravated during the performance of military service shall report for duty or submit an application for reinstatement at the end of the period that is necessary to recover from such illness or injury, but no more than two years after the completion of military service unless circumstances beyond the employee's control make reporting within the two-year period impossible or unreasonable. (38 USC 4312; 20 CFR 1002.116)

Upon receiving an application for reinstatement, the Superintendent or designee shall reinstate the employee as soon as practicable under the circumstances of ~~his/her~~the case, but within a time period not to exceed two weeks, absent unusual circumstances. (20 CFR 1002.181)

If the employee's previous position has been abolished, ~~he/she~~the district shall be reinstatedreinstated the employee in a position of like seniority, status, and pay, if such position exists, or to a comparable vacant position for which ~~he/she~~the employee is qualified. (Military and Veterans Code 395, 395.1; 38 USC 4313; 20 CFR 1002.192)

An employee ~~failing~~who fails to report or apply for reinstatement within the appropriate period does not automatically forfeit ~~his/her~~rights, the entitlement to reinstatement but shall be subject to the ~~Board's~~district's rules and/or practices governing unexcused absences. (38 USC 4312)

The Superintendent or designee may elect not to reinstate an employee following military leave if any of the following conditions exists:

1. The district's circumstances have so changed as to make such re-employment impossible or unreasonable, such as a reduction in force that would have included the employee. (38 USC 4312; 20 CFR 1002.139)
2. The accommodation, training, or effort described in 38 USC 4313(a)(3), (a)(4), or (b)(2)(B) would impose an undue hardship on the district as defined in 20 CFR 1002.5 or 1002.198. (38 USC 4312; 20 CFR 1002.139)
3. The employee's position was for a brief, nonrecurrent period and there was no reasonable expectation that such employment will continue indefinitely or for a significant period. (38 USC 4312; 20 CFR 1002.139)
4. The employee's cumulative length of absence and length of all previous military leave while employed with the district exceeds five years, excluding those training and service obligations specified in 38 USC 4312(c). (38 USC 4312; 20 CFR 1002.99-1002.103)
5. The employee was separated from military service with a disqualifying discharge or under other than honorable conditions. (Military and Veterans Code 395.1; 20 USC 4304, 4312; 20 CFR 1002.134-1002.138)

CSBA NOTE: 38 USC 4334 requires employers to post a notice of rights and benefits as provided below. The U.S. Secretary of Labor has provided a sample notice listing these rights which is available on the Department of Labor's USERRA web site.

The Superintendent or designee shall provide employees a notice of the rights, benefits, and obligations of employees granted military leave and of the district under the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 USC 4301-4334. (38 USC 4334)

CSBA NOTE: 38 USC 4334 states that the notice may be placed where the employer district customarily places employee notices, as provided below. However, the VETS' , "A Non-Technical Resource Guide to the Uniformed Services Employment and Reemployment Rights Act (USERRA)," clarifies that an employer may provide the notice in an alternative manner as long as the full text of the notice is provided. Examples include handing the notice to employees, mailing it, or distributing it via email. The district may revise the following paragraph to reflect district practice.

This requirement may be met by posting the notice where the district customarily places notices for employees. (38 USC 4334)

Policy Reference UPDATE Service

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State

Ed. Code 22850-22856

Description

Pension benefits; STRS members on military leave

Ed. Code 44018

Compensation for employees on active military duty

Ed. Code 44800

Effect of active military service on status of employees

Ed. Code 45059

Employee ordered to active military/naval duty; computation of salary

Gov. Code 18540

Definition of armed forces

Gov. Code 18540.3

Recognized military service

Gov. Code 20990-21013

Pension benefits; PERS members on military leave

M&V Code 146

Events justifying calling of militia into active service

M&V Code 389

Definitions; temporary military leave

M&V Code 394

Nondiscrimination based on military service

M&V Code 395-395.9

Military leave

Federal

Description

20 CFR 1002.1-1002.314

Uniformed Services Employment and Reemployment Rights Act of 1994

38 USC 4301-4334

Uniformed Services Employment and Reemployment Rights Act of 1994

Management Resources

Description

Attorney General Opinion	19 Ops.Cal.Atty.Gen. 132 (1952)
Attorney General Opinion	63 Ops.Cal.Atty.Gen. 924 (1978)
Attorney General Opinion	69 Ops.Cal.Atty.Gen. 290 (1986)
Attorney General Opinion	77 Ops.Cal.Atty.Gen. 56 (1994)
Court Decision	Bowers v. San Buenaventura (1977) 75 Cal. App.3d 65
Court Decision	Wright v. City of Santa Clara (1989) 213 Cal. App.3d 1503
National School Boards Association Publication	The Uniformed Services Employment and Reemployment Rights Act (USERRA), NSBA Federal File: Guidance on Federal School Law, 2003
U.S. Department of Labor Publication	A Non-Technical Resource Guide to the Uniformed Services Employment and Reemployment Rights Act (USERRA), rev. April 2005
Website	National Committee for Employer Support of the Guard and Reserve
Website	U.S. Department of Labor, USERRA
Website	National School Boards Association

Cross References

Code	Description
2121	Superintendent's Contract
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4032	Reasonable Accommodation
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4112.9-E PDF(1)	Employee Notifications
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4161	Leaves
4161	Leaves
4161.1	Personal Illness/Injury Leave
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4212.9-E PDF(1)	Employee Notifications
4217.3	Layoff/Rehire
4261	Leaves

4261.1	Personal Illness/Injury Leave
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4312.9-E PDF(1)	Employee Notifications
4361	Leaves
4361	Leaves
4361.1	Personal Illness/Injury Leave

Policy 4216: Probationary/Permanent Status

Status: ADOPTED

Original Adopted Date: 06/01/1996 | **Last Revised Date:** 10/09/01/2019/2022

CSBA NOTE: Education Code 45113 mandates the Governing Board in a non-merit system district to develop rules and regulations for the personnel management of classified employees. For districts establishing the merit system pursuant to Education Code 45240-45320, rules for the efficient running of the classified service are established by the personnel commission pursuant to Education Code 45260. The following policy may be revised to reflect district practice, the any applicable collective bargaining agreement, or personnel commission rules.

The Governing Board desires to employ and retain highly qualified classified personnel to support the district's educational program and operations. Newly hired classified employees shall serve a probationary period during which the Board shall determine their suitability for long-term district employment.

CSBA NOTE: The following paragraph should be revised to reflect the specific length of the probationary period prescribed by the district, provided the probationary period does not exceed the time limits specified below.

Education Code 45113, as amended by AB 1353 (Ch. 542, Statutes of 2019), shortened the maximum length of the required probationary period in non-merit system districts from one year to six months or 130 days of paid service, whichever is longer. Therefore, the maximum length of the required probationary period for non-merit districts is now the same as that of districts incorporating the merit system as provided under Education Code 45301. Education Code 45113, as amended, will not override any conflicting provision of a collective bargaining agreement entered into before January 1, 2020, until the collective bargaining agreement expires or is renewed.

A probationary employee who has been employed by the district for six months or 130 days of paid service, whichever is longer, shall be classified as a permanent employee of the district. (Education Code 45113, 45301)

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), in order to receive permanent classified service status, a full-time district police officer and public safety dispatcher who operates a dispatch center certified by the Commission on Peace Officer Standards and Training must serve in a probationary status for not less than one year from the date of appointment to the full-time position. See AR 3515.3 - District Police/Security Department.

However, 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 the Commission on Peace Officer Standards and Training shall serve in a probationary status for not less than one year from the date of appointment. (Education Code 45113, 45301)

Probationary employees shall receive written performance evaluations by their supervisor during the probationary period. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job.

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed the probationary period.

CSBA NOTE: Pursuant to Education Code 45301, as amended by SB 874 (Ch. 150, Statutes of 2022), the paragraph below also applies to districts that have adopted the merit system.

A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position shall be employed in the classification from which the employee was promoted. (Education Code 45113, 45301)

This policy shall be made available to classified employees and the public. (Education Code 45113)

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State

Ed. Code 45113

Description

Notification of charges; classified employees

Ed. Code 45240-45320

Merit system

Management Resources

Website

Description

California School Employees Association

Cross References

Code

3515.3

Description

District Police/Security Department (BP and AR)

4112.9

Employee Notifications

4112.9-E(1)

Employee Notifications

4112.9-E PDF(1)

Employee Notifications

4161.11

Industrial Accident/Illness Leave

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

4218.1

Dismissal/Suspension/Disciplinary Action (Merit System)

4261.1

Personal Illness/Injury Leave

4261.11

Industrial Accident/Illness Leave

4210.9

Employee Notifications

4312.9-E PDF(1)

4361.11

Employee Notifications

Industrial Accident/Illness Leave

Policy 4218: Dismissal/Suspension/Disciplinary Action

Status: ADOPTED

Original Adopted Date: 07/01/2019 | **Last Revised Date:** 10/09/01/2019-2022

CSBA NOTE: The following policy is for use by districts that have not incorporated the merit system for classified employees pursuant to Education Code 45240-45320. For procedures applicable to districts that have incorporated the merit system, see BP/AR 4218.1 - Dismissal/Suspension/Disciplinary Action (Merit System).

The following policy is subject to collective bargaining and may be deleted or revised by any district whose collective bargaining agreement covers classified employee dismissal, suspension, and other disciplinary action. To the extent that this policy is inconsistent with provisions of the collective bargaining agreement, the collective bargaining agreement would prevail.

The Governing Board expects all employees to perform their jobs satisfactorily and to exhibit professional and appropriate conduct. A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law or any applicable collective bargaining agreement, Board policy, or 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 actions shall be based on the particular facts and circumstances involved and the severity of the employee's 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.

A probationary classified employee may be dismissed by the Superintendent or designee without cause at any time prior to the expiration of the probationary period.

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

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

Procedures for Serious Disciplinary Proceedings

CSBA NOTE: The following section should be revised to reflect district practice.

In *Skelly v. State Personnel Board*, the California Supreme Court held that permanent public employees have a right to certain due process protections prior to any punitive disciplinary action, such as termination, suspension, or demotion. These procedural rights include notice of the proposed materials upon which the action is based and the right to respond, either orally or in writing, to the individual recommending that discipline be imposed. These procedural rights are designed to protect an employee who may be wrongfully disciplined, without necessitating a full evidentiary hearing before the Governing Board. Therefore, CSBA recommends that the Superintendent or designee appoint a Skelly officer to evaluate whether there are reasonable grounds for believing that the employee engaged in the alleged misconduct and whether the proposed discipline is justified.

The Superintendent or designee shall develop disciplinary procedures for use when dismissal, suspension, demotion, involuntary reassignment, or other serious disciplinary action is contemplated against an employee. The procedures for such discipline shall include an opportunity for an employee for whom any such disciplinary action is recommended to meet with, or respond in writing to, a designated district official ("Skelly officer") who will determine whether the recommended discipline should proceed further or be modified or withdrawn.

CSBA NOTE: Pursuant to Education Code 45113 and 45116, a permanent classified employee must be given notice of any disciplinary action against the employee, including a time period during which the employee may request a Board hearing on the charges. See the section "Initiation and Notification of Charges" in the accompanying administrative regulation.

Pursuant to Education Code 45113, the Board may delegate its authority to determine whether sufficient cause exists for disciplinary action against classified employees, excluding peace officers as defined in Penal Code 830.32, to an impartial third-party hearing officer. Hearings conducted by the Board or a hearing officer are not subject to the procedures used by the Office of Administrative Hearings pursuant to Government Code 11500-11529. Districts that refer all serious disciplinary matters to a third-party hearing officer rather than holding Board hearings should revise the remainder of this section accordingly.

Education Code 45113 requires the Board to delegate its authority to an administrative law judge in cases involving allegations of egregious misconduct with a minor. Egregious misconduct is defined as immoral conduct leading to an allegation of a sex offense pursuant to Education Code 44010, a

After meeting with the employee or considering the employee's written response, if the Skelly officer determines that the recommended discipline should proceed, the Superintendent or designee shall send the employee a notice of the recommended disciplinary action, a statement of charges, and the results of the Skelly hearing. The notice shall include a statement advising the employee of the right to request a Board hearing on the matter.

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

If a timely request is submitted, a hearing shall be conducted by the Board. (Education Code 45113, 45312)

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

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

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

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

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

Following the hearing or, if the employee has not requested a hearing, after reviewing the Superintendent or designee's recommendation for disciplinary action, the Board shall affirm, modify, or reject the recommended disciplinary action. The decision of the Board shall be in writing and shall contain findings of fact and the disciplinary action approved, if any. The decision of the Board shall be final.

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

~~In lieu~~ Except for an allegation of holding egregious misconduct in which a Board hearing on the sufficiency of the causes for disciplinary action minor is involved, the Board may delegate its ~~the~~ authority to determine whether sufficient cause exists for disciplinary action to an impartial third-party hearing officer. When ~~the~~ matter is heard by a third-party hearing officer, the Board retains the authority to ~~shall~~ review the determination and to adopt or reject the recommended decision. (Education Code 45113)

CSBA NOTE: Pursuant to Education Code 44990, an administrative law judge in a suspension or dismissal hearing is required to preserve the integrity of the truth-finding function by balancing the right of a classified employee against the need to protect a minor witness.

If When any matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a witness who is a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. In such cases, the ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45113)

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State	Description
Ed. Code 35161	Board delegation of any powers or duties
Ed. Code 44009	Conviction of specified crimes
Ed. Code 44010	Sex offense; definitions
Ed. Code 44011	Controlled substance offense
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 44940.5	Procedures when employees are placed on compulsory leave of absence
Ed. Code 45101	Definitions (including ; disciplinary action; <u>and</u> cause)
Ed. Code 45109	Fixing of duties
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45123	Employment after conviction of controlled substance offense
Ed. Code 45302	Demotion and removal from permanent classified service
Ed. Code 45303	Additional cause for suspension or dismissal of employee charge with mandatory or optional leave of absence offense
Ed. Code 45304	Compulsory leave of absence for classified persons
Veh. Code 1808.8	Schoolbus drivers; dismissal for safety-related cause

California Constitution Article 1, Section 1 Inalienable rights

1

Federal	Description
42 USC 12101-12213	Americans with Disabilities Act
<u>U.S. Constitution First Amendment</u>	<u>Free exercise, free speech, and establishment clauses</u>

Management Resources	Description
Court Decision	California School Employees <u>Kennedy v. Livingston Union</u> <u>Bremerton School District</u> ; (2007) 149 Cal. App. 4th 394 (2022) 142 S.Ct. 2407
Court Decision	CSEA <u>California School Employees v. Foothill Community</u>

Court Decision	<u>SkellyCSEA v. California Personnel Board,Foothill Community College District (1975) 1552 Cal. App. 3rd 1503d 194</u>
<u>Court Decision</u>	<u>Skelly v. California Personnel Board (1975) 15 Cal.3d 194</u>
<u>Website</u>	<u>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)</u>
<u>Website</u>	<u>Office of Administrative Hearings (https://www.dgs.ca.gov/OAH)</u>
<u>Website</u>	<u>Office of the Attorney General (https://oag.ca.gov/)</u>

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
1312.3-E PDF(2)	Uniform Complaint Procedures
3230	Federal Grant Funds
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)
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3516.2	Bomb Threats
3542	School Bus Drivers

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
4112.42	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
4113.5	Working Remotely
4119.1	Civil And Legal Rights
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
4119.24	Maintaining Appropriate Adult-Student Interactions
4119.25	Political Activities Of Employees
4119.25	Political Activities Of Employees
4127	Temporary Athletic Team Coaches
4127	Temporary Athletic Team Coaches
4136	Nonschool Employment
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
4159	Employee Assistance Programs
4161	Leaves
4161	Leaves
4161.11	Industrial Accident/Illness Leave
4200	Classified Personnel
4200	Classified Personnel
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.5-E PDF(1)	Criminal Record Check
4212.6	Personnel Files
4213.5	Working Remotely
4216	Probationary/Permanent Status
4219.1	Civil And Legal Rights
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
4219.24	Maintaining Appropriate Adult-Student Interactions
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
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
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
4261.11	Industrial Accident/Illness Leave
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
4313.5	Working Remotely
4319.1	Civil And Legal Rights
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
4319.24	Maintaining Appropriate Adult-Student Interactions
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
4359	Employee Assistance Programs
4361	Leaves
4361	Leaves
4361.11	Industrial Accident/Illness Leave
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 4218: Dismissal/Suspension/Disciplinary Action

Status: ADOPTED

Original Adopted Date: 06/01/1994 | Last Revised Date: 10/09/01/2019/2022

Causes for Disciplinary Action

CSBA NOTE: The following section should be revised to reflect district practice. Education Code 45113 mandates districts not incorporating the merit system to prescribe, by rule or regulation, causes for disciplinary action against permanent classified employees. Pursuant to Education Code 45101, such employees may be disciplined only for cause as so prescribed.

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

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

1. Immoral conduct, including, but not limited to, egregious misconduct that is the basis for a sex offense as defined in Education Code 44010, a controlled substance offense as defined in Education Code 44011, or child abuse and neglect as described in Penal Code 11165.2-11165.6
2. Conduct that constitutes a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c)
3. Unlawful discrimination, including harassment, against any student or other employee
4. Violation of or refusal to obey state or federal law or regulation, Board policy, or district or school procedure
5. Falsification of any information supplied to the district, including, but not limited to, information supplied on application forms, employment records, or any other school district records
6. Unsatisfactory performance
7. Unprofessional conduct
8. Dishonesty
9. Neglect of duty or absence without leave
10. Insubordination
11. Use of alcohol or a controlled substance while on duty or in such close time proximity thereto as to affect the employee's performance
12. Destruction or misuse of district property
13. Failure to fulfill any ongoing condition of employment including, but not limited to, maintenance of any license, certificate, or other similar requirement specified in the employee's class

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

14. A physical or mental condition which precludes the employee from the proper performance of duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law
15. Retaliation against any person who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on or directly related to the job
16. Violation of Education Code 45303 or Government Code 1028 (prohibiting the advocacy or teaching of communism)
17. Any other misconduct which is of such nature that it causes discredit or injury to the district or the employee's position

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

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

Initiation and Notification of Charges

CSBA NOTE: Pursuant to *Skelly v. State Personnel Board*, permanent public employees are entitled to due process before any punitive disciplinary action, such as termination, suspension, or demotion, may be taken against such employees. These procedural rights include provision of notice of the materials upon which the proposed action is based and the right to respond, either orally or in writing, to a district official ("Skelly officer") who is designated to decide whether the recommended discipline should be imposed.

The Superintendent or designee shall provide notice to the employee of a recommendation for discipline, which includes the charges and materials upon which the recommendation is based. The notification shall identify an impartial district official ("Skelly officer") with whom the employee may meet at a specified time and place or to whom the employee may provide a written response to the recommendation of discipline. After meeting with the employee or considering any response from the employee, the Skelly officer shall recommend to the Superintendent or designee whether to proceed with the recommendation for discipline.

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

The Superintendent or designee shall file any final recommendation for a disciplinary action in writing

The notice shall, in ordinary and concise language, inform the employee of the specific charge(s) or cause(s) for the disciplinary action, the specific acts and omissions upon which the action is based, and, if applicable, the district rule or regulation that the employee has allegedly violated. In addition, the notice shall include the employee's right to a hearing on those charges, the time within which the hearing may be requested which shall be not less than five days after service of the notice to the employee, and a card or paper which the employee may sign and file to deny the charges and request a hearing. (Education Code 45113, 45116)

Request for Board Hearing

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

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

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

Employment Status Pending a Hearing

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

Compulsory Leave of Absence

CSBA NOTE: State law requires that classified employees in merit system districts and certificated employees be immediately placed on compulsory leave of absence following conviction for certain

Code 45113 to establish causes for suspension or dismissal. The following section may be revised to reflect district practice.

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

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

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

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

Policy Reference UPDATE Service

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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
Ed. Code 35161	Board delegation of any powers or duties
Ed. Code 44009	Conviction of specified crimes
Ed. Code 44010	Sex offense; definitions
Ed. Code 44011	Controlled substance offense
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 44940.5	Procedures when employees are placed on compulsory leave of absence
Ed. Code 45101	Definitions (including disciplinary action, cause)
Ed. Code 45109	Fixing of duties
Ed. Code 45113	Notification of charges, classified employees
Ed. Code 45123	Employment after conviction of controlled substance offense
Ed. Code 45302	Demotion and removal from permanent classified service
Ed. Code 45303	Additional cause for suspension or dismissal of employee

Veh. Code 1808.8

SchoolbusSchool bus drivers; dismissal for safety-related cause

Federal

42 USC 12101-12213

Description

Americans with Disabilities Act

Management Resources

Court Decision

Description

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

Court Decision

CSEA v. Foothill Community College District, 52 Cal. App. 3rd 150, 155-156

Court Decision

Skelly v. California Personnel Board, (1975) 15 Cal.3d 194

Cross References

Code

1114

Description

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

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Uniform Complaint Procedures

1312.3-E PDF(2)

Uniform Complaint Procedures

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Federal Grant Funds

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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)

3515.3

District Police/Security Department

3515.3

District Police/Security Department

3516.2

Bomb Threats

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School Bus Drivers

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4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4040-E PDF(1)	Employee Use Of Technology
4112.42	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
4113.5	Working Remotely
4119.1	Civil And Legal Rights
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
4119.24	Maintaining Appropriate Adult-Student Interactions
4119.25	Political Activities Of Employees
4119.25	Political Activities Of Employees
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4127	Temporary Athletic Team Coaches
4136	Nonschool Employment
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
4159	Employee Assistance Programs
4161	Leaves
4161	Leaves
4161.11	Industrial Accident/Illness Leave
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4200	Classified Personnel
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.5-E PDF(1)	Criminal Record Check
4212.6	Personnel Files
4213.5	Working Remotely
4216	Probationary/Permanent Status
4219.1	Civil And Legal Rights
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
4219.24	Maintaining Appropriate Adult-Student Interactions
4219.25	Political Activities Of Employees
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4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
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4257	Employee Safety
4257	Employee Safety
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4258	Employee Security
4259	Employee Assistance Programs
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4261.11	Industrial Accident/Illness Leave
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
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4319.1	Civil And Legal Rights
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
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4319.22	Dress And Grooming
4319.23	Unauthorized Release Of Confidential/Privileged Information
4319.24	Maintaining Appropriate Adult-Student Interactions
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4354	Health And Welfare Benefits
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4357	Employee Safety

4358	Employee Security
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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

Policy 4218.1: Dismissal/Suspension/Disciplinary Action (Merit System)

Status: ADOPTED

Original Adopted Date: 07/01/2019 | Last Revised Date: 12/09/01/2019/2022

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

Pursuant to Education Code 45260-45261, in a merit system district, the personnel commission has authority to prescribe rules for the efficiency of the classified service, including rules pertaining to demotions, transfers, and dismissals of classified employees. The following policy may be replaced by and/or supplemented with the personnel commission rules.

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

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 actions shall be based on the particular facts and circumstances involved and the severity of the employee's 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.

A probationary classified employee may be dismissed without cause at any time prior to the expiration of the probationary period.

A permanent classified employee shall be subject to suspension, demotion, or dismissal only for one or more of the causes designated by rule of the personnel commission.- (Education Code 45302, 45304)

CSBA NOTE: The following paragraph should be revised to reflect district practice. In *Skelly v. State Personnel Board*, the California Supreme Court held that permanent public employees have a property right to continued public employment and that due process is required before any punitive disciplinary action, such as termination, suspension, or demotion, may be taken against such employees. These procedural rights include notice of the proposed materials upon which the action is based and the right to respond, either orally or in writing, to the individual recommending that discipline be imposed. These procedural rights are designed to protect an employee against wrongful discipline without necessitating a full evidentiary hearing.

In addition, pursuant to Education Code 45306, an employee for whom disciplinary action is recommended may request a hearing before the personnel commission. The personnel commission may modify the disciplinary action, but may not make the action more stringent than was approved by the Governing Board. If the personnel commission sustains the employee's appeal, it may order all or part of the full compensation from the time of suspension, demotion, or dismissal and may establish other terms and conditions for the employee's reinstatement (e.g., compensation of the employee's expenses in pursuit of the appeal, transfer of the employee, expunction of the disciplinary action from the employee's personnel file).

When such serious disciplinary action is being contemplated against an employee, the district shall adhere to disciplinary procedures developed by the personnel commission. Due process shall be afforded to the employee, including proper notice, an opportunity for the employee to meet with a designated district official ("Skelly officer") or to respond in writing to the charges, and an opportunity to appeal the district's decision with the personnel commission in accordance with Education Code 45305-45307.- If the matter is addressed in a hearing before the personnel commission, the decision of the personnel commission shall be final.

CSBA NOTE: Education Code 45312 requires the personnel commission to delegate its authority to an administrative law judge in cases involving allegations of egregious misconduct with a minor. Egregious misconduct is defined as immoral conduct leading to an allegation of a sex offense pursuant to Education Code 44010, a controlled substance offense pursuant to Education Code 44011, or child abuse or neglect pursuant to Penal Code 11165.2-11165.6.

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

Policy Reference UPDATE Service

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Policy Reference Disclaimer:

State	Description
Civ. Code 1286.2	Grounds for vacating decision of arbitrator
Ed. Code 11500-11506	Programs to encourage parent involvement
Ed. Code 35161	Board delegation of any powers or duties
Ed. Code 44009	Conviction of specified crimes
Ed. Code 44010	Sex offense; definitions
Ed. Code 44011	Controlled substance offense
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 44940.5	Procedures when employees are placed on compulsory leave of absence
Ed. Code 44990-44994	Testimony of minor witnesses at dismissal or suspension hearings
Ed. Code 45101	Definitions (including disciplinary action, cause)
Ed. Code 45109	Fixing of duties
Ed. Code 45123	Employment after conviction of controlled substance offense
Ed. Code 45124	Dismissal of sexual psychopath
Ed. Code 45202	Transfer of accumulated sick leave and other benefits
Ed. Code 45240-45320	Merit system
Ed. Code 45302-45307	Suspension, dismissal, or other disciplinary action; classified employees
Gov. Code 12900-12996	Fair Employment and Housing Act
Gov. Code 54957	Complaints against employees; right to open session
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 11165.2-11165.6	Child abuse or neglect; definitions
Pen. Code 1192.7	Plea bargaining limitation
Pen. Code 187	Murder
Pen. Code 667.5	Prior prison terms; enhancement of prison terms
Pen. Code 830.32	School district and community college police

California Constitution Article 1, Section Inalienable rights

1

Federal

42 USC 12101-12213

Description

Americans with Disabilities Act

U.S. Constitution First Amendment

Free exercise, free speech, and establishment clauses

Management Resources

CA School Personnel Comm Association
Publication

Description

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

Court Decision

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

Court Decision

California School Employees Association v. Personnel
Commission (1970) 3 Cal.3d 139

Court Decision

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

Court Decision

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

Court Decision

CSEA v. Foothill Community College District; (1975) 52 Cal.
App. 3rd 150, 155-156

Court Decision

Skelly v. California Personnel Board; (1975) 15 Cal.3d 194

Website

CSBA District and County Office of Education Legal Services

Website

California School Personnel Commissioners Association

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>)

Website

Office of Administrative Hearings
(<https://www.dgs.ca.gov/OAH>)

Website

Office of the Attorney General (<https://oag.ca.gov/>)

Cross References

Code

1312.1

Description

Complaints Concerning District Employees

1312.1

Complaints Concerning District Employees

3230

Federal Grant Funds

3230

Federal Grant Funds

4000

Concepts And Roles

4030

Nondiscrimination In Employment

4030

Nondiscrimination In Employment

4112.5

Criminal Record Check

4112.6	Personnel Files
4119.1	Civil And Legal Rights
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.21-E PDF(1)	Professional Standards
4119.24	Maintaining Appropriate Adult-Student Interactions
4141	Collective Bargaining Agreement
4200	Classified Personnel
4200	Classified Personnel
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.5-E PDF(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4219.1	Civil And Legal Rights
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.21-E PDF(1)	Professional Standards
4219.24	Maintaining Appropriate Adult-Student Interactions
4241	Collective Bargaining Agreement
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.5-E PDF(1)	Criminal Record Check
4312.6	Personnel Files
4319.1	Civil And Legal Rights
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.21-E PDF(1)	Professional Standards

Policy 6164.2: Guidance/Counseling Services

Status: ADOPTED

Original Adopted Date: 11/01/2007 | **Last Revised Date:** 03/09/01/20162022 | **Last Reviewed Date:** 03/09/01/20162022

CSBA NOTE: The following optional Board policy should be revised to reflect district practice. Education Code 49600 authorizes, as amended by AB 2508 (Ch. 153, Statutes of 2022) urges districts to offer a structured, coherent, and students a comprehensive educational counseling program that is implemented by credentialed school counselors in a structured and coherent manner within a Multi-Tiered Systems of Support framework. Pursuant to Education Code 49600, if the district chooses to offer an educational counseling program, that as amended by AB 2508, specialized services offered under such a program must include academic counseling, as defined, and may include other specified components be provided by appropriately credentialed school counselors.

The Governing Board recognizes that a structured, coherent, and comprehensive counseling program promotes academic achievement and growth, and serves the diverse needs of all district students. The district shall provide an educational counseling program that offers students services and supports within a Multi-Tiered Systems of Support (MTSS) framework, in accordance with law. Counseling staff shall be available to provide students with individualized reviews of their educational progress toward academic and/or career and vocational goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning and well-being.

CSBA NOTE: Pursuant to Education Code 44266 and 5 CCR 80049-80049.1, persons authorized to provide services in school counseling, school psychology, or school social work must possess a pupil personnel services Pupil Personnel Services credential, with the appropriate specialization, issued by the Commission on Teacher Credentialing.

The Superintendent or designee shall ensure that all persons employed to provide direct school counseling, school psychology, and/or school social work services to students, and/or implement equitable school programs and services that support students' academic and social emotional development and college and career readiness shall possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of each positions such positions shall be clearly defined in a job description.

CSBA NOTE: The following optional list may be revised to reflect district practice. Education Code 49600, as amended by SB 451 (Ch. 539, Statutes of 2015), AB 2508, expresses the Legislature's intent that school counselors fulfill the following responsibilities.

Responsibilities of school counselors include, but are not limited to:

- ~~1. Engaging with, advocating for, and providing support for all students with respect to learning and achievement~~
1. Engaging with, advocating for, and providing all students with direct services, such as individual counseling, group counseling, risk assessment, crisis response, and instructional services, including mental health and behavioral, academic, and postsecondary educational services and indirect services, including but not limited to, positive school climate strategies, teacher and parent consultations, and referrals to public and private community services
2. 2. Planning, implementing, and evaluating school counseling programs to promote the

academic, social, and emotional abilities

3. ~~Using~~ 3. Working within a MTSS that uses multiple data sources of information to monitor and improve student behavior, attendance, engagement, and achievement
 4. ~~Collaborating and coordinating with school and community resources~~
 4. 4. Developing, coordinating, and supervising comprehensive student support systems in collaboration with teachers, administrators, other pupil personnel services professionals, families, community partners, and community agencies, including county mental health agencies
 5. 5. Promoting and maintaining a safe learning environment for all students by providing restorative justice practices, positive behavior interventions, and support services, and by developing a variety of intervention strategies, and using those strategies, to meet individual, group, and school community needs before, during, and after a crisis
 6. 6. Intervening to ameliorate school-related problems, including issues/problems related to chronic absences and retention
 7. 7. Using research-based strategies to promote mental wellness, reduce mental health stigma, conflict, and student-to-student and to identify characteristics, risk factors, and warning signs of students who develop, or are at risk of developing, mental health and behavioral disorders and who experience, or are at risk of experiencing, mistreatment and, including mistreatment related to any form of conflict or bullying
 8. 8. Improving school climate and student well-being by addressing the mental and behavioral health needs of students during a period of transition, separation, heightened stress, and critical changes, accessing community programs and services to meet those needs, and providing other appropriate services
 9. 9. Enhancing students' social and emotional competence, character, health, civic engagement, cultural legacy/literacy, and commitment to lifelong learning and the pursuit of high-quality educational programs
- CSBA NOTE: Item #10 below may be revised to specify only English learners, students eligible for free and reduced-price meals, and foster youth, as provided in Education Code 49600. However, a district is permitted to provide such services to other categories of students who may be in need, such as students experiencing homelessness
10. 10. Providing counseling interventions and support services for unduplicated students who are classified as English learners, or foster youth, homeless children, and students eligible for free or reduced-priced meals, or foster youth, including enhancing interventions and support services that enhance equity and access to the appropriate education systems and community/public and private services
 11. Engaging in continued development as a professional school counselor

Educational And Career Counseling

CSBA NOTE: The following optional section is for use by districts that maintain any of grades 7-12 and may be revised to reflect district practice and the grade levels offered by the district.

Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)

CSBA NOTE: Items #1-5 below reflect required components of educational counseling programs specified in Education Code 49600, as amended by SB 451 (Ch. 539, Statutes of 2015), AB 2508.

The educational counseling program shall include academic counseling and postsecondary services, in the following areas: (Education Code 49600):

1. 1. Development and implementation, with parent/guardian involvement, of the student's immediate and long-range educational plans
2. 2. Optimizing progress towards achievement of proficiency standards and competencies
3. 3. Completion of the required curriculum in accordance with the student's needs, abilities, interests, and aptitudes
4. 4. Academic planning for access and success in higher education programs, including advisement on courses needed for admission to public colleges and universities, standardized admissions tests, and financial aid

CSBA NOTE: Pursuant to Education Code 49600, educational counseling must include career and vocational counseling as described in ~~item~~ item #5 below. As amended by SB 451 (Ch. 539, Statutes of 2015), AB 2508, Education Code 49600 requires that professional development related to career and vocational counseling include strategies for counseling students pursuing postsecondary education, career technical education, multiple pathways, college, and global career opportunities.

5. Career and vocational counseling, 5. High-quality career programs at all grade levels in which students are assisted in doing all of the following:
 - a. a. Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, career planning, course selection, and career transition
 - b. b. Becoming aware of personal preferences and interests that influence educational and occupational exploration, career choice, and career success
 - c. c. Developing realistic perceptions of work, self-efficacy for the ever-changing work environment, the changing needs of the workforce, and the effecteffects of work on lifestyle quality of life
 - d. d. Understanding the relationship between academic achievement and career success, and the importance of maximizing career options

- e. e. _____ Understanding the value of participating in career technical education and work-based learning activities and pathways, programs, and certifications, including, but not limited to, service learning, those related to regional occupational centers and programs, partnership programs, job shadowing, and mentoring experience and centers, the federal program administered by the United States Department of Labor offering free education and vocational training to students, known as "Job Corps," the California Conservation Corps, work-based learning, industry certifications, college preparation and credit, and employment opportunities
- f. f. _____ Understanding the need to develop essential employable skills and work habits
- g. Understanding the variety of four-year colleges and universities and community college vocational and technical preparation programs, as well as admission criteria and enrollment procedures

CSBA NOTE: Education Code 49600, as amended by AB 2508, adds the following component to educational counseling programs, reflected below.

- g. Understanding entrance requirements to the Armed Forces of the United States, including the benefits of the Armed Services Vocational Aptitude Battery (ASVAB) test

CSBA NOTE: In addition to the required components listed above, Education Code 49600, as amended by SB 451 (Ch. 539, Statutes of 2015); AB 2508, includes a list of optional components which a district may, at its discretion, offer as part of the educational counseling program. At its discretion, the district may expand the following paragraph to reflect any of those optional components it chooses to include in its educational counseling program.

The district's educational counseling program also may include, but not be limited to, identification of students who are at risk of not graduating with the rest of their classmates, development of a list of coursework and experience necessary to assist students to satisfy the curricular requirements for college admission and successfully transition to postsecondary education or employment, and counseling regarding available options for a student to continue his/her education if he/she fails students who fail to meet graduation requirements: to continue with their education.

The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all high school students subject to compulsory continuation education. (Education Code 48431)

CSBA Note: As amended by AB 2508, Education Code 49600 also permits districts to offer mental and behavioral health services as provided in the following paragraph.

As part of the district's educational counseling program, students may be offered mental and behavioral health services under which a student may receive prevention, intervention, short-term counseling services, and mental health related classroom instruction to reduce stigma and increase awareness of counseling support services.

CSBA NOTE: Education Code 221.5 prohibits school counselors from offering vocational or school program guidance to a student of one sex that is different from that offered to a student of the opposite sex. In addition, 5 CCR 4930 prohibits discrimination in counseling programs to the same extent that discrimination is prohibited in all other district programs and activities. Prohibited bases for discrimination in district programs are specified in BP 0410 - Nondiscrimination in District Programs and

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in BP 0410 - Nondiscrimination in District Programs and Activities.

In addition, counselors shall affirmatively explore with students a student the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

CSBA NOTE: 20 USC 7908 requires districts receiving funds under the Elementary and Secondary Education Act (ESEA) to provide military recruiters with the same access to students as is provided to colleges and prospective employers. Districts that do not grant similar access may lose those funds and may be subject to specific interventions, such as notification to the Governor and Congress, so that public officials can work with the district. Districts that do not receive ESEA funds and that choose to grant access to college and employment recruiters should do so on a nondiscriminatory basis. Education Code 49603 provides that military service recruiters may not be denied on-campus access to students in grades 9-12 if the district provides such access to other employers. For information regarding military recruiter access to student directory information, see BP/AR 5125.1 - Release of Directory Information.

Option 1 below is for use by districts that choose to adopt a policy that permits college and employment recruiters, including military recruiters, access to students. Option 2 is for districts that choose to adopt a policy that does not permit such access.

OPTION 1: Colleges and prospective employers, including military recruiters, shall have the same access to students for recruiting purposes. (Education Code 49603; 10 USC 503; 20 USC 7908)

OPTION 1 ENDS HERE

OPTION 2: Colleges and prospective employers, including military recruiters, shall not have access to students for recruiting purposes. (Education Code 49603; 10 USC 503)

OPTION 2 ENDS HERE

CSBA NOTE: Pursuant to Labor Code 3074.2, as added by AB 643 (Ch. 324, Statutes of 2021), districts are encouraged to provide students with opportunities to explore, make career choices, and seek appropriate instruction and training to support those choices, by hosting locally focused apprenticeship and/or career and technical education fair events, such as college and career fairs.

The Superintendent or designee shall collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities through college and/or career fairs.

CSBA NOTE: Labor Code 3074.2, as added by AB 643, requires any district planning to hold a college or career fair to identify approved apprenticeship programs in the county and notify such programs that they are hosting a college or career fair. To identify approved programs the district is required to rely on the Division of Apprenticeship Standards' database of approved apprenticeship programs, published by the Division of Apprenticeship Standards located on its internet web site.

When planning to hold a college or career fair, the Superintendent or designee shall notify each apprenticeship program in the county. The notification shall include the planned date, time and location of the college or career fair. (Labor Code 3074.2)

CSBA NOTE: The following optional section may be revised to reflect district practice. A school counselor, school psychologist, or school social worker may offer personal or family counseling in accordance with the authorizations on his/hertheir credentials. In addition, districts may provide mental health services through school-based health centers (see BP 5141.6 - School Health Services) and/or may collaborate with community agencies, organizations, and health care providers to ensure that services are available.

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by his/hertheir credential. Such services may include, but are not limited to, support related to the student's social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance.

CSBA NOTE: If a minor is 11 years old or younger, consent by a parent/guardian is required before providing the minor with outpatient mental health counseling or treatment services. Family Code 6920-6929 and Health and Safety Code 124260 allow a minor age 12 or older to consent to outpatient mental health counseling or treatment services without parent/guardian consent if, in the opinion of a school psychologist or other professional person, as defined, the minor is mature enough to participate intelligently in the services. However, the child's parent/guardian must still be involved unless the professional person determines it would be inappropriate.

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by his/herthe student's parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)

A counselor shall consult with the Superintendent or designee and, as appropriate, with the district's legal counsel whenever unsure of how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

In addition, the Superintendent or designee shall identify crisis counseling resources to train district staff in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with a crisis if it occurs.

Teacher-Based Advisory Program

CSBA NOTE: The following optional section is for use by districts that choose to provide a teacher-based advisory program as authorized by Education Code 49600. The following section may be revised to reflect district practice, including the grade levels at which the program will operate. It should be deleted by districts in which all student counseling is provided by credentialed school counselors.

The Board recognizes that a supportive, ongoing relationship with a caring adult can provide a student with valuable advice, enhance student-teacher relationships, and build the student's feelings of connectedness with the school. The Board authorizes the development of a teacher-based advisory program in which teachers advise students in such areas as academic planning, character development, conflict resolution, and self-esteem. Any teacher participating in this program shall be under the supervision of a credentialed school counselor as appropriate, receive related information and training, and be subject to this Board policy and law, including requirements pertaining to student confidentiality and nondiscrimination.

Policy Reference UPDATE Service

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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 4930-4931	Counseling
5 CCR 80049-80049.1	Pupil personnel services <u>Personnel Services</u> credential
5 CCR 80632-80632.5	Preparation programs for pupil personnel services <u>Pupil Personnel Services</u>
Ed. Code 221.5	Equal opportunity
Ed. Code 44266	Pupil personnel services <u>Personnel Services</u> credential
Ed. Code 48431	Establishing and maintaining high school guidance and placement program
Ed. Code 49600-49604	Educational counseling
Ed. Code 51250-51251	Assistance to military dependents
Ed. Code 51513	Personal beliefs
Fam. Code 6920-6930	Consent by minor for medical treatment
Gov. Code 6254	Exemption for personnel records if invasion of personal privacy
H&S Code 124260	Mental health services; consent by minors age 12 and older
<u>Labor Code 3074.2</u>	<u>College and career fairs; notice to apprenticeship programs</u>
Pen. Code 11166-11170	Reporting known or suspected cases of child abuse
W&I Code 5850-5883	Mental Health Services Act
Federal	Description
10 USC 503	Military recruiter access to directory information
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974

20 USC 7908

Armed forces recruiter access to students and student recruiting information

34 CFR 99.1-99.67

Family Educational Rights and Privacy

Management Resources

Description

California Department of Education Publication

California Results-Based School Counseling and Student Support Guidelines, 2007

Website

California Association of School Counselors

Website

American School Counselor Association

Website

U.S. Department of Education, access to military recruiters

Website

Commission on Teacher Credentialing

Website

California Department of Education

Website

California Division of Apprenticeship Standards

Cross References

Code

Description

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Nondiscrimination In District Programs And Activities

0415

Equity

0450

Comprehensive Safety Plan

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Comprehensive Safety Plan

0460

Local Control And Accountability Plan

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Local Control And Accountability Plan

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COVID-19 Mitigation Plan

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Uniform Complaint Procedures

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Uniform Complaint Procedures

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Uniform Complaint Procedures

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Uniform Complaint Procedures

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Civility

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Campus Security

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Campus Security

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Emergencies And Disaster Preparedness Plan

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Emergencies And Disaster Preparedness Plan

3516.2

Bomb Threats

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Certification

4112.2

Certification

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4219.23	Unauthorized Release Of Confidential/Privileged Information
4319.23	Unauthorized Release Of Confidential/Privileged Information
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5022	Student And Family Privacy Rights
5113	Absences And Excuses
5113	Absences And Excuses
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
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5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E PDF(1)	Release Of Directory Information
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5136	Gangs
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5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention
5141.52	Suicide Prevention
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5144	Discipline

5145.3	Nondiscrimination/Harassment
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5145.9	Hate-Motivated Behavior
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6143	Courses Of Study
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6146.2	Certificate Of Proficiency/High School Equivalency
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6146.2-E PDF(1)	Certificate Of Proficiency/High School Equivalency
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6173.1	Education For Foster Youth
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6178	Career Technical Education
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Policy 6178: Career Technical Education

Status: ADOPTED

Original Adopted Date: 03/01/2008 | **Last Revised Date:** ~~10/09/01/2018~~2022 | **Last Reviewed Date:**
~~10/09/01/2018~~2022

CSBA NOTE: The following policy is for use by districts that maintain any of grades 7-12. Education Code 51220 requires that the adopted course of study for grades 7-12 include courses in career technical education (CTE); see BP/AR 6143 - Courses of Study.

Funding for CTE programs may be available through the federal Strengthening Career and Technical Education for the 21st Century Act, sometimes referred to as Perkins V (20 USC 2301-2414, as amended by P.L. 115-224 and effective July 1, 2019), and state grant programs such as the California Career Pathways Trust pursuant to Education Code 53010-53016 and, the California Career Technical Education Incentive Grant Program pursuant to Education Code 53070-53076.4, as amended by AB 1808 (Ch. 32, Statutes of 2018), the Golden State Pathways Program pursuant to Education Code 53020-53025, the Apprenticeship Innovation Funding Program pursuant to Labor Code 3110-3112.1, and Youth Apprenticeship pursuant to Labor Code 3120-3122.4. In addition, secondary schools may offer CTE through partnership academies (Education Code 54690-54697), regional occupational centers and programs (ROC/Ps) (Education Code 52300-52335.12), and/or district-funded programs.

The following policy should be revised to reflect program(s) offered by the district and grade levels at which such programs shall be offered.

The Governing Board desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with practical experience and understanding of all aspects of an industry.

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations: by providing a rigorous academic component and practical experience in all aspects of an industry. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs (ROC/Ps), charter schools, small learning communities, magnet programs, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

The Superintendent or designee shall explore available funding sources that may be used to support CTE programs. The Board shall review and approve all district plans and applications for the use of district, state, and/or federal funds supporting CTE.

CSBA NOTE: State model curriculum standards for CTE for grades 7-12 integrate the state's academic content standards with industry-specific knowledge and skills in 58 career pathways organized into 15 industry sectors: agriculture and natural resources; arts, media, and entertainment; building trades and construction; education, child development, and family services; energy and utilities; engineering and design; fashion and interior design; finance and business; health sciences and medical technology;

CTE provides guidance in implementing the state content standards. Any district that adopts a course of study that meets or exceeds the state model curriculum standards will be deemed to have satisfied the requirement of Education Code 51228 that the district offer students in grades 7-12 the opportunity to attain entry-level employment skills in business or industry upon high school graduation; see BP 6143 - Courses of Study.

The Board shall adopt district standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

CSBA NOTE: Pursuant to Education Code 52376, the following two paragraphs are mandated for districts that accept funds for the purpose of developing and implementing, in consultation with the ROC/P and community college serving the geographic area of the district, a CTE program for high school students.

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

CSBA NOTE: Education Code 52376 requires districts to determine the extent to which their CTE courses may offer an alternative means for completing course requirements for high school graduation. ~~In addition,~~ Education Code 51225.3, as amended by AB 101 (Ch. 661, Statutes of 2021), ~~no longer authorizes the Board to include a course in CTE to serve as an alternative to the visual or performing arts or foreign world language course requirement for high school graduation. However, if a student completed a CTE course prior to July 1, 2022 that met the requirements of Education Code 51225.3, such course will fulfill the visual or performing arts or world language graduation requirement;~~ see BP 6146.1 - High School Graduation Requirements.

The Superintendent or designee shall systematically review the district's CTE courses to determine the degree to which each course may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. ~~The Board~~ CTE courses approved for these purposes shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

CSBA NOTE: Education Code 51760.1 authorizes districts, county offices of education, ROC/Ps, and partnership academies to provide work-based learning opportunities which may include, but are not limited to, work experience education as defined in Education Code 51764, community classrooms or cooperative CTE programs as defined in Education Code 52372.1, and job shadowing as defined in Education Code 51769; see BP/AR 6178.1 - Work-Based Learning. In addition, although not specified in state law, other examples of work-based learning opportunities cited in the CDE's publication, "Multiple Pathways to Student Success: Envisioning the New California High School," include student internships/field study, apprenticeships, service learning, work in social/civic enterprises or school-based enterprises such as student stores, and technology-based or other simulated work experiences.

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect labor market needs and priorities. ~~He/she~~ The Superintendent or designee shall also work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the

CSBA NOTE: Education Code 8070 requires the Board to appoint a CTE advisory committee composed of representatives from specified groups, as detailed below. During the Federal Program Monitoring process, CDE staff will review whether the district has appointed such a committee.

In addition, pursuant to 20 USC 2354, as amended by P.L. 115-224, districts that receive Perkins V funding are required to involve specified stakeholders in conducting a needs assessment and developing the district application, and on a continuing basis thereafter. One way to accomplish this is to include such stakeholders on the CTE advisory committee. Other programs may have similar requirements for stakeholder involvement. The following paragraph may be revised to reflect requirements applicable to programs offered by the district.

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Among the criteria for admission to the University of California (UC) or California State University (CSU) system is a requirement that high school students satisfactorily complete 15 units of specified courses ("a-gA-G" courses). These include a growing number of CTE courses that connect knowledge of academic content with practical or work-related applications. Education Code 51229 requires that districts annually provide parents/guardians of students in grades 9-12 with (1) a brief explanation of the a-gA-G course requirements; (2) a list of UC and CSU web sites that provide related information and a list of certified a-gA-G courses; (3) a brief description of CTE, as defined by CDE; (4) the Internet address for the portion of the CDE's web site where students can learn more about CTE; and (5) information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or to enroll in CTE courses. See AR 6143 - Courses of Study and E 5145.6 - Parental Notifications.

In addition, districts that include a course in CTE as an alternative to the visual or performing arts or foreign language course requirement for high school graduation, as authorized by Education Code 51225.3, are required by Education Code 48980 to provide a list of CTE courses offered by the district that satisfy the a-g course requirements for college admission and to specify which requirements they satisfy. Districts that do not allow this alternative graduation requirement should modify the following paragraph accordingly: (1) 5145.6 - Parental Notifications.

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

CSBA NOTE: Pursuant to 34 CFR 100 (Appendix B), the notice specified below may be made in local newspapers, publications or media reaching target populations, or by other means and should include a brief summary of program offerings, admission criteria, and the name and contact information of the person designated to coordinate Title IX and Section 504 compliance activity. If the population within the district contains a community of persons with limited English language skills, the notification must be disseminated in the languages of the community. See BP 5145.6 - Parental Notifications for state requirements pertaining to the translation of parental notifications.

Prior to the beginning of each school year, the Superintendent or designee shall advise students,

steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100 Appendix B, 104.8, 106.9)

CSBA NOTE: The following paragraph is for use by districts that receive funding through Perkins V for basic CTE programs pursuant to 20 USC 2301-2414. See the accompanying administrative regulation for further information regarding the participation of private school students and staff in district programs.

To the extent required by law, the Superintendent or designee shall invite the participation of private school students in CTE programs supported by federal funding under the Strengthening Career and Technical Education for the 21st Century Act (Perkins). (20 USC 2397)

CSBA NOTE: Pursuant to Labor Code 3074.2, as added by AB 643 (Ch. 324, Statutes of 2021), districts are encouraged to provide students with opportunities to explore, make career choices, and seek appropriate instruction and training to support those choices, by hosting locally focused apprenticeship and/or career technical education fair events, such as college and career fairs.

The Superintendent or designee shall collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities through college and/or career fairs.

CSBA NOTE: Labor Code 3074.2, as added by AB 643, requires any district planning to hold a college or career fair to identify approved apprenticeship programs in the county and notify such programs that they are hosting a college or career fair. To identify approved programs the district is required to rely on the Division of Apprenticeship Standards' database of approved apprenticeship programs, located on its web site.

When planning to hold a college or career fair, the Superintendent or designee shall notify each apprenticeship program in the county. The notification shall include the planned date, time and location of the college or career fair. (Labor Code 3074.2)

CSBA NOTE: Teachers of technical, trade, or vocational courses must possess a single subject credential or a designated subjects credential issued by the Commission on Teacher Credentialing which authorizes teaching CTE courses. The designated subjects CTE credential is available in 15 subjects which reflect the 15 industry sectors identified in the state's model curriculum standards; see AR 4112.2 - Certification. In order to obtain the preliminary designated subjects credential, teachers must have at least three years of work experience directly related to each industry sector specified on the credential.

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. He/sheThe Superintendent or designee shall also provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

CSBA NOTE: The following paragraph is optional. Education Code 17078.72 provides funding for improving and expanding CTE programs through construction of new facilities, remodeling of existing facilities, and/or purchase of equipment.

CSBA NOTE: The following paragraph may be revised to reflect requirements applicable to programs offered by the district. Pursuant to Education Code 52060, the district must annually review its progress toward the goals identified in its local control and accountability plan, including, when applicable, measures of student achievement such as the percentage of students who have successfully completed courses that satisfy the requirements for CTE sequences or programs of study that align with state CTE standards and frameworks. The California School Dashboard provides a tool to assist in evaluation of district and school performance and includes measures of CTE pathway completion within the college/career readiness indicator.

In addition, each district receiving Perkins V funding must evaluate its progress in achieving specific performance levels on core indicators as detailed in the state plan and 20 USC 2323, as amended by P.L. 115-224. Pursuant to 20 USC 2343, if the district falls below 90 percent on any of these targets, the district will be required to develop and implement an improvement plan.

The Superintendent or designee shall annually report to the Board achievement data on participating students, including, but not limited to, the percentage of participating students who successfully complete CTE programs, their performance on state and district academic achievement tests, and graduation rates. Data shall be disaggregated by program and various student subgroups. Based on such data, the Board shall determine the need for program improvements and update the goals in the district's local control and accountability plan as necessary.

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State	Description
5 CCR 10070-10075	Work experience education
5 CCR 10080-10092	Community classrooms
5 CCR 10100-10111	Cooperative vocational education
5 CCR 11500-11508	Regional occupational centers and programs
5 CCR 11535-11538	Career technical education contracts with private postsecondary schools
5 CCR 11610-11611	Regional adult and vocational education councils
5 CCR 1635	Credit for work experience education
5 CCR 3051.14	Specially designed career technical education for students with disabilities
8 CCR 200-240	Apprenticeships
Ed. Code 1205	Classification of counties
Ed. Code 17078.70-17078.72	Career technical education facilities
Ed. Code 33430-33432	Health science and medical technology grants
Ed. Code 35168	Inventory of equipment

Ed. Code 44257.3	CTC recognition of study in linked learning teaching methods
Ed. Code 44260-44260.1	Designated subjects career technical education credential
Ed. Code 44260.9	Designated subjects career technical education credential
Ed. Code 48430	Continuation education schools and classes
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 51220-51230	Course of study for grades 7-12
Ed. Code 51760-51769.5	Work experience education
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52300-52499.66	Career technical education
Ed. Code 52519-52520	Adult education; occupational training
Ed. Code 53010-53016	California Career Pathways Trust
<u>Ed. Code 53020-53025</u>	<u>Golden State Pathways Program</u>
Ed. Code 53070-53076.4	The California Career Technical Education Incentive Grant Program
Ed. Code 53086	California Career Resource Network
Ed. Code 54690-54699.1	California Partnership Academies
Ed. Code 54750-54760	California Partnership Academies; green technology and goods movement occupations
Ed. Code 56363	Related services for students with disabilities; specially designed career technical education
Ed. Code 66205.5-66205.9	Approval of career technical education courses for admission to California colleges
Ed. Code 8006-8155	Career technical education
Ed. Code 88500-88551	Community college economic and workforce development program
Gov. Code 54950-54963	The Ralph M. Brown Act
Lab. Code 3070-3099.5	Apprenticeships
<u>Lab. Code 3110-3112.1</u>	<u>Apprenticeship Innovation Funding Program</u>
<u>Labor Code 3120-3122.4</u>	<u>Youth Apprenticeship</u>
Federal	Description
20 USC 2301-2414	Strengthening Career and Technical Education for the 21st Century Act
20 USC 6301-6578	Improving the Academic Achievement of the Disadvantaged
34 CFR 100	Appendix B Guidelines for eliminating discrimination in career technical education programs
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.61	Discrimination on the basis of sex; effectuating Title IX

California Department of Education Publication	California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, January 2013
California Department of Education Publication	Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007
California Department of Education Publication	Multiple Pathways to Student Success: Envisioning the New California High School, 2010
CSBA Publication	The Linked Learning Approach to High School Reform, Governance Brief, January 2014
CSBA Publication	A Governance Perspective: Interviews with School Board Members from the Nine Linked Learning Initiative School Districts, March 2014
Website	Association for Career and Technical Education
<u>Website</u>	<u>California Association of Regional Occupational Centers and Programs</u>
Website	U.S. Department of Education, Office of Vocational and Adult Education
Website	U.S. Department of Labor, Bureau of Labor Statistics
Website	California Department of Education, Career Technical Education
Website	California Department of Employment Development
Website	California Workforce Development Board
Website	California Department of Industrial Relations
Website	University of California, A-G Course Submissions
Website	California Career Resource Network
<u>Website</u>	<u>California Department of Industrial Relations</u>
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Website	Commission on Teacher Credentialing
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Regulation 6178: Career Technical Education

Status: ADOPTED

Original Adopted Date: 03/01/2008 | Last Revised Date: ~~1009/01/2018~~2022 | Last Reviewed Date:
~~1009/01/2018~~2022

CSBA NOTE: The following optional administrative regulation should be revised to reflect program(s) offered by the district.

Federal Grants for Career Technical Education (Perkins)

CSBA NOTE: The following optional section is for use by districts that receive basic grants to support programs of career technical education (CTE) pursuant to the Strengthening Career and Technical Education for the 21st Century Act, often referred to as Perkins V (20 USC 2301-2355, as amended by P.L. 115-224). As amended, the "hold harmless" provision has been replaced with a guarantee, which guarantees that each state will receive a minimum grant equal to 90 percent of its prior year allocation, effective in fiscal year 2021.

During the Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will review whether the district uses these federal funds to supplement, not supplant, state and local funds for CTE activities, as required by 20 USC 2391, and whether funds are used for appropriate purposes as described in 20 USC 2355 and in the state plan adopted pursuant to 20 USC 2342. As amended by P.L. 115-224, 20 USC 2342 authorizes states to develop a one-year transition plan until Perkins V becomes effective July 1, 2019, after which a four-year state plan will be required. four-year state plan adopted pursuant to 20 USC 2342.

The district shall submit to the California Department of Education an application for a basic grant of the federal Strengthening Career and Technical Education for the 21st Century Act. The application shall address the components specified in 20 USC 2354 and any additional requirements specified in the state plan developed pursuant to 20 USC 2342. (20 USC 2354)

The district shall conduct a needs assessment in accordance with 20 USC 2354, which shall be updated at least once every two years. The needs assessment shall be conducted in consultation with representatives of district career technical education (CTE) programs, postsecondary CTE programs, state or local workforce development boards and businesses, parents/guardians, students, and other specified stakeholders. (20 USC 2354)

CSBA NOTE: The district may use Perkins V and other federal, state, and/or district funds to meet the program requirements listed below. P.L. 115-224 amended 20 USC 2355 to streamline the allowable uses of funds and eliminate the additional list of permissible uses.

To meet the needs identified in the needs assessment, the Superintendent or designee shall develop, coordinate, implement, or improve CTE programs that are of sufficient size, scope, and quality to be effective and that fulfill the following purposes: (20 USC 2355)

1. Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including students in the middle grades, in making informed plans and decisions about future education and career opportunities and programs of study. Such activities shall occur before students enroll and while they are participating in a CTE program, and may include:

- a. Introductory courses or activities focused on career exploration and career awareness, including non-traditional fields
 - b. Readily available career and labor market information, including information on occupational supply and demand, educational requirements, other information on careers aligned to economic priorities, and employment sectors
 - c. Programs and activities related to the development of student graduation and career plans
 - d. Career guidance and academic counselors who provide information on postsecondary education and career options
 - e. Any other activity that advances knowledge of career opportunities and assists students in making informed decisions about future education and employment goals, including nontraditional fields
 - f. Activities that provide students with strong experience in, and comprehensive understanding of, all aspects of an industry
2. Provide the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations
 3. Integrate academic skills into CTE programs and programs of study to support participating students in meeting state academic standards
 4. Provide professional development for teachers, school leaders, administrators, specialized instructional support personnel, guidance counselors, and/or paraprofessionals, which may include the types of activities listed in 20 USC 2355
 5. Plan and carry out elements that support the implementation of CTE programs and programs of study and that result in increased student achievement. Such elements may include curriculum aligned with program requirements, sustainable relationships among community stakeholders, opportunities for students to participate in accelerated learning programs, equipment and instructional materials aligned with business and industry needs, and other activities specified in 20 USC 2355.
 6. Develop and implement evaluations of the activities funded by the grant

CSBA NOTE: Pursuant to 20 USC 2354, the district application for Perkins V funding must describe how individuals will not be discriminated against based on their status as members of "special populations," as defined in 20 USC 2302 as amended by P.L. 115-224. In addition, a district that receives federal aid is required by 34 CFR 100 (Appendix B), 104.8, and 106.9 to take "continuing steps" to notify students, parents/guardians, employees, employee organizations, and applicants for admission and employment that it does not discriminate in its educational programs or activities. See BP 0410 -- Nondiscrimination in District Programs and Activities.

During the FPM process, CDE staff will check whether the district complies with requirements to (1) ensure equitable access by special population students through outreach, recruitment, enrollment, and placement activities; (2) identify and adopt strategies to overcome barriers to access or success in the program; (3) ensure that counseling materials and activities, including student program selection and career/employment selection, and promotional and recruitment efforts are nondiscriminatory; and (4) advise students, parents/guardians, employees, and the general public, prior to the beginning of the school year, that all CTE opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100 (Appendix B).

Special populations include, but are not limited to, students with disabilities, students from economically disadvantaged families, pregnant and parenting students, out-of-work individuals, English learners, homeless students, foster youth, children of military families, and students preparing for nontraditional fields. Nontraditional fields include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)

Upon written request from a nonprofit private school within the geographical area served by the district, the Superintendent or designee shall consult with private school representatives in a timely and meaningful manner and may provide for the participation of private school secondary students in the ~~district's~~district's programs and activities funded pursuant to 20 USC 2301-2414. To the extent practicable, the Superintendent or designee shall also, upon request, permit participation of CTE teachers administrators, and other personnel from private schools in the ~~district's~~district's inservice and preservice professional development programs funded through such grants. (20 USC 2397)

Linked Learning Programs

CSBA NOTE: The following optional section is for use by districts that offer "linked learning" programs integrating academic and career technical study (sometimes called "multiple pathways") and may be revised to reflect district practice.

The district shall offer one or more comprehensive, multi-year linked learning programs in grades 9-12 that are organized around a broad theme, interest area, or industry sector including, but not limited to, the industry sectors identified in model standards adopted by the State Board of Education pursuant to Education Code 51226. The program shall provide all participating students with curriculum choices that prepare them for career entry and a full range of postsecondary options, including two-year and four-year colleges, apprenticeships, and formal employment training.

At a minimum, the ~~district's~~district's linked learning program shall include:

1. An integrated core curriculum that meets the eligibility requirements for admission to the University of California (UC) and the California State University (CSU) and is delivered through project-based learning and other engaging instructional strategies that bring real-world context and relevance to the curriculum where broad themes, interest areas, and CTE are emphasized
2. An integrated technical core of a sequence of at least four related courses that may reflect CTE standards-based courses and that provide students with career skills, are aligned to academic principles, and fulfill academic core requirements described in ~~item~~Item #1 above to the extent possible
3. A series of work-based learning opportunities that begin with mentoring and job shadowing and evolve into intensive internships, school-based enterprises, or virtual apprenticeships
4. Support services, including supplemental instruction in reading and mathematics, that help students master the advanced academic and technical content that is necessary for success in college and career

Partnership Academies

CSBA NOTE: The following optional section is for use by districts that have established a partnership academy pursuant to Education Code 54690-54699.1 and 54750-54760. A partnership academy functions as a school-within-a-school with a career theme and related academic courses primarily

The district shall operate one or more partnership academies as a school-within-a-school focused on a broad career theme. The program shall be available to students in grades 10-12, at least half of whom shall be students who are at risk of dropping out of school as indicated by three or more of the following criteria: (Education Code 54690-54691)

1. Past record of irregular attendance, with absence from school 20 percent or more of the school year
2. Past record of underachievement in which the student is at least one-third of a year behind the coursework for the respective grade level, or as demonstrated by credits achieved
3. Past record of low motivation or disinterest in the regular school program
4. Economic disadvantage
5. Scores below basic or far below basic on the mathematics or English language arts test of the California Assessment of Student Performance and Progress
6. A grade point average of 2.2 or below or the equivalent of a C minus

Ninth-grade teachers and counselors shall identify students eligible to participate in a partnership academy. Participating students shall be selected by academy staff from among those who have expressed an interest in the academy and whose parents/guardians have approved the student's participation. (Education Code 54695)

The district's program shall provide: (Education Code 54692)

1. During each regular school term, instruction in at least three academic subjects that:
 - a. Prepares students for a regular high school diploma
 - b. Where possible and appropriate, prepares students to meet subject requirements for admission to the California State University UC and University of California CSU
 - c. Contributes to an understanding of the occupational field of the academy

CTECSBA NOTE: Education Code 54692, as amended by AB 1923 (Ch. 114, Statutes of 2022), includes science, technology, engineering, and mathematics courses as required alternative courses that must be offered to students participating in partnership academies.

2. CTE or science, technology, engineering, and mathematics courses offered at each grade level at the academy that are part of an occupational course sequence that targets comprehensive skills and meets the criteria specified in Education Code 54692
3. Classes that are block scheduled in a cluster whenever possible to provide flexibility to academy teachers and which may vary in number during grade 12
4. A mentor from the business community for students during grade 11
5. An employer-based internship or work experience that occurs during the summer following grade 11 or during grade 12
6. Additional motivational activities with private sector involvement to encourage academic and occupational preparation

The Superintendent or designee shall establish an advisory committee consisting of individuals involved in academy operations, including district and school administrators, lead teachers, and representatives of the private sector. (Education Code 54692)

Apprenticeship Programs

CSBA NOTE: The following optional paragraph may be used by districts that provide a program of "orientation to apprenticeships" to students who have not yet applied to an apprenticeship program. Such programs are sometimes referred to as "pre-apprenticeship programs." However, the Department of Industrial Relations (DIR), in its publication, "Orientation to Apprenticeship: A Guide for Educators," notes that "pre-apprentice" is used by some trades as a classification of worker and therefore prefers the term "orientation to apprenticeship" to refer to a program offered by secondary schools. Items #1-5 below reflect key program components recommended in the DIR publication and may be revised to reflect district practice.

The district shall offer high school and/or adult education students a program of orientation to apprenticeships that acquaints students with a broad range of career options, provides information regarding available apprenticeship programs, and provides classroom instructional job training which guides students to a registered apprenticeable occupation.

The district's program shall:

1. Introduce students to what they need to know in order to apply, test, and interview for acceptance into an apprenticeship program
2. Demonstrate the need for proficiency in reading and comprehension, mathematics, science, and technology
3. Emphasize the necessity to have the ability to communicate in reading, writing, speaking, listening and numeration skills
4. Identify the knowledge, skills, and attitudes needed to enter and successfully complete an apprenticeship program
5. Provide an orientation to a specific craft or trade or to an industry

CSBA NOTE: The following optional paragraph is for use by districts that contract with sponsors of approved apprenticeship programs (e.g., individual employers, labor or management apprenticeship committees, or joint labor-management apprenticeship committees) pursuant to Education Code 8150-8155 and Labor Code 3070-3099.5 to provide classes of related and supplemental instruction. Apprenticeship programs are offered for a period of one to six years (typically four years) and provide specialized on-the-job training that prepares an individual for employment in a craft or trade profession.

The district may enter into an agreement with a local business, labor or management apprenticeship committee, and/or joint labor-management apprenticeship committee that has been approved by the Department of Industrial Relations' Division of Apprenticeship Standards to sponsor an apprenticeship program in order to develop and deliver related and supplemental instruction to students participating in a registered apprenticeship program. (Education Code 8150-8155; Labor Code 3074, 3075, 3078)

Regional Occupational Center/Program

CSBA NOTE: The following optional section is for use by districts that partner with or offer their own

ROC/P by (1) the County Superintendent of Schools, with the approval of the State Board of Education (SBE); (2) two or more districts maintaining high schools, with the approval of the SBE and the County Superintendent; or (3) a single district with an average daily attendance (ADA) of 50,000 or more located in a class 1 county or a district with an ADA of 100,000 or more located in a class 2 county, as defined in Education Code 1205. ROC/P courses are open to secondary students, with priority enrollment given to students ages 16-18 or in grades 11-12. See BP 6178.2 - Regional Occupational Center/Program for additional program requirements.

The district shall operate and/or partner with a regional occupational center or program (ROC/P), established pursuant to Education Code 52335.12, which offers CTE courses, linked learning programs, partnership academies, and/or pre-apprenticeship and apprenticeship programs as appropriate.

Occupational course sequences offered by the ROC/P shall provide prerequisite courses needed to enter apprenticeship or postsecondary vocational certificate or degree programs, focus on occupations requiring comprehensive skills leading to high entry-level wages and/or the possibility of significant wage increases after a few years on the job, offer as many courses as possible that meet college admission requirements, and lead to attainment of an occupational skill certificate. (Education Code 52302)

Student Organizations

CSBA NOTE: The following optional section may be used by districts providing any CTE program(s). 20 USC 2355 permits the use of Perkins V funding to support career technical student organizations and related activities. According to CDE, state-supported organizations include California DECA: A Marketing Association (formerly Distributive Education Clubs of America), Future Business Leaders of America (FBLA), Future Farmers of America (FFA), Future Homemakers of America-Home Economics Related Occupations (FHA-HERO), Health Occupations Students of America (HOSA), and Skills USA (formerly Vocational Industrial Clubs of America-VICA).

The district may provide support, including supplies, materials, activities, and advisor expenses, to student organizations which engage in activities that are integral to the CTE program and provide for the development of student leadership skills. However, no state or federal funds shall be used to pay students' membership dues, food or lodging expenses, out-of-state travel, or the cost of a social activity or assemblage.

Policy Reference UPDATE Service

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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 10070-10075	Work experience education
5 CCR 10080-10092	Community classrooms
5 CCR 10100-10111	Cooperative vocational education
5 CCR 11500-11508	Regional occupational centers and programs
5 CCR 11535-11538	Career technical education contracts with private postsecondary schools

5 CCR 3051.14	Specially designed career technical education for students with disabilities
8 CCR 200-240	Apprenticeships
Ed. Code 1205	Classification of counties
Ed. Code 17078.70-17078.72	Career technical education facilities
Ed. Code 33430-33432	Health science and medical technology grants
Ed. Code 35168	Inventory of equipment
Ed. Code 41540-41544	Targeted instructional improvement block grant
Ed. Code 44257.3	CTC recognition of study in linked learning teaching methods
Ed. Code 44260-44260.1	Designated subjects career technical education credential
Ed. Code 44260.9	Designated subjects career technical education credential
Ed. Code 48430	Continuation education schools and classes
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 51220-51230	Course of study for grades 7-12
Ed. Code 51760-51769.5	Work experience education
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52300-52499.66	Career technical education
Ed. Code 52519-52520	Adult education, occupational training
Ed. Code 53010-53016	California Career Pathways Trust
Ed. Code 53070-53076.4	The California Career Technical Education Incentive Grant Program
Ed. Code 53086	California Career Resource Network
Ed. Code 54690-54699.1	California Partnership Academies
Ed. Code 54750-54760	California Partnership Academies, green technology and goods movement occupations
Ed. Code 56363	Related services for students with disabilities; specially designed career technical education
Ed. Code 66205.5-66205.9	Approval of career technical education courses for admission to California colleges
Ed. Code 8006-8155	Career technical education
Ed. Code 88500-88551	Community college economic and workforce development program
Gov. Code 54950-54963	The Ralph M. Brown Act
Lab. Code 3070-3099.5	Apprenticeships
Federal	Description
20 USC 2301-2414	Strengthening Career and Technical Education for the 21st Century Act

34 CFR 100	Appendix B Guidelines for eliminating discrimination in career technical education programs
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.61	Discrimination on the basis of sex, effectuating Title IX
Management Resources	Description
California Department of Education Publication	California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, January 2013
California Department of Education Publication	Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007
California Department of Education Publication	Multiple Pathways to Student Success: Envisioning the New California High School, 2010
CSBA Publication	The Linked Learning Approach to High School Reform, Governance Brief, January 2014
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Policy 7110: Facilities Master Plan

Status: ADOPTED

Original Adopted Date: 02/01/1996 | Last Revised Date: 03/09/01/20122022 | Last Reviewed Date: 03/09/01/20122022

CSBA NOTE: The following optional policy may be revised to reflect district practice. Pursuant to the School Facility Program (Education Code 17070.10-17079.30), the State Allocation Board (SAB) and Office of Public School Construction administer state funding programs for new construction, modernization, career technical education facilities, charter school facilities, critically overcrowded school facilities, facility hardships, seismic mitigation, high performance incentives (environmentally efficient schools), joint use programs, labor compliance, overcrowding relief, emergency repairs, and deferred maintenance.

For additional information about the facilities master planning process, see CSBA's fact sheet, "Facilities Master Planning." In addition, CSBA's Facilities Planning program provides assistance with enrollment projections and/or the development of facilities master plans.

Although not required by law, the California Department of Education's (CDE) publication, "Educational Specifications: Linking Design of School Facilities to Educational Program," recommends that the district's facilities master plan be adopted by formal resolution of the Governing Board.

The Governing Board recognizes the importance of long-range planning for school facilities in order to address changes in student enrollment, teacher housing needs, and in the district's educational program needs. The Superintendent or designee shall develop, for Board approval, a master plan for district facilities which describes the district's anticipated short- and long-term facilities needs and priorities.

Plan Development

The district's facilities master plan shall be based on an assessment of the condition and adequacy of existing facilities, a projection of future enrollments, and alignment of facilities with the district's vision for the instructional program.

To solicit broad input into the planning process, the Superintendent or designee may establish a facilities advisory committee consisting of staff, parents/guardians, and business, local government, and other community representatives. He/she also The Superintendent or designee shall ensure that the public is informed of the need for construction and modernization of facilities and of the district's plans for facilities.

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the district. (Government Code 65352.2)

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with the commission or agency within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. In its "Public School Construction Cost Reduction Guidelines, the," SAB recommends that facilities master plans be reevaluated whenever a new construction project is initiated or at intervals not exceeding five years.

The master plan shall be regularly reviewed and updated as necessary to reflect changes in the educational program, existing facilities, finances, or demographic data.

Plan Components

CSBA NOTE: The CDE's publication, "Educational Specifications: Linking Design of School Facilities to Educational Program (Appendix 1)," recommends components that should be addressed in the facilities master plan. Items #1-8 below are optional and may be revised to reflect district practice.

The facilities master plan shall include:

1. A statement of purpose, including district goals, philosophy, and related policies
2. A description of the planning process
3. Demographics of the community, such as economic trends, migration patterns, employment base, residential base, socioeconomic makeup, historical school enrollments, and inventory of physical resources and needs
4. A description of the educational program, such as grade-level organization, class size, staffing patterns, technology plans, special programs and support services, and other educational specifications
5. Analysis of the safety, adequacy, and equity of existing facilities and potential for expansion, including the adequacy of classrooms, school cafeterias and food preparation areas, physical activity areas, playgrounds, parking areas, and other school grounds
6. Site selection criteria and process
7. Development of a capital planning budget and identification of potential funding sources
8. Policy for reviewing and updating the plan

Planning shall ensure that school facilities meet the following minimum standards: (5 CCR 14001)

1. Are aligned with the district's educational goals and objectives
2. Provide for maximum site enrollment at school facilities
3. Are located on a site that meets California Department of Education standards as specified in 5 CCR 14010
4. Are designed for the environmental comfort and work efficiency of the occupants
5. Are designed to require a practical minimum of maintenance
6. Are designed to meet federal, state, and local statutory requirements for structure, fire, and public safety
7. Are designed and engineered with flexibility to accommodate future need

is state funded or locally funded. Other legal requirements for facilities plans, including Education Code 16011, 16322, and 17251, vary depending on the funding source and type of project.

Pursuant to the Americans with Disabilities Act (ADA) (42 USC 12101-12213) and 28 CFR 35.150 and 35.151, district facilities must be accessible to and usable by individuals with disabilities. In achieving compliance, a district need not make structural changes to existing facilities if other methods are effective and the district can demonstrate that the structural change would result in a fundamental alteration in the nature of the activity or an undue financial or administrative burden. However, starting March 15, 2012, all newly constructed facilities must comply with the 2010 ADA Standards for Accessible Designs pursuant to 28 CFR 35.151, as amended by 75 Fed. Reg. 178. CSBA's ADA Compliance Program offers a variety of accessibility services including, but not limited to, facilities inspections and planning to transition facilities into full ADA compliance.

California Green Building Standards Code, Title 24 CCR 101 et seq. ("CalGreen, Part 11 of the California Code of Regulations, ("CALGreen") establishes both mandatory requirements and voluntary standards for "green" building, which apply to all new construction and are applicable to K-12 schools. CalGreen addresses five major areas: (1) planning and design, (2) energy efficiency, (3) water efficiency, (4) material conservation and resource efficiency, and (5) indoor environmental quality.

Health and Safety Code 53570-53574, The Teacher Housing Act of 2016, authorizes districts to establish and implement programs that address the housing needs of teachers and district employees facing challenges in securing affordable housing. Pursuant to Education Code 17283.5 and Government Code 4454.5, as added by AB 306 (Ch. 49, Statutes of 2021), residential housing, defined as any building used as a personal residence by a teacher or employee of a district, with the teacher's or employee's family, is specifically exempt from obtaining approval from the Department of General Services for earthquake safety (Field Act) and access by persons with disabilities.

Plans for the design and construction of new school facilities also shall also meet the standards described in 5 CCR 14030, green building standards pursuant to the California Green Building Standards Code, Title 24 CCR 101 et seq., Part 11 of the California Code of Regulations ("CALGreen"), the Americans with Disabilities Act (ADA) pursuant to 42 USC 12101-12213, and any other requirements applicable to the funding source and type of project.

However, plans for residential housing, which includes any building used or intended to be used by the district as a personal residence by a teacher or employee of the district, is not considered to be a "school building" and does not require approval by the Department of General Services regarding earthquake safety and/or the ADA. (Education Code 17283.5; Government Code 4454.5)

CSBA NOTE: Subject to the availability of funds, districts may apply pursuant to Education Code 17077.40-17077.45 to fund joint use projects which are part of (1) a qualifying new construction project that will either increase the size and/or create extra costs beyond that necessary for school use of the multipurpose room, gymnasium, child care facility, library, or teacher education facility; or (2) a modernization project or a stand-alone project to provide for a multipurpose room, gymnasium, child care facility, library, or teacher education facility at a school that does not have the type of facility needed or has an inadequate facility.

To facilitate the efficient use of public resources when planning for new construction or modernization of school facilities, the district may consider designs that facilitate joint use of the facility with a local governmental agency, public postsecondary institution, or nonprofit organization.

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State

2 CCR 1859-1859.199

Description

Leroy F. Greene School Facilities Act

24 CCR 101

California Building Standards Code

5 CCR 14001

Minimum standards for school facilities

5 CCR 14010

Procedure for site acquisition

5 CCR 14030-14036

Standards, planning, and approval of school facilities

Ed. Code 16011

Long-range comprehensive master plan

Ed. Code 16322

California Department of Education services

Ed. Code 17017.5

Approval of applications for projects

Ed. Code 17070.10-17079.30

Leroy F. Greene School Facilities Act

Ed. Code 17251-17256

Powers concerning buildings and building sites

Ed. Code 17260-17268

Plans and specifications for school facilities

Ed. Code 17280-17317

Field Act; approval of plans and supervision of construction

Ed. Code 17283.5

School building does not include residential housing

Ed. Code 17365-17374

Field Act; fitness for occupancy; liability of board members

Ed. Code 17405

Relocatable structures; lease requirements

Ed. Code 35275

New school planning; cooperation with recreation and park authorities

Gov. Code 4454.5

Approval of plans and specifications; exemption of residential housing

Gov. Code 53090-53097.5

Regulation of local agencies by counties and cities

Gov. Code 65352.2

Communicating and coordinating of school sites

Gov. Code 65995.6

School facilities needs analysis

H&S Code 53570-53574

Teacher Housing Act of 2016

Federal

Description

28 CFR 35.101-35.190

Americans with Disabilities Act

42 USC 12101-12213

Americans with Disabilities Act

Management Resources

Description

California Department of Education
Publication

Educational Specifications: Linking Design of School Facilities to Educational Program, 1997

California Department of Education
Publication

Guide for the Development of a Long-Range Facilities Plan, 1986

California Department of Education
Publication

Schools of the Future Report, September 2011

CSBA Publication

Maximizing Opportunities for Physical Activity Through Joint

Office of Public School Construction
Publication

Office of Public School Construction
Publication

State Allocation Board Publication

Website

Website

Website

School Facility Program Handbook, January 2019

~~An~~ A Brief Overview of the State School Facility Programs, rev. October 2011 Program, May 2016

Public School Construction Cost Reduction Guidelines, 2000

Department of General Services, Office of Public School
Construction

California Department of Education

CSBA

Cross References

Code

0000

0200

0400

0410

0415

0460

0460

1220

1220

1330.1

1340

1340

3280

3280

3311.1

3311.1

3311.3

3470

3510

3511

3511

3511.1

3511.1

3514

Description

Vision

Goals For The School District

Comprehensive Plans

Nondiscrimination In District Programs And Activities

Equity

Local Control And Accountability Plan

Local Control And Accountability Plan

Citizen Advisory Committees

Citizen Advisory Committees

Joint Use Agreements

Access To District Records

Access To District Records

Sale Or Lease Of District-Owned Real Property

Sale Or Lease Of District-Owned Real Property

Uniform Public Construction Cost Accounting Procedures

Uniform Public Construction Cost Accounting Procedures

Design-Build Contracts

Debt Issuance And Management

Green School Operations

Energy And Water Management

Energy And Water Management

Integrated Waste Management

Integrated Waste Management

Environmental Safety

3517	Facilities Inspection
3517-E(1)	Facilities Inspection
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
5030	Student Wellness
5141.7	Sun Safety
5142	Safety
5142	Safety
5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5148	Child Care And Development
5148	Child Care And Development
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6117	Year-Round Schedules
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6145.2	Athletic Competition
6145.2	Athletic Competition
6163.1	Library Media Centers
6178	Career Technical Education
6178	Career Technical Education
7000	Concepts And Roles
7111	Evaluating Existing Buildings
7131	Relations With Local Agencies
7140	Architectural And Engineering Services
7140	Architectural And Engineering Services
7150	Site Selection And Development
7150	Site Selection And Development
7160	Charter School Facilities

7210	Facilities Financing
7212	Mello-Roos Districts
7213	School Facilities Improvement Districts
7214	General Obligation Bonds
7214	General Obligation Bonds
9000	Role Of The Board

Policy 7150: Site Selection And Development

Status: ADOPTED

Original Adopted Date: 02/01/1999 | Last Revised Date: 0309/01/20022022 | Last Reviewed Date: 0309/01/20022022

CSBA NOTE: Education Code 17070.10-17077.10 sets forth eligibility requirements for the receipt of state facilities funds under the Leroy F. Greene School Facilities Program Act of 1998 (Proposition 1A). As a condition for receipt of the funds, Education Code 17070.50 requires districts to obtain written approval from the California Department of Education (CDE) and certify to the State Allocation Board that the district's site selection and building plans comply with the regulations developed by the department CDE, pursuant to Education Code 17251(b) and (c). In addition, Education Code 17070.50 requires the district to certify that the services of an architect, a structural engineer, or other design professional has been selected using a competitive process consistent with Government Code 4526. See BP/AR 7140 - Architectural and Engineering Services.

The Governing Board believes that a school site should serve the district's educational needs in accordance with the district's master plan, as well as show potential for contributing to other community needs.

The Board recognizes the importance of community input in the site selection process. To this end, the Board will solicit community input whenever a school site is to be selected and shall provide public notice and hold public hearings in accordance with law.

The Superintendent or designee shall establish a site selection process which complies with law and ensures that the best possible sites are acquired and developed in a cost-effective manner.

CSBA NOTE: Pursuant to Education Code 17211, districts are required to ensure that property acquired for a new school or an addition to an existing school site meets standards for school site selection as specified in 5 CCR 14010-14012.

Before acquiring property for a new school or an addition to an existing school site, the Board, at a public hearing, shall either evaluate the property at a public hearing using state site selection standards: (Education Code 17211 specified in 5 CCR 14010 or, if a district advisory committee was appointed to evaluate the property, receive the committee's report of findings based on those standards. (Education Code 17211, 17251)

Environmental Impact Investigation for the Site Selection Process

CSBA NOTE: Pursuant to Public Resources Code 21082, districts are mandated to adopt procedures for the evaluation of all projects (beyond just site selection) and the preparation of environmental impact reports and negative declarations required under the California Environmental Quality Act (CEQA). In order to satisfy this mandate, the district may either (1) adopt the actual CEQA guidelines, as applicable, as its own procedure; (2) adopt the county or city guidelines, (3) or develop its own procedure. In most cases, the district's environmental investigation will conclude with a simultaneous public review of both the environmental documentation and, if applicable, the Department of Toxic Substance Control (DTSC) documents.

to post on its web site those environmental review documents, and public notice of the preparation and availability of such documents. The district must email specified notices when written requests for notices have been filed. See Exhibit 1113-District and School Web Sites and the accompanying administrative regulation.

The following paragraph provides for the use of CEQA guidelines for the evaluation of all projects, including site selection. Districts that have adopted the city/county guidelines or their own procedure should modify the paragraph accordingly.

The Superintendent or designee shall determine whether any proposed development project is subject to the requirements of the California Environmental Quality Act (CEQA) and shall ensure compliance with this Act ~~whenever so required~~, including any web site posting requirements. When evaluating district projects, the CEQA guidelines shall be used.

Environmental review documents, including a draft environmental impact report, environmental impact report, negative declaration or mitigated negative declaration, and public notice of the preparation and availability of such documents, shall be posted on the district's web site. (Public Resources Code 21082.1, 21092, 21092.2)

Agricultural Land

CSBA NOTE: In 82 Ops.Cal.Atty.Gen. 130 (1999), the Attorney General opined that a district may construct a school on land designated by a county ordinance for "agricultural, open space or rural land use." However, the Board must, by a two-thirds vote pursuant to Government Code 53094, render the ordinance inapplicable to the proposed use of the property. See 9323.2 - Actions by the Board. The exemption can be blocked only by a court determination that the action was "arbitrary and capricious."

If the proposed site is in an area designated in a city, county, or city and county general plan for agricultural use and zoned for agricultural production, the Board shall determine all of the following: (Education Code 17215.5)

1. That the district has notified and consulted with the city, county, or city and county within which the prospective site is to be located
2. That the Board has evaluated the final site selection based on all factors affecting the public interest and not limited to selection on the basis of the cost of the land
3. That the district shall attempt to minimize any public health and safety issues resulting from the neighboring agricultural uses that may affect students and employees at the site

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State

14 CCR 15000-15285

5 CCR 14001-14036

Description

Implementation of California Environmental Quality Act of 1970

Minimum standards California Department of Education:

CCP- 1263.710-1263.770	Remediation of hazardous substances on property to be acquired by school district
Ed. Code 17006	Definition of self-certifying district
Ed. Code 17024	Prior written approval of CDE for selection of school site or construction of building
Ed. Code 17070.10-17077.10	Leroy F. Greene School Facilities Act of 1998
Ed. Code 17210-17224	<u>School Sites: General provisions (school sites)</u>
Ed. Code 17240-17245	New Schools Relief Act
Ed. Code 17250.10-17250.55	Design-build contracts
Ed. Code 17251-17256	<u>CDE Powers</u> concerning buildings and building sites
Ed. Code 17260-17268	Plans and specifications for school facilities
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17565-17592.5	Board duties re-; management and control of school property
Ed. Code 35271	Power to acquire and construct on adjacent property
Ed. Code 35275	New school planning; cooperation with recreation and park authorities
Gov. Code 53094	Authority to render zoning ordinances inapplicable
Gov. Code 65402	Acquisition or disposition of property
Gov. Code 65995-65997	Developer fees
Gov. Code 66455.9	Written notices of proposed public school site within development; investigation and report; conditions for acquisition
H&S Code 44360	Risk assessment
Pub. Res. Code 21000-21177	California Environmental Quality Act of 1970

Management Resources
Attorney General Opinion

Website

Website

Website

Website

Website

Cross References

Code
1113

Description
82 Ops.Cal.Atty.Gen. 130 (1999)
Department of General Services, Office of Public School Construction
California Department of Education, School Facilities
California Department of Education, School Site Selection and Approval Guide
Department of Toxic Substances Control
Governor's Office of Planning and Research

Description
District and School Web Sites (BP/AR/E(1))

1220	Citizen Advisory Committees
1330.1	Joint Use Agreements
3311.2	Lease-Leaseback Contracts
3510	Green School Operations
3514	Environmental Safety
3514	Environmental Safety
5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
7000	Concepts And Roles
7110	Facilities Master Plan
7131	Relations With Local Agencies
7140	Architectural And Engineering Services
7140	Architectural And Engineering Services
7210	Facilities Financing
9000	Role Of The Board
9320	Meetings And Notices
9323.2	Actions By The Board
9323.2-E PDF(1)	Actions By The Board
9323.2-E PDF(2)	Actions By The Board

Regulation 7150: Site Selection And Development

Status: ADOPTED

Original Adopted Date: 11/01/2000 | **Last Revised Date:** 03/09/01/2006 | **Last Reviewed Date:** 03/09/01/2006

As part of the district's site selection process, the Superintendent or designee shall:

1. Meet with appropriate local government recreation and park authorities to review all possible methods of coordinating the planning, design, and construction of new school facilities and school sites or major additions to existing school facilities and recreation and park facilities in the community. (Education Code 35275)
2. Notify the appropriate local planning agency in writing and request its report and recommendations regarding the proposed site or proposed addition's conformity with the adopted general plan. (Government Code 65402; Public Resources Code 21151.2)
3. Have the site investigated by competent personnel with regard to population trends, transportation, water supply, waste disposal facilities, utilities, traffic hazards, surface drainage conditions, and other factors affecting initial and operating costs. This investigation shall include geological and soil engineering studies to preclude locating the school on terrain that has the potential for earthquake or other geologic hazard damage as specified in Government Code 65302. (Education Code 17212-17212.5)

CSBA NOTE: Education Code 17212.2, as added by AB 2485 (Ch. 505, Statutes of 2004), authorizes the district to request information from the following entities in order to evaluate the safety of a proposed site.

4. As necessary, Make a written request for information necessary or useful to assess and determine the safety of a proposed school site, or an addition to an existing school site, from a person, corporation, public utility, locally publicly owned utility, or governmental agency regarding pipelines, electric transmission and distribution lines, railroads, and storage tanks in accordance with law. (Education Code 17212.2, 17251)
5. Ensure that the site meets state standards for school site selection as specified in 5 CCR 14010-14012.

CSBA NOTE: Pursuant to Public Resources Code 21092, 21092.2, 21092.3, and 21152, as amended by AB 819 (Ch. 97, Statutes of 2021), districts are required to (1) post specified notices to the district's web site, (2) submit a notice of determination or notice of exemption with the county clerk electronically, if that option is offered by the county clerk, and (3) file an environmental notice with the Office of Planning and Research using their online process.

6. Ensure compliance with the California Environmental Quality Act (CEQA) as required by law, including posting required notices to the district web site. (Public Resources Code 21000-21177)

CSBA NOTE: AB 1358 (Ch. 229, Statutes of 2005) amended Education Code 17215 to require notification to the California Department of Education (CDE) if the district is leasing a site near an airport.

7. Notify the California Department of Education in writing before acquiring title or leasing the site if the proposed site is within two miles of the air line of an airport runway or proposed runway, before acquiring title to or leasing the site, notify the California Department of Education in

CSBA NOTE: Education Code 17213 prohibits the approval of a school site within 500 feet from the freeway or other busy traffic corridor, unless the district performs an air quality analysis as specified in law.

8. ~~Conduct an air quality analysis pursuant to Health and Safety Code 44360 and Education Code 17213~~ if the proposed site is within 500 feet of the edge of the closest traffic lane of a freeway or other busy traffic corridor; ~~conduct an air quality analysis pursuant to Health and Safety Code 44360 and Education Code 17213~~ and determine that the air quality at the proposed site is such that neither short-term nor long-term exposure poses significant health risks to students. (Education Code 17213)

CSBA NOTE: Pursuant to Education Code 17213.1, ~~both~~ Both a Phase I environmental assessment and a preliminary endangerment assessment, if necessary, must be conducted pursuant to Education Code 17213.1 to determine whether a release of hazardous materials has occurred, as provided in ~~item~~ Item #1 below. The district must submit these documents to the CDE and the Department of Toxic Substance Control (DTSC) for review. If hazardous substances are disclosed, Education Code 17213.1 authorizes DTSC to order the district to complete certain "response actions" prior to securing state funding.

In the selection and development of projects funded pursuant to the School Facilities Program of 1998 (Proposition 1A) as contained in Education Code 17070.10-17077.10, the Superintendent or designee shall:

1. Determine whether the proposed site is free of toxic contamination by ensuring that a Phase I environmental assessment and/or preliminary endangerment assessment is conducted as required by law (Education Code 17213.1)

The Superintendent or designee shall ensure that the preliminary endangerment assessment is made available for public review and comment in accordance with Education Code 17213.1.

2. ~~Annually submit a~~ Submit an annual summary report of expenditures to the State Allocation Board in accordance with law (Education Code 17076.10)
3. Include in the plans a hard-wired connection to a public switched telephone network or utilization of wireless technology (Education Code 17077.10)

CSBA NOTE: The Office of Public School Construction recommends that districts consult with legal counsel to ensure compliance with the disabled veteran provisions of ~~item~~ Item #4 below.

4. Establish a participation goal of at least three percent, per year, of the overall dollar amount expended each year by the district for disabled veteran business enterprises (Education Code 17076.11)

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State

14 CCR 15000-15285

Description

Implementation of California Environmental Quality Act of

CCP: 1263.710-1263.770	Remediation of hazardous substances on property to be acquired by school district
Ed. Code 17006	Definition of self-certifying district
Ed. Code 17024	Prior written approval of CDE for selection of school site or construction of building
Ed. Code 17070.10-17077.10	Leroy F. Greene School Facilities Act of 1998
Ed. Code 17210-17224	<u>General School Sites; general provisions (school sites)</u>
Ed. Code 17240-17245	New Schools Relief Act
Ed. Code 17250.10-17250.55	Design-build contracts
Ed. Code 17251-17256	<u>Powers CDE powers concerning buildings and building sites</u>
Ed. Code 17260-17268	Plans and specifications for school facilities
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17565-17592.5	Board duties re-; management and control of school property
Ed. Code 35271	Power to acquire and construct on adjacent property
Ed. Code 35275	New school planning; cooperation with recreation and park authorities
Gov. Code 53094	Authority to render zoning ordinances inapplicable
Gov. Code 65402	Acquisition or disposition of property
Gov. Code 65995-65997	Developer fees
Gov. Code 66455.9	Written notices of proposed public school site within development; investigation and report; conditions for acquisition
H&S Code 44360	Risk assessment
Pub. Res. Code 21000-21177	California Environmental Quality Act of 1970

Management Resources

Attorney General Opinion

Website

Website

Website

Website

Description

82 Ops.Cal.Atty.Gen. 130 (1999)

Department of General Services, Office of Public School Construction

California Department of Education, School Facilities

Department of Toxic Substances Control
(<https://dtsc.ca.gov/>)

Governor's Office of Planning and Research
(<https://opr.ca.gov/ceqa/>)

Cross References

Code

1113

1220

Description

District and School Web Sites (BP/AR/E(1))

Citizen Advisory Committees

1330.1	Joint Use Agreements
3311.2	Lease-Leaseback Contracts
3510	Green School Operations
3514	Environmental Safety
3514	Environmental Safety
5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
7000	Concepts And Roles
7110	Facilities Master Plan
7131	Relations With Local Agencies
7140	Architectural And Engineering Services
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7210	Facilities Financing
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9323.2	Actions By The Board
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9323.2-E PDF(2)	Actions By The Board

Bylaw 9100: Organization

Status: ADOPTED

Original Adopted Date: 09/01/1992 | **Last Revised Date:** 07/09/01/20152022 | **Last Reviewed Date:** 07/09/01/20152022

CSBA NOTE: Pursuant to Education Code 35143, as amended by AB 486 (Ch. 666, Statutes of 2021), the Governing Board is required to set and hold an annual organizational meeting, in the manner described below, prior to the end of each calendar year. If the Board fails to select a day and time for the meeting, the County Superintendent of Schools must designate and notify all Board members and members-elect of the day and time of the meeting. A city board of education whose members are elected in accordance with a city charter may, by a rule of its board, establish a different timeline for setting the annual meeting and revise the following paragraph accordingly.

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from days following the date upon which a Board member elected at that second Friday in December after the regular election takes office. During ~~non-election~~ all other years, the meeting shall may be held within the same 15-day period on the calendar any date in December, but no later than December 20th. (Education Code 35143)

CSBA NOTE: Unless otherwise provided by rule of the Board, the following paragraph is required pursuant to Education Code 35143., as amended by AB 486.

~~The day and time of the annual meeting shall be selected by~~ During any year in which a regular election is conducted, the Board, at ~~its~~ the regular meeting held immediately prior to the first ~~second~~ Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the 15-day period ~~organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting.~~ organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

CSBA NOTE: The following items should be modified to reflect district practice. Education Code 35022 requires all boards with five or more members to elect a president. Education Code 35143 requires the election of a clerk and a president for high school, union high school, and joint union high school districts. City boards of education are required to elect only a president or a president and vice president, and all other types of districts are required to elect a clerk. For more information about election of officers, see the section "Election of Officers" below.

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures

CSBA NOTE: Item #4 below promotes the adoption of a Board calendar to ensure the scheduling of

4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates

CSBA NOTE: Item #6 below is recommended by CSBA through its governance trainings, including the Masters in Governance program.

6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

Election of Officers

CSBA NOTE: Option 1 below is for districts that rotate offices so that each Board member has the opportunity to become president, while Option 2 is for districts that each year elect their entire slate of officers. The following options should be revised to reflect the sequence of offices used in the district.

OPTION 1: The Board shall each year elect one of its members to be (clerk)/(vice president). This member shall be one who previously has not served in office, unless all the Board's members have previously served in office. After serving one year as (clerk)/(vice president), the elected member shall serve one year as president of the Board.

OPTION 1 ENDS HERE

OPTION 2: The Board shall each year elect its entire slate of officers.

OPTION 2 ENDS HERE

CSBA NOTE: The following optional sentence may be used with Option 2.

No Board member shall serve more than _____ consecutive year(s) in the same office.

CSBA NOTE: The following sentence may be used by all districts regardless of the option selected above. The California Attorney General has disapproved secret ballot voting in open meetings, as well as the casting of mail ballots (68 Ops.Cal.Atty.Gen. 65, 1985). As long as they do not use secret ballots, boards may elect their officers in any way they choose.

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

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State

Ed. Code 35143

Ed. Code 35145

Description

Annual organizational meetings; date and notice

Public meetings

Gov. Code 54953

Meetings to be open and public; attendance

Management Resources

Description

Attorney General Opinion

59 Ops.Cal.Atty.Gen. 619; ~~621-622~~ (1976)

Attorney General Opinion

68 Ops.Cal.Atty.Gen. 65 (1985)

Cross References

Code

Description

9000

Role Of The Board

9005

Governance Standards

9121

President

9123

Clerk

9140

Board Representatives

9223

Filling Vacancies

9224

Oath Or Affirmation

9230

Orientation

9240

Board Training

9320

Meetings And Notices

9323

Meeting Conduct

Cottonwood Union School District

ENROLLMENT UPDATE

Current Enrollment as of 11/10/2022											
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	511								+1
West	387	385	379								-8
Total District	897	894	890								-3
CCCS	261	261	261								0

CBEDS Enrollment (First Wednesday of October)			
	17/18	18/19	19/20
District Total	940	932	943
			20/21
			948
			21/22
			918

ATTENDANCE UPDATE

Five year P-2 Historical Data (average daily attendance over 8 months)			
	17/18	18/19	19/20
	890.86	888.28	896.99
			20/21
			879.89
			21/22
			825.15