

MOUNT SHASTA UNION SCHOOL DISTRICT

Superintendent

Kathi Emerson

4-8 Principal

Kale Riccomini

K-3 Principal

Leeanna Rizzo

595 East Alma Street

Mount Shasta, CA 96067

Phone: 530-926-6007

Fax: 530-926-6103

www.mtshastaandweedschooldistricts.com

Board Members

Leslie Cole

Paul Schwartz

Robert Winston

Ray Ramas

Chris Marrone

Governing Board: Regular Meeting

April 12, 2016; 7:00 p.m.

Education Center: Public Meeting

1.0 Closed Session Agenda

6:30 p.m.

- 1.1 Members of the public have the opportunity to address the Board concerning the following Closed Session Agenda Items.
- 1.2 The Board will adjourn to address the following items in Closed Session:
 - 1.2.1 Public Employee Employment/Resignation/Retirement/Leave (GC 54954.5/54957)
 - 1.2.1.1 Superintendent/Business Services

Public Agenda – 7:00 p.m.

2.0 Welcome/Roll Call/Pledge

Time: _____

- 2.1 Vision Statement: MSUSD Strives to be a Leader of Educational Excellence in the State of California
- 2.2 Disclosure of Action in Closed Session, if any.
 - 2.2.1 April 12, 2016 Regular Board Meeting
- 2.3 Monthly Finance Report to Date: 3-5

Revenue	Expenditures	Disposition
\$3,670,115.80	\$3,299,691.01	\$323,464.69

- 2.4 Board Recognition of Students and Staff 3
 - 2.4.1 Staff
 - 2.4.2 Students of the Month

- 3.0 Public Comment: At this time we would like to invite and welcome persons wishing to address the Board on any items on the Consent Agenda or not on the agenda to do so. In the interest of order and time, presentations from the public are limited to 3 minutes per person, per topic (limit of 20 minutes per topic). 6

- 3.1 Items on the Consent Agenda
- 3.2 Items not on the Agenda

4.0	Action Agenda I	6
4.1	Approval of Agenda	
5.0	Consent Agenda	
5.1	Approve Minutes of the March 8, 2016 Regular Board Meeting and the April 6, 2016 Special Board Meeting	8-11
5.2	Approve Fund Transfers, Budget Transfers and Warrants: \$79,411.91 + \$77,146.54 + \$72,416.92 = \$228,975.37	12-37
5.3	Approve BB 9223 Filling Vacancies	38-42
5.4	Approve BP 6020 and AR 6020 Parent Involvement and Site Parent Involvement Policies	43-63
5.5	Approve Quarterly Report on Williams Uniform Complaints	64
5.6	Approve Resolutions Recognizing Day of the Teacher and Classified Employee Appreciation Week	65-66
5.7	Approve Surplus of Obsolete Computer Parts and Accessories, Value: \$0	67
5.8	Approve the Updated Agreement between MSUSD and CSEA Chapter #720	68-112
5.9	Accept Donations from the Mount Shasta Education Foundation, Value: \$26,524.41	
6.0	Discussion Items	
6.1	5-Year Deferred Maintenance Plan	112-114
6.2	Board members to participate in 8 th Grade Graduation	115
6.3	Increase to Developers' Fees	116
6.4	Nursing Days for 2016-2017	117
6.5	Shoes for Crews, nonslip footwear Workers' Comp Program	118
6.6	Expanded Transitional Kindergarten	119
7.0	Reports	120
7.1	Certificated Staff	
7.2	MSETA	
7.3	Classified Staff	
7.4	CSEA	
7.5	Principal's Report: Mrs. Rizzo	
7.6	Principal's Report: Mr. Riccomini	
7.7	Superintendent's Report: Mrs. Emerson	
8.0	Board Comments	
9.0	Adjournment	Time: _____

2.0 Welcome/Roll Call/Pledge

2.1 Vision Statement: MSUSD Strives to be a Leader of Educational Excellence in the State of California

2.2 Disclosure of Action in Closed Session, if any.

2.2.1 April 12, 2016 Regular Board Meeting

2.3 Monthly Finance Report to Date:

Revenue	Expenditures	Disposition
\$3,670,115.80	\$3,299,691.01	\$323,464.69

2.4 Board Recognition of Students and Staff

2.4.1 Staff

2.4.2 Students of the Month

2nd –Caleb Sheets & Irelynn McWilliams

3rd –Naomi Chandon, Emilia Patterson-Kennedy, Aden Rivera & Kaikea Ferguson

4th – Isabella Smith

5th – Athena Maniatis

6th – Alex Munger

7th – Maya Rawitch

8th – Iris Lovrak

SVS – Faith Hubbard

Music – Zechariah Welch

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
------------------	-------------	-------------------	-----------------------	-------------------	--------------------	-------------------	------------------

REVENUE DETAIL

REVENUE LIMIT SOURCES :	3,880,674.00	69,182.00	3,949,856.00	2,758,246.69	1,191,609.31	69.83
FEDERAL REVENUES :	313,140.00	31,284.04	344,424.04	322,593.04	21,831.00	93.66
OTHER STATE REVENUES :	393,544.00	119,558.82	513,102.82	434,113.02	78,989.80	84.60
OTHER LOCAL REVENUES :	257,480.02	24,624.33	282,104.35	155,163.05	126,941.30	55.00
* TOTAL YEAR TO DATE REVENUES	* 4,844,838.02 *	* 244,649.19 *	* 5,089,487.21 *	* 3,670,115.80 *	* 1,419,371.41 *	* 72.11

EXPENDITURE DETAIL

CERTIFICATED SALARIES :	2,201,079.63	3,964.86	2,205,044.49	1,383,582.77	821,461.72	62.74
CLASSIFIED SALARIES :	758,042.93	55,928.71	813,971.64	578,631.40	235,340.24	71.08
EMPLOYEE BENEFITS :	901,479.53	152,496.94	1,053,976.47	640,507.10	413,469.37	60.77
BOOKS AND SUPPLIES :	198,680.28	84,331.99	283,012.27	239,166.50	43,845.77	84.50
SERVICES, OTHER OPER. EXPENSE:	545,557.79	49,046.61	594,604.40	457,803.24	136,801.16	76.99
OTHER OUTGOING :	112,080.97	25,343.02	86,737.95	.00	86,737.95	0.00
DIRECT SUPPORT/INDIRECT COSTS:	.00		.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE EXPENDITURES	* 4,716,921.13 *	* 320,426.09 *	* 5,037,347.22 *	* 3,299,691.01 *	* 1,737,656.21 *	* 65.50

OTHER FINANCING SOURCES (USES)

INTERFUND TRANSFERS - OUT :	42,930.86-	4,065.28-	46,996.14-	46,996.14-	.00	100.00
CONTRIB.- RESTRICTED PROGRAMS:	.00	.00	.00	.00	.00	NO BDGT
OBJECT OUTSIDE VALID RANGE :	.00	.00	.00	36.04	36.04-	NO BDGT
* TOTAL YEAR TO DATE OTHER FINANCING	* 42,930.86-*	* 4,065.28-*	* 46,996.14-*	* 46,960.10-*	* 36.04-*	* 99.92

Cash Balance \$1,159,291.07

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	865,540.34	293,750.73	1,159,291.07
9120	CASH IN BANK	7,498.04	.00	7,498.04
9130	REVOLVING CASH ACCOUNT	1,500.00	.00	1,500.00
9150	INVESTMENTS	5,930.08	14.47	5,944.55
9209	A/R SET-UP ODD YEARS	331,994.06	182,592.43	149,401.63
9210	A/R POST	7,565.48	11,184.65	18,750.13
9310	DUE FROM OTHER FUNDS	18,986.02	18,986.00	.02
9330	PREPAID EXPENDITURES	36,472.87	85,335.13	121,808.00
9508	USE TAX LIABILITY	2,255.85	2,980.11	724.26
9509	ACCOUNTS PAYABLE SET UP-ODD YR	134,426.00	131,852.00	2,574.00
9511	STRS PASS THROUGH	41.28	.00	41.28
9514	H & W PASS THROUGH	425.06	17,807.93	17,807.93
9556	MISC DISTRICT VOL-DEDS	8,262.26	1.00	424.06
9610	DUE TO OTHER FUNDS	2,184.36	8,262.26	.00
9650	DEFERRED REVENUE	2,184.36	2,184.36	.00
* NET YEAR TO DATE FUND BALANCE		1,117,272.82 *	323,464.69 *	1,440,737.51 *
9791	FUND BAL-BEGINNING BALANCE	1,117,272.82	.00	1,117,272.82
* EXCESS REVENUES/ (EXPENDITURES)		.00 *	323,464.69 *	323,464.69 *

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	4,844,838.02	244,649.19	5,089,487.21	3,670,115.80	1,419,371.41	72.11
B.	EXPENDITURES	4,716,921.13	320,426.09	5,037,347.22	3,299,691.01	1,737,656.21	65.50
C.	EXCESS REVENUES (EXPENDITURES)	127,916.89	75,776.90	52,139.99	370,424.79	318,284.80	710.44
D.	OTHER FINANCING SOURCES (USES)	42,930.86	4,065.28	46,996.14	46,960.10	36.04	99.92
E.	NET CHANGE IN FUND BALANCE	84,986.03	79,842.18	5,143.85	323,464.69	318,320.84	6288.37
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	1,117,272.82	.00	1,117,272.82	1,117,272.82	.00	100.00
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	1,117,272.82	.00	1,117,272.82	1,117,272.82	.00	100.00
G.	ENDING BALANCE	1,202,258.85	79,842.18	1,122,416.67	1,440,737.51	318,320.84	128.36

April 12, 2016

Subject: Board Agenda Item # 3.0 Public Comment: At this time we would like to invite and welcome persons wishing to address the Board on any item on or not on the agenda to do so. In the interest of time and order, presentations from the public are limited to 3 minutes per person, per topic. (Limit of 20 minutes per topic.)
Information Items

- 3.1 Items on the Consent Agenda
- 3.2 Items not on the Agenda

Subject: Board Agenda Item # 4.0 Action Agenda I

- 4.1 Approval of the Agenda

Mount Shasta Union School District

April 12, 2016

To: Governing Board Members

Subject: Board Agenda Item # 5.0 Consent Items

Consent Agenda

- 5.1 Approve Minutes of the March 8, 2016 Regular Board Meeting and the April 6, 2016 Special Board Meeting
- 5.2 Approve Fund Transfers, Budget Transfers and Warrants: $\$79,411.91 + \$77,146.54 + \$72,416.92 = \$228,975.37$
- 5.3 Approve BB 9223 Filling Vacancies
- 5.4 Approve BP 6020 and AR 6020 Parent Involvement and Site Parent Involvement Policies
- 5.5 Approve Quarterly Report on Williams Uniform Complaints
- 5.6 Approve Resolutions Recognizing Day of the Teacher and Classified Employee Appreciation Week
- 5.7 Approve Surplus of Obsolete Computer Parts and Accessories, Value: \$0
- 5.8 Approve the Updated Agreement between MSUSD and CSEA Chapter #720
- 5.9 Accept Donations from the Mount Shasta Education Foundation, Value: \$26,524.41

Fiscal Impact: Various

Enclosures: Various documents

Superintendent's Recommendation: Approve

Mount Shasta Union School District

MOUNT SHASTA UNION SCHOOL DISTRICT
Minutes of the Regular Meeting of the Governing Board
Tuesday, March 8, 2016 – 7:00 p.m.
Education Center
595 East Alma Street, Mt. Shasta, CA 96067

DATE: March 8, 2016
PLACE: Education Center

1.0 Closed Session Agenda 6:30 p.m.

- 1.1 Members of the public have the opportunity to address the Board concerning the following Closed Session Agenda Items.
- 1.2 The Board will adjourn to address the following items in Closed Session:
 - 1.2.1 Public Employee Employment/Resignation/Retirement/Leave (GC 54954.5/54957)
 - 1.2.1.1 Personnel Action Report
 - Approve 80% position for the 2016-2017 School Year
 - Employ 3.5 hour TA
 - 1.2.1.2 Superintendent/Business Services

2.0 Welcome/Roll Call/Pledge

Board President Chris Marrone called the regular meeting to order at 7:04 p.m.

Trustees Present: Cole, Schwartz, Ramas, Marrone, Winston
Trustees Absent: None

- 2.1 Vision Statement: MSUSD Strives to be a Leader of Educational Excellence in the State of California
- 2.2 Disclosure of Action in Closed Session, if any.
 - 2.2.1 March 8, 2016 Regular Board Meeting –
 - The Board voted unanimously to approve 80% Teaching Position for Katrina Miller for the 2016-2017 School Year.
 - The Board voted unanimously to Employ Casey Lowry as 3.5 hour T.A. at MSE.
- 2.3 Monthly Finance Report to Date: Superintendent Emerson reported on our cash flow. The District is currently in the black.
- 2.4 Board Recognition of Students and Staff
 - 2.4.1 Staff – Principal Riccomini recognized Sisson T.A.'s for doing an outstanding job and their dedication to the district.
 - 2.4.2 Students of the Month were recognized and presented certificates.

3.0 Citizens Addressing the Board

- 3.1 Items on the Agenda - None
- 3.2 Items not on the Agenda – None

4.0 Action Agenda 1

- 4.1 Approval of Agenda –On a motion by Trustee Cole and a second by Trustee Ramas the Board unanimously approved the Agenda as presented.

5.0 Consent Agenda – On a motion by Trustee Schwartz and a second by Trustee Cole the Board approved the Consent Agenda as presented. Motion carried unanimously.

- 5.1 Approve Minutes of the February 9, 2016 Regular Board Meeting
- 5.2 Approve Fund Transfers, Budget Transfers and Warrants: \$85,729.64
- 5.3 Approve Food Service Agreement between MSUSD and SUHSD for the 2016-2017 School Year
- 5.4 Approve Out-of-State Fieldtrip for Valerie Collord's 4th Grade Class to Science Works in Ashland on May 27, 2016
- 5.5 Approve Calendar for the 2016-2017 School Year
- 5.6 Approve Surplus of miscellaneous furniture from MSE. Yard Sale will be held over Spring Break. Value: \$0

6.0 Discussion Items

- 6.1 BB 9223 Filling Vacancies - A Board vacancy will occur prior to the November election. In reviewing policy, it became apparent that District policy on filling board member vacancies needed to be updated to comply with current law. An established timeline will be followed to fill the vacancy.
- 6.2 BP 6020 and AR 6020 Parent Involvement and Site Parent Involvement Policies - This is a policy that must be approved annually. The principals have reviewed and updated the Site Parent Involvement Policies.

7.0 Action Items

- 7.1 Approve Changes to Strawberry Valley Classrooms - On a motion by Trustee Cole and a second by Trustee Ramas the board voted 4-1 to approve Strawberry Valley students and staff merging back into regular classes for the 2016-2017 school years. Trustee Schwartz opposed.
- 7.2 Approve 2nd Interim Report: Certification that the District is able to Meet Its Financial Obligations for the 2015-2016 School Year Including Budget Transfers/Revisions – On a motion by Trustee Schwartz and a second by Trustee Cole the Board unanimously approved the 2nd Interim Report: certification that the District is able to meet its financial obligations for the 2015-2016 school year including budget transfers/revisions.
- 7.3 Approve MSUSD Governance Handbook – On a motion by Trustee Schwartz and a second by Trustee Ramas the Board voted unanimously to approve the MSUSD Governance Handbook.

8.0 Reports

- 8.1 Certificated Staff – Julie May reported that she and her colleagues seem to be happy and doing well.
- 8.2 MSETA - None
- 8.3 Classified Staff – Linda Smyth reported that the MSE monthly staff meeting with the principal went well.
- 8.4 CSEA – Linda Smyth stated that CSEA has a petition to extend Proposition 30.
- 8.5 Principal's Report: Mrs. Rizzo reported on professional development opportunities at SCOE. Surplus items will be sold over spring break. The rest of the I-Pad Minis have been ordered. Fire drills are going well. The math committee is meeting on the 14th of March. Surveys are on-line and hard copies have been sent home. Principal Rizzo is looking into the Expanded Transitional Kindergarten. The Board would like to hear a presentation from principal Rizzo in April.
- 8.6 Principal's Report: Mr. Riccomini reported that 70 students who earned a 4.0 GPA went bowling. Student Body held a Valentine's dance. Eighth graders attended Inspiration Day at C.O.S. and Sisson won the Egg Drop Contest. A new lock-down alarm system has been installed at Sisson. Principal Riccomini thanked bus driver, Linda Smyth, for her dedication and help transporting students.
- 8.7 Superintendent's Report: Mrs. Emerson reported that she met with both negotiation teams and they were successful in cleaning up language in the contracts. She completed rounds with site council, parents, staff, student council, and the leadership team. The LCAP has been drafted. We rely so much on transportation and we have extremely dedicated and qualified staff. The maintenance budget plan should start next month. The auditors will be here Monday. There is an increase in Developer Fees which will be discussed next month.

9.0 Board Comments – None

10.0 Adjournment – The Board adjourned at 8:54 p.m.

Respectfully submitted,

Kathi Emerson
Superintendent and
Secretary to the Board

Attest:

Chris Marrone, Board President

Robert Winston, Clerk

MOUNT SHASTA UNION SCHOOL DISTRICT
Minutes of the Special Meeting of the Governing Board
Wednesday, April 6, 2016 – 8:00 a.m.
Education Center
595 East Alma Street, Mt. Shasta, CA 96067

DATE:
PLACE:

April 6, 2016
Education Center

1.0 Closed Session Agenda 8:00 a.m.

- 1.1 Members of the public have the opportunity to address the Board concerning the following Closed Session Agenda Items.
 - 1.2 The Board will adjourn to address the following items in Closed Session:
 - 1.2.1 Public Employee Employment/Resignation/Retirement/Leave (GC 54954.5/54957)
- .50 Superintendent

2.0 Welcome/Roll Call/Pledge

Board President Chris Marrone called the special board meeting to order at 8:00 a.m.

Trustees Present: Cole, Schwartz, Marrone, Ramas, Winston
Trustees Absent: None

Public Agenda- Immediately Following Closed Session

2.0 Welcome/Roll Call/Pledge

- 2.1 Disclosure of Action in Closed Session, if any.
 - 2.1.1 April 6, 2016 Special Board Meeting – No action was taken.

3.0 Adjournment - The Board adjourned at 9:24 a.m.

Respectfully submitted,

Kathi Emerson
Superintendent and Secretary to the Board

Attest:

Chris Marrone, Board President

Robert Winston, Clerk

Batch
#0227

Siskiyou County Office of Education
Request for Warrant Processing

District # 26 District Name Mount Shasta Union

Fund #	Fund Name	District Total	Audited Total
01	General Fund	\$78,936.45	
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Fund	475.46	
14	Deferred Maintenance		
15	Pupil Transportation Equip Fund		
17	Special Reserve Fund Other Than Capital Outlay	XXXXXXXXXX	XXXXXXXXXX
25	Capital Facilities (Developer Fees) Fund		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
	Batch Total	\$79,411.91	

By order of the governing board, the Siskiyou County Office of Education is authorized to draw warrants to the claimants of said school district as per attached listing.

Trustee _____ Trustee _____
Trustee _____ Trustee _____
Trustee _____ Trustee _____
Trustee _____

District Superintendent _____

Board Approval Date _____ Mail _____ Hold _____

—For Siskiyou County Office of Education Use Only—

Audited By: _____ Audit Date: _____

<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num						
Reg Reference	Date	Description	FD RESC Y OBJT	GOAL FUNC	SCH LOCAL	T9MPS	Liq Amt	Net Amount			

PO-160001	02/25/2016	170364	MARCH SUPPLEMENTAL	1	01-0000-0-9514-0000-0000-0000-000000	NN P	426.27	426.27
TOTAL PAYMENT AMOUNT							426.27 *	426.27

PO-160302	01/27/2016	587750	MICKLOS CLASSROOM	1	01-3010-0-4300-1110-1000-003-00000	NN	F	15.06	15.06
PO-160302	01/30/2016	478270	MICKLOS CLASSROOM	1	01-3010-0-4300-1110-1000-003-00000	NN	F	32.30	32.30
PO-160303	01/26/2016	189619	SIS LIB BOOKS-PATTERSON	1	01-0000-0-4200-1110-2420-003-00000	NN	F	169.55	169.55
PO-160304	01/30/2016	721539	R. WOLMAR CLASSROOM	1	01-6500-0-4300-5770-1120-003-00000	NN	F	69.62	69.62
PO-160305	01/25/2016	190767	STUDENT DEVICES-LCAP	1	01-0000-0-4300-1110-1000-000-00000	1N	P	3,022.44	3,022.44
PO-160305	01/25/2016	2670590	STUDENT DEVICES-LCAP	1	01-0000-0-4300-1110-1000-000-00000	1N	P	91.14	91.14
PO-160306	01/25/2016	463790	STU DEVICE SUPPLY-LCAP	1	01-0000-0-4300-1110-1000-000-00000	NN	P	112.36	112.36
PO-160306	01/25/2016	000817	STU DEVICE SUPPLY-LCAP	1	01-0000-0-4300-1110-1000-000-00000	NN	P	112.36	112.36
PO-160306	01/27/2016	547027	STU DEVICE SUPPLY-LCAP	1	01-0000-0-4300-1110-1000-000-00000	NN	P	128.26	128.26
PO-160306	01/31/2016	862170	STU DEVICE SUPPLY-LCAP	1	01-0000-0-4300-1110-1000-000-00000	NN	F	128.26	128.26
PO-160310	01/26/2016	047820	DO SUPPLIES	1	01-0000-0-4300-0000-7200-001-00000	NN	F	64.49	64.49
PO-160319	01/31/2016	428086	FLEISCHMAN CLASSROOM	1	01-1100-0-4300-1110-1000-003-00000	1N	P	39.99	39.99
PO-160319	01/29/2016	875486	FLEISCHMAN CLASSROOM	1	01-1100-0-4300-1110-1000-003-00000	1N	F	9.99	9.99
FV-160323	02/03/2016	391502	SISSON STUDENT BODY	1	01-0000-0-4300-1110-1000-003-00000	NN		28.95	28.95
FV-160323	02/03/2016	391502	SISSON STUDENT BODY	1	01-0000-0-4300-1110-1000-003-00000	NN		13.74	13.74
TOTAL PAYMENT AMOUNT					4,038.51	*		4,038.51	
TOTAL USE TAX AMOUNT					246.87				

PO-160251	02/05/2016	994705	PROPANE	1	01-0000-0-5500-0000-8100-000-00000	NN P	442.44	442.44
PO-160251	02/12/2016	241854	PROPANE	1	01-0000-0-5500-0000-8100-000-00000	NN P	131.95	131.95
PO-160251	02/19/2016	468826	PROPANE	1	01-0000-0-5500-0000-8100-000-00000	NN P	12.59	12.59
PO-160251	02/05/2016	974935	PROPANE	1	01-0000-0-5500-0000-8100-000-00000	NN P	265.88	265.88
PO-160251	02/05/2016	974924	PROPANE	1	01-0000-0-5500-0000-8100-000-00000	NN P	419.19	419.19
PO-160251	02/16/2016	327128	PROPANE	1	01-0000-0-5500-0000-8100-000-00000	NN P	440.74	440.74
PO-160251	02/16/2016	327133	PROPANE	1	01-0000-0-5500-0000-8100-000-00000	NN P	312.27	312.27
TOTAL PAYMENT AMOUNT					2,025.06	*		2,025.06

PV-160324	02/02/2016	634492	SISSON PHONE	01-0000-0-5900-0000-2700-003-00000	NN	66.82
PV-160325	02/02/2016	634491	MSE PHONE	01-0000-0-5900-0000-2700-002-00000	NN	70.40
PV-160326	02/02/2016	634493	DO PHONE	01-0000-0-5900-0000-7200-001-00000	NN	52.23
PV-160327	02/02/2016	634490	BUS BARN PHONE	01-0230-0-5900-0000-3600-000-00000	NN	8.13
TOTAL PAYMENT AMOUNT				197.58	*	197.58

26 MT. SHASTA ELEMENTARY
FEBRUARY WARRANTS

J4170

ACCOUNTS PAYABLE PRELIST
BATCH: 0227 FEBRUARY WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 02/27/16 14:01 PAGE 2
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESC Y	OBJT	GOAL FUNC SCH LOCAL T9MPS		

200005/00	BENNETT, JULIE							
PO-160066	02/23/2016	RETIREE INSURANCE		1	01-0000-0-9514-0000-0000-0000	NN P	576.84	576.84
TOTAL PAYMENT AMOUNT							576.84 *	576.84
201567/00	BONIVERT, AMANDA							
PV-160331	02/27/2016	CASBO 2/24/16 MILEAGE			01-0000-0-5200-0000-7200-001-00000	NN		68.58
TOTAL PAYMENT AMOUNT							68.58 *	68.58
024840/00	CALIFORNIA SAFETY COMPANY							
PO-160036	02/02/2016	320366 MSE ALARM MONITORING		1	01-0000-0-5500-0000-8100-000-00000	NY P	25.00	25.00
PO-160036	02/02/2016	320366 MSE ALARM LEASE		2	01-0000-0-5600-0000-8100-000-00000	NY P	50.00	50.00
TOTAL PAYMENT AMOUNT							75.00 *	75.00
022185/00	CASBO							
PO-160309	01/25/2016	578672 LEAVES OF ABS-BONIVERT		2	01-0000-0-5200-0000-7200-001-00000	NN F	215.00	215.00
PO-160309	01/25/2016	578671 MEMBERSHIP-BONIVERT		1	01-0000-0-5300-0000-7200-001-00000	NN F	135.00	135.00
PO-160333	02/10/2016	579731 LEAVES OF ABSENCE-SOJKA		1	01-0000-0-5200-0000-7200-001-00000	NN P	215.00	215.00
PO-160333	02/10/2016	579733 SACS BASIC-SOJKA		1	01-0000-0-5200-0000-7200-001-00000	NN P	255.00	255.00
PO-160333	02/10/2016	579732 SACS ADVANCED-SOJKA		1	01-0000-0-5200-0000-7200-001-00000	NN F	305.00	255.00
TOTAL PAYMENT AMOUNT							1,075.00 *	1,075.00
036915/00	CED - SACRAMENTO							
PO-160292	02/27/2016	678291 MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000	NN F	155.16	134.06
PO-160321	02/18/2016	677284 MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000	NN P	229.62	229.62
PO-160321	02/18/2016	678562 MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000	NN F	137.77	137.77
PO-160336	02/12/2016	679515 MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000	NN F	134.68	118.25
TOTAL PAYMENT AMOUNT							619.70 *	619.70
029560/00	CEDAR LANES							
PV-160328	02/12/2016	4.0 BOWLING-PRIN DISCRETIONARY			01-0000-0-5800-1110-1000-003-00000	NN		128.00
TOTAL PAYMENT AMOUNT							128.00 *	128.00

26 MT. SHASTA ELEMENTARY
FEBRUARY WARRANTS

J4170

ACCOUNTS PAYABLE PRELIST
BATCH: 0227 FEBRUARY WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 02/27/16 14:01 PAGE 4
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num								
Req Reference	Date	Description	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	T9MPS	Liq Amt	Net Amount
201672/00		GOLD STAR ELECTRIC & CONTROLS											
PO-160291	02/16/2016	1417 INSTALL SIS PARKING LED	1	01-8150-0-5600-0000-8100-000-00000	NY	F						4,495.00	4,191.67
PO-160299	02/17/2016	1427 ELECTRICAL SUBPANEL	1	01-8150-0-5600-0000-8100-000-00000	NY	F						375.00	425.00
		TOTAL PAYMENT AMOUNT										4,616.67 *	4,616.67
068240/00		GRAINGER											
PO-160313	01/29/2016	417680 MAINTENANCE SUPPLIES	1	01-0000-0-4300-0000-8100-000-00000	NN	F						86.23	86.23
		TOTAL PAYMENT AMOUNT										86.23 *	86.23
201350/00		INDOOR ENVIRONMENTAL SERVICES											
PO-160278	02/01/2016	PM16659 PROP 39 ENERGY MANAGER	1	01-0000-0-5600-0000-8100-000-00000	NN	F						6,377.00	6,377.00
		TOTAL PAYMENT AMOUNT										6,377.00 *	6,377.00
201663/00		J.W. WOOD COMPANY INC.											
PO-160317	02/02/2016	R453965 MAINTENANCE SUPPLIES	1	01-0000-0-4300-0000-8100-000-00000	NN	F						375.68	375.68
PO-160318	02/02/2016	R453968 MAINTENANCE SUPPLIES	1	01-0000-0-4300-0000-8100-000-00000	NN	P						817.64	817.64
PO-160318	02/10/2016	R453968-01 MAINT SUPPLIES	1	01-0000-0-4300-0000-8100-000-00000	NN	P						459.27	459.27
		TOTAL PAYMENT AMOUNT										1,652.59 *	1,652.59
084293/00		JOHN SMITH SANITATION INC											
PO-160038	02/01/2016	21835 MSE DUMPSTER RENTAL	1	01-0000-0-5600-0000-8100-000-00000	NN	P						30.00	30.00
		TOTAL PAYMENT AMOUNT										30.00 *	30.00
200036/00		KEINER, CHERYL											
FV-160333	02/19/2016	REIMBURSE CLASSROOM SUPPLIES		01-1100-0-4300-1110-1000-003-00000	NN								62.65
FV-160334	01/14/2016	REIMBURSE 6TH GR INST MTLs		01-6300-0-4100-1110-1000-000-00000	NN								46.05
		TOTAL PAYMENT AMOUNT										108.70 *	108.70
200037/00		KOEHLER, ROD											
PO-160027	02/11/2016	FEBRUARY RETIREE INSURANCE	1	01-0000-0-9514-0000-0000-000-00000	NN	P						500.00	500.00
		TOTAL PAYMENT AMOUNT										500.00 *	500.00

26 MT. SHASTA ELEMENTARY
FEBRUARY WARRANTS

J4170

ACCOUNTS PAYABLE PRELIST
BATCH: 0227 FEBRUARY WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 02/27/16 14:01 PAGE 5
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS			

201679/00	LAMINATION DEPOT							
PO-160346	02/23/2016	33743 SISSON OFFICE SUPPLIES		1	01-0000-0-4300-0000-2700-003-00000 NN F		114.82	114.56
		TOTAL PAYMENT AMOUNT			114.56 *			114.56
201714/00	MENDES SUPPLY COMPANY							
PO-160155	02/23/2016	R009511-00 MAINT SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000 NN P		454.76	454.76
		TOTAL PAYMENT AMOUNT			454.76 *			454.76
200044/00	MICKLOS, UTE							
PV-160335	02/12/2016	REIMBURSE CLASSROOM SUPPLIES		01	3010-0-4300-1110-1000-003-00000 NN			24.08
		TOTAL PAYMENT AMOUNT			24.08 *			24.08
201660/00	MT SHASTA LAUNDROMAT							
PO-160085	02/04/2016	648458 LAUNDRY		1	01-0000-0-5500-0000-8100-000-00000 NY P		83.40	83.40
PO-160085	02/11/2016	648459 LAUNDRY		1	01-0000-0-5500-0000-8100-000-00000 NY P		41.30	41.30
PO-160085	02/19/2016	648460 LAUNDRY		1	01-0000-0-5500-0000-8100-000-00000 NY P		75.20	75.20
		TOTAL PAYMENT AMOUNT			199.90 *			199.90
118285/00	NORTHEASTERN JT POWERS AUTH							
PV-160337	02/22/2016	JPA15164 15/16 WORKER'S COMP		01	0000-0-9330-0000-0000-000-00000 NN			30,452.00
		TOTAL PAYMENT AMOUNT			30,452.00 *			30,452.00
119783/00	OFFICE DEPOT							
PO-160315	02/01/2016	783001 COLLORD CLASSROOM		1	01-1100-0-4300-1110-1000-003-00000 NN P		137.34	137.34
PO-160315	02/03/2016	072001 COLLORD CLASSROOM		1	01-1100-0-4300-1110-1000-003-00000 NN P		9.04	9.04
PO-160315	01/30/2016	070001 COLLORD CLASSROOM		1	01-1100-0-4300-1110-1000-003-00000 NN F		6.44	9.87
PO-160322	02/04/2016	835001 DISTRICT PROVIDED PAPER		1	01-0000-0-4300-1110-1000-001-00000 NN F		605.93	605.93
PO-160323	02/04/2016	207001 DO SUPPLIES		1	01-0000-0-4300-0000-7200-001-00000 NN F		211.18	211.18
PO-160324	02/05/2016	443001 COLLORD CLASSROOM		1	01-1100-0-4300-1110-1000-003-00000 NN P		38.10	38.10
PO-160324	02/05/2016	564001 COLLORD CLASSROOM		1	01-1100-0-4300-1110-1000-003-00000 NN F		9.47	9.47
PO-160325	02/10/2016	346001 MAINTENANCE SUPPLY		1	01-0000-0-4300-0000-8100-000-00000 NN F		55.05	55.05
PO-160326	02/10/2016	136001 DO SUPPLIES		1	01-0000-0-4300-0000-7200-001-00000 NN F		160.91	160.91
PO-160334	02/11/2016	435001 STU DEVICE SUPPLY-LCAP		1	01-0000-0-4300-1110-1000-000-00000 NN F		101.57	101.57
PO-160339	02/13/2016	256001 K WOLMAR CLASSROOM		1	01-1100-0-4300-1110-1000-002-00000 NN P		9.47	9.47
PO-160339	02/15/2016	557001 K WOLMAR CLASSROOM		1	01-1100-0-4300-1110-1000-002-00000 NN F		76.21	75.94
PO-160340	02/16/2016	335001 T GARCIA CLASSROOM		1	01-6500-0-4300-5770-1120-002-00000 NN F		31.24	31.24

APY500 H.02.12 02/27/16 14:01 PAGE 6
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num						
Req Reference	Date	Description	FD RESC Y OBJT	GOAL FUNC	SCH LOCAL T9MPS	Liq Amt	Net Amount				

PO-160341	02/16/2016	994001	DISTRICT PROVIDED PAPER	1	01-0000-0-4300-1110-1000-001-00000	NN F	437.55	437.31
TOTAL PAYMENT AMOUNT				1,892.42	*			1,892.42

PV-160336	02/09/2016	15752	PRE-EMPLOYMENT DRUG	01-0230-0-5800-0000-3600-000-00000	NY	80.00
			TOTAL PAYMENT AMOUNT	80.00	*	80.00

PO-160067	02/16/2016	JANUARY	SISSON PUMP	1	01-0000-0-5500-0000-8100-000-00000	NN P	1,169.05	1,169.05
PO-160067	02/16/2016	JANUARY	SISSON	1	01-0000-0-5500-0000-8100-000-00000	NN P	6,665.77	6,665.77
PO-160067	02/16/2016	JANUARY	SISSON PORTABLES	1	01-0000-0-5500-0000-8100-000-00000	NN P	630.33	630.33
PO-160067	02/15/2016	JANUARY	BUS BARN	1	01-0000-0-5500-0000-8100-000-00000	NN P	34.05	34.05
PO-160067	02/15/2016	JANUARY	MSE PORTABLES	1	01-0000-0-5500-0000-8100-000-00000	NN P	79.24	79.24
PO-160067	02/15/2016	JANUARY	MSE	1	01-0000-0-5500-0000-8100-000-00000	NN P	1,566.12	1,566.12
TOTAL PAYMENT AMOUNT					10,144.56 *			10,144.56

PO-160004	02/23/2016	81785	SISSON ALARM MONITORING	1	01-0000-0-5500-0000-8100-000-00000	NN P	65.00	65.00
			TOTAL PAYMENT AMOUNT		65.00 *			65.00

PO-160252	02/15/2016	93984	MSE HEAT PUMP REPAIR	1	01-8150-0-5600-0000-8100-000-00000	NN F	300.00	185.00
PV-160338	02/16/2016	94358	HEADWATERS HEATER REPAIR		01-8150-0-5600-0000-8100-000-00000	NN		246.80
TOTAL PAYMENT AMOUNT					431.80	*		431.80

PO-160196	02/01/2016	1/16 COUNSELING SERVICES	1 01-0000-0-5800-1110-3112-000-00000 NN P	5,727.27	5,727.27
TOTAL PAYMENT AMOUNT			5,727.27 *		5,727.27

PO-160296 02/09/2016 1529 LIFT RENTAL	1 01-0000-0-5600-0000-8100-000-00000 NY F	350.00	350.00
TOTAL PAYMENT AMOUNT	350.00 *		350.00

26 MT. SHASTA ELEMENTARY
FEBRUARY WARRANTS

J4170

ACCOUNTS PAYABLE PRELIST
BATCH: 0227 FEBRUARY WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 02/27/16 14:01 PAGE 7
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS			
147840/00	SHIFFLER							
PO-160320	02/12/2016	303200 MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000	NN F	79.75	81.52
		TOTAL PAYMENT AMOUNT			81.52 *			81.52
149460/00	SISKIYOU COUNTY OFFICE OF ED							
FV-160339	02/22/2016	160927 Q4 403B ADMIN FEES			01-0000-0-5800-0000-7200-001-00000	NN		60.00
FV-160340	02/04/2016	160890 FINGERPRINT FEES			01-0000-0-5800-0000-7200-001-00000	NN		144.00
		TOTAL PAYMENT AMOUNT			204.00 *			204.00
151430/00	SKINNER'S TRUCK REPAIR							
PO-160123	01/06/2016	40447 BUS 3 REPAIRS		1	01-0230-0-5600-0000-3600-000-00000	NN P	80.00	80.00
PO-160123	01/12/2016	40551 BUS 3 REPAIRS		1	01-0230-0-5600-0000-3600-000-00000	NN P	160.00	160.00
PO-160123	01/22/2016	40616 BUS 3 REPAIRS		1	01-0230-0-5600-0000-3600-000-00000	NN P	123.23	123.23
		TOTAL PAYMENT AMOUNT			363.23 *			363.23
201636/00	SOLANO'S ALPINE HARDWARE							
PO-160086	02/04/2016	182856 MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000	NN P	46.63	46.63
PO-160086	02/25/2016	183582 MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000	NN P	10.58	10.58
		TOTAL PAYMENT AMOUNT			57.21 *			57.21
155320/00	SPORTSMEN'S DEN							
FV-160341	01/14/2016	212162 CHEER SUPPLIES			01-0000-0-4300-1110-1000-003-00000	NN		626.89
FV-160342	02/17/2016	213883 CHEER SUPPLIES			01-0000-0-4300-1110-1000-003-00000	NN		47.29
FV-160343	01/29/2016	212905 CHEER SUPPLIES			01-3010-0-4300-1110-1000-003-00000	NN		36.64
		TOTAL PAYMENT AMOUNT			710.82 *			710.82
156010/00	STANDARD INSURANCE COMPANY							
PO-160003	02/18/2016	MARCH LIFE INSURANCE		1	01-0000-0-9514-0000-0000-000-00000	NN P	341.86	341.86
PO-160003	02/18/2016	MARCH SUPPLEMENTAL INSURANCE		1	01-0000-0-9514-0000-0000-000-00000	NN P	208.77	208.77
		TOTAL PAYMENT AMOUNT			550.63 *			550.63

26 MT. SHASTA ELEMENTARY
FEBRUARY WARRANTS

J4170

ACCOUNTS PAYABLE PRELIST
BATCH: 0227 FEBRUARY WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 02/27/16 14:01 PAGE 8
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num								
Req Reference	Date	Description	FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS	Liq Amt	Net Amount								
201741/00	THE READING WAREHOUSE												
PO-160342	02/12/2016	158795 SIS LIB BOOKS-PATTERSON	1 01-0000-0-4200-1110-2420-003-00000 1N P	110.50	110.50								
PO-160342	02/12/2016	158795 SIS LIB BOOKS-PATTERSON	1 01-0000-0-4200-1110-2420-003-00000 NN F	19.67	8.95								
		TOTAL PAYMENT AMOUNT	119.45 *		119.45								
		TOTAL USE TAX AMOUNT	8.59										
200586/00	TINSMAN, JULIANE												
FV-160344	02/16/2016	REIMBURSE SVS ICE RINK ADMISSI	01-0000-0-5800-1110-1000-003-00000 NN		231.00								
		TOTAL PAYMENT AMOUNT	231.00 *		231.00								
169200/00	US GAMES												
PO-160298	02/02/2016	97618677 HARDY CLASSROOM	1 01-1100-0-4300-1110-1000-003-00000 NN F	500.07	444.53								
		TOTAL PAYMENT AMOUNT	444.53 *		444.53								
		TOTAL FUND PAYMENT	78,936.45 **		78,936.45								
		TOTAL USE TAX AMOUNT	255.46										

26 MT. SHASTA ELEMENTARY
FEBRUARY WARRANTS

J4170

ACCOUNTS PAYABLE PRELIST
BATCH: 0227 FEBRUARY WARRANTS
FUND : 13 CAFETERIA

APY500 H.02.12 02/27/16 14:01 PAGE 9
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num					
Req Reference	Date	Description	FD RESC Y	OBJT	GOAL FUNC	SCH	LOCAL	T9MPS	Liq Amt	Net Amount

046725/00	DON R ERICKSON OIL INC									
PV-160330	01/31/2016	791CT FOOD SERVICE VAN		13-5310-0-4300-0000-3700-000-00000	NN				263.77	263.77
		TOTAL PAYMENT AMOUNT			263.77 *					263.77
072846/00	HARRIS SCHOOL SOLUTIONS									
PV-160345	01/31/2016	XT00112653 BALANCE IMPORT SVC		13-5310-0-5800-0000-3700-000-00000	NN				161.63	161.63
		TOTAL PAYMENT AMOUNT			161.63 *					161.63
200871/00	PROPACIFIC FRESH									
PO-160163	02/03/2016	6254674 BREAKFAST FRUIT	1	13-5310-0-4700-0000-3700-000-00000	NN P				50.06	50.06
		TOTAL PAYMENT AMOUNT			50.06 *					50.06
		TOTAL FUND	PAYMENT		475.46 **					475.46
		TOTAL BATCH PAYMENT			79,411.91 ***			0.00		79,411.91
		TOTAL USE TAX AMOUNT			255.46					
		TOTAL DISTRICT PAYMENT			79,411.91 ****			0.00		79,411.91
		TOTAL USE TAX AMOUNT			255.46					
		TOTAL FOR ALL DISTRICTS:			79,411.91 ****			0.00		79,411.91
		TOTAL USE TAX AMOUNT			255.46					

Number of warrants to be printed: 48, not counting voids due to stub overflows.

Batch

#0308

**Siskiyou County Office of Education
Request for Warrant Processing**

District # 26 District Name Mount Shasta Union

Fund #	Fund Name	District Total	Audited Total
01	General Fund	\$ 76,791.16	
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Fund	355.38	
14	Deferred Maintenance		
15	Pupil Transportation Equip Fund		
17	Special Reserve Fund Other Than Capital Outlay	XXXXXXXXXX	XXXXXXXXXX
25	Capital Facilities (Developer Fees) Fund		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
	Batch Total	\$ 77,146.54	

By order of the governing board, the Siskiyou County Office of Education is authorized to draw warrants to the claimants of said school district as per attached listing.

Trustee _____ Trustee _____
 Trustee _____ Trustee _____
 Trustee _____ Trustee _____
 Trustee _____

District Superintendent _____

Board Approval Date _____ Mail _____ Hold _____

-For Siskiyou County Office of Education Use Only-

Audited By: _____ Audit Date: _____

26 MT. SHASTA ELEMENTARY J5396 ACCOUNTS PAYABLE PRELIST APY500 H.02.12 03/08/16 15:25 PAGE 1
MARCH WARRANTS BATCH: 0308 MARCH WARRANTS << Open >>
FUND : 01 GENERAL FUND

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESC Y	OBJT	GOAL FUNC SCH LOCAL T9MPS		
201704/00	AMERIGAS							
PO-160251	03/04/2016	992433 PROPANE		1	01-0000-0-5500-0000-8100-000-00000	NN P	773.58	773.58
PO-160251	03/04/2016	PROPANE		1	01-0000-0-5500-0000-8100-000-00000	NN C	104.55	0.00
PO-160251	03/04/2016	PROPANE		1	01-0000-0-5500-0000-8100-000-00000	NN O	3,500.00-	0.00
PO-160251	03/04/2016	992441 PROPANE		1	01-0000-0-5500-0000-8100-000-00000	NN P	460.36	460.36
PO-160251	03/04/2006	022781 PROPANE		1	01-0000-0-5500-0000-8100-000-00000	NN P	134.15	134.15
PO-160251	02/26/2016	969224 PROPANE		1	01-0000-0-5500-0000-8100-000-00000	NN P	286.52	286.52
TOTAL PAYMENT AMOUNT							1,654.61 *	1,654.61

024840/00	CALIFORNIA SAFETY COMPANY							
PO-160035	03/01/2016	323134 SISSON CCTV LEASE		1	01-0000-0-5600-0000-8100-000-00000	NY P	205.00	205.00
PO-160036	03/01/2016	322701 MSE ALARM MONITORING		1	01-0000-0-5500-0000-8100-000-00000	NY P	25.00	25.00
PO-160036	03/01/2016	322701 MSE ALARM LEASE		2	01-0000-0-5600-0000-8100-000-00000	NY P	50.00	50.00
TOTAL PAYMENT AMOUNT							280.00 *	280.00

110375/00	CITY OF MT SHASTA							
PO-160021	03/01/2016	MARCH DO WATER/SEWER		1	01-0000-0-5500-0000-8100-000-00000	NN P	40.91	40.91
PO-160021	03/01/2016	MARCH SIS WATER/SEWER/GARBAGE		1	01-0000-0-5500-0000-8100-000-00000	NN P	729.00	729.00
PO-160021	03/01/2016	MARCH SIS WATER METER		1	01-0000-0-5500-0000-8100-000-00000	NN P	0.25	0.25
PO-160021	03/01/2016	MARCH MSE WATER/SEWER/GARBAGE		1	01-0000-0-5500-0000-8100-000-00000	NN P	727.35	727.35
PO-160021	03/01/2016	MARCH MSE WATER METER		1	01-0000-0-5500-0000-8100-000-00000	NN P	0.25	0.25
TOTAL PAYMENT AMOUNT							1,497.76 *	1,497.76

200887/00	COASTAL BUSINESS SYSTEMS INC							
PO-160062	02/29/2016	374798 MSE OFFICE COPIER LEASE		1	01-1100-0-5600-0000-2700-002-00000	NN P	159.47	159.47
TOTAL PAYMENT AMOUNT							159.47 *	159.47

033750/00	COASTWIDE LABORATORIES							
PO-160061	02/26/2016	2855931 MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000	NN P	222.51	222.51
PO-160061	02/26/2016	2855170 MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000	NN P	523.91	523.91
TOTAL PAYMENT AMOUNT							746.42 *	746.42

040880/00	CROSS PETROLEUM							
PO-160063	02/29/2016	CL38139 BUS FUEL		1	01-0230-0-4300-0000-3600-000-00000	NN P	128.98	128.98
TOTAL PAYMENT AMOUNT							128.98 *	128.98

26 MT. SHASTA ELEMENTARY
MARCH WARRANTS

J5396

ACCOUNTS PAYABLE PRELIST
BATCH: 0308 MARCH WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 03/08/16 15:25 PAGE 2
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS			
201327/00	DE LAGE LANDEN							
PO-160024	03/06/2016	49255467 STAFF COPIERS LEASE		1	01-1100-0-5600-1110-1000-002-00000 NN P		849.23	849.23
		TOTAL PAYMENT AMOUNT			849.23 *			849.23
201644/00	DECKER EQUIPMENT							
PO-160351	03/03/2016	139349A MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000 1N F		314.97	309.49
		TOTAL PAYMENT AMOUNT			309.49 *			309.49
		TOTAL USE TAX AMOUNT			24.05			
046725/00	DON R ERICKSON OIL INC							
PV-160346	03/07/2016	876CT DISTRICT TRUCK FUEL			01-0000-0-4300-0000-8100-000-00000 NN			28.78
PV-160346	03/07/2016	876CT MAINTENANCE VAN FUEL			01-0000-0-4300-0000-8100-000-00000 NN			57.96
		TOTAL PAYMENT AMOUNT			86.74 *			86.74
201572/00	FOLLETT SCHOOL SOLUTIONS INC.							
PO-160343	02/22/2016	334485-2 MSE LIBRARY BOOKS		1	01-0000-0-4200-1110-2420-002-00000 NN P		847.86	847.86
PO-160344	03/02/2016	340344-6 SISSON LIB-PATTERSON		1	01-0000-0-4200-1110-2420-003-00000 NN P		621.92	621.92
		TOTAL PAYMENT AMOUNT			1,469.78 *			1,469.78
201716/00	GARCIA, ANTHONY							
PV-160347	03/02/2016	REIMBURSE CLASSROOM SUPPLIES			01-6500-0-4300-5770-1120-002-00000 NN			19.95
		TOTAL PAYMENT AMOUNT			19.95 *			19.95
201663/00	J.W. WOOD COMPANY INC.							
PO-160318	02/16/2016	R453968-02 MAINT SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000 NN F		215.99	242.36
		TOTAL PAYMENT AMOUNT			242.36 *			242.36
084293/00	JOHN SMITH SANITATION INC							
PO-160038	03/01/2016	23100 MSE DUMPSTER RENTAL		1	01-0000-0-5600-0000-8100-000-00000 NN P		30.00	30.00
		TOTAL PAYMENT AMOUNT			30.00 *			30.00

26 MT. SHASTA ELEMENTARY
MARCH WARRANTS

J5396

ACCOUNTS PAYABLE PRELIST
BATCH: 0308 MARCH WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 03/08/16 15:25 PAGE 3
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESC Y	OBJT GOAL FUNC	SCH LOCAL T9MPS		
201069/00	LOZANO SMITH LLP							
	FV-160348	02/18/2016 48413 DO ATTORNEY FEES		01-0000-0-5800-0000-7100-001-00000	NY		112.00	112.00
		TOTAL PAYMENT AMOUNT			112.00 *			112.00
200044/00	MICKLOS, UTE							
	FV-160349	02/18/2016 REIMBURSE CLASSROOM SUPPLIES		01-3010-0-4300-1110-1000-003-00000	NN		35.75	35.75
	FV-160349	02/18/2016 REIMBURSE CLASSROOM SUPPLIES		01-3010-0-4300-1110-1000-003-00000	1N		27.97	27.97
		TOTAL PAYMENT AMOUNT			63.72 *			63.72
		TOTAL USE TAX AMOUNT			2.17			
201660/00	MT SHASTA LAUNDROMAT							
	PO-160085	02/25/2016 648461 LAUNDRY		1 01-0000-0-5500-0000-8100-000-00000	NY P		66.70	66.70
		TOTAL PAYMENT AMOUNT			66.70 *			66.70
201651/00	NORTH COAST SCHOOLS' MEDICAL							
	PO-160044	03/08/2016 MARCH CERTIFICATED INSURANCE		1 01-0000-0-9514-0000-0000-000-00000	NN P		35,769.56	35,769.56
		TOTAL PAYMENT AMOUNT			35,769.56 *			35,769.56
119783/00	OFFICE DEPOT							
	CM-160009	02/29/2016 532001 RETURNED DO FAX MACHINE		01-0000-0-4300-0000-7200-001-00000	N		211.18	211.18
	PO-160345	02/23/2016 207001 SISSON OFFICE SUPPLIES		1 01-0000-0-4300-0000-2700-003-00000	NN F		232.58	232.58
	PO-160347	03/02/2016 720001 COLLORD CLASSROOM		1 01-1100-0-4300-1110-1000-003-00000	NN F		52.34	52.34
		TOTAL PAYMENT AMOUNT			73.74 *			73.74
132480/00	RAMSHAW'S ACE HARDWARE							
	PO-160064	02/25/2016 FEBRUARY MAINTENANCE SUPPLIES		1 01-0000-0-4300-0000-8100-000-00000	N P		520.27	520.27
		TOTAL PAYMENT AMOUNT			520.27 *			520.27
201352/00	REMI VISTA INC							
	PO-160196	03/01/2016 2/16 COUNSELING SERVICES		1 01-0000-0-5800-1110-3112-000-00000	NN P		5,727.27	5,727.27
		TOTAL PAYMENT AMOUNT			5,727.27 *			5,727.27

26 MT. SHASTA ELEMENTARY J5396 ACCOUNTS PAYABLE PRELIST APY500 H.02.12 03/08/16 15:25 PAGE 4
MARCH WARRANTS BATCH: 0308 MARCH WARRANTS << Open >>
FUND : 01 GENERAL FUND

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS			
201639/00	RIZZO, LEEANNA							
PV-160350	03/07/2016	REIMBURSE 2/2 & 3/1 MILEAGE			01-4035-0-5200-0000-2700-002-00000 NN		80.46	
PV-160351	02/26/2016	REIMBURSE PRINCIPAL DISCRETION			01-0000-0-4300-0000-2700-002-00000 NN		270.32	
PV-160351	02/26/2016	REIMBURSE PRINCIPAL DISCRETION			01-0000-0-5900-0000-2700-002-00000 NN		9.74	
		TOTAL PAYMENT AMOUNT			360.52 *		360.52	
137873/00	ROOT AUTOMATION							
PO-160028	03/01/2016	119515 MARCH INTERNET ACCESS			1 01-0000-0-5900-0000-2700-002-00000 NN P		373.50	373.50
PO-160028	03/01/2016	119516 MARCH INTERNET ACCESS			2 01-0000-0-5900-0000-2700-003-00000 NN P		373.50	373.50
		TOTAL PAYMENT AMOUNT			747.00 *		747.00	
138826/00	SISC							
PO-160023	03/01/2016	MARCH CLASSIFIED INSURANCE			1 01-0000-0-9514-0000-0000-000-00000 NN P		24,487.30	24,487.30
		TOTAL PAYMENT AMOUNT			24,487.30 *		24,487.30	
200058/00	TOWLEN, SUZAN							
PO-160065	03/07/2016	FEBRUARY RETIREE INSURANCE			1 01-0000-0-9514-0000-0000-000-00000 NN P		267.37	267.37
		TOTAL PAYMENT AMOUNT			267.37 *		267.37	
201638/00	U.S. BANK EQUIPMENT FINANCE							
PO-160022	02/29/2016	299441303 DO COPIER LEASE			1 01-0000-0-5600-0000-7200-001-00000 NN P		225.22	225.22
		TOTAL PAYMENT AMOUNT			225.22 *		225.22	
201136/00	WOLMAR, RACHEL							
PV-160352	02/29/2016	REIMBURSE CLASSROOM SUPPLIES			01-6500-0-4300-5770-1120-003-00000 NN		19.95	19.95
		TOTAL PAYMENT AMOUNT			19.95 *		19.95	
200296/00	XEROX CORPORATION							
PO-160068	03/01/2016	647044 OFFICE COPIER LEASE			1 01-1100-0-5600-0000-2700-003-00000 NN P		219.28	219.28
PO-160068	03/01/2016	647045 STAFF COPIERS LEASE			2 01-1100-0-5600-1110-1000-003-00000 NN P		380.26	380.26
PO-160068	03/01/2016	647046 STAFF COPIERS LEASE			2 01-1100-0-5600-1110-1000-003-00000 NN P		276.21	276.21
		TOTAL PAYMENT AMOUNT			875.75 *		875.75	
		TOTAL FUND PAYMENT			76,791.16 **		76,791.16	
		TOTAL USE TAX AMOUNT			26.22			

26 MT. SHASTA ELEMENTARY
MARCH WARRANTS

J5396

ACCOUNTS PAYABLE PRELIST
BATCH: 0308 MARCH WARRANTS
FUND : 13 CAFETERIA

APY500 H.02.12 03/08/16 15:25 PAGE 5
<< Open >>

Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description		FD RESC Y OBJT	GOAL FUNC	SCH LOCAL T9MPS	Liq Amt	Net Amount	

046725/00 DON R ERICKSON OIL INC

PV-160346	03/07/2016	876CT FOOD SERVICE VAN FUEL	13-5310-0-4300-0000-3700-000-00000	NN				244.02	
TOTAL PAYMENT AMOUNT								244.02 *	244.02

119783/00 OFFICE DEPOT

CM-160010	01/19/2016	531001 RETURNED SUPPLIES	13-5310-0-4300-0000-3700-000-00000	N				19.59	
PO-160354	03/03/2016	138001 CAFETERIA SUPPLIES	1 13-5310-0-4300-0000-3700-000-00000	NN F			130.95	130.95	
TOTAL PAYMENT AMOUNT								111.36 *	111.36

TOTAL FUND	PAYMENT	355.38 **						355.38	
------------	---------	-----------	--	--	--	--	--	--------	--

TOTAL BATCH PAYMENT	77,146.54 ***		0.00					77,146.54	
TOTAL USE TAX AMOUNT	26.22								

TOTAL DISTRICT PAYMENT	77,146.54 ****		0.00					77,146.54	
TOTAL USE TAX AMOUNT	26.22								

TOTAL FOR ALL DISTRICTS:	77,146.54 ****		0.00					77,146.54	
TOTAL USE TAX AMOUNT	26.22								

Number of warrants to be printed: 29, not counting voids due to stub overflows.

Batch
#0324

Siskiyou County Office of Education
Request for Warrant Processing

District # 26 District Name Mount Shasta Union

Fund #	Fund Name	District Total	Audited Total
01	General Fund	\$53,370.78	
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Fund	14,840.72	
14	Deferred Maintenance		
15	Pupil Transportation Equip Fund		
17	Special Reserve Fund Other Than Capital Outlay	XXXXXXXXXX	XXXXXXXXXX
25	Capital Facilities (Developer Fees) Fund	4,205.42	
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
	Batch Total	\$72,416.92	

By order of the governing board, the Siskiyou County Office of Education is authorized to draw warrants to the claimants of said school district as per attached listing.

Trustee _____ Trustee _____
Trustee _____ Trustee _____
Trustee _____ Trustee _____
Trustee _____

District Superintendent _____

Board Approval Date _____ Mail _____ Hold _____

—For Siskiyou County Office of Education Use Only—

Audited By: _____ Audit Date: _____

26 MT. SHASTA ELEMENTARY
MARCH WARRANTS

J6982

ACCOUNTS PAYABLE PRELIST
BATCH: 0324 MARCH WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 03/23/16 13:19 PAGE 1
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS			
200957/00 AMAZON								
PO-160328	02/10/2016	546414 MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000	NN P	13.49	13.49
PO-160328	02/10/2016	120041 MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000	NN F	344.79	344.79
PO-160329	02/09/2016	917629 1ST GR SS INST MTL		1	01-6300-0-4100-1110-1000-000-00000	1N F	20.78	20.78
PO-160330	02/11/2016	356614 8A/8B CLASS SUPPLIES		1	01-1100-0-4300-1110-1000-003-00000	NN F	115.28	115.28
PO-160331	02/09/2016	283665 STU DEVICE SUPPLY-LCAP		1	01-0000-0-4300-1110-1000-000-00000	NN P	128.22	128.22
PO-160331	02/09/2016	437331 STU DEVICE SUPPLY-LCAP		1	01-0000-0-4300-1110-1000-000-00000	NN P	128.22	128.22
PO-160331	02/09/2016	020493 STU DEVICE SUPPLY-LCAP		1	01-0000-0-4300-1110-1000-000-00000	NN P	128.22	128.22
PO-160331	02/09/2016	027563 STU DEVICE SUPPLY-LCAP		1	01-0000-0-4300-1110-1000-000-00000	NN P	112.36	112.36
PO-160331	02/11/2016	711353 STU DEVICE SUPPLY-LCAP		1	01-0000-0-4300-1110-1000-000-00000	NN F	86.19	86.19
PO-160332	02/10/2016	339533 MAINTENANCE COMPUTERS		1	01-0000-0-4300-0000-8100-000-00000	1N F	622.55	577.76
PO-160338	02/10/2016	655840 SIS LIB BOOKS-PATTERSON		1	01-0000-0-4200-1110-2420-003-00000	NN P	64.40	64.40
PO-160338	02/10/2016	586608 SIS LIB BOOKS-PATTERSON		1	01-0000-0-4200-1110-2420-003-00000	NN P	10.40	10.40
PO-160338	02/11/2016	517600 SIS LIB BOOKS-PATTERSON		1	01-0000-0-4200-1110-2420-003-00000	NN P	19.86	19.86
PO-160338	02/23/2016	185434 SIS LIB BOOKS-PATTERSON		1	01-0000-0-4200-1110-2420-003-00000	NN P	16.52	16.52
PO-160355	03/02/2016	061204 MICKLOS CLASSROOM		1	01-3010-0-4300-1110-1000-003-00000	NN P	115.95	115.95
PO-160355	03/04/2016	375202 MICKLOS CLASSROOM		1	01-3010-0-4300-1110-1000-003-00000	NN F	31.20	31.20
					TOTAL PAYMENT AMOUNT		1,913.64 *	1,913.64
					TOTAL USE TAX AMOUNT		46.50	
201704/00 AMERIGAS								
PO-160251	03/15/2016	329031 PROPANE		1	01-0000-0-5500-0000-8100-000-00000	NN P	217.94	217.94
PO-160251	03/15/2016	319169 PROPANE		1	01-0000-0-5500-0000-8100-000-00000	NN P	809.67	809.67
PO-160251	03/15/2016	319158 PROPANE		1	01-0000-0-5500-0000-8100-000-00000	NN P	504.32	504.32
PO-160251	03/15/2016	319162 PROPANE		1	01-0000-0-5500-0000-8100-000-00000	NN P	428.69	428.69
					TOTAL PAYMENT AMOUNT		1,960.62 *	1,960.62
008011/00 APPLE INC.								
PO-160358	03/11/2016	263541 MSE STU DEVICES-LCAP		2	01-0000-0-4300-1110-1000-000-00000	NN F	5,046.76	5,046.76
PO-160358	03/11/2016	263541 MSE STU DEVICES-LCAP		1	01-9010-0-4300-1110-1000-002-00000	NN F	5,672.00	5,672.00
					TOTAL PAYMENT AMOUNT		10,718.76 *	10,718.76
201325/00 AT&T								
FV-160353	03/02/2016	762736 DO PHONE			01-0000-0-5900-0000-7200-001-00000	NN		56.76
FV-160354	03/02/2016	7862733 BUS BARN PHONE			01-0230-0-5900-0000-3600-000-00000	NN		8.20
FV-160355	03/02/2016	762734 MSE PHONE			01-0000-0-5900-0000-2700-002-00000	NN		71.11
FV-160356	03/02/2016	762735 SISSON PHONE			01-0000-0-5900-0000-2700-003-00000	NN		78.28
					TOTAL PAYMENT AMOUNT		214.35 *	214.35

26 MT. SHASTA ELEMENTARY
MARCH WARRANTS

J6982

ACCOUNTS PAYABLE PRELIST
BATCH: 0324 MARCH WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 03/23/16 13:19 PAGE 2
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS			
022185/00	CASBO							
	FV-160357	03/10/2016 581216 DO SUPPLIES			01-0000-0-4300-0000-7200-001-00000 NN		90.97	
		TOTAL PAYMENT AMOUNT			90.97 *			90.97
200010/00	CAUSEY, ROBERT							
	FV-160358	03/21/2016 REIMBURSE CUE CONF / CC			01-4035-0-5200-1110-1000-000-00000 NN		1,200.00	
	FV-160358	03/21/2016 REIMBURSE CUE CONF			01-6264-0-5200-1110-1000-000-00000 NN		107.39	
		TOTAL PAYMENT AMOUNT			1,307.39 *			1,307.39
036915/00	CED - SACRAMENTO							
	PO-160335	03/17/2016 680280 MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000 NN F		274.76	274.13
		TOTAL PAYMENT AMOUNT			274.13 *			274.13
201643/00	CHURCHILL, ELIZABETH							
	FV-160359	03/08/2016 REIMBURSE 6TH GR SUPPLY-DONATI			01-0000-0-4300-1110-1000-003-00000 NN		67.15	
	FV-160359	03/08/2016 REIMBURSE 6TH GR SUPPLY-DONATI			01-0000-0-4300-1110-1000-003-00000 1N		34.38	
		TOTAL PAYMENT AMOUNT			101.53 *			101.53
		TOTAL USE TAX AMOUNT			2.67			
040880/00	CROSS PETROLEUM							
	PO-160063	03/15/2016 CL38382 BUS FUEL		1	01-0230-0-4300-0000-3600-000-00000 NN P		361.77	361.77
		TOTAL PAYMENT AMOUNT			361.77 *			361.77
201644/00	DECKER EQUIPMENT							
	PO-160376	03/18/2016 139947A MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000 1N F		217.18	217.18
		TOTAL PAYMENT AMOUNT			217.18 *			217.18
		TOTAL USE TAX AMOUNT			16.87			
046725/00	DON R ERICKSON OIL INC							
	FV-160381	02/20/2016 9425 MSE FURNACE FUEL			01-0000-0-5500-0000-8100-000-00000 NN		1,768.34	
		TOTAL PAYMENT AMOUNT			1,768.34 *			1,768.34

26 MT. SHASTA ELEMENTARY
MARCH WARRANTS

J6982

ACCOUNTS PAYABLE PRELIST
BATCH: 0324 MARCH WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 03/23/16 13:19 PAGE 3
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS			
200761/00	EAGLE SOFTWARE							
PO-160137	01/25/2016	12223 AERIES FALL CON-BONIVERT		1	01-0000-0-5200-0000-7200-001-00000 NN F		300.00	300.00
PO-160184	01/25/2016	12224 AERIES FALL CONF-HINES		1	01-0000-0-5200-0000-2700-002-00000 NN F		625.00	625.00
PO-160184	01/25/2016	12224 AERIES FALL CONF-TAYLOR		2	01-0000-0-5200-0000-2700-003-00000 NN F		625.00	625.00
PO-160184	01/25/2016	12224 AERIES FALL CONF-HANSEN		3	01-0000-0-5200-0000-7200-001-00000 NN F		350.00	350.00
		TOTAL PAYMENT AMOUNT			1,900.00 *			1,900.00
201007/00	EMERSON, KATHI							
PV-160360	03/10/2016	MILEAGE-SIMPSON ADVISORY BOARD			01-0000-0-5200-0000-7100-001-00000 NN			65.56
		TOTAL PAYMENT AMOUNT			65.56 *			65.56
200013/00	FLEISCHMAN, ERIC							
PV-160361	03/21/2016	REIMB CUE NATIONAL CONF / CC			01-4035-0-5200-1110-1000-000-00000 NN			933.46
		TOTAL PAYMENT AMOUNT			933.46 *			933.46
201572/00	FOLLETT SCHOOL SOLUTIONS INC.							
PO-160343	03/10/2016	334485F-1 MSE LIBRARY BOOKS		1	01-0000-0-4200-1110-2420-002-00000 NN F		135.52	125.15
		TOTAL PAYMENT AMOUNT			125.15 *			125.15
068240/00	GRAINGER							
PO-160364	03/11/2016	631720 MAINTENANCE SUPPLIES		1	01-0000-0-4300-0000-8100-000-00000 NN F		512.26	504.83
		TOTAL PAYMENT AMOUNT			504.83 *			504.83
201744/00	GRANDY, KATIE							
PV-160362	03/18/2016	RETURNED MSE LIBRARY BOOK			01-0000-0-8699-1110-2420-002-00000 NN			5.00
		TOTAL PAYMENT AMOUNT			5.00 *			5.00
200028/00	HARDY, LYNDA							
PV-160363	03/16/2016	2015-16 RETIREE INSURANCE			01-0000-0-9514-0000-0000-000-00000 NN			899.28
		TOTAL PAYMENT AMOUNT			899.28 *			899.28

26 MT. SHASTA ELEMENTARY J6982 ACCOUNTS PAYABLE PRELIST APY500 H.02.12 03/23/16 13:19 PAGE 4
MARCH WARRANTS BATCH: 0324 MARCH WARRANTS << Open >>
FUND : 01 GENERAL FUND

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date				FD RESC Y	OBJT GOAL FUNC SCH LOCAL T9MPS	Liq Amt	Net Amount	

200020/00	HUE & CRY SECURITY SYSTEMS								
PO-160002	04/01/2016	571716 SISSON ALARM MONITORING		1	01-0000-0-5500-0000-8100-000-00000	NN F	165.15	165.15	
		TOTAL PAYMENT AMOUNT					165.15 *	165.15	

200036/00	KEINER, CHERYL								
PV-160364	03/11/2016	INTRO TO MINDFULNESS REG / CC			01-4035-0-5200-1110-1000-000-00000	NN		120.00	
PV-160383	03/23/2016	REIMBURSE CUE CONF / CC			01-0000-0-5200-1110-1000-000-00000	NN		1,200.00	
PV-160383	03/23/2016	REIMBURSE CUE CONF			01-6264-0-5200-1110-1000-000-00000	NN		762.23	
		TOTAL PAYMENT AMOUNT					2,082.23 *	2,082.23	

200037/00	KOEHLER, ROD								
PO-160027	03/15/2016	MARCH RETIREE INSURANCE		1	01-0000-0-9514-0000-0000-000-00000	NN P	500.00	500.00	
		TOTAL PAYMENT AMOUNT					500.00 *	500.00	

200812/00	LUIS, TERRI								
PV-160365	03/22/2016	REIMBURSE DAYCARE SUPPLIES			01-9125-0-4300-0000-6000-002-00000	NN		73.65	
		TOTAL PAYMENT AMOUNT					73.65 *	73.65	

200917/00	MAY, JULIE								
PV-160366	03/07/2016	INTRO TO MINDFULNESS REG / CC			01-4035-0-5200-1110-1000-000-00000	NN		95.00	
PV-160367	03/07/2016	BRIDGING HEARTS/MINDS CONF/CC			01-4035-0-5200-1110-1000-000-00000	NN		1,126.24	
		TOTAL PAYMENT AMOUNT					1,221.24 *	1,221.24	

111060/00	MT SHASTA BOARD SKI PARK								
PV-160368	02/05/2016	SISSON SKI PROGRAM			01-0000-0-5800-1110-1000-003-00000	NN		809.00	
PV-160369	02/19/2016	SISSON SKI PROGRAM			01-0000-0-5800-1110-1000-003-00000	NN		690.00	
PV-160370	02/28/2016	SISSON SKI PROGRAM			01-0000-0-5800-1110-1000-003-00000	NN		937.00	
PV-160371	03/04/2016	SISSON SKI PROGRAM			01-0000-0-5800-1110-1000-003-00000	NN		562.00	
PV-160372	03/11/2016	SISSON SKI PROGRAM			01-0000-0-5800-1110-1000-003-00000	NN		485.00	
PV-160373	03/17/2016	SISSON SKI PROGRAM			01-0000-0-5800-1110-1000-003-00000	NN		558.00	
		TOTAL PAYMENT AMOUNT					4,041.00 *	4,041.00	

26 MT. SHASTA ELEMENTARY J6982 ACCOUNTS PAYABLE PRELIST APY500 H.02.12 03/23/16 13:19 PAGE 5
MARCH WARRANTS BATCH: 0324 MARCH WARRANTS << Open >>
FUND : 01 GENERAL FUND

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESC Y OBJT	GOAL FUNC SCH LOCAL T9MPS		

201660/00	MT SHASTA LAUNDROMAT							
PO-160085	03/11/2016	648463 LAUNDRY		1	01-0000-0-5500-0000-8100-000-00000	NY P	66.50	66.50
PO-160085	03/16/2016	648464 LAUNDRY		1	01-0000-0-5500-0000-8100-000-00000	NY P	75.60	75.60
TOTAL PAYMENT AMOUNT							142.10 *	142.10

200178/00	MT SHASTA UNION SCH DISTRICT							
FV-160380	03/22/2016	TRANSFER TO FUND 13			01-0000-0-7616-0000-9300-000-00000	NN		6,996.14
TOTAL PAYMENT AMOUNT							6,996.14 *	6,996.14

111160/00	MT SHASTA UNION SCHL DISTRICT							
FV-160382	03/23/2016	ACSA STUDENT LUNCHEON-PRIN DIS			01-0000-0-5800-1110-1000-003-00000	NN		140.00
TOTAL PAYMENT AMOUNT							140.00 *	140.00

119783/00	OFFICE DEPOT							
PO-160359	03/11/2016	587001 DO SUPPLIES		1	01-0000-0-4300-0000-7200-001-00000	NN P	172.63	172.63
PO-160359	03/14/2016	587002 DO SUPPLIES		1	01-0000-0-4300-0000-7200-001-00000	NN F	211.18	211.18
PO-160368	03/11/2016	749001 SAVARESE TEACHER STOOL		1	01-1100-0-4300-1110-1000-003-00000	NN F	285.53	285.53
PO-160370	03/15/2016	120001 SVS CLASSROOM SUPPLIES		1	01-0000-0-4300-1110-1000-003-00000	NN F	219.66	219.66
PO-160373	03/17/2016	676001 SAVARESE CLASSROOM		1	01-1100-0-4300-1110-1000-003-00000	NN F	18.24	18.24
TOTAL PAYMENT AMOUNT							907.24 *	907.24

123000/00	PACIFIC POWER							
PO-160067	03/15/2016	FEBRUARY MSE		1	01-0000-0-5500-0000-8100-000-00000	NN P	1,667.16	1,667.16
PO-160067	03/16/2016	FEBRUARY SISSON PORTABLES		1	01-0000-0-5500-0000-8100-000-00000	NN P	588.62	588.62
PO-160067	03/15/2016	FEBRUARY BUS BARN		1	01-0000-0-5500-0000-8100-000-00000	NN P	30.40	30.40
PO-160067	03/15/2016	FEBRUARY MSE PORTABLES		1	01-0000-0-5500-0000-8100-000-00000	NN P	79.24	79.24
PO-160067	03/16/2016	FEBRUARY SISSON		1	01-0000-0-5500-0000-8100-000-00000	NN P	6,672.17	6,672.17
PO-160067	03/16/2016	FEBRUARY SISSON PUMP		1	01-0000-0-5500-0000-8100-000-00000	NN P	1,185.30	1,185.30
TOTAL PAYMENT AMOUNT							10,222.89 *	10,222.89

127162/00	PITNEY BOWES							
PO-160005	03/23/2016	8521271MR16 DO POSTAGE MTR LSE		1	01-0000-0-5600-0000-7200-001-00000	NN F	204.03	204.04
FV-160374	03/13/2016	7284722MR16 SIS POSTAGE MTR LS			01-0000-0-5600-0000-2700-003-00000	NN		267.85
TOTAL PAYMENT AMOUNT							471.89 *	471.89

26 MT. SHASTA ELEMENTARY
MARCH WARRANTS

J6982

ACCOUNTS PAYABLE PRELIST
BATCH: 0324 MARCH WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 03/23/16 13:19 PAGE 6
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESC Y	OBJT GOAL FUNC SCH LOCAL T9MPS			
133000/00	RAY-MAC MECHANICAL INC						
PO-160366	03/17/2016	94492 DO HEAT PUMP REPAIR	1	01-8150-0-5600-0000-8100-000-00000	NN F	850.00	850.00
		TOTAL PAYMENT AMOUNT		850.00 *			850.00
141480/00	SCHOLASTIC INC.						
PO-160350	03/08/2016	762673 6TH GR ELA INST MTLs	1	01-6300-0-4100-1110-1000-000-00000	NN F	157.31	146.93
		TOTAL PAYMENT AMOUNT		146.93 *			146.93
149460/00	SISKIYOU COUNTY OFFICE OF ED						
FV-160375	03/17/2016	160998 MSE DOC TRACKING SVC		01-0000-0-5800-0000-2700-002-00000	NN		195.00
FV-160375	03/17/2016	160998 SIS DOC TRACKING SVC		01-0000-0-5800-0000-2700-003-00000	NN		195.00
FV-160375	03/17/2016	160998 DO DOC TRACKING SVC		01-0000-0-5800-0000-7200-001-00000	NN		195.00
		TOTAL PAYMENT AMOUNT		585.00 *			585.00
151430/00	SKINNER'S TRUCK REPAIR						
PO-160123	02/05/2016	40777 BUS 3 REPAIRS	1	01-0230-0-5600-0000-3600-000-00000	NN P	245.91	245.91
PO-160123	02/09/2016	40782 BUS 5 REPAIRS	1	01-0230-0-5600-0000-3600-000-00000	NN P	309.11	309.11
PO-160123	02/24/2016	40831 BUS 3 REPAIRS	1	01-0230-0-5600-0000-3600-000-00000	NN P	262.18	262.18
		TOTAL PAYMENT AMOUNT		817.20 *			817.20
200523/00	TEAM POWER						
PO-160378	03/16/2016	530002865 TRACTOR REPAIR	1	01-0000-0-5600-0000-8100-000-00000	NN F	250.00	217.41
		TOTAL PAYMENT AMOUNT		217.41 *			217.41
165590/00	TIMBERWORKS						
FV-160376	03/01/2016	24751 SNOW REMOVAL		01-0000-0-5800-0000-8100-000-00000	NN		245.00
FV-160377	03/01/2016	24752 SNOW REMOVAL		01-0000-0-5800-0000-8100-000-00000	NN		183.75
		TOTAL PAYMENT AMOUNT		428.75 *			428.75
		TOTAL FUND PAYMENT		53,370.78 **			53,370.78
		TOTAL USE TAX AMOUNT		66.04			

26 MT. SHASTA ELEMENTARY
MARCH WARRANTS

J6982

ACCOUNTS PAYABLE PRELIST
BATCH: 0324 MARCH WARRANTS
FUND : 13 CAFETERIA

APY500 H.02.12 03/23/16 13:19 PAGE 7
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS			

119783/00	OFFICE DEPOT							
PO-160371	03/15/2016	452001 CAFETERIA SUPPLIES		1	13-5310-0-4300-0000-3700-000-00000	NN F	81.18	81.18
		TOTAL PAYMENT AMOUNT			81.18 *			81.18
200106/00	PIGONI DISTRIBUTING							
PO-160164	01/31/2016	86999 MILK		1	13-5310-0-4700-0000-3700-000-00000	NN P	540.00	540.00
PO-160164	01/31/2016	87000 MILK		1	13-5310-0-4700-0000-3700-000-00000	NN P	795.00	795.00
PO-160164	02/19/2016	87004 MILK		1	13-5310-0-4700-0000-3700-000-00000	NN P	525.00	525.00
PO-160164	02/19/2016	87005 MILK		1	13-5310-0-4700-0000-3700-000-00000	NN P	705.00	705.00
PO-160165	02/19/2016	87004 BREAKFAST DAIRY		1	13-5310-0-4700-0000-3700-000-00000	NN P	53.72	53.72
PO-160165	02/19/2016	87005 BREAKFAST DAIRY		1	13-5310-0-4700-0000-3700-000-00000	NN P	53.72	53.72
		TOTAL PAYMENT AMOUNT			2,672.44 *			2,672.44
200871/00	PROPACIFIC FRESH							
PO-160163	03/02/2016	6266501 BREAKFAST FRUIT		1	13-5310-0-4700-0000-3700-000-00000	NN P	53.33	53.33
		TOTAL PAYMENT AMOUNT			53.33 *			53.33
200309/00	SYSO FOOD SERVICES							
PO-160162	03/16/2016	160211 FOOD SERVICE SUPPLIES		1	13-5310-0-4300-0000-3700-000-00000	NN P	198.22	198.22
PO-160162	03/16/2016	160211 FOOD SERVICE SUPPLIES		2	13-5310-0-4700-0000-3700-000-00000	NN P	954.63	954.63
		TOTAL PAYMENT AMOUNT			1,152.85 *			1,152.85
200739/00	WEED UNION ELEMENTARY							
PO-160197	02/12/2016	MSE JANUARY MEALS		1	13-5310-0-5800-0000-3700-000-00000	NN P	5,556.50	5,556.50
PO-160197	02/12/2016	SISSON JANUARY MEALS		1	13-5310-0-5800-0000-3700-000-00000	NN P	4,492.00	4,492.00
PO-160197	02/12/2016	MSHS/JEFFERSON JANUARY MEALS		1	13-5310-0-5800-0000-3700-000-00000	NN P	832.42	832.42
		TOTAL PAYMENT AMOUNT			10,880.92 *			10,880.92
		TOTAL FUND	PAYMENT		14,840.72 **			14,840.72

26 MT. SHASTA ELEMENTARY J6982 ACCOUNTS PAYABLE PRELIST APY500 H.02.12 03/23/16 13:19 PAGE 8
MARCH WARRANTS BATCH: 0324 MARCH WARRANTS << Open >>
FUND : 25 CAPITAL FACILITIES-DEV.FEES

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS			
201511/00		DIVISION OF STATE ARCHITECT						
FV-160378	03/10/2016	DSA APP#02-58085 CLOSEOUT FEE			25-0000-0-5800-0000-7200-001-00000	NN		500.00
		TOTAL PAYMENT AMOUNT			500.00 *			500.00
142620/00		JACK SCHREDER & ASSOCIATES INC						
FV-160379	03/10/2016	27920 2016 DEVELOPER FEE STUDY			25-0000-0-5800-0000-7200-001-00000	NN		3,705.42
		TOTAL PAYMENT AMOUNT			3,705.42 *			3,705.42
		TOTAL FUND PAYMENT			4,205.42 **			4,205.42
		TOTAL BATCH PAYMENT			72,416.92 ***		0.00	72,416.92
		TOTAL USE TAX AMOUNT			66.04			
		TOTAL DISTRICT PAYMENT			72,416.92 ****		0.00	72,416.92
		TOTAL USE TAX AMOUNT			66.04			
		TOTAL FOR ALL DISTRICTS:			72,416.92 ****		0.00	72,416.92
		TOTAL USE TAX AMOUNT			66.04			

Number of warrants to be printed: 43, not counting voids due to stub overflows.

MARCH WARRANTS

Batch status: A All

From batch: 0324

To batch: 0324

Include Revolving Cash: Y

Include Address: Y

Include Object Desc: N

Include Vendor TIN: N

Filling Vacancies

BB 9223(a)

Board Bylaws

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
5. A Board member's ceasing to be a resident of the district (Government Code 1770)
6. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon district business with the approval of the Board
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

- c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may

approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)

8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)

9. A Board member's refusal or neglect to file his/her required oath within the time prescribed (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

11. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

12. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)

2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special

election is mandated as described in item #3 below. (Education Code 5091, 5093)

3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Governing Board Elections)

Provisional Appointments

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)

(cf. 9323.2 - Actions by the Board)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30

days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference:

EDUCATION CODE

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility of board members

35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections

11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state
1770 Vacancies: definition
3000-3003 Forfeiture of office
3060-3075 Removal other than by impeachment
6061 One time notice
54950-54963 The Ralph M. Brown Act
PENAL CODE
88 Bribery, forfeiture from office
UNITED STATES CODE, TITLE 18
704 Military medals or decorations
ATTORNEY GENERAL OPINIONS
58 Ops.Cal.Atty.Gen. 888 (1975)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

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

California State Attorney General's Office, Quo Warranto Applications:

http://ag.ca.gov/opinions/quo_warranto.php

(11/08 11/11) 8/14

Parent Involvement

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation and evaluation of the parent involvement program. (Education Code 11503)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develop a school-level parent involvement policy in accordance with 20 USC 6318.

Parent Involvement

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CSBA PUBLICATIONS

Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006

STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, rev. 1994

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

Parental Involvement: Title I, Part A, April 23, 2004

WEB SITES

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

California Department of Education, Family, School, Community Partnerships: <http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

No Child Left Behind: <http://www.ed.gov/nclb>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

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

Policy Adopted: October 10, 1991

Policy Revised: May 9, 2006; March 14, 2007;
February 3, 2014, April 12, 2015

MOUNT SHASTA UNION SCHOOL DISTRICT
Mount Shasta, California

Parent Involvement

District Strategies for Title I Schools

To ensure that parents/guardians of students participating in Title I programs are provided with opportunities to be involved in their children's education, the Superintendent or designee shall:

1. Involve parents/guardians of participating students in the joint development of the Title I local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318)

The Superintendent or designee may:

- a. Establish a district-level committee including parent/guardian representatives from each school site to review and comment on the LEA plan in accordance with the review schedule established by the Governing Board
- b. Invite input on the LEA plan from other district committees and school site councils
- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the LEA plan and the opportunity to provide input
- d. Provide copies of working drafts of the LEA plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
- e. Ensure that there is an opportunity at a public Board meeting for public comment on the LEA plan prior to the Board's approval of the plan or revisions to the plan
- f. Ensure that school-level policies on parent involvement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans

2. Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance (20 USC 6318)

The Superintendent or designee may:

- a. Assign person(s) in the district office to serve as a liaison to the schools regarding Title I parent involvement issues

Parent Involvement

- b. Provide training for the principal or designee of each participating school regarding Title I requirements for parent involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of parent involvement activities
 - c. Provide ongoing district-level workshops to assist school site staff and parents/guardians in planning and implementing improvement strategies, and seek input from parents/guardians in developing the workshops
 - d. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. Build the capacity of schools and parents/guardians for strong parent involvement (20 USC 6318)

The Superintendent or designee shall: (20 USC 6318)

- a. Assist parents/guardians in understanding such topics as the common core state standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children
- b. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
- c. Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
- d. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in more fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

Parent Involvement

- f. Provide other such reasonable support for parent involvement activities as parents/guardians may request
- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent or designee may:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and childcare costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students
- f. Adopt and implement model approaches to improving parent involvement
- g. Establish a district-wide parent advisory council to provide advice on all matters related to parent involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the conditions of parents/guardians and families
- j. Provide a master calendar of district activities and district meetings
- k. Provide information about opportunities for parent involvement through the district newsletter, web site, or other written or electronic means
- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

Parent Involvement

- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians as needed
 - n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
 - o. Regularly evaluate the effectiveness of staff development activities related to parent involvement
 - p. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations
4. Coordinate and integrate Title I parent involvement strategies with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Program for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs (20 USC 6318)

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements
 - b. Involve district and school site representatives from other programs to assist in identifying specific population needs
 - c. Schedule joint meetings with representatives from related programs and share data and information across programs
 - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I (20 USC 6318)

The Superintendent or designee shall:

- a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318)
- b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)

Parent Involvement

- c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
 - b. Gather and monitor data regarding the number of parents/guardians participating in district activities and the types of activities in which they are engaged
 - c. Recommend to the Board measures to evaluate the impact of the district's parent involvement efforts on student achievement
6. Involve parents/guardians in the activities of schools served by Title I (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians with special needs
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent involvement shall be developed jointly with and agreed upon by parents/guardians of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

Parent Involvement

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved. The annual Title I Parent Meeting will be held in the fall at our "Back to School Nights" in our Title I classrooms at each site.

2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, childcare, and/or home visits may be provided as such services relate to parent involvement. MSUSD public school personnel will provide numerous opportunities for parent meetings including the following:

- Parent-teacher conferences
- Scheduled individual parent meetings
- Individualized meetings can be arranged at any time at the request of the parent or the teacher

Parents are encouraged to contact Title I personnel at the school if they are unable to attend any meetings.

3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for school-wide programs pursuant to 20 USC 6314

- Annual Title I Parent Meeting conducted in the fall of the school year.
- Parent survey distributed in the spring of the school year.
- During the annual Title I Parent Meeting conducted in the fall of the school year, parents will be informed of the previous year's review and revision to the District's Single Plan for Student Achievement.

4. Provide the parents/guardians of participating students all of the following:

- a. Timely information about Title I programs
 - The requirements of the Title I program will be reviewed at the annual Title I Parent Meeting in the fall.
 - Letters and newsletters are sent home regularly regarding student programs and progress.
- b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

Parent Involvement

- At our “Back to School Nights:”
Copies of our grade level standards in language arts, math, science, and social studies are distributed to parents.
 - During Parent-Teacher Conferences:
Forms of academic assessment used to measure student progress and the proficiency levels for each grade level are explained.
- c. Opportunities to attend regular meetings to formulate suggestions and to participate in decisions related to their children’s education at a variety of levels:
- Scheduled individualized parent-teacher meetings
 - Scheduled Student Study Team meetings
 - Meetings as requested by parents
 - Regularly scheduled monthly School Site Council meetings are open to all parents and community members
5. If the school-wide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district.
- If parents are not satisfied with the participation of their child in the Title I program, parents are given the opportunity to voice their concerns through parent meetings, parent-teacher conferences and the annual parent survey.
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards.

This compact shall address:

- a. The school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve standards
- b. Ways in which parents/guardians will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children’s education and the positive use of extracurricular time
- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

Parent Involvement

- (1) Parent-teacher conferences, at least annually, during which the compact shall be discussed as it relates to the student's achievement
- (2) Frequent reports to parents/guardians on their children's progress
- (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
 - Parents will have the opportunity to help develop the school-parent compact during the annual Title I parent meeting in the fall of the school year and at School Site Council meetings.
 - Parents will receive a copy of the school-parent compact in the fall of the school year. It will also be available in the student handbook.
 - Suggestions and comment on improving the school-parent compact are included in the Annual Parent Survey.
 - School Site Council annually reviews and revises the school-parent compact.

7. In order to insure effective involvement of parents and to support a partnership among the schools, parents and the community to improve student academic achievement, the Mount Shasta Union School District will help build staff and parent capacity for strong parental involvement through the following activities:

- Common Core State standards and student academic achievement scores or grades will be available. Parents are given a copy of their child's grade level standards as well as guidance in understanding the information as requested.
- The requirements of Title I will be reviewed at the annual Title I parent meeting in the fall.
- Title I staff will show parents how to work with other educators at the annual Title I parent meeting in the fall and at the scheduled parent-teacher conferences, as requested.
- Local academic assessments will be explained and reviewed by the faculty at parent-teacher conferences.
- Other important areas to note:
 - Letters and newsletters are disseminated and sent home regularly
 - School district profile (school report card) is available in the school offices and posted on the District's web site.

8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand.

Parent Involvement

Each school's parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

- Title I information will be reviewed annually for content and readability.
- Requests for alternative formats of information will be provided to the extent possible.

The principal or designee, jointly with parents/guardians of participating students, shall periodically update the school's policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

Mt. Shasta Elementary School
Title I School-Level Parental Involvement Policy

Mt. Shasta Elementary School provides a Targeted Assistance Title I program and has developed a written Title I parental involvement policy with input from parents. A draft policy was brought to the School Site Council where parents, staff and students had an opportunity to provide input regarding the following descriptions. The policy is distributed to all Mt. Shasta Elementary School parents via the back to school packet of notifications and policies and is posted on the website. The Mt. Shasta Elementary School Title I School-level Parental Involvement Policy describes the means for carrying out the following Title I parental involvement requirements.

Involvement of Parents

Mt. Shasta Elementary School does the following:

1. Convenes an annual meeting to inform parents of the Targeted Assistance Title I program.
 - ❖ *Parents and students are informed of the availability and requirements of Title I programs.*
 - ❖ *The annual Title I Parent Meeting will be held in the fall Back to School Night in the Title I classroom.*
2. Offers a flexible number of meetings.
 - ❖ *Parent representatives on the SSC are involved in determining the flexible number of meetings to be offered for parent involvement purposes.*
 - ❖ *Parents are invited to schedule an appointment with the teachers, principal and/or counselor at any time throughout the year.*
 - ❖ *Parent/teacher conferences.*
 - ❖ *Scheduled individual parent meetings.*
 - ❖ *Individualized meetings can be arranged at any time at the request of the parent or the teacher.*
3. Involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of its programs and the Title I parental involvement policy.
 - ❖ *The Title I parental involvement policy is reviewed and revised periodically and at a minimum, annually, during School Site Council meetings where parents, staff and students can review and revise the policy as needed.*
 - ❖ *The Targeted Assistance Title I Program is reviewed and input is provided during School Site Council meetings.*
 - ❖ *Parent survey distributed in the spring of the school year.*
 - ❖ *Annual Title I parent meeting conducted in the fall of the school year.*
 - ❖ *During the annual Title I Parent Meeting conducted in the fall of the school year, parents will be informed of the previous year's review and revision to the District's Single Plan for Student Achievement.*

4. Provides parents with timely information about Title I programs.
 - ❖ *The requirements of the Title I program will be reviewed at the annual Title I Parent Meeting in the fall.*
 - ❖ *Letters and newsletters are sent home regularly regarding student programs and progress.*
 - ❖ *Parents are invited to schedule an appointment with the teachers, principal and/or counselor at any time throughout the year.*

5. Provides parents with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet.
 - ❖ *At our "Back to School Nights:"*
Copies of our grade level common core standards in language arts, math, science, and social studies are distributed to parents.
 - ❖ *During Parent-Teacher Conferences:*
Forms of academic assessment used to measure student progress and the proficiency levels for each grade level are explained.
At the K-3 site:
The teaching staff explains all reading assessments and the child's progress in literacy as well as other curricular areas.
 - ❖ *Teachers and or counselor may schedule a meeting with parents at any time throughout the year to inform parents of curriculum, assessments and proficiency levels as needed.*

6. Provides parents if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children.
 - ❖ *Parents are invited to schedule an appointment with the teachers, principal and/or counselor at any time throughout the year.*
 - ❖ *The SSC meetings are open to the public and also have parent representatives who are involved in making decisions relating to the education of their children.*
 - ❖ *Scheduled Student Study Team meetings*
 - ❖ *Meetings as requested by parents*

School-Parent Compact

Mt. Shasta Elementary School has jointly developed with and distributed to parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency

on the California content standards. The school-parent compact describes the following items in addition to items added by parents of Title I students:

1. The school's responsibility to provide high-quality curriculum and instruction
2. The parents' responsibility to support their children's learning
3. The importance of ongoing communication between parents and teachers through, at least, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program

A parent and the principal using sample compacts from other schools developed a draft of the school-parent compact. The School Site Council, with input from staff, students, and parents, reviewed the draft compact. The school-parent compact was reviewed and revised by the school staff for final edits. The school-parent compact is sent home in the back to school packet for parent signatures.

Building Capacity for Involvement

Mt. Shasta Elementary School engages parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school does the following:

1. Assists parents in understanding common core standards, assessments, and how to monitor and improve the achievement of their children.
 - ❖ *During classroom presentation at Back to School Night, teachers explain the academic content standards, and how parents can assist and monitor their students' progress in each class.*
 - ❖ *Data analysis of student assessments and achievement is reviewed during School Site Council meetings, at which, parents are involved.*
2. Provides materials and training to help parents work with their children to improve their children's achievement.
 - ❖ *Principal newsletters, including suggestions for parents to work with their children to improve their grades, attendance and performance on assessments are sent home and are available on the school website.*
 - ❖ *Administration and teachers are available and welcome the opportunity to meet with parents upon request.*
 - ❖ *Notices to parents are also posted on the school and district webpages.*
 - ❖ *Teachers may provide information on classroom webpages, and other forms of communication.*
3. Educates staff, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners.

- ❖ *The staff values all parent contributions and works with parents as equal partners.*
 - ❖ *Parents contribute suggestions to the staff during School Site Council meetings.*
 - ❖ *Parent input is solicited through the annual Parent Survey.*
4. Coordinates and integrates the parental involvement with other programs and conducts other activities that encourage and support parents in more fully participating in the education of their children.
- ❖ *Community Resource Centers*
 - ❖ *Partners In Education*
 - ❖ *Mt. Shasta Parks and Recreation*
 - ❖ *School Site Council Meetings*
 - ❖ *Mt. Shasta Police Department*
5. Distributes to parents information related to school and parent programs, meetings and other activities in a form and language that the parents understand.
- ❖ *All information related to school and parent programs is provided in English.*
6. Provides support for parental involvement activities requested by parents.
- ❖ *Administration and teachers are available and welcome the opportunity to meet with parents upon request.*
 - ❖ *All parent requests for reasonable support are submitted to the principal for consultation and consideration.*

Accessibility

Mt. Shasta Elementary School provides opportunities for all parents to participate, including parents with limited English proficiency, parents of students with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand.

Mt. Shasta Elementary School provides a Target Assistance Title I Program that offers services to all students including the following:

- *Special Education students*
- *Migratory students*
- *Limited English Proficient students*
- *Foster youth and low income students*

Parent Information and Resource Centers (PIRCs)

PIRCs are funded by the US Department of Education. They provide both local and statewide services. California has two PIRCs: PIRC1, Project Inspire at the California Association of Bilingual Education, Covina, CA and PIRC2, Cal-PIRC at Cambridge Academies, Modesto, CA. www.nationalpirc.org/directory/CA-7.html

PIRC1, Project Inspire is the result of a partnership among the California Association for Bilingual Education, the San Bernardino County Superintendent of Schools, and the Alameda County Office of Education. Project Inspire provides parents training workshops and will be funded through 2011. A list of workshop topics and a brochure in English and Spanish that describes services are available at: www.bilingualeducation.org/programs_parent.php Workshops are available in multiple languages.

PIRC2, Cal-PIRC as established three Parent Information and Resource Center hubs in Northern and Central California. CalPIRC provides direct services to parents and schools in selected communities within Merced and Stanislaus Counties, and West Sacramento areas. It also provides support throughout the state through conferences, workshops and a Web site. Cal-PIRC will be funded through 2011. Whenever available, resources are posted in English, Spanish, Russian, Chinese, Arabic, and Hmong. www.calpirc.org/

Sisson School
Title I School-Level Parental Involvement Policy

Sisson School provides a Targeted Assistance Title I program and has developed a written Title I parental involvement policy with input from parents. A draft policy was brought to the School Site Council where parents, staff and students had an opportunity to provide input regarding the following descriptions. The policy is distributed to all Sisson School parents via the back to school packet of notifications and policies and is posted on the website. The Sisson Middle School Title I School-level Parental Involvement Policy describes the means for carrying out the following Title I parental involvement requirements.

Involvement of Parents

Sisson School does the following:

1. Convenes an annual meeting to inform parents of the Targeted Assistance Title I program.
 - ❖ *Parents and students are informed of the availability and requirements of Title I programs.*
 - ❖ *The annual Title I Parent Meeting will be held the week of parent/teacher conferences.*
2. Offers a flexible number of meetings and times.
 - ❖ *Parent representatives on the SSC are involved in determining the flexible number of meetings to be offered for parent involvement purposes.*
 - ❖ *Parents are invited to schedule an appointment with the teachers, principal and/or counselor at any time throughout the year.*
 - ❖ *Parent/teacher conferences.*
3. Involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of its programs and the Title I parental involvement policy.
 - ❖ *The Title I parental involvement policy is reviewed and revised periodically and at a minimum, annually, during School Site Council meetings where parents, staff and students can review and revise the policy as needed.*
 - ❖ *The Targeted Assistance Title I Program is reviewed and input is provided during School Site Council meetings.*
 - ❖ *Parent survey distributed in the spring of the school year.*
4. Provides parents with timely information about Title I programs.
 - ❖ *The requirements of the Title I program will be reviewed at the annual Title I Parent Meeting during parent/teacher conferences.*
 - ❖ *Letters and newsletters are sent home regularly regarding student programs and progress.*

- ❖ *Parents have on-line access to school and district webpages.*
 - ❖ *Parents are invited to schedule an appointment with the teachers, principal and/or counselor at any time throughout the year.*
5. Provides parents with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet.
- ❖ *Teachers explain the curriculum, assessment and proficiency levels in the class syllabus that is provided to all students on the first day of school and to parents at the back to school night meeting.*
 - ❖ *Teachers and or counselor may schedule a meeting with parents at any time throughout the year to inform parents of curriculum, assessments and proficiency levels as needed.*
 - ❖ *Common Core State standards will be available and parents will receive guidance in understanding the information as requested.*
 - ❖ *Provide parents with the results of the Smarter Balanced Assessment.*
6. Provides parents if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children.
- ❖ *Parents are invited to schedule an appointment with the teachers, principal and/or counselor at any time throughout the year.*
 - ❖ *The SSC meetings are open to the public and also have parent representatives who are involved in making decisions relating to the education of their children.*

School-Parent Compact

Sisson School has jointly developed with and distributed to parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content standards. The school-parent compact describes the following items in addition to items added by parents of Title I students:

1. The school's responsibility to provide high-quality curriculum and instruction
2. The parents' responsibility to support their children's learning
3. The importance of ongoing communication between parents and teachers through, at least, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program

A parent and the principal using sample compacts from other high schools developed a draft of the school-parent compact. The School Site Council, with input from staff, students, and parents, reviewed the draft compact. The school-parent compact was reviewed and revised by the school staff for final edits. The school-parent compact is sent home in the back to school packet for parent signatures.

Building Capacity for Involvement

Sisson School engages parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school does the following:

1. Assists parents in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children.
 - ❖ *During classroom presentation at back to school night, teachers explain the academic content standards; assessments and how parents can assist and monitor their students progress in each class.*
 - ❖ *The Sisson website provides parents ongoing, on-line access to their student's attendance, grades, report card and graduation status.*
 - ❖ *Data analysis of student assessments and achievement is reviewed during School Site Council meetings, at which, parents are involved.*
2. Provides materials and training to help parents work with their children to improve their children's achievement.
 - ❖ *Monthly principal newsletters, including suggestions for parents to work with their children to improve their grades, attendance and performance on assessments are sent home in the mail.*
 - ❖ *Administration and teachers are available and welcome the opportunity to meet with parents upon request.*
 - ❖ *Notices to parents are also posted on the school and district webpages.*
 - ❖ *Teachers provide information on classroom webpages.*
3. Educates staff, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners.
 - ❖ *The staff values all parent contributions and works with parents as equal partners.*
 - ❖ *Parents contribute suggestions to the staff during School Site Council meetings.*
 - ❖ *Parent input is solicited through the annual Parent Survey.*
4. Coordinates and integrates the parental involvement with other programs and conducts other activities that encourage and support parents in more fully participating in the education of their children.
 - ❖ *Mt. Shasta Community Resource Center*
 - ❖ *Partners In Education*
 - ❖ *Mt. Shasta Parks and Recreation*
 - ❖ *School Site Council Meetings*
 - ❖ *Mt. Shasta Police Department*

5. Distributes to parents information related to school and parent programs, meetings and other activities in a form and language that the parents understand.
 - ❖ *All information related to school and parent programs is provided in English, and other languages as needed.*
6. Provides support for parental involvement activities requested by parents.
 - ❖ *Administration and teachers are available and welcome the opportunity to meet with parents upon request.*
 - ❖ *All parent requests for reasonable support are submitted to the principal for consultation and consideration.*

Accessibility

Sisson School provides opportunities for all parents to participate, including parents with limited English proficiency, parents of students with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand.

Sisson School provides a Targeted Assistance Title I Program that offers services to all students including the following:

- *Special Education students*
- *Migratory students*
- *Limited English Proficient students*

Parent Information and Resource Centers (PIRCs)

PIRCs are funded by the US Department of Education. They provide both local and statewide services. California has two PIRCs: PIRC1, Project Inspire at the California Association of Bilingual Education, Covina, CA and PIRC2, Cal-PIRC at Cambridge Academies, Modesto, CA. www.nationalpirc.org/directory/CA-7.html

PIRC1, Project Inspire is the result of a partnership among the California Association for Bilingual Education, the San Bernardino County Superintendent of Schools, and the Alameda County Office of Education. Project Inspire provides parents training workshops and will be funded through 2011. A list of workshop topics and a brochure in English and Spanish that describes services are available at: www.bilingualeducation.org/programs_parent.php Workshops are available in multiple languages.

PIRC2, Cal-PIRC as established three Parent Information and Resource Center hubs in Northern and Central California. CalPIRC provides direct services to parents and schools in selected communities within Merced and Stanislaus Counties, and West Sacramento areas. It also provides support throughout the state through conferences, workshops and

a Web site. Cal-PIRC will be funded through 2011. Whenever available, resources are posted in English, Spanish, Russian, Chinese, Arabic, and Hmong. www.calpirc.org/

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: MOUNT SHASTA UNION SCHOOL DISTRICT

Person completing this form: Kathy Hansen

Title: Secretary

Quarterly Report Submission Date:
(check one)

- ☐ January 2016
☒ April 2016
☐ July 2016
☐ October 2016

Date for information to be reported publicly at governing board meeting: April 12, 2016

Please check the box that applies:

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

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

Kathi Emerson

Print Name of District Superintendent

Signature of District Superintendent

April 12, 2016

Date

RESOLUTION NO. 15-16-05
“DAY OF THE TEACHER”
MAY 11, 2016

WHEREAS, the children of California represent our future; and

WHEREAS, paramount to their success in tomorrow’s world is their effective personal and intellectual development; and

WHEREAS, our educators provide our students with important skills and training therefore, giving them the tools they need to succeed and reach their fullest potential; and

WHEREAS, highly qualified teachers are essential to achieving high standards; and

WHEREAS, the Governing Board of the Mount Shasta Union School District proclaims May 11, 2016 as Day of the Teacher and encourages the community to join in this very special observance and show their sincere appreciation for our teachers; and

NOW, THEREFORE, BE IT RESOLVED that Mount Shasta Union School District commends the exemplary contributions of the Mount Shasta Union School District’s teachers in their daily efforts of instruction, support and guidance of our children.

ADOPTED THIS 12TH DAY OF APRIL, 2016.

RESOLUTION NO. 15-16-06
CLASSIFIED EMPLOYEE RECOGNITION WEEK
MAY 16-20, 2016

WHEREAS, the children of California represent our future; and

WHEREAS, the quality of education is directly related to the environment of the school facility; and

WHEREAS, the self-esteem of our children is a cumulative product of the interactions of all people responsible for management, instruction, operation and maintenance of the school facility; and

WHEREAS, the Governing Board of the Mount Shasta Union School District proclaims May 16-20, 2016 as Classified Employee Recognition Week and encourages all community members of the District to join in this special observance and show their appreciation for our classified staff;

NOW, THEREFORE, BE IT RESOLVED that Mount Shasta Union School District readily affirms its support and commends the exemplary contributions of the Mount Shasta Union School District's classified employees in their daily efforts of providing a clean and safe environment and supporting and guiding our children.

ADOPTED THIS 12TH DAY OF APRIL, 2016.

_____	_____
_____	_____

Items for surplus

- 1 HP Photosmart C3180 all in one printer
- 1 Cisco 5 port hub
- 1 APC Smart UPS 420 Battery Backup
- 1 APC BF250 Battery Backup
- 1 HP Deskjet 840C
- 1 Epson Stylus Photo Printer R260
- 2 Belkin F6C500 USB battery Backup
- 1 emac Computer
- 2 Mac G4 Computers with monitors
- 1 APC RS 800 Battery Backup

AGREEMENT BETWEEN

MOUNT SHASTA UNION SCHOOL DISTRICT

AND THE

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

AND ITS CHAPTER #720

2015-2018

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE NO.</u>
1	AGREEMENT	2
2	RECOGNITION	3
3	DISTRICT RIGHTS	4
4	ASSOCIATION RIGHTS	5
5	HOURS OF EMPLOYMENT AND OVERTIME.....	6
6	HOLIDAYS	11
7	VACATION.....	12
8	SAFETY	14
9	EVALUATION PROCEDURES.....	15
10	PERSONNEL FILES.....	16
11	GRIEVANCE	17
12	TRANSFERS AND FILLING OF VACANCIES.....	20
13	LAYOFF AND REEMPLOYMENT	21
14	PAYROLL DEDUCTIONS FOR ASSOCIATION DUES.....	24
15	DISCIPLINE.....	25
16	COMPENSATION	30
17	RETIREMENT BENEFITS.....	32
18	LEAVES	33
19	CONCERTED ACTIVITIES.....	40
20	COMPLETION OF MEETING AND NEGOTIATING.....	41
21	SIGNATURE PAGE	42

ATTACHMENTS

1	POSITIONS WITHIN THE REPRESENTATION UNIT	43
---	------------------------------------------------	----

ARTICLE 1
AGREEMENT

1.1 Agreement

This is an Agreement made and entered into by and between the Mount Shasta Union School District (hereinafter referred to as "District") and Chapter #720 of the California School Employees Association (hereinafter referred to as "CSEA").

1.2 Term

1.2.1 This Agreement is effective July 1, 2015 and will remain in full force and effect through June 30, 2018, subject to the modifications and additions described herein.

1.2.2 Both the District and the Association shall have the right to reopen negotiations on any two articles of any two topics within the scope of negotiations by giving written notice to the other party of their intent to reopen on any such two items by March 1 of each school year within this three-year Agreement.

ARTICLE 2
RECOGNITION

2.1 The District recognizes the Association as the exclusive representative of the classified employees serving in probationary or permanent status of the classified positions listed on Attachment 1.

2.2 This Agreement applies only to probationary or permanent classified unit members included in said representation unit. Substitute, temporary, or short-term employees are not members of the classified service unit and are not eligible for the benefits of the Agreement.

ARTICLE 3
DISTRICT RIGHTS

3.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law. Further, it is agreed by the parties that, subject to the mandatory issues of collective bargaining, District rights include, by way of illustration and not by way of limitation in conformance with law, the following: (a) the full and exclusive control of the management of the District, (b) the supervision of all operations, methods, processes, and means of performing any and all work, (c) the control of the property and the work hours of its working forces, (d) the right to determine the new or improved operations methods, means or facilities, (e) the right to establish budget procedures and financial allocations, (f) the right to establish educational policies, goals and objectives, (g) the right to otherwise maintain an orderly, effective, and efficient operation.

3.2 The District's exercise of its powers, rights, authority, duties and responsibilities; the adoption of policies, rules, regulations and practices in furtherance thereof; and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specifics and express terms are in conformance with the law.

3.3 The powers, rights and authority and the exercise thereof as set forth in this Article are not subject to the Grievance Procedure article herein.

ARTICLE 4
ASSOCIATION RIGHTS

4.1 The Association shall have the right of access to areas in which unit members work, subject to the following procedures and conditions: all Association business, discussion, and activities shall be conducted by unit members and Association officials outside of unit members' assigned duty times and in such a way which will not interfere with school programs or job duties. Association representatives who are not employed by the District shall follow District procedures upon arrival at the school campus or work site.

4.2 The Association may use District facilities when not otherwise in use for the purpose of meetings concerned with the exercise of rights guaranteed by the Educational Employment Relations Act. District policies regulating the use of facilities must be followed.

4.3 The Association may use the District mailboxes and bulletin board spaces, which shall be designated by the District.

ARTICLE 5
HOURS OF EMPLOYMENT AND OVERTIME

5.1 Workweek and Workday

5.1.1 Unit members shall perform services during the hours assigned to their positions as described on Attachment 1.

5.1.2 Full-time employment consists of a forty (40) hour workweek rendered in units of eight (8) hours for at least nine (9) complete months. The normal workweek shall be five consecutive workdays Monday through Friday.

5.1.3 The workday and workweek for all unit members shall be established by the District. Any change in the workweek and changes of thirty minutes or more in the starting time of the workday shall be negotiated with the Association.

5.1.4 During minimum days (regularly scheduled minimum days and student only minimum days) all classified employees are required to work their assigned hours and must notify their supervisor of the use of their assigned time.

5.1.5 A part-time unit member who is assigned by the District to work a minimum of thirty (30) minutes per day in excess of his/her regular assignment for a period of twenty (20) consecutive working days or more, shall have their basic assignment changed to reflect the longer hours of the assignment.

5.2 Overtime

5.2.1 Overtime compensation at one and one-half times the regular rate of pay shall be provided unit members who are directed by their immediate supervisor to work in excess of eight (8) hours in any one (1) day or in excess of forty (40) hours in any workweek.

5.2.2 Unit members with a workweek of five (5) consecutive workdays averaging four (4) hours or more per day shall receive overtime compensation for work directed and authorized by the immediate supervisor to be performed on the sixth (6th) and seventh (7th) day following the commencement of the workweek.

5.2.3 Unit members whose average work day is less than four (4) hours shall receive overtime compensation for work directed and authorized by the immediate supervisor to be performed on the seventh (7th) day following the commencement of the workweek.

5.2.4 For the purposes of computing the number of hours worked, time during which a unit member is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the unit member. All time during which a unit member is directed and authorized by the immediate supervisor to be on duty and to perform service shall also be considered as time worked.

5.2.5 Upon request of the unit members, the District shall pay the unit member time and one-half of the unit member's regular rate of pay or grant the unit member compensatory time off at time and one-half of the unit member's regular rate of pay. Compensatory time off shall be taken as approved by the District by the end of the school year in which it is accrued. If the unit member is unable to take the time, or if the District rejects the unit member's request for compensatory time, the unit member shall be compensated for such time.

5.3 Additional Assigned Time for Teacher Assistants

Teacher Assistants are regularly assigned two (2) hours per pupil attendance day. In addition to such regular two (2) hour per day assignments, the District may assign to Teacher Assistant(s) additional time. Such additional time shall be added to the regular two (2) hours per day of assigned time when computing customary benefits of employment such as sick leave and vacation time. The District may terminate any additional assigned time upon 30 days' written notice to the Teacher Assistant(s). The District is not required to take action pursuant to Education Code Section 45117 or other sections to reduce or eliminate the hours of additional assigned time. During the last 30 days of such additional assigned time, after delivery of the written notice terminating or reducing the additional assigned time, the District may assign the unit member to perform other duties outside the scope of regular assigned duties. During the last 30 days of such additional assigned time, the District and the Teacher Assistant shall calculate the hours of additional time worked during the school year and if the Teacher Assistant was paid for more hours than actually worked, then the hours during the last 30 days of such additional assigned time shall be increased so that the Teacher Assistant is actually paid for hours of additional assigned time which the employee actually worked. If the Teacher Assistant has been paid for fewer hours than those actually worked for the additional assigned time, then the compensation to the employee shall be increased so that the Teacher Assistant is fully compensated for the additional assigned time actually worked. Although additional assigned time (beyond the regular assigned two hours per pupil attendance day) will be utilized in computing

additional sick leave and vacation time, additional assigned time beyond two hours per day shall not require the District to increase its contribution for insurance fringe benefits unless the unit member actually works such additional assigned time in excess of ninety (90) working days in any school year. Thus if a unit member employed in the position of teacher assistant is assigned and works additional time, in excess of their two hours per day regular assignment, for ninety (90) or more working days in any school year, the District's contribution for insurance fringe benefits referenced in Section 16.2 shall be increased as described therein. For example if a unit member employed in the position of instructional assistant is assigned to work four additional hours per day, for a total of six hours per day, for ninety or more working days in any school year, the District's maximum monthly contribution (or cap) shall be prorated on an eight hour per day basis i.e. 75% of the maximum District contribution, as reflected in Section 16.2.1. Such increase in the District's maximum contribution shall be retroactive to the first day the employee actually worked such six hours. The District shall determine at the beginning of each school year whether or not such additional hours are expected to be assigned and worked in excess of ninety (90) working days and if so then such prorated fringe benefits shall be effective upon the first day of work. Such fringe benefit proration shall only be in effect on a year by year basis.

5.4 Extra Time

Extra time is any time worked by a part-time unit member over and above his/her normal part-time work assignment, up to eight (8) hours per day, as authorized by the immediate supervisor.

5.5 Rest Period

A fifteen (15) minute compensated rest period shall be provided members of the unit for each four (4) hour period of service. This rest period shall be taken at the direction of the immediate supervisor at or near the mid-point of each four (4) hour period of service.

5.6 Call Back Time

Full-time unit members called in or called back to work by the immediate supervisor on a workday beyond the normal working hours, or a day not scheduled to be worked, shall receive at least (2) hours of work at the over-time rate. This provision shall not apply to any unit member who is assigned, prior to leaving work, to work beyond the normal workday. On the sixth (6th) and seventh (7th) days of work and on holiday, the minimum call-in time is four (4) hours paid at the overtime rate.

5.7 Pay for Assigned Days

On any school day during which pupils would otherwise have been in attendance but are not, and for which certificated personnel receive regular pay, unit members shall also receive regular pay whether or not they are required to report for duty that day.

5.8 Inclement Weather

A unit member who is excused from work due to inclement weather on a normally scheduled workday shall be paid the regular rate of pay for that day. A unit member who would otherwise be on a leave of absence for that day shall be charged under that leave.

5.9 Right of Refusal

Any unit member on authorized leave or authorized vacation shall have the right to reject any offer, or request for overtime, call-back, or call-in.

5.10 Provision for Bus Drivers

5.10.1 The home-to-school route established by the District is the primary assignment of District Bus Drivers. All other assignments are secondary. District Bus Drivers shall have the first option and opportunity to transport all District students, at the discretion of the Superintendent

5.10.2 Special Event Trip Assignments. A special-event trip is defined as any pupil transportation other than between home and school or any other regularly scheduled student class site.

5.10.2.1 Driver pay for special-event trips shall be at the individual's rate except that overtime shall be paid in accordance with Section 5.2 of this Agreement.

5.10.2.2 Drivers shall be paid for time that they are assigned to stand by ready and be immediately available to transport students and when the driver is assigned to stay with the bus during school-related events. Notwithstanding the foregoing, the District may assign the driver to supervise students or perform other tasks when not driving the bus.

5.10.2.3 Consistent with the provisions of Section 5.9 "Right of Refusal," the District is responsible to maintain and implement a District rotation list for the assignment of drivers to special-event trips. The purpose of the rotation list is to provide an equal distribution among employees for the opportunity for special-event trips.

5.10.2.4 The District has the right to assign drivers to special-event trips; however, such involuntary assignment shall consist of a rotation in the reverse order of seniority.

5.10.2.5 The District shall have the right and authority to assign an experienced driver to a trip if, in the supervisors or District's judgment, the trip is difficult and the next driver on the rotation list lacks the necessary experience. The experienced driver selected in preference should be moved to the bottom of the list after the trip. The inexperienced driver shall stay at the top of the list and be next in line for the next special-event trip.

ARTICLE 6

HOLIDAYS

6.1 Holidays. All unit members shall be granted the following holidays when such holidays occur during the course of their regular employment:

New Year's Day
Martin Luther King, Jr. Day
Lincoln's Birthday
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Admissions Day (to be taken the day after Thanksgiving)
Veterans' Day
Thanksgiving Day
Christmas Day

When a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed unless designated otherwise by State or Federal authority, then it shall fall on the day designated by said authority. When a holiday herein listed falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed unless designated otherwise by State or Federal authority. When a unit member is required to work on any said holiday, he/she shall be paid compensation, or given compensatory time off, for such work in addition to regular pay received for the holiday, at the rate of time and one-half (1-1/2) the regular rate of pay.

6.2 Holiday Eligibility. Except as otherwise provided in this Article, a unit member must be in paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday.

6.3 Unit members in the bargaining unit who are not normally assigned to duty during the school holidays of December 25 and January 1 shall be paid for those holidays provided that they were in paid status during any portion of their normal assignment immediately preceding or succeeding the holiday period.

ARTICLE 7

VACATIONS

7.1 Eligibility. All unit members in the bargaining unit shall earn paid vacation time under this Article. Vacation benefits are earned on a fiscal year basis, July 1 through June 30.

7.2 Vacation. Except as otherwise provided in this Article, vacation shall be granted no later than the fiscal year immediately following the fiscal year in which it is earned.

7.3 Vacation Accumulation. Vacation for full-time unit members shall be earned at the rate of twelve (12) days per year and shall be prorated for unit members employed fewer than 12 months per year or fewer than eight (8) hours per day. Earned vacation shall not become a vested right until completion of the initial six (6) months of employment. No vacation may be taken by a unit member during the first six (6) months after initial employment with the District. Vacation for full-time unit members who have worked in the District for 10 years shall receive 15 days vacation.

7.4 Vacation Pay. Pay for vacation days for all bargaining unit members shall be the same as that which the unit members would have received had he/she been in a working status. A holiday falling within a vacation period shall not constitute a vacation day. Unit members employed for twelve (12) months per year may request to take accrued vacation at any time. Such requests must be approved by the unit member's immediate supervisor.

7.5. Maximum Accumulation. Unit members may accrue up to twelve (12) days of vacation. If an employee accumulates more than twelve (12) days of vacation, then the employee and the immediate supervisor shall meet to mutually agree upon a time when the employee shall schedule vacation, so as to reduce the days of accumulated vacation to twelve (12) or fewer days. If the unit member and immediate supervisor cannot mutually agree regarding the scheduling of vacation, then the District may, at its option, pay the unit member for such days of accumulated vacation in excess of twelve (12) days. Unit members shall exercise their best efforts to schedule their vacation so as to not accumulate more than twelve (12) days of vacation. Upon the consent of the District, a unit member may accumulate in excess of twelve (12) vacation days in unusual or extenuating circumstances.

7.6 Vacation Pay Upon Termination. Upon separation from service, a unit member shall be entitled to all vacation pay earned and accumulated up to and including the effective date

of the termination, except that unit members who have not completed six (6) months of District employment shall not be entitled to such vacation pay.

7.7 Applicability. This article shall not apply to substitute, short-term employees.

ARTICLE 8

SAFETY

8.1 The District and all unit members shall cooperate in maintaining a safe work environment. All unit members shall report in writing to their immediate supervisor any practice, condition or specific occurrence, which poses a threat to health or safety. The District shall respond in a timely manner to all such reports and take appropriate action.

8.2 Unit members shall immediately report in writing any on the job injury.

8.3 Safety equipment which is required by the District shall be provided at District expense. Unit members shall utilize such equipment and shall follow safe operating procedures.

ARTICLE 9
EVALUATION PROCEDURES

9.1 Evaluations

Each permanent unit member shall be evaluated at least once every other year unless such evaluation is jointly waived in writing by the unit member and the District.

9.1.1 Each probationary status unit member shall be evaluated in writing no less than once during the probationary period, which shall be twelve (12) months.

9.1.2 The evaluator shall discuss each such written evaluation with the unit member and shall provide the unit member with a copy of the evaluation on or before May 15 of the year in which evaluation occurred.

9.1.3 Any negative written performance evaluation shall include recommendations for improvement in cited deficiencies. The unit member shall have the right to respond to negative written performance evaluations.

9.1.4 The evaluator shall be the unit member's immediate supervisor or another administrator.

9.1.5 Any unit member who has a reason to question any aspect of his/her performance evaluation has the right to request, within fifteen (15) calendar days, a review of the evaluation by the Superintendent or designee. The unit member is entitled to CSEA representation during this review.

9.1.6 The District may retain the services of non-bargaining unit members to observe unit member(s) and provide input for the evaluation of the unit member if the area of services provided by the unit member(s) is outside of the experience or expertise of the immediate supervisor or District administrator performing the evaluation.

9.1.7 No comment or rating in the evaluation shall be based upon a unit member's participation in association activities.

ARTICLE 10
PERSONNEL FILES

10.1 Personnel Files

10.1.1 A unit member may inspect material in the official personnel file which may serve as a basis for affecting the employment status of the unit member except materials which:

- (a) were obtained prior to the unit member's employment
- (b) were prepared by identifiable examination committee members, or
- (c) were obtained in connection with a promotional examination.

10.1.2 A unit member may inspect such materials in the personnel file, with the except of the above specified items, during the normal business hours of the District at times other than when the employee is required to render service.

10.1.3 No materials of a derogatory nature, except the above specified items, may be placed in the unit member's personnel file without allowing the unit member an opportunity to review and comment thereon. A unit member shall have the right to enter, and have attached to any such derogatory statement, the unit member's own comments. The review and comment of materials of a derogatory nature shall take place during the unit member's regular work hours, when the unit member can be spared from work, as determined by the unit member's immediate supervisor. The unit member shall submit a request in advance to the immediate supervisor to leave the normal place of work during assigned duty time for such review and comments. The unit member may have a representative accompany him/her during such inspection of materials in the personnel file.

10.1.4 CSEA shall have the right to access a bargaining unit member's file with the written permission from the unit member.

10.1.5 All materials placed in an employee's personnel file shall be dated and signed by the contributor.

10.1.6 The official personnel file of each unit member as referred to in this Article shall be kept in confidence in the District Office in a locked cabinet.

10.1.7 Non-verifiable or unsubstantial information shall not be placed in an employee's personnel file.

ARTICLE 11

GRIEVANCE

11.1 Definitions

11.1.1 A “grievance” is a formal written allegation by the grievant that the grievant has been adversely affected by a violation or misapplication of a specific provision of this Agreement.

11.1.2 A “grievant” is a unit member of the Association. A grievant is also the Association if at each level of the grievance the Association specifies the names of the unit members allegedly adversely affected.

11.1.3 A “day” is any weekday for the District Office.

11.2 Informal Level – Immediate Supervisor

Before filing a formal written grievance, the grievant shall attempt to resolve it by an informal conference(s) with the immediate supervisor.

11.3 Formal Level

11.3.1 Level I – Principal

11.3.1.1 Within thirty (30) days after the occurrence of the act or omission giving rise to the grievance, the grievant must present the grievance in writing on an appropriate form to the Principal.

11.3.1.2 This statement shall be a clear, concise statement of the grievance, the circumstances involved, the specific contract provision alleged to have been violated, the decision rendered at the informal conference, the specific remedy sought.

11.3.1.3 The Principal shall communicate the decision to the unit member in writing within ten (10) days after receiving the grievance. If the Principal does not respond within said ten (10) days the grievance shall be deemed denied and the grievant may appeal to the next level.

11.3.2 Level II – Superintendent

11.3.2.1 The grievant may appeal the decision from Level I to the Superintendent within three (3) working days after receiving it and may request a hearing.

11.3.2.2 The hearing shall be held and the Superintendent shall communicate his/her decision in writing to the grievant within eight (8) working days of the

appeal date. Copies shall be sent to the immediate supervisor. The grievant may bring in a representative.

11.3.3 Level III – Mediation

In the event the grievant is not satisfied with the decision at Level II or if the Superintendent doesn't respond at Level II within the eight (8) day time limit, the grievant may submit the grievance to mediation by so notifying the District, in writing, within five (5) days. The grievant and the Association shall then coordinate the calendaring of a mediation to be documented by a mediator as jointly selected by the grievant and the District, or if they are unable to agree upon a mediator, then a mediator, as assigned by the California State Mediation and Conciliation Service. If the mediation does not result in a resolution of the grievance, then the grievant may appeal the grievance in writing to the Governing Board by submitting a request for a grievance hearing within five (5) days of the date of the mediation. This Level III is optional and the grievant is not required to participate in mediation and may move directly to Level IV.

11.3.4 Level IV – Board

11.3.4.1 In the event the grievant is not satisfied with the decision at Level II or at mediation (Level III), the grievant may appeal the decision in writing within five (5) workdays to the Governing Board. The five days run from the date of the Level II decision or after the last day the Superintendent could have responded or on the date the mediation occurred.

11.3.4.2 The Board alone has the power to render a final and binding determination of a grievance.

11.4 General Provisions

11.4.1 Either party to a grievance, at any level/step, may have one (1) representative present during the proceeding.

11.4.2 During the tendency of any proceeding, and until a final determination has been reached, all proceedings shall be private, and any preliminary disposition shall not be made public without the agreement of all parties.

11.4.3 A decision rendered at any step in these procedures becomes final unless appealed within the time limit specified.

11.4.4 Time limits set forth in these procedures may be modified by written agreement of the parties involved.

11.4.5 If the same complaint or substantially the same complaint is made by more than one (1) unit member party only one (1) unit member, on behalf of the unit member and other complaints, may process the grievance or complaint through the grievance procedure. Names of all aggrieved parties shall appear on all documents related to the processing of the grievance.

11.4.6 The filing of a grievance shall in no way interfere with the right of the District to proceed in carrying out its management responsibilities, subject to the final determination of the grievance. In the event the alleged grievance involves an order, requirement, or other directive, the grievant shall fulfill or carry out such order, requirement, or other directive pending the final determination of the grievance.

11.5 Nothing contained herein will be construed as limiting the right of any grievant to discuss the matter informally with any appropriate member of the administration and to have the grievance adjusted.

ARTICLE 12
TRANSFERS AND FILLING OF VACANCIES

12.1 Vacancy. A “vacancy” is defined as any classified position, which has been permanently, (not temporarily) vacated or any newly created classified position.

12.1.1 If the District decides to fill the vacancy, it shall post the vacancy on the job announcement board in each major work location in the District for five (5) working days. The notices shall contain a description of the position and deadline for the application. Such posting shall be made no later than one calendar week after the District decides to fill the vacancy. The District may advertise the vacancy to the public and post such vacancy as described above, concurrently, and fill the vacancy, as it deems appropriate after the five day posting previously referenced.

12.1.2 The District will not fill any unit vacancy with substitute employee(s) for more than sixty (60) calendar days, unless otherwise agreed to by the Association.

12.1.3 All bargaining unit applicants shall be entitled to be tested and to be interviewed as long as the applicant meets the minimum requirements for the position.

12.1.4 If a unit member requests and is granted a promotion to a new position and the unit member does not satisfactorily complete the probationary period for the promotion position, then the unit member shall be entitled to return to his/her former position in the District.

12.1.5 The District shall take into account unit member’s seniority, ability, training and available time when filling a vacancy.

12.2 Transfer. A “transfer” is defined as a voluntary change of job location.

12.2.1 Any unit member at any time may request a voluntary transfer by submitting a written request for a transfer to the immediate supervisor. All requests shall be kept on file until December 31 of each year, whereupon, they shall all be discarded.

12.3 Assignment. The District may change the assignment of a unit member whenever circumstances such as modified enrollment, staff vacancies, program changes or other District or student needs so dictate.

ARTICLE 13
LAYOFF AND REEMPLOYMENT

13.1 Definitions

13.1.1 The classifications of unit members are set forth on the salary schedule.

13.2 Layoff Procedure

13.2.1 Unit members shall be subject to layoff as permitted by law.

13.2.2 Order of Notice of Layoff. The order of notice of layoff within the classification affected shall be determined by length of service. Length of service is the date of hire, i.e. the first day of work in the classification. The unit member who has been employed the shortest time in the class shall be notified of layoff first, except as provided herein.

Notwithstanding the above, it is agreed and understood that the District has the right to discontinue a function or service performed by a particular position within a classification. In the case of two or more unit members having identical seniority, the seniority shall be determined by lot drawn or date of hire.

13.2.3 Prior to any layoff, the District shall post a seniority list of unit members. The District shall also provide a copy of the seniority list to the President of the Association.

13.3 Notice of Layoff

13.3.1 When as a result of the expiration of a specially funded program, unit members' positions must be eliminated at the end of any school year, and unit members will be subject to layoff for lack of funds, the unit members to be laid off at the end of such school year shall be given at least 60 days' written notice, informing them of their layoff effective at the end of such school year and of their displacement rights, if any, and reemployment rights. However if the termination date of any specially funded program is other than June 30, such notice shall be given not less than sixty (60) days prior to the effective date of their layoff.

13.3.2 When, as a result of a reduction or elimination of the service being performed by any department, unit members shall be subject to layoff for lack of work, affected unit members shall be given notice of layoff not less than sixty (60) days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.

13.3.3 Nothing herein provided shall preclude a layoff for lack of funds in the event of an actual and existing financial inability to pay salaries of unit members nor layoff for

lack of work resulting from causes not foreseeable or preventable by the Governing Board without the notice required by aforementioned subsections.

13.4 Options of Employees Notified of Layoff

13.4.1 The District shall notify a unit member whose position has been eliminated that he/she must select one of the following within five (5) working days of receipt of the notice. Except for options (e) and (f) the following options are listed in priority order, and the unit member must select the first applicable options. The unit member has the right to select options (e) or (f) regardless of the availability of other options listed.

- (a) Displace a less senior employee working the same or fewer hours from a remaining position in the same classification.
- (b) Select vacant position in the same classification.
- (c) Select in another class a vacant position in which the employee has previously completed the probationary period, and for which the employee possesses the required licenses or certificates.
- (d) Displace a less senior employee working the same or fewer number of hours in another class from a remaining position in which the employee has previously completed the probationary period, and for which the employee possesses the required licenses or certificates.
- (e) Elect to be laid off.
- (f) Elect a service retirement as provided in Section 13.6.1 of this contract.

13.5 Reemployment

13.5.1 Reemployment shall be in reverse order of the layoff. Unit members who are laid off are eligible for reemployment in their former class for a period of thirty-nine (39) months, and shall be reemployed in preference to new applicants. In addition, such unit members laid off shall have the right to apply for positions within the District during the thirty-nine (39) month period.

13.5.2 Unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be granted the same rights as unit members laid off up to 39/63 months. (ED Code 45298 7-12-00).

13.5.3 Refusal of two (2) offers of reemployment to the classification from which laid off shall cause removal from the list and the loss of any reemployment rights.

13.5.4 Offers of reemployment shall be made either by personal service or via U.S. Certified Mail addressed to the last known address. Failure to so reply within ten (10) working days from the date of personal service or mailing of the offer of reemployment shall be deemed a refusal of that offer of reemployment. It is the responsibility of each unit member on a reemployment list to file with the District Office a current mailing address.

13.5.5 A unit member who is laid off and subsequently rehired from an employment list shall have the accrued sick leave balance as of the date of layoff reinstated.

13.5.6 Upon reemployment in the class from which laid off, a unit member shall be placed on the former step of the salary range if it exists. If it does not exist, the unit member shall be appropriately placed on the basis of the criteria for placement then being used.

13.6 Retirement and Layoff

13.6.1 Notwithstanding any other provisions of law, any unit member who was subject to being, or was in fact, laid off for lack of work or funds and who elected service retirement from the Public Employees' Retirement System shall be placed on an appropriate reemployment list. The District shall notify the Board of Administration of the Public Employee's Retirement System of the fact that retirement was due to layoff or lack of work or of funds. If the unit member is subsequently subject to reemployment and accepts, in writing, the appropriate vacant position, the District shall maintain the vacancy until the Board of Administration of the Public Employees' Retirement System has properly processed his/her request for reinstatement from retirement.

13.7 General Provisions

13.7.1 Unit members who have been notified of layoff shall be entitled to use one (1) Personal Necessity day to seek other employment.

ARTICLE 14
PAYROLL DEDUCTIONS FOR ASSOCIATION DUES

14.1 The Association has the sole and exclusive right for payroll deduction of membership dues.

14.2 The District shall deduct from the pay of Association members and pay to the Association the normal and regular monthly Association membership dues, as voluntarily authorized in writing, subject to the following conditions:

14.2.1 Such deduction shall be made only upon submission of the Association form to the designated representative of the District, duly completed and executed by the employee.

14.2.2 Any new or discontinued deductions pursuant to the term of this Article must be received by the 10th of the month to be effective for that month.

ARTICLE 15

DISCIPLINE

15.1 Discipline. A permanent unit member may be subject to disciplinary action by the Governing Board for cause upon recommendation by the Superintendent or designee.

Disciplinary action is defined as dismissal, demotion or suspension without pay in excess of three (3) days. The District may suspend a unit member without pay for two (2) or fewer days without compliance with the provisions of this Article. This Article does not apply to the suspension of a unit member for three (3) or fewer days without pay. This Article applies only to permanent unit members and not to probationary unit members. The District may discipline probationary unit members at any time without cause or hearing.

15.2 Cause. A unit member may be subject to disciplinary action for cause. Causes for disciplinary action include but are not limited to the following:

- (a) Incompetence or inefficiency in the performance of the duties of his/her position.
- (b) Insubordination, including but not limited to, refusal to do assigned work or refusal to follow directives of the Superintendent or the unit member's supervisor.
- (c) Negligence in the performance of duty or in the care or use of property.
- (d) Discourteous, offensive, or abusive conduct or language toward public arising out of acts or omissions within the scope of employment of the unit member or toward unit members or pupils.
- (e) Dishonesty.
- (f) Drinking alcoholic beverages on the job or reporting for work while under the influence of intoxicating liquor.
- (g) Addiction to or use of any drugs or narcotics or any drug or narcotic offense as defined in Education Code section 44011 or possession of drug paraphernalia.
- (h) Conviction of any crime involving moral turpitude.
- (i) Arrest or any violation for a sex offense as defined in Education Code section 44010.

- (j) Repeated and unexcused absence or tardiness.
- (k) Abuse or illness leave privileges.
- (l) Falsifying any information supplied to the District including, but not limited to, information supplied on application forms, employment records or any other office records.
- (m) Offering of anything of value or offering any service in exchange for special treatment in connection with the unit member's job or employment or the accepting of anything of value or any service in exchange for granting special treatment to another unit member or to any member of the public.
- (n) Violation of the Education Code, Board policy or rules of the District or their representation.
- (o) Unauthorized entry, copying, possession, use of viewing of personnel or confidential files, documents or information.
- (p) Violation of the District's sexual harassment policy.
- (q) Conviction of any crime involving moral turpitude or the use, possession, sale or transporting of any illegal, restricted, regulated or controlled substance or drug, including, but not limited to, marijuana or any of its derivative or extracts.

15.3 Abandonment. A unit member shall be deemed to have abandoned his/her position if the unit member fails to show up for work and perform his/her duties for three (3) consecutive work days after the District mails a notice to the unit member which informs the unit member that he/she will be deemed to have resigned from his/her employment with the District unless said unit member returns to work and performs his/her duties within five (5) work days from the date the letter is mailed. Said letter shall be mailed certified mail, return receipt requested to the last known address of the unit member. The unit member is responsible for providing the District with a correct address. If the unit member fails to show up for work and perform his/her duties within five (5) days after the mailing of said notice, then the unit member shall be conclusively presumed to have abandoned his/her position and shall be deemed to have resigned from his/her employment.

15.4 Limitation of Time. No disciplinary action shall be taken for any cause which arose prior to the unit member becoming permanent, nor for any cause which arose more than two (2) years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such unit member when it could be reasonably assumed that the unit member should have disclosed the facts to the District, or unless such cause was one or two or more causes providing the basis for the disciplinary action or unless such cause was part of a course of conduct extending more than two (2) years back in time.

15.5 Pre-Discipline Meeting. Prior to the issuance of a Discipline Notice, the Superintendent or designee shall meet and discuss the items described in 15.6(a)-(c). The unit member may respond orally or in writing and may be represented. If, thereafter, the superintendent or designee determines to recommend discipline, then the Superintendent or designee shall issue a Discipline Notice as described thereafter.

15.6 Notice. Prior to the imposition of discipline, a notice of proposed disciplinary action shall be written in ordinary and concise language and served in person by registered or certified mail on the unit member. The notice shall indicate:

- (a) The specific acts, omissions, or reasons upon which the disciplinary action is based.
- (b) A statement of the cause or causes for the disciplinary action.
- (c) The specific rule or regulation, if any, of the District or Education Code the unit member is alleged to have violated. Such rule or regulation shall be set forth in said notice.
- (d) The unit member's right to a hearing before the Governing Board of the District.
- (e) The deadline to request a hearing before the Governing Board.
- (f) The date the discipline will be effective.
- (g) A card or paper for the unit member to sign in order to deny the charges and request an appeal.
- (h) Copies of any and all evidence or documents proposed to be used against the unit member.

15.7 Response. The unit member shall have the right to respond in written form to the notice of proposed disciplinary action provided said written response is personally delivered to

the Superintendent or his/her designee at or prior to the hearing, if any is requested. The unit member shall have the right to be represented at all stages of the disciplinary action.

15.8 Request for Hearing. If the unit member requests a hearing, the Superintendent shall schedule the hearing with the Governing Board. At the hearing, the Superintendent, or his/her designee, shall present all the evidence on which the charges are based. The unit member shall have the right to respond either orally or in writing and present any documentary or oral testimony. The Governing Board shall consider the oral and documentary evidence introduced by the unit member and shall determine whether or not the proposed discipline shall be imposed as set forth in the notice of proposed disciplinary action or modified or not imposed. If the Governing Board decides to impose the discipline, it shall, by personal service or by certified mail, return receipt requested, deliver to the unit member a notification of disciplinary action and set forth the date when such disciplinary action shall be effective. If as a result of the hearing the Governing Board does not sustain the charges against the unit member, the unit member shall receive full salary and benefits for the time the unit member was suspended. If the unit member does not request a hearing, the discipline shall be imposed as set for the in the notice of disciplinary action.

15.9 Suspension. Notwithstanding any of the above, the Superintendent has the right to suspend a unit member immediately, with or without pay, pending dismissal provided that all the above procedures are followed as soon as possible after the suspension commences and further provided that if the charges for which the basis of the disciplinary action are not sustained by the Governing Board, the unit member shall receive salary and benefits as determined by the Governing Board for all or any portion of the time the employee was suspended.

15.10 Rights of the Employee. The employee shall be entitled to the following:

- (a) Be represented by counsel or any other person as such hearing;
- (b) Testify under oath;
- (c) Cross-examine all witnesses;
- (d) Present evidence;
- (e) Argue the case.

15.11 Evidence. The hearing shall be informal and need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of

serious affairs, regardless of the existence of any common law or statutory rule which might make improper an admission of such evidence over objection in civil actions. Hearsay evidence may be admitted for any purpose, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privileges and of official or judicial notice shall be effective to the same extent as in civil actions. Irrelevant and repetitious evidence shall be excluded. Oral evidence shall be taken only under oath or affirmation.

15.12 Report of Hearings. Hearings may be conducted without stenographic reporter or electronic recording machine unless the employee requests in writing, at least three (3) full business days before the day set for the hearing, that such hearing be reported or recorded and pay the cost or fee for such reporting or recording.

15.13 Transcripts of Hearings. The cost of any transcript shall be borne by the party requesting the transcript. If all parties wish to have transcript, the cost shall be borne equally among the parties.

ARTICLE 16
COMPENSATION

16.1 Salary Schedule

16.1.1 Salary Schedule. The salary schedule will be posted to the District website and will be made available on request.

16.1.2 Step advancement will only occur on July 1, provided the unit member has been employed at least six months prior thereto.

16.2 Insurance

The District's maximum monthly insurance contribution for eligible unit members who qualify for the District insurance coverage, as posted on the District website, based upon the number of hours worked by said unit members is set forth below.

Fewer than four (4) hours per day: No District contribution.

Four (4) or more hours per day: The District's maximum monthly contribution (or CAP) is prorated on an eight (8) hour per day basis.

The District's maximum monthly contribution for full-time (8 hour) employees shall be as follows: medical, dental, vision and life insurance combined – \$541.67 for twelve months for a total of \$6,500.00.

The District will pay up to, but not exceeding, the maximum monthly contributions, then all amounts in excess thereof shall be paid by the unit member, monthly, in advance, by automatic payroll withdrawal, i.e., the District shall deduct from the monthly paychecks for unit members such amounts in excess of each of the above monthly premiums and shall pay said amount to the insurer, broker or other payee as appropriate.

16.3 Automobile Mileage Reimbursement

16.3.1 A unit member who is authorized in advance by the Superintendent or designee to use his/her personal automobile in the performance of duties, shall be reimbursed at the current IRS rate allowed for mileage. To be eligible for such mileage reimbursement, a unit member must follow District approval and claim procedures.

16.4 Payroll Errors

Any payroll errors resulting in insufficient payment for a bargaining unit member shall be corrected, and a supplemental check issued, as soon as practicable after the unit member provides notice to the District.

16.5 Stipends

16.5.1 The District shall provide a separate stipend for the a.m. and p.m. crossing guard assignment in the amount of \$150 per school year. A separate stipend in the amount of \$100 will be paid for outside duty. The stipend will be paid as part of the employee's monthly salary.

16.5.2 Classified employees will have the payment for job related stipends included in their monthly paycheck.

16.6 Tax Sheltered Annuities

Classified employees may participate in the tax-sheltered annuity of their choice with the District providing payroll deduction for this purpose.

16.7 Travel Between Sites

Unit members who are required to work at both sites will be paid \$.50 per working day for mileage to compensate them for travel between the two sites. The mileage payment will be paid in a lump sum at the end of the school year. Unit members shall by the 5th of each month provide to the District a calendar of the days traveled between sites during the prior month in order to receive such compensation. This section 16.7 only applies to work during the regular pupil attendance year and not summer work.

ARTICLE 17
RETIREMENT BENEFITS

17.1 Retiree benefits will be provided to employees who work twelve (12) months per year, eight (8) hours per day and have been in the District for at least ten (10) years. The employee may choose one of the options below.

\$100.00 per month for 72 months or
\$120.00 per month for 60 months or
\$150.00 per month for 48 months or
\$200.00 per month for 36 months or
\$300.00 per month for 24 months or
\$600.00 per month for 12 months

ARTICLE 18
LEAVES

18.1 Sick Leave

18.1.1 Employees employed five (5) days a week for a fiscal year of service (12 months) shall be entitled to twelve (12) days of absence for illness or injury with full pay.

Employees employed for less than five (5) days a week and/or less than a full fiscal year are entitled to sick leave as follows:

- (a) An employee employed five (5) days a week, who is employed for less than a full fiscal year, is entitled to that proportion of twelve (12) days leave of absence for illness or injury as the number she/he is employed bears to twelve (12).
- (b) An employee employed less than five (5) days a week shall be entitled, for a fiscal year of service, to that proportion of twelve (12) days leave of absence for illness or injury as the number of days she/he is employed per week bears to five (5). When such persons are employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.

18.1.2 Credit for leave need not be accrued prior to taking such leave. However, newly employed employees shall not be eligible to take more than six (6) days of the proportionate amount to which entitled until after completion of six months of active District service.

18.1.3 Unit member may accumulate unused sick leave without limitation.

18.1.4 Unit members shall notify their immediate supervisor in advance of taking any sick leave and in advance of returning to work.

18.1.5 Unit members returning to work after surgery, serious illness or injury, or absence of three (3) or more consecutive school days may, at the request of the District, be required to provide a written doctor's release certifying medical permission to return to work, which verifies the absence.

18.1.6 When a unit member is absent from duties on account of illness or accident for a period of (5) months or less, the amount deducted from the salary due to the unit member for any month in which the absence occurs shall be equal to the substitute rate of pay as established by the District whether or not a substitute is actually employed.

18.1.7 Employees working fewer than eight (8) hours per day shall schedule medical and dental appointments during non-working hours whenever possible.

18.1.8 Sick leave shall be used in half-hour minimum increments.

18.2 Bereavement Leave

18.2.1 A unit member shall be entitled to a maximum of five (5) days leave of absence without loss of salary for the death of any member of his/her immediate family.

18.2.2 Member of the "immediate family" is defined as the parent, sibling, grandparent, or grandchild of the unit member or of the spouse of the unit member, and the spouse, son, son-in-law, stepchild, daughter, daughter-in-law, brother, or sister of the unit member, or any relative living in the immediate household of the unit member.

18.3 Jury Duty

18.3.1 A unit member is entitled to a leave to serve jury duty. A unit member shall receive his/her regular pay less any amount received for jury fees, exclusive of allowed mileage, parking, or meal expense reimbursement.

18.3.2 A unit member who serves a full day of jury duty (six hours or more) is not required to, but may, report to work on that day (or evening, in case of evening shift unit members.) If a unit member serves less than a full day of jury duty (less than six hours), the unit member shall report to work for an amount of time equal to the balance of the shift. Unless it is impractical to do so, a unit member is expected to report to work prior to jury duty.

18.4 Industrial Accident and Illness Leaves (Workers Compensation)

18.4.1 Unit members shall be eligible for leave of industrial accident or illness as is allowable under workers compensation law of the state. Allowable leave shall be for not more than sixty (60) service days in any one (1) fiscal year for the same accident and shall commence the first (1st) day of absence.

18.4.2 Leave of absence under this provision shall not be accumulated from year to year. When the Industrial Accident or Illness Leave overlaps into the next fiscal year, the unit

member shall be entitled to only the amount of unused leave due him/her for the same illness or injury.

18.4.3 Unit members shall be paid such portion of the salary due them for any month in which absence occurs as, when added to the temporary disability indemnity under the California Labor Code, will result in payment to them of not more than their full salary.

18.4.4 Leave of absence applied for under this provision shall be reduced by one (1) day for each day of authorized absence, regardless of a temporary disability indemnity award to the unit member.

18.4.5 Industrial Illness and Accident Leave (Workers Compensation) is to be used in lieu of Sick Leave. When entitlement to Industrial Illness and Accident Leave has been exhausted entitlement to Sick Leave shall then be used. If a unit member is receiving a temporary disability indemnity, the unit member shall be entitled to utilize only so much of his/her accumulated Sick Leave and vacation leave which, when added to his/her temporary disability indemnity, will result in a payment to him/her of not more than his/her salary. During any paid leave of absence, the unit member shall endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness. The District in turn shall issue the appropriate salary warrants for payment of salary and shall deduct normal retirement and other authorized deductions.

18.4.6 Unless travel outside of California is authorized by the Governing Board, unit members receiving benefits under this provision during a period of illness or injury shall remain in the State of California. This provision does not apply in the case of approved medical treatment.

18.4.7 The District may require, from time to time, a written statement from the unit member's physician verifying the unit member's absence under this leave and his/her ability to return to work, or verifying the continued illness or inability to work due to accident. The District may require a written statement from the unit member's physician certifying medical permission to return to service at the end of this leave.

18.5 Personal Necessity Leave.

18.5.1 Unit members may use a maximum of seven (7) days of accumulated sick leave in any school year for personal necessity leave for the following purposes:

- (a) Death of a member of the immediate family when additional leave is required beyond that provided under Bereavement Leave. One (1) day of personal necessity leave may be used each school year to attend the funeral of a close personal friend.
- (b) Accident involving the person or property of the unit member, or the person or property of a member of the immediate family.
- (c) Appearance in court or before any administrative tribunal as litigant, part, or witness under subpoena or any order made with jurisdiction.
- (d) Upon prior approval of the Superintendent or designee, other personal emergencies which cannot reasonably be expected to be disregarded by the unit member and which necessitate his/her immediate personal attention during assigned duty hours.

18.5.2 For the purposes of this section, "member of the immediate family" shall be defined as in the Bereavement Leave section herein.

18.6 Personal Leave.

Unit members are eligible for a maximum of three (3) days of paid personal leave per school year, subject to the following conditions:

- (a) Such leave is for compelling personal reasons not met by other leave provisions and which cannot be taken care of outside working hours.
- (b) Such leave is contingent upon the immediate supervisor determining that the employee can be spared from duty and that all conditions of the leave have been met.
- (c) At least forty-eight (48) hours' advance notice prior to the leave must be provided, unless this provision is waived by the immediate supervisor.
- (d) Such leave shall be charged to accumulated sick leave.
- (e) A maximum of two (2) days of unused paid personal leave may be carried forward from the prior year to the next year for an allowable maximum of five (5) days of paid personal leave.

18.7 Pregnancy Disability Leave

18.7.1 Any unit member may utilize the accumulated sick leave for the purpose of a disability related to pregnancy, miscarriage, childbirth, and the recovery there from. The length of such leave, including the date on which the leave shall commence and the date on which the unit member shall resume duties, shall be determined by the unit member and the unit member's physician; provided that such a verification clearly demonstrates to the District such leave is for disability and is not just for purposes of child care or any purposes other than pregnancy-related disability. Such pregnancy-disability leave with pay shall be granted and administered in the same manner as other temporary disability for illness or injury.

18.8 Family Care and Medical Leave

18.8.1 A unit member may use up to one half of the annual amount of sick leave awarded to that employee to care for a spouse, parent or child of the unit member when said spouse, parent or child cannot care for himself or herself due to illness or injury, medical appointments, or recovery from surgery provided no other option for care is available for said parent, spouse or child. Said days of leave are not accumulative. The unit member shall certify in writing that no other option for care is available when using this leave.

18.8.2 Unit members are entitled to unpaid family and medical leave pursuant to applicable Federal and State legislation.

18.9 Absence Notification and Completion of Absence Affidavits

Except as otherwise provided herein, unit members shall notify their immediate supervisor as far in advance as possible of taking any of the above leaves. The unit member shall also notify the supervisor as far in advance as possible of returning to work from any leave. If possible the unit member shall complete the District Absence Affidavit prior to taking any leave of absence. If this is not possible then the unit member shall complete the Absence Affidavit form upon returning to work.

18.10 Catastrophic Sick Leave Bank

The Association and the District will establish a catastrophic sick leave bank with the following provision:

18.10.1 Definition. Catastrophic illness or injury is defined as an illness or injury that is expected to incapacitate a unit member or a member of their immediate family (as defined in 18.2.2) for at least ten (10) working days beyond the exhaustion of accumulated sick leave.

18.10.2 Membership and Contributions. Bargaining unit members may voluntarily become members of the bank by making a contribution of accrued sick leave under the following conditions:

- (a) Contributions are made in writing.
- (b) Contributions are irrevocable once a unit member has become a member of the bank.
- (c) Contributions may be made only from a unit member's accrued sick leave and shall be deducted from said leave balance at the time of the donation.
- (d) The open enrollment period is between September 1 and September 30 of any given year, except for unit members returning from leave who may contribute to the bank within ten (10) calendar days of reemployment. Membership after the open enrollment period is subject to committee approval. Continuance contributions for the succeeding years will be determined by the Association, not to exceed six (6) hours per year.
- (e) The contribution in the first year of membership is six hours. Members may continue membership in succeeding years by contributing four (4) hours if the Association deems it necessary.
- (f) Unit members who are approved for membership to join the Catastrophic Leave Bank after the open enrollment period have a waiting period of fifteen (15) business days prior to accessing the bank.
- (g) The contribution, on the appropriate form, shall be authorized by the unit member and continued from year to year until canceled, in writing, by the unit member.

18.10.3 Committee. The Catastrophic Sick Leave Bank Committee, composed of three Association members shall be responsible for considering requests for members for grants of catastrophic sick leave. The committee shall notify the District Office in writing of its decision. All matters before the committee shall be kept confidential.

18.10.4 Grants. The committee may grant approval of a catastrophic sick leave grant to a unit member under the following conditions:

- (a) The unit member is a member of the bank and submits a request in writing.
- (b) The unit member has exhausted all accumulated sick leave as verified by the District Office.
- (c) The unit member's illness or injury conforms to the definition of catastrophic illness or injury set forth in this section and the individual's condition is verified by a physicians' written statement.
- (d) A maximum of three grants of up to thirty (30) hours each may be permitted for one individual per school year.
- (e) Requests will be considered and acted upon on a first-come, first-served basis.

18.10.5 The District shall deduct the required hours from the bank for every hour used by a member.

18.10.6 If the bank is exhausted, the Committee will solicit additional contributions on a voluntary basis.

18.10.7 The bank shall carry its balance from year to year.

18.11 Fit for Duty Examination. The District may require a unit member at any time to participate in a fit for duty examination conducted by a licensed medical doctor designated by the District in order to determine whether or not the employee is fit to work in the position in which the employee is employed by the District. The District shall pay all costs associated with said examination. The employee shall receive regular pay or overtime pay, as applicable, as well as travel and related expenses for participation in such examination.

18.12 Written Statement. Commencing on the third working day of absence, the District may require, from time to time, a written statement from the unit member's medical doctor verifying the unit member's leave of absence and his/her ability or inability to return to work or verifying the continued illness or injury of a unit member in order that the unit member may receive the benefits provided in this Article 18.

ARTICLE 19
CONCERTED ACTIVITIES

19.1 It is agreed and understood that there will be no strike, work stoppage, slow-down, picketing or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operation of the District by the Association or by its officers, agents, or members during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity.

ARTICLE 20
COMPLETION OF MEETING AND NEGOTIATING

20.1 During the term of this Agreement, the Association and the District may by mutual agreement meet and negotiate concerning any issues within the scope of representation.

ARTICLE 21
SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____
day of _____, 2016.

For the District

For the Association

Dated: October ____, 2016

ATTACHMENT 1
POSITIONS WITHIN THE REPRESENTATION UNIT

Bus Driver
Lead Bus Driver
Custodian
Maintenance Worker
Maintenance Supervisor
Health Clerk
Teacher Assistant
Teacher Assistant/LVN
Resource Specialist Assistant
Library Clerk
Library Media Specialist
Vocal Music Aide
Computer Technician
Daycare Worker
Lead Daycare Worker
Food Service Worker
Lead Food Service Worker I
Lead Food Service Worker II

April 12, 2016

To: Governing Board Members

Subject: Board Agenda Item # 6.1 5-Year Deferred Maintenance Plan

Discussion

Background Information: The district has been working on developing a 5 Year Maintenance Plan this year. The document includes a list of needed work and an estimate of the cost. District maintenance staff has prioritized the needed work.

Public Comment

Board Discussion

Enclosures: Draft list of needed maintenance

Fiscal Impact: Significant

Mount Shasta Union School District

		Estimated Cost	Notes
MOUNT SHASTA ELEMENTARY			
1. Install concrete curb and walking path around/to playground		\$11,776.39	1. Aztec Construction
		\$6,219.00	Timberworks
2. Repair threshold at MSE entrance		\$2,291	2. Hanes Flooring
3. Apply nonslip flooring to main building restrooms		\$4786 X 2	3. Hanes Flooring
4. Replace siding and vent covers, portables		\$5,792.17	4. Aztec Construction: 1 side each
		\$6,219.00	Timberworks
5. Ice dam solution, front of school at large K classroom		\$1,883	5. Timberworks
6. Install fencing behind portable		\$2,897.74	6. Basic Fencing
7. Replace Trim, Main Building		\$4,566.66	7. Aztec Construction
		\$7,698.00	Timberworks
8. Replace cafeteria siding		\$24,377.53	8. Aztec Construction
		\$4,107.00	Timberworks
9. Replace flooring in classrooms		\$5147 X 8	9. Hanes Flooring
10. Install vapor barrier on dirt floor under the school		\$5,351.93	10. Aztec Construction
		\$23,845.00	Timberworks
11. Replace boiler		\$111,198.00	11. IES, Indoor Environmental Services (161,198-50,000 Prop 39 \$)
Install video camera at SE corner		\$2,866	Add analog cameras
		\$12,115	Replace all cameras with digital cameras
OTHER UNPRIORITIZED			
Remove storage container		No Cost	Black Butte Towing
Flooring in Office		\$3,111	Hanes Flooring
Flooring in Nurse Area		1,885.00	Hanes Flooring
Flooring in Quiet Room		\$573	Hanes Flooring
Perimeter of Playground asphalt erosion solution		\$14,029.00	Timberworks
Bring water service to Bus Barn		\$4,140.00	Timberworks
Replace door to basement		\$5,615.00	Timberworks
Install playground frost free drinking fountain		\$10,296.00	Timberworks
Repair stucco and gable at entrance		\$6,452	Timberworks

SISSON SCHOOL					
0. Roof Transition Leak Repair				0. ARK Roofing	
1. Replaced warped gym battens				\$2,372.56 1. Aztec Construction	
2. Paint exterior Gym				\$49,220 2. Bob Reed	
3. Wet rot, cafeteria door area				\$2,327.96 3. Aztec Construction	
4. Paint Exterior Junior High Wing				\$14,380 4. Bob Reed	
5. Facia/gutter repair at cafeteria				5. Aztec Construction	
6. Shop, cement block repair				\$4,342.07 6. Aztec Construction	
7. Repair/replace asphalt in bus lane				\$3,580.00 7. Buzy Bee, crack fill slurry coat	
				\$28,350.00 Buzy Bee, overlayment	
OTHER UNPRIORITIZED					
Rewire communications: bells, clocks, alarms				\$57,721.53 World Telecom	
Cap supply lines in boiler room				Completed	
Replace roof, junior high wing				\$170,000 Timberworks: future concern, beyond 5 years	
Repair all asphalt				\$14,635.00 Buzy Bee	
Overlay and restripe all asphalt				\$63,410.00 Buzy Bee	

April 12, 2016

To: Governing Board Members

Subject: Board Agenda Item # 6.2 Board members to participate in 8th Grade Graduation

Discussion

Background Information: Traditionally, two board members volunteer to hand out diplomas at graduation which will be Thursday, June 9.

Public Comment

Board Discussion

Enclosures: None

Fiscal Impact: None

Mount Shasta Union School District

April 12, 2016

To: Governing Board Members

Subject: Board Agenda Item # 6.3 Increases to Developers' Fees

Discussion

Background Information: The State Allocation Board raises Developers' Fees every two years, and school districts have to be charging the current Developers' Fees in order to be eligible for modernization or other state facilities funds.

Residential rates were recently increased from \$3.36 to \$3.48 and commercial rates were increased from \$.54 to \$.56; MSUSD collects 60% of this fee and the SUHSD collects 40%.

Public Comment

Board Discussion

Enclosures: Developer Fee Justification Study Available at the District Office

Fiscal Impact: Generates revenue toward facilities

Mount Shasta Union School District

April 12, 2016

To: Governing Board Members

Subject: Board Agenda Item # 6.4 Nursing Days for 2016-2017

Discussion

Background Information: We have had requests this year to consider adding nursing days within the LCAP. We have health related needs within our schools, and contracting for additional nursing days could support Low Income, English Learner and Foster Youth students with health-related needs within the district.

Public Comment

Board Discussion

Enclosures: none

Fiscal Impact: About \$9000 for 18 days, \$18,000 for 36 days during the year (about \$450 per day)

Mount Shasta Union School District

April 12, 2016

To: Governing Board Members

Subject: Board Agenda Item # 6.5 Shoes for Crews, nonslip footwear Workers' Comp Program

Discussion

Background Information: For the past few years our Workers' Comp provider, Keenan, has requested that districts participate in a "Shoes for Crews" program to promote non-slip, safe footwear in the workplace. Slips, trips, and falls are a major contributor of workplace injuries. Some districts have agreed to pay a specific amount for each employee toward the purchase of non-slip, safe "Shoes for Crews".

Keenan has recently closed out some claim years and rebated some funds that had been set aside for outstanding claims during those years. MSUSD will receive approximately \$5000.

If the district commits this rebate toward the shoe program, we can contribute about \$67 for each employee toward the purchase of non-slip, safe shoes.

Public Comment

Board Discussion

Enclosures: None

Fiscal Impact: \$5000 offset by Keenan Rebate

Mount Shasta Union School District

April 12, 2016

To: Governing Board Members

Subject: Board Agenda Item # 6.6 Expanded Transitional Kindergarten

Discussion

Background Information: Trustee Schwartz asked Principal Rizzo to do a presentation and include this topic be a discussion item at the April meeting.

Under recently clarified education policy, districts can choose to serve more students by expanding their TK programs to enroll 4 year olds at the start of the school year, even if they turn 5 after the December 2 cutoff date.

Public Comment

Board Discussion

Enclosures: None

Fiscal Impact: Unknown

Mount Shasta Union School District

April 12, 2016

To: Governing Board Members

Subject: Board Agenda Item # 7.0 Reports through 9.0 Adjournment

Information Items

- 7.1 Certificated Staff
- 7.2 MSETA
- 7.3 Classified Staff
- 7.4 CSEA
- 7.5 Principal's Report: Mrs. Rizzo
- 7.6 Principal's Report: Mr. Riccomini
- 7.7 Superintendent's Report: Mrs. Emerson

8.0 Board Comments

9.0 Adjournment

Time: _____

Mount Shasta Union School District

Mt Shasta Elementary School

4/6/2016

Page 1

Enrollment by Grade and Teacher

2015-2016

Teacher	TK		K		1		2		3		ALL Grades	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
004 Marconi K2	1	1	-	-	-	-	-	-	-	-	1	1
919 Stremel-Garcia K3	-	1	-	-	-	-	-	-	-	-	-	1
016 Turnham-Reginato K1	1	1	-	-	-	-	-	-	-	-	1	1
004 Marconi K2	-	-	11	7	18	-	-	-	-	-	11	7
919 Stremel-Garcia K3	-	-	11	8	19	-	-	-	-	-	11	8
016 Turnham-Reginato K1	-	-	11	7	18	-	-	-	-	-	11	7
917 Beggs 1C	-	-	-	-	10	12	22	-	-	-	10	12
008 Johnson 1A	-	-	-	-	12	11	23	-	-	-	12	11
911 Riccomini 1B	-	-	-	-	15	9	24	-	-	-	15	9
915 Hanon, G 3A	-	-	-	-	-	-	-	1	-	-	1	-
022 Hanon, K 2-3	-	-	-	-	-	-	-	7	5	12	7	5
006 Stokes 2A	-	-	-	-	-	-	-	13	9	22	13	9
018 Wolmar 2B	-	-	-	-	-	-	-	15	9	24	15	9
915 Hanon, G 3A	-	-	-	-	-	-	-	-	-	-	12	9
022 Hanon, K 2-3	-	-	-	-	-	-	-	-	-	-	6	3
910 Miller 3B	-	-	-	-	-	-	-	-	-	-	14	9
School Total:	2	3	5	33	22	55	37	32	69	36	23	59
											32	21
											140	101
											241	241

Sisson School

4/6/2016

2015-2016

Enrollment by Grade and Teacher

Page 1

Teacher	----- 3 -----			----- 4 -----			----- 5 -----			----- 6 -----			----- 7 -----			----- 8 -----			----- ALL Grades -----																							
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total																					
913 Tinsman SVS	7	6	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	6	13																					
002 Causey 4A	-	-	-	13	10	23	-	-	-	-	-	-	-	-	-	-	-	-	13	10	23																					
031 Collord 4B	-	-	-	11	11	22	-	-	-	-	-	-	-	-	-	-	-	-	11	11	22																					
913 Tinsman SVS	-	-	-	3	6	9	-	-	-	-	-	-	-	-	-	-	-	-	3	6	9																					
007 Hansen-Pigoni 5A	-	-	-	-	-	-	13	11	24	-	-	-	-	-	-	-	-	-	13	11	24																					
030 May SVS	-	-	-	-	-	-	7	7	14	-	-	-	-	-	-	-	-	-	7	7	14																					
026 Reinig 5b	-	-	-	-	-	-	12	10	22	-	-	-	-	-	-	-	-	-	12	10	22																					
911 Hoskins IS	-	-	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	1	-	1																					
909 Keiner 6B	-	-	-	-	-	-	-	-	-	15	11	26	-	-	-	-	-	-	15	11	26																					
910 Laub 6A	-	-	-	-	-	-	-	-	-	10	13	23	-	-	-	-	-	-	10	13	23																					
030 May SVS	-	-	-	-	-	-	-	-	-	2	4	6	-	-	-	-	-	-	2	4	6																					
020 Savarese 7A	-	-	-	-	-	-	-	-	-	-	-	-	19	11	30	-	-	-	19	11	30																					
021 Schmidt 7B	-	-	-	-	-	-	-	-	-	-	-	-	18	13	31	-	-	-	18	13	31																					
005 Fleischman 8B	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	13	24	13	24																					
911 Hoskins IS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	2	3	1	2	3																					
009 Huhtala 8A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	12	24	12	12	24																					
School Total:																						7	6	13	27	27	54	32	28	60	28	28	56	37	24	61	24	27	51	155	140	295