

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 August 11, 2015; 7:00 p.m. Education Center: Public Meeting

Agenda and Order of Business

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 Evaluation of Performance (GC 54957): Superintendent

Public Agenda – 7:00 p.m.

2.0 Welcome/Roll Call/Pledge 3

- 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 August 11, 2015 Regular Board Meeting
- 2.3 Monthly Finance Report to Date: 4-5

| Revenue | Expenditures | Disposition |
|----------------|----------------|---------------|
| \$4,231,306.12 | \$4,511,309.90 | -\$236,747.05 |

3.0 Public Comment: At this time we would like to invite and welcome persons wishing to address the Board on any items on 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 the Agenda

| | | |
|-------------|--|------------|
| 5.0 | Consent Agenda | 7 |
| 5.1 | Approve Minutes from the June 23, 2015 Regular Meeting | 8-11 |
| 5.2 | Approve Fund Transfers, Budget Transfers and Warrants: \$130,313.30 + \$37,897.73 + \$28,545.15 + \$77,697.71 = \$ 274,453.89 | 12-30 |
| 5.3 | Approve Agreement with SUHSD for Home to School Transportation for the 2015-2016 School Year | 31-33 |
| 5.4 | Approve Food Service Agreement with Mount Shasta Union School District and Siskiyou Union High School District | 34-35 |
| 5.5 | Approve Food Service Agreement with Mount Shasta Union School District and Weed Union Elementary School District | 36-38 |
| 5.6 | Approve Quarterly Report on Williams Uniform Complaints—July 2015 | 39 |
| 5.7 | Approve Certification that the Principals and Superintendent are Competent in Instructional Methodology and Evaluation Pertinent to the Personnel They Evaluate | 40 |
| 5.8 | Approve Resolution 15-16-01 to Establish Temporary Interfund Transfers of Special or Restricted Fund Moneys | 41 |
| 5.9 | Approve Increase in Cost for Full Price Meals from \$2.35 to \$2.50 for a student lunch, from \$3.50 to \$4.00 for an adult lunch, from \$1.00 to \$1.50 for a student breakfast, from \$1.50 to \$2.00 for an adult breakfast, and from \$.35 to \$.40 for milk effective August 24, 2015 | |
| 5.10 | Accept Donation of \$3,500 from Snow Creek Studios towards the purchase of Chromebooks | |
| 5.11 | Accept Donation of \$2,000 from Alistair and Carol Mowat towards the purchase of Computers | |
| 6.0 | Discussion Items | |
| 6.1 | BB 9124 Attorney and BB 9200 Limits of Board Member Authority | 42-48 |
| 6.2 | 2015-2016 LCAP | 49-73 |
| 6.3 | 45 Day Budget Revision | 74-75 |
| 7.0 | Action Items | |
| 7.1 | Approve Revised Governance Handbook | 76-105 |
| 7.2 | Approve Increase to Remi Vista Counseling Contract | 106 |
| 8.0 | Reports | 107 |
| 8.1 | Certificated Staff | |
| 8.2 | MSETA | |
| 8.3 | Classified Staff | |
| 8.4 | CSEA | |
| 8.5 | Principal's Report: Mrs. Rizzo | |
| 8.6 | Principal's Report: Mr. Riccomini | |
| 8.7 | Superintendent's Report: Mrs. Emerson | |
| 9.0 | Board Comments | |
| 10.0 | Adjournment | |

August 11, 2015

To: Governing Board Members

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 August 11, 2015 Regular Board Meeting
- 2.3 Monthly Finance Report to Date:

| Revenue | Expenditures | Disposition |
|----------------|----------------|---------------|
| \$4,231,306.12 | \$4,511,309.90 | -\$236,747.05 |

FUND: 01 GENERAL FUND

| OBJECT NUMBER | DESCRIPTION | ADOPTED BUDGET | BUDGET ADJUSTMENTS | CURRENT BUDGET | INCOME/ EXPENSE | BUDGET BALANCE | BUDGET % USED |
|-------------------------------|-------------------------|-------------------|-----------------------|-------------------|--------------------|-------------------|------------------|
| REVENUE DETAIL | | | | | | | |
| | REVENUE LIMIT SOURCES : | 3,378,931.00 | 131,852.00 | 3,510,783.00 | 3,360,845.31 | 149,937.69 | 95.72 |
| | FEDERAL REVENUES : | 338,535.00 | 21,900.27 | 360,435.27 | 364,711.27 | 4,276.00- | 101.18 |
| | OTHER STATE REVENUES : | 141,224.00 | 41,169.58 | 182,393.58 | 162,831.57 | 19,562.01 | 89.27 |
| | OTHER LOCAL REVENUES : | 296,008.86 | 20,194.64- | 275,814.22 | 342,917.97 | 67,103.75- | 124.32 |
| * TOTAL YEAR TO DATE REVENUES | | 4,154,698.86 * | 174,727.21 * | 4,329,426.07 * | 4,231,306.12 * | 98,119.95 * | 97.73 |

EXPENDITURE DETAIL

| | | | | | | |
|-----------------------------------|----------------|--------------|----------------|----------------|-------------|---------|
| CERTIFICATED SALARIES : | 1,954,760.00 | 19,726.95 | 1,974,486.95 | 2,060,259.99 | 85,773.04- | 104.34 |
| CLASSIFIED SALARIES : | 762,768.25 | 8,977.06 | 771,745.31 | 794,108.79 | 22,363.48- | 102.89 |
| EMPLOYEE BENEFITS : | 826,646.37 | 4,484.76 | 831,131.13 | 802,192.60 | 28,738.53 | 96.54 |
| BOOKS AND SUPPLIES : | 163,991.55 | 27,259.12 | 191,250.67 | 216,801.85 | 25,551.18- | 113.36 |
| SERVICES, OTHER OPER. EXPENSE: | 527,538.42 | 7,034.00 | 534,572.42 | 526,847.95 | 7,724.47 | 98.55 |
| CAPITAL OUTLAY : | 53,137.00 | 53,137.00 | 106,274.00 | 106,274.00 | .00 | 100.00 |
| OTHER OUTGOING : | 103,854.00 | 9,349.00 | 113,203.00 | 4,624.72 | 108,578.28 | 4.08 |
| DIRECT SUPPORT/INDIRECT COSTS: | .00 | .00 | .00 | .00 | .00 | NO BDGT |
| * TOTAL YEAR TO DATE EXPENDITURES | 4,392,695.59 * | 129,967.89 * | 4,522,663.48 * | 4,511,309.90 * | 11,353.58 * | 99.74 |

OTHER FINANCING SOURCES (USES)

| | | | | | | |
|--------------------------------------|-------------|-------------|-------------|-------------|------------|---------|
| INTERFUND TRANSFERS - IN : | 79,320.00 | 5,063.00- | 74,257.00 | 68,256.73 | 6,000.27 | 91.91 |
| INTERFUND TRANSFERS - OUT : | 15,000.00- | 10,000.00- | 25,000.00- | 25,000.00- | .00 | 100.00 |
| CONTRIB.- RESTRICTED PROGRAMS: | .00 | .00 | .00 | .00 | .00 | NO BDGT |
| * TOTAL YEAR TO DATE OTHER FINANCING | 64,320.00 * | 15,063.00-* | 49,257.00 * | 43,256.73 * | 6,000.27 * | 87.81 |

Cash Balance \$865,540.34

FUND: 01 GENERAL FUND

| OBJECT NUMBER | DESCRIPTION | BEGINNING BALANCE | YEAR TO DATE ACTIVITY | ENDING BALANCE |
|----------------------------------|--------------------------------|----------------------|--------------------------|-------------------|
| ASSETS AND LIABILITIES : | | | | |
| FUND RECONCILIATION | | | | |
| 9110 | CASH IN COUNTY TREASURY | 907,142.94 | 41,602.60- | 865,540.34 |
| 9120 | CASH IN BANK | 8,378.65 | .00 | 8,378.65 |
| 9130 | REVOLVING CASH ACCOUNT | 1,500.00 | .00 | 1,500.00 |
| 9150 | INVESTMENTS | 5,915.62 | 14.46 | 5,930.08 |
| 9208 | A/R SETUP EVEN YEARS | 113,428.79 | 113,428.79- | .00 |
| 9209 | A/R SET-UP ODD YEARS | 482,799.61 | 355,433.85- | 127,365.76 |
| 9210 | A/R POST | 7,776.17 | 7,565.48- | 7,565.48- |
| 9310 | DUE FROM OTHER FUNDS | | 7,776.15- | .02 |
| 9330 | PREPAID EXPENDITURES | | 36,472.87 | 36,472.87 |
| 9502 | ACT. PAYABLE SETUP - EVEN YEAR | 126,527.50- | 126,527.50 | .00 |
| 9508 | USE TAX LIABILITY | 2,665.38 | 409.53- | 2,255.85 |
| 9509 | ACCOUNTS PAYABLE SET UP-ODD YR | 99,967.88- | 64,471.47 | 35,496.41- |
| 9511 | STRS PASS THROUGH | 41.28- | .00 | 41.28- |
| 9514 | H & W PASS THROUGH | | 3,240.19- | 3,240.19- |
| 9556 | MISC DISTRICT VOL-DEDS | 425.06- | .00 | 425.06- |
| 9610 | DUE TO OTHER FUNDS | 59,956.05- | 59,956.05 | .00 |
| 9650 | DEFERRED REVENUE | 5,267.19- | 5,267.19 | .00 |
| * NET YEAR TO DATE FUND BALANCE | | 1,237,422.20 * | 236,747.05- | 1,000,675.15 * |
| 9791 | FUND BAL-BEGINNING BALANCE | 1,237,422.20- | .00 | 1,237,422.20- |
| * EXCESS REVENUES/(EXPENDITURES) | | .00 * | 236,747.05- | 236,747.05- |

| OBJECT NUMBER | DESCRIPTION | ADOPTED BUDGET | BUDGET ADJUSTMENTS | CURRENT BUDGET | INCOME/ EXPENSE | BUDGET BALANCE | BUDGET % USED |
|---|----------------------------------|-------------------|-----------------------|-------------------|--------------------|-------------------|------------------|
| REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE | | | | | | | |
| A. | REVENUES | 4,154,698.86 | 174,727.21 | 4,329,426.07 | 4,231,306.12 | 98,119.95 | 97.73 |
| B. | EXPENDITURES | 4,392,695.59 | 129,967.89 | 4,522,663.48 | 4,511,309.90 | 11,353.58 | 99.74 |
| C. | EXCESS REVENUES (EXPENDITURES) | 237,996.73- | 44,759.32 | 193,237.41- | 280,003.78- | 86,766.37 | 144.90 |
| D. | OTHER FINANCING SOURCES (USES) | 64,320.00 | 15,063.00- | 49,257.00 | 43,256.73 | 6,000.27 | 87.81 |
| E. | NET CHANGE IN FUND BALANCE | 173,676.73- | 29,696.32 | 143,980.41- | 236,747.05- | 92,766.64 | 164.43 |
| F. FUND BALANCE : | | | | | | | |
| | BEGINNING BALANCE (9791) | 1,237,422.20 | .00 | 1,237,422.20 | 1,237,422.20 | .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 | 1,237,422.20 | .00 | 1,237,422.20 | 1,237,422.20 | .00 | 100.00 |
| G. | ENDING BALANCE | 1,063,745.47 | 29,696.32 | 1,093,441.79 | 1,000,675.15 | 92,766.64 | 91.51 |

August 11, 2015

To: Governing Board Members

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

August 11, 2015

To: Governing Board Members

Subject: Board Agenda Item # 5.0 Consent Items

- 5.1 Approve Minutes from the June 23, 2015 Regular Meeting
- 5.2 Approve Fund Transfers, Budget Transfers and Warrants: $\$130,313.30 + \$37,897.73 + \$28,545.15 + \$77,697.71 = \$274,453.89$
- 5.3 Approve Agreement with SUHSD for Home to School Transportation for the 2015-2016 School Year
- 5.4 Approve Food Service Agreement with Mount Shasta Union School District and Siskiyou Union High School District
- 5.5 Approve Food Service Agreement with Mount Shasta Union School District and Weed Union Elementary School District
- 5.6 Approve Quarterly Report on Williams Uniform Complaints—July 2015
- 5.7 Approve Certification that the Principals and Superintendent are Competent in Instructional Methodology and Evaluation Pertinent to the Personnel They Evaluate
- 5.8 Approve Resolution 15-16-01 to Establish Temporary Interfund Transfers of Special or Restricted Fund Moneys
- 5.9 Approve Increase in Cost for Full Price Meals from \$2.35 to \$2.50 for a student lunch, from \$3.50 to \$4.00 for an adult lunch, from \$1.00 to \$1.50 for a student breakfast, from \$1.50 to \$2.00 for an adult breakfast, and from \$.35 to \$.40 for milk effective August 24, 2015
- 5.10 Accept Donation of \$3,500 from Snow Creek Studios towards the purchase of Chromebooks
- 5.11 Accept Donation of \$2,000 from Alistair and Carol Mowat towards the purchase of Computers

Fiscal Impact: Various

Enclosures: Various documents

Superintendent's Recommendation: Approve

MOUNT SHASTA UNION SCHOOL DISTRICT
Minutes of the Regular Meeting of the Governing Board
Tuesday, June 23, 2015 – 7:00 p.m.
Education Center
595 East Alma Street, Mt. Shasta, CA 96067

DATE:

June 23, 2015

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)
 - Personnel Action Report
 - Appoint .15 Certificated Teacher
 - Employ 1.0 FTE Certificated Teacher
 - Appoint .5 Technology Coordinator
 - Accept Resignation of Certificated Staff Member

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 June 23, 2015 Special Board Meeting – The Board voted unanimously to: appoint Lynda Hardy as .15 certificated teacher, employ Kris Wolmar as 1.0 FTE Certificated Teacher, appoint Julie May as .5 Technology Coordinator, and accept the resignation of certificated staff member, Marni Posl (effective 6/30/15).
- 2.3 Public Hearings
 - 2.3.1 Public Hearing: Public Disclosure of Collective Bargaining Agreement. The hearing opened at 7:02 p.m. There were no comments and the hearing closed at 7:03 p.m.

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 second by Trustee Winston, the Board approved the Agenda with a correction made to item 7.9 to read “2015-2016” instead of “2016-2016”. Motion carried unanimously.

5.0 Consent Agenda:

On a motion by Trustee Cole and a second by Trustee Marrone, the Board approved the Consent Agenda with a correction made to item 6.9 on the June 9, 2015 minutes to read "MSETA" instead of "CSETA" Motion carried unanimously.

- 5.1 Approve Minutes from the June 9, 2015 Regular Meeting
- 5.2 Approve Fund Transfers, Budget Transfers and Warrants: \$68,761.96 +
\$18,986.00 + \$42,060.30 = \$129,808.26
- 5.3 Approve BP 4121 and AR 4261.1 Personnel
- 5.4 Approve Countywide Plan for Expelled Youth
- 5.5 Approve 2015-2016 Consolidated Application
- 5.6 Approve List of Surplus Obsolete Technology Items, Value: \$0

6.0 Discussion Items

- 6.1 BP 4111 Recruitment and Selection - Trustee Marrone requested that this item be added to the agenda to allow discussion on recruiting and hiring practices including advertising and hiring committees. His suggestion is that MSETA would select all representatives for screening and interviewing the applicants when hiring certificated staff. After some discussion a compromise was made, on a trial basis, that one interviewer would be selected by MSETA and one by the district. Superintendent Emerson stated we can try it without changing board policy. Trustee Marrone would also like to look into what the cost would be for a compensation study for all district employees. When hiring teachers he would also like the district to consider a more thorough advertising procedure that would include advertising for wider range of grades (K-4 or K-8) and compile a pool of applicants. When possible, he would like the district to advertise openings for 4 weeks in appropriate local, state, national publications and websites.

7.0 Action Items

- 7.1 Approve Tentative Agreement with MSETA for 2014-2015 and 2015-2016 - On a motion by Trustee Cole and a second by Trustee Ramas the Board approved the Tentative Agreement with MSETA for the 2014-2015 and 2015-2016 school years. Motion carried unanimously.
- 7.2 Approve Tentative Agreement with CSEA Chapter #720 for 2014-2015 and 2015-2016 - On a motion by Trustee Marrone and a second by Trustee Ramas – the Board approved the Tentative Agreement with CSEA Chapter #720 for 2014-2015 and 2015-2016. Motion carried unanimously.
- 7.3 Approve revised 2014-2015 Classified Salary Schedules to reflect a 4% increase – On a motion by Trustee Cole and a second by Trustee Marrone the Board approved the Revised 2014-2015 Classified Salary Schedules to reflect a 4% increase. Motion carried unanimously.
- 7.4 Approve revised 2015-2016 Classified Salary Schedules to reflect a 3% increase - On a motion by Trustee Ramas and a second by Trustee Cole the Board approved the revised 2015-2016 Classified Salary Schedules to reflect a 3% increase. Motion carried unanimously.

- 7.5 Approve Revised 2014-2015 Confidential Management Salary Schedules to reflect a 4% increase - On a motion by Trustee Cole and a second by Trustee Ramas the Board approved the revised 2014-2015 Confidential Management Salary Schedules to reflect a 4% increase. Motion carried unanimously.
- 7.6 Approve Revised 2015-2016 Confidential Management Salary Schedules to reflect a 3% increase - On a motion by Trustee Ramas and a second by Trustee Cole the Board approved the revised 2015-2016 Confidential Management Salary Schedules to reflect a 3% increase. Motion carried unanimously.
- 7.7 Approve Revised Superintendent's Contract for 2014-2015 through 2015-2016 - On a motion by Trustee Cole and a second by Trustee Ramas the Board approved the revised Superintendent's Contract for 2014-2015 through 2015-2016. Motion carried unanimously.
- 7.8 Approve the MSUSD 3 Year Local Control and Accountability Plan - On a motion by Trustee Marrone and a second by Trustee Cole the Board approved the MSUSD 3 Year Local Control and Accountability Plan. Motion carried unanimously.
- 7.9 Approve the MSUSD 2015-2016 Budget and Reserve Funding Commitments - On a motion by Trustee Cole and a second by Trustee Ramas the Board approved the MSUSD 2015-2016 Budget and Reserve Funding Commitments. Motion carried unanimously.
- 7.10 Approve Resolution 14-15-09 describing the Education Protection Account - On a motion by Trustee Winston and a second by Trustee Marrone the Board approved Resolution 14-15-09 describing the Education Protection Account. Motion carried unanimously.
- 7.11 Approve BP 3100.1 Fund Balance for the General Fund- GASB 54 - On a motion by Trustee Cole and a second by Trustee Ramas the Board approved BP 3100.1 Fund Balance for the General Fund – GASB 54. Motion carried unanimously.
- 7.12 Approve Resolution 14-15-08 for Fund Balance Classifications in Accordance with GASB 54 - On a motion by Trustee Ramas and a second by Trustee Marrone the Board approved Resolution 14-15-08 for Fund Balance Classification in accordance with GASB 54.

8.0 Reports

- 8.1 Certificated Staff – Bob Causey thanked Amanda Bonivert and the District Office for all of the work that was done for the retro-pay.
- 8.2 MSETA - None
- 8.3 Classified Staff - None
- 8.4 CSEA - None
- 8.5 Principal's Report: Mrs. Rizzo – The summer crew is doing a lot of cleaning. The new phone system has been installed and some training will be provided in August. Principal Rizzo has been cleaning out the portables at MSE and she will have a large surplus list to be approved at the next meeting.
- 8.6 Principal's Report: Mr. Riccomini thanked Trustee Marrone and Trustee Ramas for handing out diplomas at graduation. He stated Sisson receives a lot of compliments on their traditional graduation. Mr. Riccomini congratulated Principal Rizzo for completing her first year as principal at MSE. The maintenance crew is painting the gym and the classrooms are being cleaned. The new tanks for the boilers have been placed.

8.7 Superintendent's Report: Mrs. Emerson – We have a couple vacant teacher positions which are open in-house so there could be some shuffling. The superintendent will talk with the principals regarding the timing and the process. Graduation was great! Before we know it we'll be starting a new year. Staff is back to work August 20th and students return on August 24th. Amerigas installed the tanks and they will put a fence around them. IES is installing the boiler.

9.0 **Board Comments** - Trustee Marrone brought up the topic of advertising for our district in the newspaper. He recognizes that our district has a lot of great things to offer and it would be a good to get the word out. There is a need to improve our websites which could also include the information to promote and advertise our schools. Trustee Cole mentioned the idea of a TV advertisement. The Board agreed that they would like this topic added to the agenda as a discussion item for the next Board meeting.

10.0 **Adjournment** – The Board adjourned at 8:12 pm.

Respectfully submitted,

Kathi Emerson
Superintendent and
Secretary to the Board

Attest:

Paul Schwartz, Board President

Robert Winston, Clerk

Batch

#0701

**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 | \$116,211.32 | |
| 11 | Adult Education Fund | | |
| 12 | Child Development Fund | | |
| 13 | Cafeteria Fund | 14,101.98 | |
| 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 | \$130,313.30 | |

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
JULY WARRANTS

J15582

ACCOUNTS PAYABLE PRELIST
BATCH: 0701 JULY WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 06/30/15 11:24 PAGE 1
<< 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 | | | | | | |
| 200021/00 | AFLAC | | | | | | | | | | | | |
| PO-160001 | 06/25/2015 | 722778 JULY SUPPLEMENTAL | 1 | 01-0000-0-9514-0000-0000-000-00000 | NN P | 496.67 | 496.67 | | | | | | |
| | | TOTAL PAYMENT AMOUNT | | | | 496.67 * | 496.67 | | | | | | |
| 201704/00 | AMERIGAS | | | | | | | | | | | | |
| CL-150014 | 06/26/2015 | 3041864575 SISSON PROPANE | | 01-0000-0-5500-0000-8100-000-00000 | NN | 954.55 | 954.55 | | | | | | |
| CL-150014 | 06/26/2015 | 3041864576 SISSON PROPANE | | 01-0000-0-5500-0000-8100-000-00000 | NN | 954.55 | 954.55 | | | | | | |
| CL-150014 | 06/26/2015 | 304864578 SISSON PROPANE | | 01-0000-0-5500-0000-8100-000-00000 | NN | 1,823.30 | 1,823.64 | | | | | | |
| | | TOTAL PAYMENT AMOUNT | | | | 3,732.74 * | 3,732.74 | | | | | | |
| 016089/00 | BIO CORPORATION | | | | | | | | | | | | |
| CL-150015 | 06/22/2015 | 223463 SAVARESE CLASSROOM | | 01-1100-0-4300-1110-1000-003-00000 | 1N | 22.80 | 22.80 | | | | | | |
| | | TOTAL PAYMENT AMOUNT | | | | 22.80 * | 22.80 | | | | | | |
| | | TOTAL USE TAX AMOUNT | | | | 1.77 | | | | | | | |
| 023005/00 | CALIFORNIA SCHOOL BOARDS ASSOC | | | | | | | | | | | | |
| PV-160000 | 05/01/2015 | 2015-16 MEMBERSHIP DUES | | 01-0000-0-5300-0000-7100-001-00000 | NN | | 3,798.00 | | | | | | |
| PV-160001 | 06/18/2015 | 2015-16 GAMUT ONLINE | | 01-0000-0-5800-0000-7200-001-00000 | NN | | 1,605.00 | | | | | | |
| | | TOTAL PAYMENT AMOUNT | | | | 5,403.00 * | 5,403.00 | | | | | | |
| 036915/00 | CED - SACRAMENTO | | | | | | | | | | | | |
| CL-150000 | 06/25/2015 | 665710 MAINTENANCE SUPPLIES | | 01-0000-0-4300-0000-8100-000-00000 | NN | 85.24 | 85.24 | | | | | | |
| CL-150000 | 06/25/2015 | 664871 MAINTENANCE SUPPLIES | | 01-0000-0-4300-0000-8100-000-00000 | NN | 165.55 | 165.55 | | | | | | |
| | | TOTAL PAYMENT AMOUNT | | | | 250.79 * | 250.79 | | | | | | |
| 200811/00 | COMER COMMUNICATIONS INC | | | | | | | | | | | | |
| CL-150001 | 06/11/2015 | 5534 MSE PHONE SYSTEM | | 01-8150-0-5600-0000-8100-000-00000 | NN | 8,629.47 | 8,629.47 | | | | | | |
| | | TOTAL PAYMENT AMOUNT | | | | 8,629.47 * | 8,629.47 | | | | | | |
| 040880/00 | CROSS PETROLEUM | | | | | | | | | | | | |
| CL-150002 | 06/15/2015 | CL33534 BUS FUEL | | 01-0230-0-4300-0000-3600-000-00000 | NN | 334.35 | 334.35 | | | | | | |
| | | TOTAL PAYMENT AMOUNT | | | | 334.35 * | 334.35 | | | | | | |

26 MT. SHASTA ELEMENTARY
JULY WARRANTS

J15562

ACCOUNTS PAYABLE PRELIST
BATCH: 0701 JULY WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 06/30/15 11:24 PAGE 2
<< 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 | | | | | | | | | | |
| CL-150003 | 05/31/2015 | 9242 TRUCK FUEL | | 01-0000-0-4300-0000-8100-000-00000 | NN | | | | | 19.16 | 19.16 |
| CL-150003 | 05/31/2015 | 9242 MAINTENANCE VAN FUEL | | 01-0000-0-4300-0000-8100-000-00000 | NN | | | | | 100.66 | 100.66 |
| CL-150004 | 05/31/2015 | 9242 SCHOOL VAN FUEL | | 01-0000-0-4300-1110-1000-003-00000 | NN | | | | | 60.43 | 60.43 |
| | | TOTAL PAYMENT AMOUNT | | | | 180.25 * | | | | | 180.25 |
| 200761/00 | EAGLE SOFTWARE | | | | | | | | | | |
| PV-160002 | 07/01/2015 | 4419 AERIES MAINT & SUPPORT | | 01-0000-0-5800-0000-2700-002-00000 | NN | | | | | | 1,320.00 |
| PV-160002 | 07/01/2015 | 4419 AERIES MAINT & SUPPORT | | 01-0000-0-5800-0000-2700-003-00000 | NN | | | | | | 2,640.00 |
| PV-160002 | 07/01/2015 | 4419 AERIES MAINT & SUPPORT | | 01-0000-0-5800-0000-7200-001-00000 | NN | | | | | | 1,320.00 |
| | | TOTAL PAYMENT AMOUNT | | | | 5,280.00 * | | | | | 5,280.00 |
| 201589/00 | FASTENAL COMPANY | | | | | | | | | | |
| CL-150016 | 06/19/2015 | CAYRE2606 MAINTENANCE SUPPLIES | | 01-0000-0-4300-0000-8100-000-00000 | NN | | | | | 40.73 | 40.73 |
| | | TOTAL PAYMENT AMOUNT | | | | 40.73 * | | | | | 40.73 |
| 201703/00 | HATTEN, JESSICA | | | | | | | | | | |
| CL-150006 | 06/18/2015 | SVS SISKIYOU LAKE LIFEGUARD | | 01-0000-0-5800-1110-1000-000-00000 | NY | | | | | 30.00 | 30.00 |
| | | TOTAL PAYMENT AMOUNT | | | | 30.00 * | | | | | 30.00 |
| 200020/00 | HUE & CRY SECURITY SYSTEMS | | | | | | | | | | |
| PO-160002 | 07/01/2015 | 535765 SISSON ALARM MONITORING | 1 | 01-0000-0-5500-0000-8100-000-00000 | NN P | | | | | 165.15 | 165.15 |
| | | TOTAL PAYMENT AMOUNT | | | | 165.15 * | | | | | 165.15 |
| 200903/00 | LINCOLN BENEFIT LIFE COMPANY | | | | | | | | | | |
| PV-160003 | 05/21/2015 | RODE RETIREE INSURANCE | | 01-0000-0-9514-0000-0000-000-00000 | NN | | | | | | 1,872.48 |
| | | TOTAL PAYMENT AMOUNT | | | | 1,872.48 * | | | | | 1,872.48 |
| 201660/00 | MT SHASTA LAUNDROMAT | | | | | | | | | | |
| CL-150019 | 06/29/2015 | 906581 LAUNDRY | | 01-0000-0-5500-0000-8100-000-00000 | NY | | | | | 23.00 | 23.00 |
| | | TOTAL PAYMENT AMOUNT | | | | 23.00 * | | | | | 23.00 |

APY500 H.02.12 06/30/15 11:24 PAGE 3
 << 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 |
| 113056/00 | NCSIG | | | | |
| PV-160004 | 05/26/2015 | 2015-16 LIABILITY INSURANCE | 01-0000-0-5400-0000-7200-001-00000 NN | | 49,889.00 |
| PV-160004 | 05/26/2015 | 2015-16 LIABILITY INSURANCE | 01-0230-0-5400-0000-3600-000-00000 NN | | 2,724.00 |
| | | TOTAL PAYMENT AMOUNT | 52,613.00 * | | 52,613.00 |
| 118285/00 | NORTHEASTERN JT POWERS AUTH | | | | |
| PV-160005 | 06/11/2015 | JAP15161 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 | | | | |
| CL-150007 | 06/17/2015 | 932001 DO SUPPLIES | 01-0000-0-4300-0000-7200-001-00000 NN | 1,163.67 | 1,163.67 |
| | | TOTAL PAYMENT AMOUNT | 1,163.67 * | | 1,163.67 |
| 123000/00 | PACIFIC POWER | | | | |
| CL-150008 | 06/19/2015 | MAY MSE PORTABLES | 01-0000-0-5500-0000-8100-000-00000 NN | 12.76 | 12.76 |
| | | TOTAL PAYMENT AMOUNT | 12.76 * | | 12.76 |
| 127162/00 | PITNEY BOWES | | | | |
| PO-160005 | 06/23/2015 | 8521271JN15 DO POSTAGE MTR LSE | 1 01-0000-0-5600-0000-7200-001-00000 NN P | 204.03 | 204.03 |
| | | TOTAL PAYMENT AMOUNT | 204.03 * | | 204.03 |
| 200015/00 | PRECISION ALARM SYSTEMS | | | | |
| PO-160004 | 06/23/2015 | 79599 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 |
| 132480/00 | RAMSHAW'S ACE HARDWARE | | | | |
| CL-150009 | 06/25/2015 | JUNE MAINTENANCE SUPPLIES | 01-0000-0-4300-0000-8100-000-00000 NN | 1,534.00 | 1,534.00 |
| | | TOTAL PAYMENT AMOUNT | 1,534.00 * | | 1,534.00 |

26 MT. SHASTA ELEMENTARY
JULY WARRANTS

J15582

ACCOUNTS PAYABLE PRELIST
BATCH: 0701 JULY WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 06/30/15 11:24 PAGE 4
<< 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 SCR LOCAL T9MPS | | | | |
| 149460/00 | SISKIYOU COUNTY OFFICE OF ED | | | | | | |
| CL-150010 | 06/22/2015 | 151275 2014-15 SARB FEES | 01-0000-0-5800-0000-7200-001-00000 NN | | 1,479.12 | 1,479.12 | |
| CL-150018 | 06/25/2015 | 151303 FINGERPRINT FEE | 01-0000-0-5800-0000-7200-001-00000 NN | | 72.00 | 72.00 | |
| | | TOTAL PAYMENT AMOUNT | | 1,551.12 * | | 1,551.12 | |
| 201636/00 | SOLANO'S ALPINE HARDWARE | | | | | | |
| CL-150011 | 06/22/2015 | 172024 MAINTENANCE SUPPLIES | 01-0000-0-4300-0000-8100-000-00000 NN | | 8.60 | 8.60 | |
| | | TOTAL PAYMENT AMOUNT | | 8.60 * | | 8.60 | |
| 110250/00 | SOLANO'S CONTRACTOR BUILDING | | | | | | |
| CL-150012 | 06/24/2015 | 188183 MAINTENANCE SUPPLIES | 01-0000-0-4300-0000-8100-000-00000 NN | | 242.95 | 242.95 | |
| CL-150012 | 06/24/2015 | 188184 MAINTENANCE SUPPLIES | 01-0000-0-4300-0000-8100-000-00000 NN | | 85.94 | 85.94 | |
| | | TOTAL PAYMENT AMOUNT | | 328.89 * | | 328.89 | |
| 156010/00 | STANDARD INSURANCE COMPANY | | | | | | |
| PO-160003 | 06/19/2015 | JULY LIFE INSURANCE | 1 01-0000-0-9514-0000-0000-000-00000 NN P | | 325.22 | 325.22 | |
| | | TOTAL PAYMENT AMOUNT | | 325.22 * | | 325.22 | |
| 157040/00 | STATE FARM INSURANCE COMPANIES | | | | | | |
| PV-160006 | 06/23/2015 | SELLMAN RETIREE INSURANCE | 01-0000-0-9514-0000-0000-000-00000 NN | | | 1,262.25 | |
| | | TOTAL PAYMENT AMOUNT | | 1,262.25 * | | 1,262.25 | |
| 200523/00 | TEAM POWER | | | | | | |
| CL-150017 | 06/24/2015 | 24612 MAINTENANCE SUPPLIES | 01-0000-0-4300-0000-8100-000-00000 NN | | 229.35 | 229.35 | |
| | | TOTAL PAYMENT AMOUNT | | 229.35 * | | 229.35 | |
| | | TOTAL FUND PAYMENT | | 116,211.32 ** | | 116,211.32 | |
| | | TOTAL USE TAX AMOUNT | | 1.77 | | | |

26 MT. SHASTA ELEMENTARY
JULY WARRANTS

J15582

ACCOUNTS PAYABLE PRELIST
BATCH: 0701 JULY WARRANTS
FUND : 13 CAFETERIA

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<< 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

| | | | | | | | | | |
|----------------------|------------|----------------------------|------------------------------------|----|--|--|--|----------|--------|
| CL-150005 | 05/31/2015 | 9242 FOOD SERVICE VAN FUEL | 13-5310-0-4300-0000-3700-000-00000 | NN | | | | 304.08 | 304.08 |
| TOTAL PAYMENT AMOUNT | | | | | | | | 304.08 * | 304.08 |

072846/00 HARRIS SCHOOL SOLUTIONS

| | | | | | | | | | |
|----------------------|------------|----------------------------|------------------------------------|----|--|--|--|------------|----------|
| FV-160007 | 06/01/2015 | 85817 ETRITION MAINTENANCE | 13-5310-0-5800-0000-3700-000-00000 | NN | | | | | 1,145.40 |
| TOTAL PAYMENT AMOUNT | | | | | | | | 1,145.40 * | 1,145.40 |

200739/00 WEED UNION ELEMENTARY

| | | | | | | | | | |
|----------------------|------------|--------------------|------------------------------------|----|--|--|--|-------------|-----------|
| CL-150013 | 05/07/2015 | MSE APRIL MEALS | 13-5310-0-5800-0000-3700-000-00000 | NN | | | | 2,903.00 | 2,903.00 |
| CL-150013 | 05/07/2015 | SISSON APRIL MEALS | 13-5310-0-5800-0000-3700-000-00000 | NN | | | | 2,711.50 | 2,711.50 |
| CL-150013 | 05/07/2015 | MSHS APRIL MEALS | 13-5310-0-5800-0000-3700-000-00000 | NN | | | | 369.90 | 369.90 |
| CL-150013 | 06/17/2015 | MSE MAY MEALS | 13-5310-0-5800-0000-3700-000-00000 | NN | | | | 3,197.00 | 3,197.00 |
| CL-150013 | 06/17/2015 | SISSON MAY MEALS | 13-5310-0-5800-0000-3700-000-00000 | NN | | | | 3,037.00 | 3,037.00 |
| CL-150013 | 06/17/2015 | MSHS MAY MEALS | 13-5310-0-5800-0000-3700-000-00000 | NN | | | | 434.10 | 434.10 |
| TOTAL PAYMENT AMOUNT | | | | | | | | 12,652.50 * | 12,652.50 |

| | | | | | | | | | |
|------------|---------|--------------|--|--|--|--|--|--|-----------|
| TOTAL FUND | PAYMENT | 14,101.98 ** | | | | | | | 14,101.98 |
|------------|---------|--------------|--|--|--|--|--|--|-----------|

| | | | | | | | | | |
|----------------------|----------------|--|------|--|--|--|--|--|------------|
| TOTAL BATCH PAYMENT | 130,313.30 *** | | 0.00 | | | | | | 130,313.30 |
| TOTAL USE TAX AMOUNT | 1.77 | | | | | | | | |

| | | | | | | | | | |
|------------------------|-----------------|--|------|--|--|--|--|--|------------|
| TOTAL DISTRICT PAYMENT | 130,313.30 **** | | 0.00 | | | | | | 130,313.30 |
| TOTAL USE TAX AMOUNT | 1.77 | | | | | | | | |

| | | | | | | | | | |
|--------------------------|-----------------|--|------|--|--|--|--|--|------------|
| TOTAL FOR ALL DISTRICTS: | 130,313.30 **** | | 0.00 | | | | | | 130,313.30 |
| TOTAL USE TAX AMOUNT | 1.77 | | | | | | | | |

Number of warrants to be printed: 30, not counting voids due to stub overflows.

Batch
#0709

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 | \$35,050.13 | |
| 11 | Adult Education Fund | | |
| 12 | Child Development Fund | | |
| 13 | Cafeteria Fund | 2,847.60 | |
| 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 | \$37,897.73 | |

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
JULY WARRANTS

J16144

ACCOUNTS PAYABLE PRELIST
BATCH: 0709 JULY WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 07/08/15 15:05 PAGE 1
<< 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 |
| 200560/00 | | BLACK BUTTE TRANSFER STATION | | | | | | | | | |
| CL-150020 | 06/10/2015 | 5199 TRANSFER STATION FEES | | 01-0000-0-5500-0000-8100-000-00000 | NN | | | | | 106.59 | 106.59 |
| CL-150020 | 06/24/2015 | 6722 TRANSFER STATION FEES | | 01-0000-0-5500-0000-8100-000-00000 | NN | | | | | 41.04 | 41.04 |
| | | TOTAL PAYMENT AMOUNT | | | | 147.63 | * | | | | 147.63 |
| 156682/00 | | BOARD OF EQUALIZATION | | | | | | | | | |
| CL-150022 | 07/07/2015 | Q2 2015 FUEL TAX | | 01-0230-0-4300-0000-3600-000-00000 | NN | | | | | 7.69 | 7.69 |
| | | TOTAL PAYMENT AMOUNT | | | | 7.69 | * | | | | 7.69 |
| 156840/00 | | BOARD OF EQUALIZATION | | | | | | | | | |
| CL-150021 | 07/07/2015 | Q2 2015 USE TAX | | 01-0000-0-9508-0000-0000-000-00000 | NN | | | | | 424.00 | 424.00 |
| | | TOTAL PAYMENT AMOUNT | | | | 424.00 | * | | | | 424.00 |
| 110375/00 | | CITY OF MT SHASTA | | | | | | | | | |
| PO-160021 | 07/01/2015 | JULY MSE WATER/SEWER/GARBAGE | 1 | 01-0000-0-5500-0000-8100-000-00000 | NN P | | | | | 451.60 | 451.60 |
| PO-160021 | 07/01/2015 | JULY DO WATER/SEWER | 1 | 01-0000-0-5500-0000-8100-000-00000 | NN P | | | | | 40.91 | 40.91 |
| PO-160021 | 07/01/2015 | JULY SIS WATER/SEWER/GARBAGE | 1 | 01-0000-0-5500-0000-8100-000-00000 | NN P | | | | | 744.65 | 744.65 |
| | | TOTAL PAYMENT AMOUNT | | | | 1,237.16 | * | | | | 1,237.16 |
| 033750/00 | | COASTWIDE LABORATORIES | | | | | | | | | |
| CL-150023 | 06/26/2015 | 2781271-1 MAINTENANCE SUPPLIES | | 01-0000-0-4300-0000-8100-000-00000 | NN | | | | | 46.53 | 46.53 |
| | | TOTAL PAYMENT AMOUNT | | | | 46.53 | * | | | | 46.53 |
| 200941/00 | | DTSC | | | | | | | | | |
| PV-160008 | 07/06/2015 | EPA ID VERIFICATION FEE | | 01-0000-0-5800-0000-8100-000-00000 | NN | | | | | 150.00 | 150.00 |
| | | TOTAL PAYMENT AMOUNT | | | | 150.00 | * | | | | 150.00 |
| 200037/00 | | KOEHLER, ROD | | | | | | | | | |
| PO-160027 | 07/08/2015 | JULY 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
JULY WARRANTS

J16144

ACCOUNTS PAYABLE PRELIST
BATCH: 0709 JULY WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 07/08/15 15:05 PAGE 2
<< 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 |
| 200475/00 | MT SHASTA TIRE FACTORY | | | | | | | | | | |
| CL-150024 | 06/03/2015 | 17159 BUS 3 REPAIR | | 01-0230-0-4300-0000-3600-000-00000 | NN | | | | | 60.00 | 60.00 |
| | | TOTAL PAYMENT AMOUNT | | | | 60.00 * | | | | | 60.00 |
| 137873/00 | ROOT AUTOMATION | | | | | | | | | | |
| PO-160028 | 07/01/2015 | 113318 JULY INTERNET ACCESS | 1 | 01-0000-0-5900-0000-2700-002-00000 | NN P | | | | | 373.50 | 373.50 |
| PO-160028 | 07/01/2015 | 113319 JULY 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 | 07/01/2015 | JULY CLASSIFIED INSURANCE | 1 | 01-0000-0-9514-0000-0000-000-00000 | NN P | | | | | 24,840.30 | 24,840.30 |
| | | TOTAL PAYMENT AMOUNT | | | | 24,840.30 * | | | | | 24,840.30 |
| 200371/00 | SOLANO'S HOME IMPROVEMENT CNTR | | | | | | | | | | |
| CL-150025 | 06/12/2015 | 039895 GRADUATION CHAIR RENTAL | | 01-0000-0-5600-0000-8100-000-00000 | NN | | | | | 634.25 | 634.25 |
| | | TOTAL PAYMENT AMOUNT | | | | 634.25 * | | | | | 634.25 |
| 201455/00 | STATE FARM LIFE INSURANCE CO | | | | | | | | | | |
| FV-160009 | 07/07/2015 | RYAN MADDDEN RETIREE INSURANCE | | 01-0000-0-9514-0000-0000-000-00000 | NN | | | | | | 6,000.00 |
| | | TOTAL PAYMENT AMOUNT | | | | 6,000.00 * | | | | | 6,000.00 |
| 201638/00 | U.S. BANK EQUIPMENT FINANCE | | | | | | | | | | |
| PO-160022 | 07/01/2015 | 2021013 DO COPIER LEASE | 1 | 01-0000-0-5600-0000-7200-001-00000 | NN P | | | | | 255.57 | 255.57 |
| | | TOTAL PAYMENT AMOUNT | | | | 255.57 * | | | | | 255.57 |
| | | TOTAL FUND | PAYMENT | | | 35,050.13 ** | | | | | 35,050.13 |

26 MT. SHASTA ELEMENTARY
JULY WARRANTS

J16144

ACCOUNTS PAYABLE PRELIST
BATCH: 0709 JULY WARRANTS
FUND : 13 CAFETERIA

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<< 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 | | | | |
| 200739/00 | WEED UNION ELEMENTARY | | | | | | | | | | |
| CL-150026 | 06/19/2015 | MSE JUNE MEALS | | 13-5310-0-5800-0000-3700-000-000000 | NN | 1,471.00 | 1,471.00 | | | | |
| CL-150027 | 06/19/2015 | SISSON JUNE MEALS | | 13-5310-0-5800-0000-3700-000-000000 | NN | 1,244.00 | 1,244.00 | | | | |
| CL-150028 | 06/19/2015 | MSHS JUNE MEALS | | 13-5310-0-5800-0000-3700-000-000000 | NN | 132.60 | 132.60 | | | | |
| | | TOTAL PAYMENT AMOUNT | | 2,847.60 * | | | 2,847.60 | | | | |
| | | TOTAL FUND PAYMENT | | 2,847.60 ** | | | 2,847.60 | | | | |
| | | TOTAL BATCH PAYMENT | | 37,897.73 *** | | 0.00 | 37,897.73 | | | | |
| | | TOTAL DISTRICT PAYMENT | | 37,897.73 **** | | 0.00 | 37,897.73 | | | | |
| | | TOTAL FOR ALL DISTRICTS: | | 37,897.73 **** | | 0.00 | 37,897.73 | | | | |

Number of warrants to be printed: 14, not counting voids due to stub overflows.

Batch
#0714

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 | \$28,545.15 | |
| 11 | Adult Education Fund | | |
| 12 | Child Development Fund | | |
| 13 | Cafeteria Fund | | |
| 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 | \$28,545.15 | |

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
JULY WARRANTS

J328

ACCOUNTS PAYABLE PRELIST
BATCH: 0714 JULY WARRANTS
FUND : 01 GENERAL FUND

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<< 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 |
| 201325/00 | AT&T | | | | | | | | | | | | |
| CL-150029 | 07/02/2015 | 767402 BUS BARN PHONE | 01-0230-0-5900-0000-3600-000-000000 | NN | | | | | | | | 3.18 | 3.18 |
| CL-150030 | 07/02/2015 | 767411 DO PHONE | 01-0000-0-5900-0000-7200-001-000000 | NN | | | | | | | | 30.67 | 30.67 |
| CL-150031 | 07/02/2015 | 767408 SISSON PHONE | 01-0000-0-5900-0000-2700-003-000000 | NN | | | | | | | | 40.50 | 40.50 |
| CL-150032 | 07/02/2015 | 767407 MSE PHONE | 01-0000-0-5900-0000-2700-003-000000 | NN | | | | | | | | 23.47 | 23.47 |
| | | TOTAL PAYMENT AMOUNT | | | | | | 97.82 | * | | | | 97.82 |
| 024840/00 | CALIFORNIA SAFETY COMPANY | | | | | | | | | | | | |
| PO-160035 | 07/01/2015 | 304243 SISSON CCTV LEASE | 1 01-0000-0-5600-0000-8100-000-000000 | NY P | | | | | | | | 205.00 | 205.00 |
| PO-160036 | 07/01/2015 | 302653 MSE ALARM MONITORING | 1 01-0000-0-5500-0000-8100-000-000000 | NY P | | | | | | | | 25.00 | 25.00 |
| PO-160036 | 07/01/2015 | 302653 MSE ALARM LEASE | 2 01-0000-0-5600-0000-8100-000-000000 | NY P | | | | | | | | 50.00 | 50.00 |
| | | TOTAL PAYMENT AMOUNT | | | | | | 280.00 | * | | | | 280.00 |
| 201327/00 | DE LAGE LANDEN | | | | | | | | | | | | |
| CL-150033 | 08/01/2015 | 339669 FINANCE CHARGE | 01-0000-0-5800-0000-7200-001-000000 | NN | | | | | | | | 19.58 | 19.58 |
| PO-160024 | 07/11/2015 | 339669 STAFF COPIERS LEASE | 1 01-1100-0-5600-1110-1000-002-000000 | NN P | | | | | | | | 849.23 | 849.23 |
| | | TOTAL PAYMENT AMOUNT | | | | | | 868.81 | * | | | | 868.81 |
| 062060/00 | FRANCOTYP-POSTALIA INC | | | | | | | | | | | | |
| PO-160037 | 07/09/2015 | 487054 MSE POSTAGE METER LEASE | 1 01-0000-0-5600-0000-2700-002-000000 | NN P | | | | | | | | 135.00 | 135.00 |
| | | TOTAL PAYMENT AMOUNT | | | | | | 135.00 | * | | | | 135.00 |
| 200531/00 | HANSEN, KATHRYN | | | | | | | | | | | | |
| PV-160010 | 07/09/2015 | REVOLVING ACCOUNT CHECKS | 01-0000-0-4300-0000-7200-001-000000 | 1N | | | | | | | | | 42.30 |
| | | TOTAL PAYMENT AMOUNT | | | | | | 42.30 | * | | | | 42.30 |
| | | TOTAL USE TAX AMOUNT | | | | | | 3.29 | | | | | |
| 201707/00 | INLINE FENCE CONSTRUCTION | | | | | | | | | | | | |
| PO-160029 | 07/07/2015 | 1090 PROPANE TANK FENCING | 1 01-8150-0-5600-0000-8100-000-000000 | NY F | | | | | | | | 4,160.00 | 4,160.00 |
| | | TOTAL PAYMENT AMOUNT | | | | | | 4,160.00 | * | | | | 4,160.00 |

26 MT. SHASTA ELEMENTARY
JULY WARRANTS

J328

ACCOUNTS PAYABLE PRELIST
BATCH: 0714 JULY WARRANTS
FUND : 01 GENERAL FUND

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| 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 | |
| ----- | | | | | | | | | | | | |
| 201069/00 | LOZANO SMITH LLP | | | | | | | | | | | |
| CL-150034 | 06/30/2015 | 37119 DO ATTORNEY FEES | | 01-0000-0-5800-0000-7100-001-00000 | NY | | | | | 55.00 | 55.00 | |
| CL-150034 | 06/30/2015 | 37120 DO ATTORNEY FEES | | 01-0000-0-5800-0000-7100-001-00000 | NY | | | | | 2,288.35 | 2,288.35 | |
| TOTAL PAYMENT AMOUNT | | | | | | | | | | 2,343.35 * | 2,343.35 | |
| | | | | | | | | | | | | |
| 201114/00 | MT SHASTA AREA NEWSPAPERS | | | | | | | | | | | |
| CL-150035 | 06/26/2015 | MSE PARENT THANK YOU AD | | 01-0000-0-5800-0000-2700-002-00000 | NN | | | | | 91.40 | 91.40 | |
| TOTAL PAYMENT AMOUNT | | | | | | | | | | 91.40 * | 91.40 | |
| | | | | | | | | | | | | |
| 200178/00 | MT SHASTA UNION SCH DISTRICT | | | | | | | | | | | |
| FV-160011 | 07/14/2015 | TRANSFER TO FUND 13 | | 01-0000-0-7616-0000-9300-000-00000 | NN | | | | | | 20,000.00 | |
| TOTAL PAYMENT AMOUNT | | | | | | | | | | 20,000.00 * | 20,000.00 | |
| | | | | | | | | | | | | |
| 111160/00 | MT SHASTA UNION SCHL DISTRICT | | | | | | | | | | | |
| CL-150036 | 07/09/2015 | APRIL-JUNE REVOLVING ACCT FEES | | 01-0000-0-5800-0000-7200-001-00000 | NN | | | | | 32.85 | 32.85 | |
| TOTAL PAYMENT AMOUNT | | | | | | | | | | 32.85 * | 32.85 | |
| | | | | | | | | | | | | |
| 201045/00 | PETCO ANIMAL SUPPLIES INC | | | | | | | | | | | |
| CL-150037 | 07/08/2015 | 59626 SAVARESE CLASSROOM | | 01-1100-0-4300-1110-1000-003-00000 | NN | | | | | 42.98 | 42.98 | |
| TOTAL PAYMENT AMOUNT | | | | | | | | | | 42.98 * | 42.98 | |
| | | | | | | | | | | | | |
| 151430/00 | SKINNER'S TRUCK REPAIR | | | | | | | | | | | |
| CL-150038 | 06/01/2015 | 38486 BUS 3 REPAIRS | | 01-0230-0-5600-0000-3600-000-00000 | NN | | | | | 204.57 | 204.57 | |
| CL-150038 | 06/05/2015 | 38450 BUS 5 REPAIRS | | 01-0230-0-5600-0000-3600-000-00000 | NN | | | | | 121.50 | 121.50 | |
| CL-150038 | 06/02/2015 | 38446 BUS 5 REPAIRS | | 01-0230-0-5600-0000-3600-000-00000 | NN | | | | | 124.57 | 124.57 | |
| TOTAL PAYMENT AMOUNT | | | | | | | | | | 450.64 * | 450.64 | |
| | | | | | | | | | | | | |
| TOTAL FUND PAYMENT | | | | | | | | | | 28,545.15 ** | 28,545.15 | |
| TOTAL USE TAX AMOUNT | | | | | | | | | | 3.29 | | |
| | | | | | | | | | | | | |
| TOTAL BATCH PAYMENT | | | | | | | | | | 28,545.15 *** | 0.00 | 28,545.15 |
| TOTAL USE TAX AMOUNT | | | | | | | | | | 3.29 | | |
| | | | | | | | | | | | | |
| TOTAL DISTRICT PAYMENT | | | | | | | | | | 28,545.15 **** | 0.00 | 28,545.15 |
| TOTAL USE TAX AMOUNT | | | | | | | | | | 3.29 | | |
| | | | | | | | | | | | | |
| TOTAL FOR ALL DISTRICTS: | | | | | | | | | | 28,545.15 **** | 0.00 | 28,545.15 |
| TOTAL USE TAX AMOUNT | | | | | | | | | | 3.29 | | |

Number of warrants to be printed: 12, not counting voids due to stub overflows.

Batch

#0729

**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 | \$77,697.71 | |
| 11 | Adult Education Fund | | |
| 12 | Child Development Fund | | |
| 13 | Cafeteria Fund | | |
| 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 | \$77,697.71 | |

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
JULY WARRANTS

J2364

ACCOUNTS PAYABLE PRELIST
BATCH: 0729 JULY WARRANTS
FUND : 01 GENERAL FUND

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| 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 |
| 201635/00 | ACSA | | | | | | | | | | | | | |
| | PO-160016 | 07/17/2015 | 011746 RIZZO MEMBERSHIP DUES | 1 | 01-0000-0-3901-0000-2700-002-00000 | NN | F | | | | | | 684.65 | 684.65 |
| | PO-160017 | 07/17/2015 | 011747 EMERSON MEMBERSHIP DUES | 1 | 01-0000-0-3901-0000-7100-001-00000 | NN | F | | | | | | 1,165.14 | 1,165.14 |
| | | | TOTAL PAYMENT AMOUNT | | | | | 1,849.79 | * | | | | | 1,849.79 |
| 200021/00 | AFLAC | | | | | | | | | | | | | |
| | PO-160001 | 07/25/2015 | 150024 AUGUST SUPPLEMENTAL | 1 | 01-0000-0-9514-0000-0000-000-00000 | NN | F | | | | | | 496.67 | 496.67 |
| | | | TOTAL PAYMENT AMOUNT | | | | | 496.67 | * | | | | | 496.67 |
| 200957/00 | AMAZON | | | | | | | | | | | | | |
| | PO-160009 | 07/07/2015 | 928598 SUPT SUPPLIES | 1 | 01-0000-0-4300-0000-7100-001-00000 | 1N | P | | | | | | 11.97 | 11.97 |
| | PO-160009 | 07/07/2015 | 823880 SUPT SUPPLIES | 1 | 01-0000-0-4300-0000-7100-001-00000 | 1N | P | | | | | | 11.74 | 11.74 |
| | | | TOTAL PAYMENT AMOUNT | | | | | 23.71 | * | | | | | 23.71 |
| | | | TOTAL USE TAX AMOUNT | | | | | 1.84 | | | | | | |
| 008011/00 | APPLE INC. | | | | | | | | | | | | | |
| | PO-160031 | 07/08/2015 | 243144 STUDENT DEVICES - LCAP | 1 | 01-0000-0-4300-1110-1000-000-00000 | NN | F | | | | | | 8,638.82 | 8,638.82 |
| | | | TOTAL PAYMENT AMOUNT | | | | | 8,638.82 | * | | | | | 8,638.82 |
| 036915/00 | CED - SACRAMENTO | | | | | | | | | | | | | |
| | PO-160051 | 07/23/2015 | 667882 MAINTENANCE SUPPLIES | 1 | 01-0000-0-4300-0000-8100-000-00000 | NN | F | | | | | | 48.49 | 22.34 |
| | | | TOTAL PAYMENT AMOUNT | | | | | 22.34 | * | | | | | 22.34 |
| 200887/00 | COASTAL BUSINESS SYSTEMS INC | | | | | | | | | | | | | |
| | PO-160062 | 07/13/2015 | 248905 MSE OFFICE COPIER LEASE | 1 | 01-1100-0-5600-0000-2700-002-00000 | NN | P | | | | | | 327.17 | 327.17 |
| | | | TOTAL PAYMENT AMOUNT | | | | | 327.17 | * | | | | | 327.17 |
| 033750/00 | COASTWIDE LABORATORIES | | | | | | | | | | | | | |
| | PO-160061 | 07/10/2015 | 2788973 MAINTENANCE SUPPLIES | 1 | 01-0000-0-4300-0000-8100-000-00000 | NN | P | | | | | | 801.29 | 801.29 |
| | PO-160061 | 07/15/2015 | 2787724 MAINTENANCE SUPPLIES | 1 | 01-0000-0-4300-0000-8100-000-00000 | NN | P | | | | | | 57.31 | 57.31 |
| | PO-160061 | 07/17/2015 | 2788973-1 MAINTENANCE SUPPLIES | 1 | 01-0000-0-4300-0000-8100-000-00000 | NN | P | | | | | | 405.75 | 405.75 |
| | PO-160061 | 07/17/2015 | 2787724-1 MAINTENANCE SUPPLIES | 1 | 01-0000-0-4300-0000-8100-000-00000 | NN | P | | | | | | 181.73 | 181.73 |
| | PO-160061 | 07/17/2015 | 2786811 MAINTENANCE SUPPLIES | 1 | 01-0000-0-4300-0000-8100-000-00000 | NN | P | | | | | | 86.65 | 86.65 |
| | | | TOTAL PAYMENT AMOUNT | | | | | 1,532.73 | * | | | | | 1,532.73 |

26 MT. SHASTA ELEMENTARY
JULY WARRANTS

J2364

ACCOUNTS PAYABLE PRELIST
BATCH: 0729 JULY WARRANTS
FUND : 01 GENERAL FUND

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| 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 | | | |
| 201267/00 | CR COMBUSTION INC | | | | | | | | | |
| PO-160032 | 07/20/2015 | 2015336 MSE BOILER MAINTENANCE | 1 | 01-8150-0-5600-0000-8100-000-00000 | NN F | 1,800.00 | 1,775.00 | | | |
| | | TOTAL PAYMENT AMOUNT | | | | 1,775.00 * | 1,775.00 | | | |
| 040880/00 | CROSS PETROLEUM | | | | | | | | | |
| PO-160063 | 07/15/2015 | CL34105 BUS FUEL | 1 | 01-0230-0-4300-0000-3600-000-00000 | NN P | 239.23 | 239.23 | | | |
| | | TOTAL PAYMENT AMOUNT | | | | 239.23 * | 239.23 | | | |
| 201589/00 | FASTENAL COMPANY | | | | | | | | | |
| PV-160012 | 07/09/2015 | CAYRE2800 MAINTENANCE SUPPLIES | | 01-0000-0-4300-0000-8100-000-00000 | NN | | 31.68 | | | |
| | | TOTAL PAYMENT AMOUNT | | | | 31.68 * | 31.68 | | | |
| 064293/00 | JOHN SMITH SANITATION INC | | | | | | | | | |
| CL-150039 | 01/01/2014 | 10109 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 02/01/2014 | 10121 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 03/01/2014 | 10122 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 04/01/2014 | 10123 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 05/01/2014 | 10124 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 06/01/2014 | 10154 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 07/01/2014 | 10126 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 08/01/2014 | 10127 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 09/01/2014 | 10128 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 10/01/2014 | 10129 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 11/01/2014 | 10130 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 12/01/2014 | 10131 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 01/01/2015 | 10132 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 02/01/2015 | 10133 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 15.00 | 15.00 | | | |
| CL-150039 | 03/01/2015 | 10453 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 30.00 | 30.00 | | | |
| CL-150039 | 04/01/2015 | 10216 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 30.00 | 30.00 | | | |
| CL-150039 | 05/01/2015 | 11236 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 30.00 | 30.00 | | | |
| CL-150039 | 06/01/2015 | 12813 MSE DUMPSTER RENTAL FEE | | 01-0000-0-5600-0000-8100-000-00000 | NN | 30.00 | 30.00 | | | |
| PO-160038 | 07/01/2015 | 13799 MSE DUMPSTER RENTAL FEES | 1 | 01-0000-0-5600-0000-8100-000-00000 | NN P | 30.00 | 30.00 | | | |
| | | TOTAL PAYMENT AMOUNT | | | | 360.00 * | 360.00 | | | |
| 200353/00 | MIKE CHEULA ELECTRIC | | | | | | | | | |
| PO-160053 | 07/23/2015 | 3777 MAINTENANCE REPAIR | 1 | 01-0000-0-5600-0000-8100-000-00000 | NY F | 103.68 | 103.68 | | | |
| | | TOTAL PAYMENT AMOUNT | | | | 103.68 * | 103.68 | | | |

J2364

ACCOUNTS PAYABLE PRELIST
BATCH: 0729 JULY WARRANTS
FUND : 01 GENERAL FUND

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| 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 | | | |

201651/00 NORTH COAST SCHOOLS' MEDICAL

| | | | | | | | |
|-----------|------------|-----------------------------|---|-------------------------------------|------|-----------|-----------|
| PO-160044 | 07/14/2015 | JULY CERTIFICATED INSURANCE | 1 | 01-0000-0-9514-0000-0000-0000-00000 | NN P | 34,340.71 | 34,340.71 |
| | | TOTAL PAYMENT AMOUNT | | 34,340.71 * | | | 34,340.71 |

1197E3/00 OFFICE DEPOT

| | | | | | | | | |
|----------------------|------------|--------|-------------------------|---|------------------------------------|------|--------|--------|
| PO-160006 | 07/07/2015 | 553001 | DO SUPPLIES | 1 | 01-0000-0-4300-0000-7200-001-00000 | NN P | 81.11 | 81.11 |
| PO-160006 | 07/08/2015 | 561001 | DO SUPPLIES | 1 | 01-0000-0-4300-0000-7200-001-00000 | NN M | 0.00 | 7.53 |
| PO-160006 | 07/09/2015 | 562001 | DO SUPPLIES | 1 | 01-0000-0-4300-0000-7200-001-00000 | NN P | 7.53 | 7.53 |
| PO-160006 | 07/07/2015 | 905001 | DO SUPPLIES | 1 | 01-0000-0-4300-0000-7200-001-00000 | NN F | 390.05 | 397.58 |
| PO-160025 | 07/08/2015 | 871001 | DO SUPPLIES | 1 | 01-0000-0-4300-0000-7200-001-00000 | NN F | 93.37 | 93.37 |
| PO-160047 | 07/22/2015 | 498001 | TRANSPORTATION SUPPLIES | 1 | 01-0230-0-4300-0000-3600-000-00000 | NN F | 20.89 | 20.89 |
| PO-160048 | 07/22/2015 | 903001 | DO SUPPLIES | 1 | 01-0000-0-4300-0000-7200-001-00000 | NN P | 156.30 | 156.30 |
| PO-160048 | 07/22/2015 | 459001 | DO SUPPLIES | 1 | 01-0000-0-4300-0000-7200-001-00000 | NN F | 6.73 | 6.72 |
| TOTAL PAYMENT AMOUNT | | | | | 755.97 * | | | 755.97 |

123000/00 PACIFIC POWER

| | | | | | | | |
|----------------------|------------|------|--------|-----------|--|------------|----------|
| CL-150040 | 07/15/2015 | JUNE | SISSON | PORTABLES | 01-0000-0-5500-0000-8100-000-000000 NN | 167.14 | 167.14 |
| CL-150040 | 07/15/2015 | JUNE | SISSON | PUMP | 01-0000-0-5500-0000-8100-000-000000 NN | 1,240.42 | 1,240.42 |
| CL-150040 | 07/15/2015 | JUNE | SISSON | | 01-0000-0-5500-0000-8100-000-000000 NN | 2,428.47 | 2,428.47 |
| CL-150040 | 07/15/2015 | JUNE | MSE | | 01-0000-0-5500-0000-8100-000-000000 NN | 759.08 | 759.08 |
| CL-150040 | 07/14/2015 | JUNE | BUS | BARN | 01-0000-0-5500-0000-8100-000-000000 NN | 22.70 | 22.70 |
| CL-150040 | 07/14/2015 | JUNE | MSE | PORTABLES | 01-0000-0-5500-0000-8100-000-000000 NN | 39.28 | 39.28 |
| TOTAL PAYMENT AMOUNT | | | | | | 4,657.09 * | 4,657.09 |

200015/00 PRECISION ALARM SYSTEMS

| | | | | | | | | |
|----------------------|------------|-------|-------------------------|---|------------------------------------|------|-------|-------|
| PO-160004 | 07/22/2015 | 79884 | 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 |

132480/00 RAMSHAW'S ACE HARDWARE

| | | | | | | |
|----------------------|------------|---------------------------|--------------------------------------|-----|----------|--------|
| CL-150041 | 07/25/2015 | JUNE MAINTENANCE SUPPLIES | 01-0000-0-4300-0000-8100-000-00000 | NN | 64.42 | 64.42 |
| PO-160064 | 07/25/2015 | JULY MAINTENANCE SUPPLIES | 1 01-0000-0-4300-0000-8100-000-00000 | N P | 855.09 | 855.09 |
| TOTAL PAYMENT AMOUNT | | | | | 919.51 * | 919.51 |

26 MT. SHASTA ELEMENTARY
JULY WARRANTS

J2364

ACCOUNTS PAYABLE PRELIST
BATCH: 0729 JULY WARRANTS
FUND : 01 GENERAL FUND

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| 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 |
| 200900/00 | REDDING FLEET TRUCK SUPPLY INC | | | | | | | | | | | | |
| | PV-160016 | 07/22/2015 | 30268-1 | BUS 3 REPAIRS | | | | 01-0230-0-5600-0000-3600-000-00000 | NN | | | | 2,485.85 |
| | | | | TOTAL PAYMENT AMOUNT | | | | 2,485.85 * | | | | | 2,485.85 |
| 201172/00 | RESERVE ACCOUNT | | | | | | | | | | | | |
| | PV-160013 | 07/21/2015 | DO POSTAGE | | | | | 01-0000-0-5900-0000-7200-001-00000 | NN | | | | 500.00 |
| | | | | TOTAL PAYMENT AMOUNT | | | | 500.00 * | | | | | 500.00 |
| 200194/00 | ROCHESTER 100 INC | | | | | | | | | | | | |
| | PO-160041 | 07/24/2015 | M76248 | MSE CLASSROOM FOLDERS | 1 | | | 01-1100-0-4300-1110-1000-002-00000 | 1N F | | | 378.30 | 378.30 |
| | | | | TOTAL PAYMENT AMOUNT | | | | 378.30 * | | | | | 378.30 |
| | | | | TOTAL USE TAX AMOUNT | | | | 29.39 | | | | | |
| 132005/00 | RSSE INC | | | | | | | | | | | | |
| | CL-150042 | 07/16/2015 | 9457 | MONTHLY TANK INSPECTION | | | | 01-6150-0-5600-0000-8100-000-00000 | NN | | | 175.00 | 175.00 |
| | | | | TOTAL PAYMENT AMOUNT | | | | 175.00 * | | | | | 175.00 |
| 200554/00 | SOJKA, JANE | | | | | | | | | | | | |
| | PV-160014 | 07/20/2015 | MILEAGE REIMBURSEMENT | | | | | 01-0000-0-5200-0000-7200-001-00000 | NN | | | | 71.88 |
| | | | | TOTAL PAYMENT AMOUNT | | | | 71.88 * | | | | | 71.88 |
| 155385/00 | SPRING HILL NURSERY | | | | | | | | | | | | |
| | CL-150043 | 04/23/2015 | 448404 | MSE GARDEN GRANT SUPPLY | | | | 01-0000-0-4300-1110-1000-000-00000 | NN | | | 48.48 | 48.48 |
| | CL-150043 | 05/17/2015 | 264373 | MSE GARDEN GRANT SUPPLY | | | | 01-0000-0-4300-1110-1000-000-00000 | NN | | | 48.48 | 48.48 |
| | PV-160015 | 07/18/2015 | 761704 | GARDEN GRANT SUPPLIES | | | | 01-0000-0-4300-1110-1000-000-00000 | NN | | | | 60.81 |
| | | | | TOTAL PAYMENT AMOUNT | | | | 157.77 * | | | | | 157.77 |
| 156010/00 | STANDARD INSURANCE COMPANY | | | | | | | | | | | | |
| | PO-160003 | 07/20/2015 | AUGUST LIFE INSURANCE | | 1 | | | 01-0000-0-9514-0000-0000-000-00000 | NN P | | | 325.22 | 325.22 |
| | | | | TOTAL PAYMENT AMOUNT | | | | 325.22 * | | | | | 325.22 |

26 MT. SHASTA ELEMENTARY
JULY WARRANTS

J2364

ACCOUNTS PAYABLE PRELIST
BATCH: 0729 JULY WARRANTS
FUND : 01 GENERAL FUND

APY500 H.02.12 08/04/15 09:41 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 | |
| | | | | | | | | | | |
| 201706/00 | SW MAINTENANCE CORPORATION | | | | | | | | | |
| PO-160018 | 07/09/2015 | 37901 UNDERGROUND TANK REMOVAL | 1 | 01-8150-0-5600-0000-8100-000-00000 | NN | F | | | | |
| | | TOTAL PAYMENT AMOUNT | | | | | | | | |
| | | | | | | | | | | |
| 200058/00 | TOWLEN, SUZAN | | | | | | | | | |
| PO-160065 | 07/22/2015 | JULY RETIREE INSURANCE | 1 | 01-0000-0-9514-0000-0000-000-00000 | NN | P | | | | |
| PV-160017 | 07/21/2015 | JUNE RETIREE INSURANCE | | 01-0000-0-9514-0000-0000-000-00000 | NN | | | | | |
| | | TOTAL PAYMENT AMOUNT | | | | | | | | |
| | | | | | | | | | | |
| 180085/00 | WILGUS FIRE CONTROL INC | | | | | | | | | |
| PO-160042 | 07/14/2015 | 27615 MSE FIRE SYSTEM MAINT | 1 | 01-8150-0-5600-0000-8100-000-00000 | N | F | | | | |
| | | TOTAL PAYMENT AMOUNT | | | | | | | | |
| | | | | | | | | | | |
| 200296/00 | XEROX CORPORATION | | | | | | | | | |
| CL-150045 | 07/18/2015 | 455407 OFFICE COPIER LEASE | | 01-1100-0-5600-0000-2700-003-00000 | NN | | | | | |
| CL-150046 | 07/18/2015 | 455408 STAFF COPIER LEASE | | 01-1100-0-5600-1110-1000-003-00000 | NN | | | | | |
| CL-150046 | 07/18/2015 | 455409 STAFF COPIER LEASE | | 01-1100-0-5600-1110-1000-003-00000 | NN | | | | | |
| | | TOTAL PAYMENT AMOUNT | | | | | | | | |
| | | | | | | | | | | |
| | | TOTAL FUND PAYMENT | | | | | | | | |
| | | TOTAL USE TAX AMOUNT | | | | | | | | |
| | | | | | | | | | | |
| | | TOTAL BATCH PAYMENT | | | | | | | | |
| | | TOTAL USE TAX AMOUNT | | | | | | | | |
| | | | | | | | | | | |
| | | TOTAL DISTRICT PAYMENT | | | | | | | | |
| | | TOTAL USE TAX AMOUNT | | | | | | | | |
| | | | | | | | | | | |
| | | TOTAL FOR ALL DISTRICTS: | | | | | | | | |
| | | TOTAL USE TAX AMOUNT | | | | | | | | |

Number of warrants to be printed: 28, not counting voids due to stub overflows.

HOME TO SCHOOL TRANSPORTATION
Memorandum of Understanding

THIS AGREEMENT is between the Mount Shasta Union School District (MSUSD) and the Siskiyou Union High School District (SUHSD);

WHEREAS, the MSUSD offers to provide home to school transportation for approximately 30-40 Mount Shasta High School students for the 2015-2016 school year;

WHEREAS, the MSUSD's intention is to offer this service on a cooperative basis with the SUHSD;

WHEREAS, the MSUSD and the SUHSD desire to cooperate in this program effective July 1, 2015 through June 30, 2016;

AND NOW THEREFORE, AGREE to execute specified responsibilities as follows:

MSUSD Responsibilities:

- Provide home to school transportation for Mount Shasta High School for approximately 30-40 students from Mount Shasta High School.
- Provide additional transportation personnel to accommodate an expanded bus schedule.
- Provide reciprocal service for the transportation needs as determined by mutual agreement.
- Provide bus schedules for the joint district efforts.

SUHSD Responsibilities:

- Provide personnel to arrange for servicing Siskiyou Union High School District buses in compliance with applicable rules, regulations and inspection schedules.
- SUHSD buses will not be used for home to school transportation unless the MSUSD buses are not operable or special circumstances exist.
- Provide fuel for Siskiyou Union High School District buses.
- Provide personnel to work with MSUSD transportation personnel to allow this joint effort to be successful.

COSTS:

- SUHSD cost for home to school transportation shall be a minimum of \$5,275.80 per year payable in full June 2016.

- Additional costs beyond home to school transportation will be invoiced at actual costs incurred.
- Other additional costs will be mutually agreed upon between the two districts i.e. sports field trips, additional field trips at the agreed upon hourly rate.

BASIS OF AGREEMENT:

The basis for this agreement is the belief by both districts that MSUSD will provide home to school transportation for approximately 30-40 high school students of SUHSD for the 2015-2016 school year and that the increased costs to MSUSD for providing such home to school transportation for such 30-40 students will not exceed one (1) extra hour of personnel time for one hundred eighty (180) school days. Either party may terminate this agreement upon thirty (30) days written notice to the other party. If this agreement is terminated, SUHSD shall pay the prorated amount of \$5,275.80 through the date of termination.

TERM:

This agreement shall commence July 1, 2015, and terminate on June 30, 2016.

RENEWAL:

This agreement shall be renewed in writing by both parties 30 days prior to the start of the next succeeding fiscal year.

EXECUTED THIS 12th day of August, 2015, at Siskiyou County, California.

MOUNT SHASTA UNION SCHOOL DISTRICT

By _____
Kathi Emerson, Superintendent

SISKIYOU UNION HIGH SCHOOL DISTRICT

By _____
Mike Matheson, Superintendent

MOUNT SHASTA UNION SCHOOL DISTRICT
2015-2016 SUHSD TRANSPORTATION COSTS PER MOU

| | Salaries and Benefits | Daily Rate | Hourly Rate | Cost Per 1/2 Hour | Total Cost 180 Days |
|--|--------------------------|---------------|----------------|----------------------|------------------------|
| Driver #1 | \$23,050.00 | \$115.25 | \$25.61 | \$12.81 | \$2,305.80 |
| Driver #2 | \$11,634.00 | \$58.17 | \$21.15 | \$10.58 | <u>\$1,904.40</u> |
| | | | | | \$4,210.20 |
| Additional Costs: 4 miles per day at prior year cost per mile minus driver time = \$1.48 per mile | | | | | \$1,065.60 |
| TOTAL HOME TO SCHOOL TRANSPORTATION COST | | | | | \$5,275.80 |

FOOD SERVICE AGREEMENT

This agreement, executed in duplicate, entered into on August 11, 2015, between Mount Shasta Union School District hereinafter referred to as School Food Authority (SFA) and Siskiyou Union High School District hereinafter referred to as SUHSD is made for the purpose of providing lunch, which meets the National School Lunch meal requirements. It is hereby agreed that:

1. SFA will provide meals that comply with the nutrition standards as established by the United States Department of Agriculture for the National School Lunch Program to SUHSD. SFA will represent SUHSD as the "Sponsor" and will claim reimbursement from the California Department of Education for all meals served to children enrolled in SUSHD. Reimbursement will be claimed only for complete meals taken by eligible children. Reimbursement will be claimed according to each child's eligibility category.
2. SFA will pick up the meals from the Weed cafeteria located at 575 White Ave., Weed, California, for Mount Shasta Elementary School, Sisson School, Mount Shasta High School and Jefferson High School and will deliver the meals to the individual sites. MSHS and Jefferson will maintain the appropriate state and local health certifications for the facilities used for the food service program. SUHSD will reimburse the SFA for the cost of the personnel required to deliver the meals to the individual sites and return of the necessary equipment to the Weed cafeteria.
3. The number of meals delivered by SFA will not exceed the number of students enrolled and in attendance at Mount Shasta High School and Jefferson High School. The classes will notify SFA of the number of meals needed no later than 8:45 a.m. each day. SUHSD will be obligated to accept and pay for the number of meals requested but not served.
4. SFA will provide all the equipment necessary to transport the meals. SUHSD will provide all personnel necessary to serve and supervise the consumption of the meals. SFA will provide training to staff of SUHSD on point of service meal counts and completion of all documents required by the National School Lunch Program.
5. SFA will be responsible for transporting the meals from the Weed cafeteria to above listed sites on a daily basis. SFA will be responsible for returning the equipment to the Weed cafeteria each day.
6. Both parties will be responsible for maintaining the proper temperature of the meal components until they are consumed.

7. No later than one (1) week prior to the end of the month, SFA will provide to SUHSD a monthly menu covering the meals to be served for the following month.
8. All applications and eligibility determinations and requirements will be handled by the appropriate SUHSD personnel. SFA will provide a roster showing the eligibility of all children to the high schools. All records are subject to audit.
9. Gifts or exchanges of commodities are not permitted. Until the students consume it, the food prepared remains the property of the state and federal government.
10. Both parties will comply with all applicable Federal, State and local statutes and regulations with regard to the preparation and consumption of meals, which meet the applicable regulations relating to the overt identification of needy pupils, the nutritional content of the meals, and nondiscrimination. All records maintained by both parties will be open to inspection by proper Federal, State, and local authorities in accordance with applicable statutes and regulations.
11. The term of this agreement will be from August 1, 2015 until June 30, 2016, unless terminated by either party on 30 days written notice with cause.
12. All business and information relating to the execution of this agreement and the services thereof, including kitchen visitation, will be directed to the Director of Food Services, SFA.

Kathi Emerson
Mount Shasta Union School District
(530) 926-6007

Date

Mike Matheson
Siskiyou Union High School District
(530) 926-3006

Date

**MOUNT SHASTA UNION SCHOOL DISTRICT/
WEED UNION ELEMENTARY SCHOOL DISTRICT
VENDOR AGREEMENT FOR FOOD SERVICE**

This agreement, executed in duplicate, entered into on July 1, 2015, between the Mount Shasta Union School District hereinafter referred to as MSUSD and the Weed Union Elementary School District hereinafter referred to as WES is made for the purpose of preparing lunches which meet the National School Lunch meal pattern requirements. It is hereby agreed that:

1. WES shall prepare lunches which meet the National School Lunch Program meal pattern requirements. Lunches must comply with the nutritional standards for lunches as established by the United States Department of Agriculture (USDA).
2. WES shall maintain all necessary records on the nutritional components and quantities of the lunches delivered to the SFA and make said records available for inspection by State and Federal authorities upon request.
3. MSE shall provide the necessary utensils, straws, and napkins.
4. WES shall prepare the lunches at WES. This preparation site shall maintain the appropriate state and local health certifications for the facility.
5. The number of lunches prepared by WES shall be equal to the number of lunches requested by MSUSD. MSUSD shall notify WES of the number of lunches no later than 9:00 a.m. each day. WES shall not be obligated to provide any lunches on days when MSUSD is not in session.
6. MSUSD shall pay WES \$2.50 per lunch served. Milk will be provided by MSUSD. The cost of milk is not included. WES has the right to increase the per-lunch charge on an annual basis. All increases in the per-lunch charge shall be submitted to MSUSD in writing 120 days prior to July 1.
7. MSUSD shall provide all equipment necessary to transport the lunches. MSUSD shall provide all personnel necessary to receive, serve and supervise the consumption of the lunches.
8. MSUSD shall be responsible for transporting the lunches from the WES. The pick-up/delivery shall be no later than 11:00 a.m.
9. WES shall be responsible for the condition or care of said meals until MSUSD accepts delivery/receipt and MSUSD shall be responsible for maintaining the proper temperature of the lunch components until they are consumed.
10. MSUSD shall return to WES any and all property owned by WES on a daily basis.

11. WES shall provide MSUSD no later than one (1) week prior to the end of each month a monthly menu covering the lunches to be served for the following month.
12. WES shall submit to MSUSD itemized invoices for the lunches prepared by WES on the 1st day of each month. MSUSD shall submit payment to WES in such form as required by WES on or before the 15th day of the following month.
13. When requested by MSUSD, WES shall provide MSUSD with sack lunches for field trips which meet the National School Lunch Program meal pattern requirements. MSUSD shall notify WES at least 36 hours in advance when lunches are required for a field trip. The cost per sack lunch shall remain the same as for the regular lunches.
14. The gift or exchange of commodities is not permitted. Until students are served a meal all food remains the property of WES. WES shall assume all liability for proper use and protection of commodities assigned to it by MSUSD.
15. WES shall indemnify and hold MSUSD and its officers, employees and agents harmless from any and all liability, cost or expense arising out of the performance of the agreement.
16. MSUSD and WES shall comply with all applicable federal, state and local statutes and regulations with regard to the preparation and consumption of lunches which meet the National School Lunch Program meal requirements, including, but not limited to, all applicable regulations relating to the overt identification of needy pupils, the nutritional content of meals and nondiscrimination. All records maintained by MSUSD and WES shall be open to inspection by proper federal, state and local authorities in accordance with applicable statutes and regulations.
17. MSUSD will claim reimbursement from the California Department of Education for all meals served to children enrolled in the National School Lunch Program. Reimbursement will be claimed at the rate of one lunch per child per day, only for complete meals counted at the point of service, and according to each child's eligibility category.
18. MSUSD will conduct the free and reduced-price application process, including the distribution, review, and approval of applications for the sites belonging to MSUSD. MSUSD will create and update the eligibility roster and provide current lists to the sites as soon as possible after changes occur.
19. MSUSD will perform the point of service meal counts. MSUSD will perform the required daily and monthly edit checks. MSUSD will ultimately be responsible for meal count and claiming accountability. MSUSD will perform the verification

process. MSUSD will assume responsibility for any over-claims identified during a review or audit, and reimburse the State accordingly.

20. WES will provide meals to the MSUSD that comply with the nutrition standards established by the United States Department of Agriculture for the traditional menu planning option.
21. WES will provide meals to Mount Shasta High School and Jefferson High School. Meals will be delivered to the high schools by MSUSD. Such meals will be billed by WES to MSUSD and MSUSD will claim reimbursement for those meals. Food being served at the high schools will be monitored under the SFA of MSUSD.

The term of this agreement shall be from July 1, 2015 until June 30, 2018 unless terminated by either party upon 90 days written notice with cause or by mutual consent. All business and information relating to the execution of this agreement and the services thereof, including kitchen visitations, shall be directed to the Food Service Coordinator, MSUSD. **This agreement may be modified by mutual consent of both school boards.**

Board Clerk
Mount Shasta Union School District
(530) 926-6007

Date

Board Clerk
Weed Union Elementary School District
(530) 938-2715

Date

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 2015
☐ April 2015
☒ July 2015
☐ October 2015

Date for information to be reported publicly at governing board meeting: **August 11, 2015**

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

August 11, 2015

Date

COMPETENCE IN EVALUATION OF TEACHERS

Administrators who evaluate teachers must meet the following criteria:

1. Possess a valid administrative credential.
2. Be competent in instructional methodologies used by teachers they are assigned to evaluate.
3. Be familiar with district policies and procedures for personnel supervision, performance evaluation and staff development.
4. Be skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction.
5. Understand district curriculum priorities, policies and practices, including their development, implementation and evaluation.
6. Understand district standards on student progress.

Administrators who evaluate teachers shall participate in a minimum of one inservice per year in clinical supervision and/or other approved instructional and evaluational techniques.

In order to determine that individual administrators meet the above criteria, the Superintendent or designee shall observe the administrator while he/she is conducting an evaluation and assess the administrator's competencies in each area listed above.

The Superintendent or designee shall discuss his/her observations and assessment with the administrator being evaluated and may develop and implement a professional improvement program to enhance the administrator's competence in one or more areas.

MT. SHASTA UNION SCHOOL DISTRICT
RESOLUTION NO. 15-16-01

**RESOLUTION TO ESTABLISH TEMPORARY INTERFUND TRANSFERS OF
SPECIAL OR RESTRICTED FUND MONEYS**

ON MOTION of Member _____, seconded by Member
_____, the following resolution is hereby adopted:

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account; and,

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Mt. Shasta Union School District, in accordance with the provisions of Education Code Section 42603 adopts the following authorization for fiscal year 2015-2016 to temporarily transfer funds between the following funds provided that all transfers are approved by the Superintendent or his/her designee:

General Fund – 01; Food Service – Fund 13; Deferred Maintenance – Fund 14;
Post Employment Benefits – Fund 20; and/or Developer Fees – Fund 25.

PASSED AND ADOPTED by the Governing board on August 11th, 2015, by the following vote:

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA
COUNTY OF SISKIYOU

I, Robert Winston, Clerk of the governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this 11th day of August, 2015.

Clerk of the Governing Board

August 11, 2015

To: Governing Board Members

Discussion Item

Subject: Board Agenda Item # 6.1 BB 9124 Attorney and BB 9200 Limits of Board Member Authority

Background Information: This policy was reviewed during the governance workshop in May. The Board agreed that the policy should be discussed at the August Board Meeting.

Public Comment

Board Discussion

Enclosures: Board Policy

Fiscal Impact: None

CSBA Sample

Board Bylaw

Attorney

BB 9124

Board Bylaws

Note: Education Code 35041.5, 35204, and 35205 authorize the Governing Board to enter into a contract to hire an attorney as a district employee or independent contractor or to contract with a private firm to provide legal services for purposes deemed appropriate by the Board. According to the Rules of Professional Conduct of the State Bar of California, when an attorney is hired by an organization such as a school district, the attorney's client is the district as a whole, and not an individual Board member or employee. However, at certain times an attorney may owe a duty of defense to a Board member or employee pursuant to the Tort Claims Act (Government Code 814-895.8). See BP/AR 3320 - Claims and Actions Against the District and BB 9260 - Legal Protection.

Note: The California Council of School Attorneys, which provides professional opportunities for school attorneys, is a component of CSBA. CSBA has also established the Education Legal Alliance to initiate and support litigation in cases of statewide significance to school districts.

The Governing Board recognizes the complex legal environment in which districts operate and desires reliable, high-quality legal advice at reasonable rates. In order to meet the district's legal needs, the Board may contract with county counsel, attorneys in private practice, or appoint legal counsel as a district employee or independent contractor. The Board also supports pursuing collaborative legal efforts with other agencies and districts as appropriate.

(cf. 3320 - Claims and Actions Against the District)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 4312.1 - Contracts)
(cf. 9000 - Role of the Board)
(cf. 9260 - Legal Protection)

Duties of Legal Counsel

The district's legal counsel may: (Education Code 35041.5)

1. Render legal advice to the Board and the Superintendent or designee
2. Serve the Board and the Superintendent or designee in the preparation and conduct of district litigation and administrative proceedings

3. Render advice on school bond and tax increase measures and prepare the necessary forms for the voting of these measures

4. Perform other administrative duties as assigned by the Board and Superintendent or designee

Retaining Legal Counsel

Note: Government Code 53060 exempts contracts for legal services from the bidding requirements of the Public Contract Code, see AR 3311 - Bids. However, when entering into a new contract for legal services, it is recommended that the Board use a Request for Proposal (RFP) procedure in order to solicit a range of proposals for services. The following optional section is for use by districts that contract with outside firms to provide legal services and should be modified to reflect district practice.

When the district is seeking legal advice or representation, the Superintendent or designee shall initiate a Request for Proposals (RFP) to advertise and solicit proposals for legal services. In evaluating the proposals, the Board and Superintendent shall consider the firm's or attorney's background, experience, and reputation in education law; experience advising or representing school districts in California; fees; and experience of attorneys at the firm who will provide legal services.

The Board and Superintendent shall annually evaluate the performance of the firm and/or attorneys providing legal services in such areas as efficiency and adequacy of advice; results obtained for the district; reasonableness of fees; and responsiveness to and interactions with the Board, administration, and community. Upon a successful evaluation, the Board may renew the agreement with legal counsel without initiating an RFP.

The Board may also contract for temporary, specialized legal services without initiating an RFP when a majority of the Board determines that the unique demands of a particular issue or emergency situation so requires.

(cf. 2121 - Superintendent's Contract)

Contacting Legal Counsel

Note: The following section should be modified to reflect district practice.

At his/her discretion, the Board president or Superintendent may confer with district legal counsel subject to any limits or parameters established by the Board. In addition, the Superintendent or Board president may contact district legal counsel to provide the Board with legal information or advice when so directed by a majority of the Board.

Individual Board members other than the Board president may not seek advice from district legal counsel on matters of district business unless so authorized by a majority of the Board.

(cf. 9200 - Limits of Board Member Authority)
(cf. 9321 - Closed Session Purposes and Agendas)

Legal Reference:

EDUCATION CODE

35041 Administrative adviser

35041.5 Legal counsel

35161 Powers and duties of governing board

35200-35214 Liabilities, especially:

35204 Contract with attorney in private practice

35205 Contract for legal services

GOVERNMENT CODE

814-895.8 Liability of public entities and public employees

995-996.6 Defense of public employees

26520 Legal services to school districts

53060 Special services and advice

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2007

Maximizing School Board Leadership: Boardsmanship, 1996

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Selecting and Working with a School Attorney: A Guide for School Boards, 1997

WEB SITES

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

California Council of School Attorneys: <http://www.csba.org/LegislationAndLegal/Legal/CaliforniaCouncilOfSchoolAttorneys.aspx>

National School Boards Association: <http://www.nsba.org>

State Bar of California: <http://www.calbar.ca.gov>

(6/91 12/92) 7/08

CSBA Sample

Board Bylaw

Limits Of Board Member Authority

BB 9200

Board Bylaws

Note: The following ~~bylaw~~ is optional.

The Governing Board recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

(cf. 1160 - Political Processes)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9270 - Conflict of Interest)
(cf. 9323 - Meeting Conduct)

Note: Boards should carefully review the following ~~paragraph~~ and modify it to reflect district practice.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate.

(cf. 1340 - Access to District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9322 - Agenda/Meeting Materials)

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3320 - Claims and Actions Against the District)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

***Note: The following paragraph is optional. Pursuant to Education Code 51101, parents/guardians have the right to observe and/or volunteer in their child's classroom. Although this right is not affected upon election to the Board, Board members who have children attending district schools should be aware of their status as Board members and the effect of that status on district employees.

A Board member whose child is attending a district school should be aware of his/her role as a Board member when interacting with district employees about his/her child. Because his/her position as a Board member may inhibit the performance of school personnel, the Board member should inform the Superintendent or designee before volunteering in his/her child's classroom.

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

Note: Pursuant to Government Code 54952.7, the Board may require a copy of the Brown Act to be given to each Board member and to any person elected to the Board who has not assumed office. The following paragraph is optional.

The Superintendent or designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office.

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the Brown Act. (Government Code 54952.1)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

7054 Use of district property

35010 Control of district; prescription and enforcement of rules

35100-35351 Governing boards, especially:

35160-35184 Powers and duties

35291 Rules

35292 Visits to schools (Board members)

51101 Rights of parents/guardians

GOVERNMENT CODE

54950-54962 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body of a local agency
54952.7 Copies of chapter to members of legislative body

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

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

(2/94 3/04) 7/06

August 11, 2015

To: Governing Board Members

Discussion Item

Subject: Board Agenda Item # 6.2 2015-2016 LCAP

Background Information: We will review progress on LCAP goal every other month this year. These reviews help us all to stay focused on the prioritized work of the District.

Public Comment

Board Discussion

Enclosures: 2015-2016 LCAP Goals

Fiscal Impact: None

| | | |
|---|---|--|
| GOAL 1: | All students will be educated in a safe, nurturing learning environment with access to rich instruction and materials. | Related State and/or Local Priorities: 1 X 2 X 3 _ 4 _ 5 X 6 X 7 X 8 COE only: 9 _ 10 _ Local : Specify |
| Identified Need : | 1. Crack fill and seal playgrounds, painting and flooring replacement plan 2. Access to learning with technology for Low Income, English Learner, Foster Youth and all students 3. Access to Common Core State Standards instructional materials and strategies 4. Professional development for Common Core State Standards 5. Strategies to promote respectful, responsible student behavior | |
| Goal Applies to: | Schools: all Applicable Pupil : all Subgroups: | |
| Expected Annual Measurable Outcomes: | <p style="text-align: center;">LCAP Year 1: 2015-16</p> All schools will have no significant facilities inspection findings. Metric: Facility Inspection Tool Technology Inventory will reflect 2:1 ratio for K-8 classes. Metric: Technology Inventory All students will have access to standards aligned Instructional Materials in English Language Arts, math, social studies, and science. Metric: Textbook Sufficiency Resolution All teachers will receive professional development in Common Core State Standards. Metric: Professional Development Plan All K-3 students will participate in activities to improve safe, respectful, and responsible student behavior. Metric: 10% improvement on respectful student behavior as reported on the Student, Parent, and Staff Surveys, Aeries- a 10% reduction in office referrals, suspensions and expulsions All teachers will be fully credentialed and appropriately assigned. Metric: District Williams Reports on Teacher Mis-assignments District attendance averages will meet or exceed 95% for the year. Metric: Monthly Aeries attendance reports Fewer than 5% of students will receive a suspension during the year. Metric: Local suspension data The district will maintain the level of expulsions and drop outs at zero. | |
| Actions/Services | Scope of Service | Pupils to be served within identified scope of service |
| The District will purchase and implement Common Core State Standards math program | Districtwide | Budgeted Expenditures Purchase Common Core State Standards math materials for pilot or adoption 4000-4999: Books And Supplies Supplemental \$15,000 |

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|---|---------------------------|---|--|
| The District will purchase and implement Common Core State Standards aligned English Language Arts materials, 4-8 | Sisson School, grades 4-8 | <p>Other Subgroups: (Specify)</p> <p><input type="checkbox"/> All</p> <p>OR:</p> <p><input type="checkbox"/> Low Income pupils</p> <p><input type="checkbox"/> English Learners</p> <p><input type="checkbox"/> Foster Youth</p> <p><input type="checkbox"/> Redesignated fluent</p> <p><input type="checkbox"/> English proficient</p> <p><input checked="" type="checkbox"/> Other Subgroups: (Specify)</p> <p>All students in grades 4-8</p> | Purchase supplementary materials to support Common Core State Standards lessons including Teacher Curriculum Institute and novel sets 4000-4999: Books And Supplies Supplemental \$5,500 |
| The District will provide or replace 20% of student computers each year | Districtwide | <p><input checked="" type="checkbox"/> All</p> <p>OR:</p> <p><input type="checkbox"/> Low Income pupils</p> <p><input type="checkbox"/> English Learners</p> <p><input type="checkbox"/> Foster Youth</p> <p><input type="checkbox"/> Redesignated fluent</p> <p><input type="checkbox"/> English proficient</p> <p><input type="checkbox"/> Other Subgroups: (Specify)</p> | Purchase Chromebooks and/or iPads 4000-4999: Books And Supplies Supplemental \$30,000 |
| Facilities will be maintained according to the deferred maintenance Plan. | Districtwide | <p><input checked="" type="checkbox"/> All</p> <p>OR:</p> <p><input type="checkbox"/> Low Income pupils</p> <p><input type="checkbox"/> English Learners</p> <p><input type="checkbox"/> Foster Youth</p> <p><input type="checkbox"/> Redesignated fluent</p> <p><input type="checkbox"/> English proficient</p> <p><input type="checkbox"/> Other Subgroups: (Specify)</p> | Contract for blacktop, painting, flooring repairs 5000-5999: Services And Other Operating Expenditures Supplemental \$25,000 |
| All teachers and principals will attend professional development on Common Core State Standards. | Districtwide | <p><input checked="" type="checkbox"/> All</p> <p>OR:</p> <p><input type="checkbox"/> Low Income pupils</p> <p><input type="checkbox"/> English Learners</p> <p><input type="checkbox"/> Foster Youth</p> <p><input type="checkbox"/> Redesignated fluent</p> <p><input type="checkbox"/> English proficient</p> <p><input type="checkbox"/> Other Subgroups: (Specify)</p> | Pay for travel and registration to Computer Using Educators Conference or other high quality professional development 5000-5999: Services And Other Operating Expenditures Supplemental \$21,000 |

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|---|--------------|---|--|
| All staff will attend training on meeting the needs of low income families. | Districtwide | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | Pay for staff to attend or host training specific to the needs of low income families 5800: Professional/Consulting Services And Operating Expenditures Supplemental \$5,000 |
| Teachers will provide Family Nights/Parent Training Nights and will be paid their hourly rates for 1 hour of planning and 1 hour of presentation for each training. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | Pay teachers' hourly rates to provide parent training 1000-1999: Certificated Personnel Salaries Supplemental \$1000 |
| Employ fully credentialed teachers and assign appropriate to credentials. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 |
| Staff will construct and provide at home school supply kits. | Districtwide | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | Purchase supplies for kits 4000-4999: Books And Supplies Supplemental \$750 |
| All students will have opportunities to be physically active on a regular basis including at least 200 minutes of research-based physical education every 10 school days. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils | none \$0 |

| | | | |
|---|--------------|--|---|
| | | <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | |
| Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 |
| All students will receive research-based health/nutrition education to foster lifelong habits of healthy eating. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 |
| The previous 1.7 full time equivalent district Resource Specialist Program teachers will be increased to 2.0 full time equivalents to provide additional intervention services to identified students | Districtwide | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | salary 1000-1999: Certificated Personnel Salaries Supplemental \$21,300 |

LCAP Year 2: 2016-17

| <p>Expected Annual Measurable Outcomes:</p> <ul style="list-style-type: none"> All schools will have no significant facilities inspection findings. Metric: Facility Inspection Tool Technology Inventory will reflect 2:1 ratio for K-8 classes. Metric: Technology Inventory All students will have Common Core State Standards Instructional Materials in English Language Arts, math, social studies, and science. Metric: Textbook Sufficiency Resolution All teachers will receive professional development in Common Core State Standards. Metric: Professional Development Plan All K-3 students will participate in activities to improve safe, respectful, and responsible student behavior. Metric: 10% improvement on respectful student behavior as reported on the Student, Parent, and Staff Surveys, Aeries- a 10% reduction in office referrals, suspensions and expulsions All teachers will be fully credentialed and appropriately assigned. Metric: District Williams Reports on Teacher Mis-assignments District attendance averages will meet or exceed 95% for the year. Metric: Monthly Aeries attendance reports Fewer than 5% of students will receive a suspension during the year. Metric: Local suspension data The district will maintain the level of expulsions and drop outs at zero. | | | |
|--|--------------------|---|---|
| Actions/Services | Scope of Service | Pupils to be served within identified scope of service | Budgeted Expenditures |
| The District will purchase and implement a Next Generation Science Standards program, 6-8. | Sisson, grades 6-8 | <p><input type="checkbox"/> All</p> <p>OR:</p> <p><input type="checkbox"/> Low Income pupils</p> <p><input type="checkbox"/> English Learners</p> <p><input type="checkbox"/> Foster Youth</p> <p><input type="checkbox"/> Redesignated fluent</p> <p><input type="checkbox"/> English proficient</p> <p><input checked="" type="checkbox"/> Other Subgroups: (Specify)</p> <p>Sisson School grades 6-8</p> | Purchase NGSS instructional materials 4000-4999: Books And Supplies Supplemental \$18,000 |
| The District will review social studies instructional materials, K-8. | Districtwide | <p><input checked="" type="checkbox"/> All</p> <p>OR:</p> <p><input type="checkbox"/> Low Income pupils</p> <p><input type="checkbox"/> English Learners</p> <p><input type="checkbox"/> Foster Youth</p> <p><input type="checkbox"/> Redesignated fluent</p> <p><input type="checkbox"/> English proficient</p> <p><input type="checkbox"/> Other Subgroups: (Specify)</p> | Purchase Social Studies materials 4000-4999: Books And Supplies Supplemental \$5000 |
| The District will provide or replace 20% of student computers annually. | Districtwide | <p><input checked="" type="checkbox"/> All</p> <p>OR:</p> <p><input type="checkbox"/> Low Income pupils</p> <p><input type="checkbox"/> English Learners</p> <p><input type="checkbox"/> Foster Youth</p> <p><input type="checkbox"/> Redesignated fluent</p> | Purchase Chromebooks and/or iPads 4000-4999: Books And Supplies Supplemental \$30,000 |

| | | | |
|---|--------------|--|---|
| | | English proficient _ Other Subgroups: (Specify) | |
| Facilities will be maintained according to the Deferred Maintenance Plan. | Districtwide | <input checked="" type="checkbox"/> All OR: _ Low Income pupils _ English Learners _ Foster Youth _ Redesignated fluent English proficient _ Other Subgroups: (Specify) | Contract for blacktop, painting, flooring repairs 5000-5999; Services And Other Operating Expenditures Supplemental \$25,000 |
| 25% of staff will attend Common Core State Standards professional development each year on a rotating basis. | Districtwide | <input checked="" type="checkbox"/> All OR: _ Low Income pupils _ English Learners _ Foster Youth _ Redesignated fluent English proficient _ Other Subgroups: (Specify) | Pay for travel and registration for Common Core State Standards professional development 5000-5999; Services And Other Operating Expenditures Supplemental \$6000 |
| Teachers will provide Family Nights/Parent Training Nights and will be paid their hourly rates for 1 hour of planning and 1 hour of presentation for each training. | Districtwide | <input checked="" type="checkbox"/> All OR: _ Low Income pupils _ English Learners _ Foster Youth _ Redesignated fluent English proficient _ Other Subgroups: (Specify) | Pay certificated salaries 1000-1999; Certificated Personnel Salaries Supplemental \$1000 |
| 100% of teachers will be fully credentialed and appropriately assigned. | Districtwide | <input checked="" type="checkbox"/> All OR: _ Low Income pupils _ English Learners _ Foster Youth _ Redesignated fluent English proficient _ Other Subgroups: (Specify) | none \$0 |

LCAP Year 3: 2017-2018

Expected Annual Measurable Outcomes:

- All schools will have no significant facilities inspection findings. Metric: Facility Inspection Tool Technology Inventory will reflect 2:1 ratio for K-8 classes. Metric: Technology Inventory
- All students will have Common Core State Standards Instructional Materials in English Language Arts, math, social studies, and science. Metric: Textbook Sufficiency Resolution
- All teachers will receive professional development in Common Core State Standards. Metric: Professional Development Plan
- All K-3 students will participate in activities to improve safe, respectful, and responsible student behavior. Metric: 10% improvement on respectful student behavior as reported on the Student, Parent, and Staff Surveys, Aeries- a 10% reduction in office referrals, suspensions and expulsions
- All teachers will be fully credentialed and appropriately assigned. Metric: District Williams Reports on Teacher Mis-assignments
- District attendance averages will meet or exceed 95% for the year. Metric: Monthly Aeries attendance reports
- Fewer than 5% of students will receive a suspension during the year. Metric: Local suspension data
- The district will maintain the level of expulsions and drop outs at zero.

| Actions/Services | Scope of Service | Pupils to be served within identified scope of service | Budgeted Expenditures |
|---|------------------|--|--|
| The District will provide or replace 20% of student computers each year. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | Purchase Chromebooks and iPads 4000-4999: Books And Supplies Supplemental \$30,000 |
| Facilities will be maintained according to the deferred maintenance Plan. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | Contract for paving, painting, flooring 5000-5999: Services And Other Operating Expenditures Supplemental \$25,000 |
| Teachers will provide Family Nights/Parent Training Nights and will be paid their hourly rates for 1 hour of planning and 1 hour of presentation for each training. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth | Pay certificated salaries 1000-1999: Certificated Personnel Salaries Supplemental \$1000 |

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|---|--------------|---|----------|
| | | Redesignated fluent English proficient Other Subgroups: (Specify) | |
| 100% of teachers will be fully credentialed and appropriately assigned. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient Other Subgroups: (Specify) | none \$0 |

Complete a copy of this table for each of the LEA's goals. Duplicate and expand the fields as necessary.

| | | | |
|--|--|---|--|
| GOAL 2: | All students will demonstrate increasing proficiency in all academic and social areas. | | Related State and/or Local Priorities: 1 _ 2 _ 3 _ 4 <input checked="" type="checkbox"/> 5 _ 6 _ 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> COE only: 9 _ 10 _ Local : Specify |
| Identified Need : | 1. Broad courses of study such as arts, electives, clubs, for Low Income, English Learner, Foster Youth and all students 2. Earlier/more communication to parents about kindergarten readiness skills 3. Transition to Common Core State Standards and Next Generation Science Standards instruction 4. Timely Intervention | | |
| Goal Applies to: | Schools: <u>all</u> Applicable Pupil <u>all</u> Subgroups: | | |
| LCAP Year 1: 2015-16 | | | |
| Expected Annual Measurable Outcomes: | All students will have access to a broad course of study including music, art, drama, field trips, and project based learning. Metric: Academic Schedule All incoming kindergarten parents will receive information about about kindergarten readiness skills in the spring prior to starting kindergarten. Metric: Kindergarten Orientation Agenda, Screening Schedule 65% of students in 3rd-8th grades will improve one level on the Smarter Balanced Assessment or the Smarter Balanced Interim Assessment. Metric: Smarter Balanced data All students who are not proficient on Common Core State Standards will demonstrate progress toward proficiency. Metrics: Targeted Student Lists, Intervention Rosters, Common Data Reports, Accelerated Reader growth data At least 10% of English Language Learners will be redesignated, Metric: English Learner Redesignation Rate At least 75% of English Language Learners will make progress toward English proficiency, Metric: California English Language Development Test Students will be recognized for academic achievement and for being safe, respectful, and responsible. Metric: Student of the Month Lists Students will be recognized for academic achievement. Metric: 4.0 Grade Point Average Lists | | |
| Actions/Services | Scope of Service | Pupils to be served within identified scope of service | Budgeted Expenditures |
| After school homework help will be provided, 1 hour daily, T-Th. | Sisson School | All _____ OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient | Teachers' Assistant time 2000-2999; Classified Personnel Salaries Supplemental \$3000 |

| | | | | |
|--|-------------------------|--|--|---|
| | | | <input checked="" type="checkbox"/> Other Subgroups: (Specify) 4th-8th Grades <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input checked="" type="checkbox"/> Other Subgroups: (Specify) K-3rd Grades | Add 1 teacher 1000-1999: Certificated Personnel Salaries Supplemental \$71,357 |
| Maintain reduced class sizes at 24 and under for K-3 | Mount Shasta Elementary | | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input checked="" type="checkbox"/> Other Subgroups: (Specify) K-3rd Grades | Add 1 teacher 1000-1999: Certificated Personnel Salaries Supplemental \$71,357 |
| Increase TA support by adding a 3.5 hour Teachers' Assistant | Districtwide | | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | Add 1 3.5 hour TA 2000-2999: Classified Personnel Salaries Supplemental \$10,000 |
| Student Study Teams and additional parent conferences will address truancy, behavior, academic and other problems. | Districtwide | | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 |
| An additional parent conference will be provided to at risk students on a minimum day early in the school year. | Districtwide | | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 |

| | | | |
|--|-------------------------|--|--|
| Kindergarten screening will happen in the spring/early summer so parents may benefit from screening results/recommendations. | Mount Shasta Elementary | <input type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input checked="" type="checkbox"/> Other Subgroups: (Specify) K students | none \$0 |
| LCAP Year 2: 2016-17 | | | |
| <p>Expected Annual Measurable Outcomes:</p> <ul style="list-style-type: none"> All students will have access to a broad course of study. Metric: Academic Schedule All incoming kindergarten parents will receive information about about kindergarten readiness skills in the spring prior to starting kindergarten. Metric: Kindergarten Orientation Agenda, Screening Schedule 75% of students in 3rd-8th grades will improve one level on the Smarter Balanced Assessment or the Smarter Balanced Interim Assessment. Metric: Smarter Balanced data All students who are not proficient on Common Core State Standards will demonstrate progress toward proficiency. Metrics: Targeted Student Lists, Intervention Rosters, Common Data Reports, Accelerated Reader growth data At least 10% of English Language Learners will be reclassified. Metric: English Learner Reclassification Rate At least 75% of English Language Learners will make progress toward English proficiency. Metric: California English Language Development Test Students will be recognized for academic achievement and for being safe, respectful, and responsible. Metric: Student of the Month Lists Students will be recognized for academic achievement. Metric: 4.0 Grade Point Average Lists, Honor Roll | | | |
| Actions/Services | Scope of Service | Pupils to be served within identified scope of service | Budgeted Expenditures |
| Maintain reduced class sizes at 24 and under for K-3 | Mount Shasta Elementary | <input type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input checked="" type="checkbox"/> Other Subgroups: (Specify) K-3rd Grades | Pay certificated salary 1000-1999: Certificated Personnel Salaries Supplemental \$71,357 |
| Continue additional TA from prior year (\$10,000). Consider providing more Teachers' Assistant time, add an additional 3.5 hour Teachers' Assistant (\$10,000). | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent | Pay classified salary 2000-2999: Classified Personnel Salaries Supplemental \$20,000 |

| | | English proficient Other Subgroups: (Specify) | |
|---|--------------|--|---|
| An additional parent conference will be provided to at risk students on a minimum day early in the school year. | Districtwide | All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient Other Subgroups: (Specify) | none \$0 |
| After school homework help will be provided, 1 hour daily, T-Th. | Sisson | All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient Other Subgroups: (Specify) 4th-8th Grades | Pay classified salary 2000-2999: Classified Personnel Salaries Supplemental \$3000 |
| Student Study Teams to address truancy, behavior, academic and other problems | Districtwide | All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient Other Subgroups: (Specify) | none \$0 |

LCAP Year 3: 2017-2018

| | | | | |
|--|--------------------------------|---|---|------------------------------|
| <p>Expected Annual Measurable Outcomes:</p> <ul style="list-style-type: none"> All students will have access to a broad course of study. Metric: Academic Schedule All incoming kindergarten parents will receive information about about kindergarten readiness skills in the spring prior to starting kindergarten. Metric: Kindergarten Orientation Agenda, Screening Schedule 85% of students in 3rd-8th grades will improve one level on the Smarter Balanced Assessment or the Smarter Balanced Interim Assessment. Metric: Smarter Balanced data All students who are not proficient on Common Core State Standards will demonstrate progress toward proficiency. Metrics: Targeted Student Lists, Intervention Rosters, Common Data Reports, Accelerated Reader growth data At least 10% of English Language Learners will be reclassified. Metric: English Learner Reclassification Rate At least 75% of English Language Learners will make progress toward English proficiency. Metric: California English Language Development Test Students will be recognized for academic achievement and for being safe, respectful, and responsible. Metric: Student of the Month Lists Students will be recognized for academic achievement. Metric: 4.0 Grade Point Average Lists | <p>Actions/Services</p> | <p>Scope of Service</p> | <p>Pupils to be served within identified scope of service</p> | <p>Budgeted Expenditures</p> |
| <p>After school homework help will be provided, 1 hour daily, T-Th.</p> | <p>Sisson</p> | <p>All OR: X Low Income pupils X English Learners X Foster Youth X Redesignated fluent English proficient X Other Subgroups: (Specify) 4th-8th Grades</p> | <p>Pay classified salary 2000-2999: Classified Personnel Salaries Supplemental \$3000</p> | |
| <p>Maintain reduced class sizes at 24 and under for K-3</p> | <p>Mount Shasta Elementary</p> | <p>All OR: X Low Income pupils X English Learners X Foster Youth X Redesignated fluent English proficient X Other Subgroups: (Specify) K-3rd Grades</p> | <p>Pay certificated salary 1000-1999: Certificated Personnel Salaries Supplemental \$71,357</p> | |
| <p>An additional parent conference will be provided to at risk students on a minimum day early in the school year.</p> | <p>Districtwide</p> | <p>All OR: X Low Income pupils X English Learners X Foster Youth X Redesignated fluent</p> | <p>none \$0</p> | |

| | | English proficient Other Subgroups: (Specify) | |
|--|--------------|--|--|
| Student Study Teams to address truancy, behavior, academic and other problems. | Districtwide | All _____ OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient Other Subgroups: (Specify) | none \$0 |
| Continue additional TA support | Districtwide | All _____ OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient Other Subgroups: (Specify) | Pay classified salary 2000-2999; Classified Personnel Salaries Supplemental \$20,000 |

Complete a copy of this table for each of the LEA's goals. Duplicate and expand the fields as necessary.

| | | |
|--|---|--|
| GOAL 3: | Students, parent, staff, and the community will be highly engaged in meaningful and sustained activities. | Related State and/or Local Priorities: 1 _ 2 _ 3 <input checked="" type="checkbox"/> 4 _ 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 _ 8 _ COE only: 9 _ 10 _ Local : Specify |
| Identified Need : | 1. Professional development for serving Low Income students 2. Parent training for supporting school success 3. Parent training for Common Core State Standards 4. Earlier intervention for truancy, intentional non-learning, and disengagement 5. Increased modes of communication to/from parents | |
| Goal Applies to: | Schools: all Applicable Pupil : all Subgroups: | |
| LCAP Year 1: 2015-16 | | |
| Expected Annual Measurable Outcomes: | All staff will participate in training to support low income families. Metric: Professional Development Agendas/Attendance Lists All parents will be provided opportunities to reinforce their skills in supporting their children's learning. Metric: Parent Training/Back to School Night Agendas and Sign Ins All parents will be provided training on Common Core State Standards. Metric: Parent Training for Common Core State Standards Agendas and Sign In Fewer than 5% of students will have "truant" (chronic) absences. Metric: Attendance/Truancies as reported in Aeries The District will promote opportunities for all parents to be engaged in school groups and activities. Metric: Minutes from Site Council, Student Council, Partners in Education, The Ed Foundation The District will promote and provide opportunities for all parents to attend performances and activities at school. Metric: Programs from Performances, Open House, and other Functions and Activities | |
| Actions/Services | Scope of Service | Pupils to be served within identified scope of service |
| Grades are posted online for every 4th-8th grade classroom | Sisson School | All _____ OR: _ Low Income pupils _ English Learners _ Foster Youth _ Redesignated fluent English proficient X Other Subgroups: (Specify) 4th-8th Grades |
| | | Budgeted Expenditures none \$0 |

| | | | | |
|---|--------------|---|----------|--|
| "Safe Respectful Responsible" activities will be provided throughout the year. | Districtwide | <input type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input checked="" type="checkbox"/> Other Subgroups: (Specify) K-3rd Grades | none \$0 | |
| Professional development for Positive Behavior, Intervention and Support strategies will be provided, strategies will be implemented. | Sisson | <input type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input checked="" type="checkbox"/> Other Subgroups: (Specify) 4th-8th Grades | none \$0 | |
| Counselors will provide parent referrals to outside resources. | Districtwide | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 | |
| Counselors will provide outreach/calls to families for 3 or more absences. | Districtwide | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 | |
| Schools and staff will use multiple modes of parent contact. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils | none \$0 | |

| | | | | |
|---|--------------|---|---|--|
| | | | <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | |
| Student Study Teams will address truancy, behavior, and any other student concerns. | Districtwide | <input checked="" type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 | |
| A new family welcome plan will be implemented by school counselors and principals. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 | |
| The Safety Committee will meet and evaluate options to enhance campus safety. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 | |

LCAP Year 2: 2016-17

| Expected Annual Measurable Outcomes: | Actions/Services | Scope of Service | Pupils to be served within identified scope of service | Budgeted Expenditures |
|---|--|---------------------|--|--|
| <p>All staff will participate in training to support low income families. Metric: Professional Development Agendas/Attendance Lists</p> <p>All parents will be provided opportunities to reinforce their skills in supporting their children's learning. Metric: Parent Training/Back to School Night Agendas and Sign Ins</p> <p>All parents will be provided training on Common Core State Standards. Metric: Parent Training for Common Core State Standards Agendas and Sign In</p> <p>Fewer than 5% of students will have "truant" (chronic) absences. Metric: Attendance/Tuancies as reported in Aeries</p> <p>The District will promote opportunities for all parents to be engaged in school groups and activities. Metric: Minutes from Site Council, Student Council, Partners in Education, The Ed Foundation</p> <p>The District will promote and provide opportunities for all parents to attend performances and activities at school. Metric: Programs from Performances, Open House, and other Functions and Activities</p> | <p>All students will have access to a computer/device, 1:1</p> | <p>Districtwide</p> | <p><input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify)</p> | <p>No additional cost beyond \$30,000 already budgeted \$0</p> |
| <p>Consider increasing counseling services</p> | | <p>Districtwide</p> | <p><input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify)</p> | <p>none \$0</p> |
| <p>All teachers will attend Professional Development on Common Core State Standards, 25% of staff go each year on a rotating basis.</p> | | <p>Districtwide</p> | <p><input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify)</p> | <p>No additional cost beyond \$6000 already budgeted \$0</p> |

| | | (Specify) | |
|---|---------------|--|--|
| Continue to assemble at home school supply kits for some students as needed. | Districtwide | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | No additional cost beyond \$750 already included \$0 |
| Continue to provide activities such as band, choir, drama, garden, PE, art, ceramics, athletics, counseling, and Gifted and Talented Education. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 |
| Continue to distribute parent friendly Common Core State Standards brochures. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 |
| Grades will be posted online for every 4th-8th grade classroom. | Sisson School | <input type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input checked="" type="checkbox"/> Other Subgroups: (Specify) 4th-8th Grades | none \$0 |
| "Safe Respectful Responsible" activities will be provided | Mount | <input type="checkbox"/> All | none \$0 |

| | | | |
|--|-------------------|---|----------|
| throughout the year. | Shasta Elementary | OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input checked="" type="checkbox"/> Other Subgroups: (Specify) K-3rd Grades | |
| Positive Behavior Intervention Strategies will be implemented. | Sisson School | <input type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input checked="" type="checkbox"/> Other Subgroups: (Specify) 4th-8th Grades | none \$0 |
| Counselors will provide parent referrals to outside resources. | Districtwide | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 |
| Counselors will provide outreach/calls to families for 3 or more absences. | Districtwide | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 |
| Student Study Teams will address truancy, behavior, and any other student concerns | Districtwide | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth | none \$0 |

| | | | | |
|--|------------------|---|---|----------|
| | | | <input checked="" type="checkbox"/> Redesignated fluent English proficient Other Subgroups: (Specify) | |
| A new family welcome plan will be implemented. | Districtwide | | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient Other Subgroups: (Specify) | none \$0 |
| LCAP Year 3: 2017-2018 | | | | |
| Expected Annual Measurable Outcomes: All staff will participate in training to support low income families. Metric: Professional Development Agendas/Attendance Lists All parents will be provided opportunities to reinforce their skills in supporting their children's learning. Metric: Parent Training/Back to School Night Agendas and Sign Ins All parents will be provided training on Common Core State Standards. Metric: Parent Training for Common Core State Standards Agendas and Sign Ins Fewer than 5% of students will have "truant"(chronic) absences. Metric: Attendance/Tuancies as reported in Aeries The District will promote opportunities for all parents to be engaged in school groups and activities. Metric: Minutes from Site Council, Student Council, Partners in Education, The Ed Foundation The District will promote and provide opportunities for all parents to attend performances and activities at school. Metric: Programs from Performances, Open House, and other Functions and Activities | | | | |
| | Scope of Service | Pupils to be served within identified scope of service | Budgeted Expenditures | |
| All students will have access to a computer/device, 1:1 | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient Other Subgroups: (Specify) | No additional cost beyond \$30,000 already included | \$0 |
| Continue to assemble at home school supply kits for some students, as needed. | Districtwide | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils | No additional cost beyond \$750 already included | \$0 |

| | | | | | |
|--|-------------------------|--|---|--|--|
| | | | <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | | |
| A new family welcome plan will be implemented. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | No additional cost beyond counseling contract \$0 | | |
| All teachers will attend Professional Development on Common Core State Standards, 25% of staff go each year on a rotating basis. | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups: (Specify) | No additional cost beyond \$6000 already included \$0 | | |
| "Safe Respectful Responsible" activities will be provided throughout the year | Mount Shasta Elementary | <input type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input checked="" type="checkbox"/> Other Subgroups: (Specify) K-3rd Grades | none \$0 | | |
| Continue to distribute parent friendly Common Core State Standards brochures . | Districtwide | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent | none \$0 | | |

| | | | |
|---|---------------|--|---|
| | | English proficient _ Other Subgroups: (Specify) | |
| Grades will be posted online for every 4th-8th grade classroom. | Sisson School | <input checked="" type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | none \$0 |
| Positive Behavior Intervention Strategies will be implemented. | Sisson School | <input type="checkbox"/> All OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input checked="" type="checkbox"/> Other Subgroups: (Specify) | none \$0 |
| Counselors will provide parent referrals to outside resources. | Districtwide | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | No additional cost beyond counseling contract \$0 |
| Counselors will provide outreach/calls to families for 3 or more absences | Districtwide | <input type="checkbox"/> All OR: <input checked="" type="checkbox"/> Low Income pupils <input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Redesignated fluent <input type="checkbox"/> English proficient <input type="checkbox"/> Other Subgroups: (Specify) | No additional cost beyond counseling contract \$0 |

Complete a copy of this table for each of the LEA's goals. Duplicate and expand the fields as necessary.

August 11, 2015

To: Governing Board Members

Discussion Item

Subject: Board Agenda Item # 6.3 45 Day Budget Revision

Background Information: We have had some adjustments to the budget since June, so Jane has provided a new (unofficial) Budget spreadsheet.

Public Comment

Board Discussion

Enclosures: Revised 2015-2016 Budget

Fiscal Impact: Significant

**Mount Shasta Union School District
2015-2016 Budget 45-Day Revision
Revenue and Expenditure Summary**

| | District-Adopted Budget | State-Adopted Budget |
|---|-------------------------|----------------------|
| REVENUE | 2015-2016 | 2015-2016 |
| State LCFF Revenue | \$ 3,880,674 | \$ 3,869,903 |
| Federal Revenue | 313,140 | 313,140 |
| Other State Revenue | 393,544 | 368,323 |
| Local Revenue | 257,480 | 257,480 |
| | \$ 4,844,838 | \$ 4,808,846 |
| <p>State LCFF Revenue - Calculated based on projected enrollment (i.e., ADA, enrollment/unduplicated pupil percentage), Base Grant COLA and 51.52% GAP closure funding (down from 53.08% at budget adoption). Federal Revenue - 2015-16 and 2016-17 include Forest Reserve funding. Forest Reserve funding not included in 2017-18. Other State Revenue - State lottery revenue (\$9,785 projected increase at state-adopted budget) and mandated cost block grant. 2015-16 state-adopted budget includes a \$530 (down from \$601 at budget adoption) per ADA one-time mandate claim reimbursement. Local Revenue - Special education, facility use fees, interest, shared Superintendent/business services with WUESD, daycare, donations.</p> | | |
| EXPENDITURES | 2015-2016 | 2015-2016 |
| Certificated Salaries & Benefits | \$ 2,443,947 | \$ 2,394,005 |
| Classified Salaries & Benefits | 719,400 | 768,567 |
| Management/Confidential Salaries & Benefits | 623,275 | 680,615 |
| Retiree Benefits | 62,379 | 62,379 |
| Board Member Benefits | 11,600 | 13,000 |
| Books & Supplies | 198,680 | 198,680 |
| Services & Operating | 545,558 | 545,558 |
| COE Payments | 112,081 | 112,081 |
| Transfers Out | 42,931 | 42,931 |
| Total Expenditures | \$ 4,759,852 | \$ 4,817,816 |
| <p>Certificated Salaries & Benefits - 2015-2016 revised to include retirements, resignations and current open positions since budget adoption. Classified and Management/Confidential Salaries - 2015-16 revised to include negotiated salary and insurance cap increases since budget adoption. Books & Supplies - Includes Common Core instructional materials and student devices over all years. Services & Operating - 2015-16 includes sending 100% of teachers to the CUE Conference. 2016-2017 and 2017-18 reflect sending 25% of teachers on a rotating basis. COE Payments - Include special ed admin/transportation billbacks and special ed revenue transfer. Transfers Out - \$42,931 will be transferred to Fund 13 due to increased cost of food service program.</p> | | |
| BALANCE/(DEFICIT) | \$ 84,986 | \$ (8,970) |
| Ending Fund Balance | | |
| Beginning Balance | \$ 1,093,442 | \$ 1,093,442 |
| Balance/(Deficit) | 84,986 | (8,970) |
| Ending Balance | \$ 1,178,428 | \$ 1,084,472 |
| RESERVES | 24.76% | 22.51% |
| PROJECTED ENROLLMENT | 524.00 | 524.00 |
| ADA | 493.04 | 493.04 |
| COE Special Ed ADA | 4.21 | 4.21 |
| Total Funded ADA | 497.25 | 497.25 |
| Base Grant COLA | 1.02% | 1.02% |

August 11, 2015

To: Governing Board Members

Action Item

Subject: Board Agenda Item # 7.1 Approve Revised Governance Handbook

Background Information: Luan Rivera, CSBA Governance Consultant, provided this amended handbook following our May workshop.

Public Comment

Board Deliberation/Action

Enclosure: Governance Handbook

Fiscal Impact: None

Superintendent's recommendation: Approve

MOUNT SHASTA UNION SCHOOL DISTRICT

Board of Trustees

Leslie Cole Paul Schwartz
Robert Winston Chris Marrone
Ray Ramas

Superintendent

Kathi Emerson

Unity of Purpose, Roles & Responsibilities, Norms & Protocols

This Governance Handbook reflects the governance team's work on creation of a framework for effective governance. This involves ongoing discussions and agreements about unity of purpose, roles, norms and protocols that enable the governance team to continue to perform its responsibilities in a way that best benefits all children.

Updated/Revised: 1/8/13
Updated/Revised: 9/27/11
Updated/Revised: 1/10/11
Board Approved: 3/10/09
Updated/Revised: 1/27/14
Updated/Revised: 5/29/15

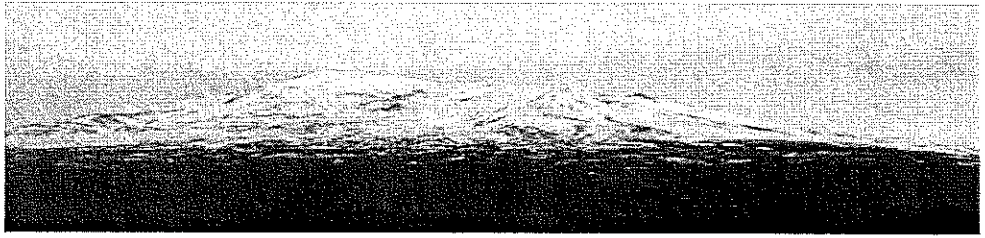
Mount Shasta Union School District

Governance Handbook

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Mount Shasta Union School District



Leading the way, to maximize student achievement, in a professional learning environment

Vision/Mission Statement

Our Vision

MSUSD strives to be a leader of educational excellence in the state of California.

Our Mission

The mission of the MSUSD is to promote a system of educational excellence providing the opportunity for all students to become productive citizens.

Our Aims

Aim I

Maximize Student Achievement

Aim II

Ensure Safe, Secure and Well Maintained Schools

Aim III

Function with Increasing Efficiency and Effectiveness

Strategic plan to implement District Aims available in the District Office.

Our Beliefs

We believe:

- *A safe, respectful environment is essential to learning.*
- *All students must be challenged with high expectations and be provided with the opportunity to excel.*
 - *Education is a fundamental right and lifelong process.*
 - *All students can learn and achieve.*
- *Students can learn life skills of responsibility, teamwork, and problem solving.*
 - *Education enhances the appreciation and understanding of differences.*
- *Supportive relationships and shared responsibility amongst parents, students, educators, and community are essential.*
 - *In citizenship and community.*

*Mount Shasta Union School District
Governance Handbook*

Effective Governance

California School Boards Association

Governance – A Definition

School district governance is the act of transforming the needs, wishes and desires of the community into policies that direct the community's schools.

As the governance team fulfills responsibilities in the areas of setting direction, human resources, policies, student learning and achievement, finance, judicial appeals, collective bargaining, and community relations and advocacy, the way in which governance team members perform the governance role is critical.

Whether in the boardroom, out in the community or at home, board members are always trustees for the district. The integrity of the school district's educational program is dependent upon the responsible and professional manner in which each board member, and the board collectively, fulfills governance roles and responsibilities with the superintendent. The demeanor of governance team members sends an important message to the public.

Utilizing effective governance techniques, private citizens, once elected to school boards, work with the superintendent to keep all district efforts focused on student learning. Effective governance tenets encompass the basic characteristics and behaviors that enable governance team members to effectively create a climate for excellence in a school district.

The community elects school board members to set and monitor the direction of the school district, but the district superintendent will translate all efforts into action. It is therefore vital that the board and superintendent have a respectful and productive working relationship based on trust and open communications.

Working as a group, board members and the superintendent leverage the efforts of the professional staff by setting a direction for the district reflective of the community's wishes for its children, by creating a supportive framework for action in the district, by holding the system accountable through mutually agreed upon mechanisms, by providing support to students and staff through behaviors and actions, and by demonstrating community leadership on behalf of children, district schools and public education. When this is done effectively, the chances of a climate for excellence being created in which students thrive increases dramatically.

What We Each Bring to the Team:

Individual members of the Mount Shasta Union Governance Team bring strengths that enhance the team's ability to govern effectively and make decisions in the best interest of the students and the school district.

Our Working Styles:

Analytical:

Strengths:

Driver:

Strengths:

Amiable:

Strengths:

Expressive:

Strengths:

***Conduct Assessment at 2010 Board Workshop**

Working As an Effective Team

California School Boards Association

To effectively focus all district efforts on learning and achievement for all students, a governance team needs to have a unity of purpose, a mutual understanding of roles, positive working relationships and supportive structures and processes. One of the chief ways a governance team can strengthen or maintain its effectiveness is to periodically assess its own performance in these areas.

Unity of Purpose

The foundation of effective governance is the common focus governance team members share that helps them transcend their individual differences to fulfill a greater purpose. Unity of Purpose is the super-ordinate goals, the core values and beliefs governance team members share in common about children, the district and public education.

Roles

Effective teams value and respect their essential roles, reach mutual agreement on the roles of the board and superintendent and strive to operate within them.

Culture

Culture is the positive or negative atmosphere created by the way people in an organization treat each other. Teams have unwritten (implicit) or written (explicit) agreements about how they will behave with each other and with those outside the team. These behavioral ground rules, often called norms, enable teams to build and maintain a positive culture or shift a negative one.

Structure and Process

Effective teams discuss and agree on the formal structures and processes used by the board and superintendent in their functioning as a team (e.g., agenda structure, visiting schools, handling complaints or concerns from the community, bringing up a new idea, handling complex community issues, how boards operate, and how they do business)

Mount Shasta Union Governance Team

Who Are We?

The Mount Shasta Union Governance Team members are leaders who care about our students, the school district and our community. We are people who are committed to public education and understand the role education plays in sustaining our democratic society. We represent the entire community: children, parents, staff, businesses, and all community members. We hold the interest of ALL the children in trust. We have been chosen to provide educational leadership to the district and to see that the mission of the district is achieved. Even though we bring our individual perspectives and experiences to the table, we are committed to developing collective understanding, making informed decisions and operating as a unified team.

What Is Our Purpose?

We are a leadership team, responsible for the realization of the mission of our District while being fiscally responsible with the public monies in our trust. We consider the present and future to maintain our focus on our mission, vision and aims that were developed through inclusive processes. We have the responsibility to do the best job we can for our students within the state and federal requirements, and to see that our students graduate from our schools able to become responsible citizens. We see that the necessary resources are available to our staff to do the work we expect of them. We inspire, engage and inform our staff and community about education issues on behalf of our students, our district, our teachers and public education.

To Whom Are We Responsible?

We are responsible to our children to provide the best possible education in a safe, nurturing, challenging learning environment. We are responsible to district staff to provide necessary resources and a safe, supportive, challenging work environment. We are responsible to parents to provide a free public education for their children in an environment that is physically and emotionally safe for the children and their families, and to provide avenues for their involvement in their children's education. We are responsible to our voters and taxpayers to provide a high quality of education in our schools so the community is perceived as a good place to live, and to use public funds efficiently and effectively. We are responsible to our entire community to keep them informed and help them understand the benefits of our educational system whether or not they have children in our schools. We are responsible to the state and federal government to obey the law, to be informed and to keep other elected officials informed about the effect of legislation on our district, and to advocate on behalf of our children, the teaching profession and our schools. We are responsible to the other members of our team to come to meetings prepared, to be interested and informed, to be committed to our work, and to be respectful and honest in our interactions.

What We Want to Accomplish as a Governance Team

- Improve student achievement.
- Ensure the school is safe, secure, and well maintained.
- Effect long and short term financial stability.

A Discussion of Roles and Responsibilities

California School Boards Association

Effective teams value and respect their essential roles, reach mutual agreement on the roles of the board and superintendent, and strive to operate within them.

There are important distinctions to be made between the board's role and that of the superintendent and staff. Boards and superintendents must team together to ensure a district has effective leadership. Just as board members should govern and not manage a school district, superintendents should not administer a district in isolation from the representatives whom the public has entrusted with the schools. School Board "trustees" are the representatives of the people, elected to ensure a community's schools educate the community's children in accordance with the wishes of the local community.

Board members have collective, not individual authority. Authority to make decisions is only granted to the board as a whole. The full board gives direction to the superintendent at board meetings. Individual board members do not have the authority to direct the superintendent, unless otherwise agreed to by the board and superintendent.

The role of the school boards is not to run the schools, but to see that the schools are well run. When a board member inadvertently takes over the staff role, he is in essence vacating his board seat and effectively undercutting his ability to govern. He is forfeiting his ability to hold the superintendent responsible for the way the board's policy direction is translated into action by the professional staff.

To The Mount Shasta Union School District Governance Team Effective Governance Means...

- the board collectively setting the direction for the district.
- keeping district efforts focused on student learning.
- creating a climate of excellence by:
 - providing the necessary resources so students and staff can be successful,
 - supporting students and staff through our behaviors and actions,
 - holding the system accountable by establishing clear expectations for students and staff, instituting and consistently following fair evaluation processes, and requiring changes as necessary, and
 - providing community leadership on behalf of students, the district and public education.
- being good stewards of district finances and communicating about the budget and budget processes with the community by:
 - leveraging the funds we have to create a climate of excellence
 - spending this year's money effectively, and
 - budgeting wisely for future years
- the board and superintendent have a respectful, productive working relationship based on trust and open communication.
- the superintendent and staff translate the board's direction into action.
- communicating to the entire community about the role of the board and what "governance" is.
- maintaining open, two-way communication with all stakeholders about district programs, activities, challenges and accomplishments.

What the Board Needs from the Superintendent to be Successful

- Transparency and consistent communication with the Board
- Direction from the Superintendent and news from the State
- The ideas, opinions, and recommendations from the Superintendent
- Honesty with all stakeholders
- All the pros and cons for each item
- Financial expertise
- Best and latest ideas on items affecting the district
- Connectivity to other districts
- Know the role of the Superintendent and the board
- Share Knowledge with the Board about workshops she attends
- Stay networked with other Superintendents

What the Superintendent Needs from the Board to be Successful

- Keep me in the loop
- No surprises
- Clear direction through decisions
- Understand that the Superintendent is growing and learning

The Legacy We Want to Leave

We want to leave a district where:

- There is fiscal stability
- Decisions are made for the students of the past, present and future
- There are budget parameters
- There is a collaborative culture where the interest of the students is paramount
- All the decisions of today will stand the scrutiny of the future
- District campus is safe, secure and clean
- MSUESD is a model district for academia
- The most professional staff are hired

Mount Shasta Union Team Norms

Meeting Guidelines

We agree:

- To base decisions on how all children benefit
- To take responsibility for the work of the team.
- To be responsible for the success of our meetings, participate equally and address concerns.
- To listen actively to all ideas. To listen openly without preparing responses.
- To wait to speak until a team member has finished talking and to keep our remarks brief and to the point so that all opinions can be expressed.
- To communicate openly and honestly with each other.
- To be supportive rather than judgmental.
- To give helpful feedback directly and openly.
- To offer our ideas and resources.
- To build upon the ideas of others and look for common ground and to paraphrase for understanding.
- To respect team meeting times: start on time, return from breaks promptly and avoid unnecessary interruptions.
- To stay focused on our goals and avoid getting sidetracked.
- To work to ensure that there are no hidden agendas and that all issues and concerns can be dealt with openly by all members.
- To respect ourselves and others
- To be open to ideas of others
- To agree to disagree – not to be disagreeable
- To come to meetings prepared to deliberate, vote and ask clarifying questions, when necessary
- To no surprises between the Board and Superintendent or from the Board to the staff
- To maintain confidentiality
- To address the issues, not personalities
- To collectively support final decisions
- That board meetings are meetings held in public - not a public meeting
- To work toward the future – learning from the past.

The Behaviors by Which Our Team Is Characterized

We agree:

- to work together as Governance Team members to be supportive of the roles each carry out.
- to demonstrate civility in all our interactions with others.
- to demonstrate competence in the jobs we are assigned.
- to have an open-mind – not come to the table with a particular agenda.
- to speak with a common voice, and communicate the same things about our agreed upon strategic goals and other important district issues.
- to provide opportunities so that all voices are heard.
- to frame topics for the community members so they might understand the task before us.
- to operate within our own parameters for meeting behavior.
- to provide accurate information to the public prior to our meetings.
- to encourage school leaders to voice opinions in a positive manner.
- to always model open, positive communication and listen without being defensive.
- to remind each other, the staff and community that we should all follow the conflict mediation protocols that we expect our students to follow.
- to take the time to celebrate together.

Orientation of Prospective Board Members

It was agreed that there would be no formal orientation for prospective board members but that veteran board members would be prepared to answer questions and share information with school board candidates when approached individually.

Key Points to Discuss with Prospective Board Members:

- Board members don't run the district but see that the district is well run.
- The board operates as a "body" when making decisions and then stands behind those decisions as staff carries out the work.
- The board serves all students at all school sites.
- Be prepared to answer questions about:
 - Time commitment
 - Culture of the board as a collaborative, consensus building unit
 - Governance Team Core Values and Beliefs
 - Culture of the district
 - District Mission and Aims
 - Where to get district specific information
- Encourage prospective board members to attend board meetings.
- Inform prospective board members about:
 - the Governance Team Handbook
 - the District Policy Book
 - the District Budget
 - the Brown Act
 - New Board Member Orientation at CSBA Annual Conference
 - Board Bylaws
- FYI: Board members rarely receive kudos.

Protocols and Procedures to Facilitate Governance Leadership

| ISSUE | PROTOCOL |
|--|--|
| Board/Staff Communication <i>Questions of staff outside of Board Meetings.</i> | <ul style="list-style-type: none"> Trustees will call the Superintendent with questions or requests for information. The Superintendent will direct a Trustee to the appropriate staff member for answers. The exception to this process is when there are questions about warrants. The Business Manager will be contacted directly with warrant questions. |

| ISSUE | PROTOCOL |
|---|---|
| Handling Complaints in the Community | <ul style="list-style-type: none"> When approached by a community member with an issue or concern, board members will listen openly and repeat back, question, or paraphrase to ensure understanding of the issue or concern. The trustee will explain that the district has complaint policies in place and if appropriate, will let the community member know what the complaint policy is and how they may access the process or procedure. The trustee will direct the person back into the system at the appropriate place. Trustees will strive to ensure a community member feels heard and inform them of the next steps. Board members will use judgment in responding, being mindful of their role in judicial review. The trustee will notify the Superintendent of the conversation so that she has the full picture and can follow through as appropriate and/or necessary. |

| ISSUE | PROTOCOL |
|-------------------------------------|---|
| Handling Complaints of Staff | <ul style="list-style-type: none"> When approached by a staff member with an issue or concern, board members will listen openly or paraphrase to ensure understanding of the issue or concern. Trustees will remind staff of the complaint process and the role of the individual board members. The school board is likely to become the “court of last resort” in personnel issues, so board members agree to be extremely careful not to become involved in personnel issues. In order to be able to give these situations an impartial hearing, board members must not have been engaged in the situation at an early stage. The trustee will notify the Superintendent of the conversation so that she has the full picture and can follow |

| | |
|--|--|
| | through as appropriate and/or necessary. |
|--|--|

Protocols and Procedures to Facilitate Governance Leadership

| ISSUE | PROTOCOL |
|--|---|
| <p>Board Meeting Management – Effective Deliberation and Public Comment</p> | <p><u>Rationale:</u></p> <ul style="list-style-type: none"> • The purpose of our Board Meetings is to conduct district business in public. • We want to hear the views of our constituents, but we recognize that an appropriate process must be in place in order to have orderly, effective meetings. <p><u>Therefore:</u></p> <ul style="list-style-type: none"> • The Board President will facilitate Board discussions and manage public input. • Each item will have a 20-minute time limit for public comment. Three minutes are allotted per person. The board president may ask that the public limit their comments to new information. Board Members will direct their questions/comments to the Board President and not communicate directly with members of the public. • The Board President has discretion to add time to the discussion, if the majority of the board agrees to the additional time. <p><u>The Board will follow the following protocol:</u></p> <ol style="list-style-type: none"> 1. The Board President will introduce the item. 2. The Superintendent or other staff may provide a presentation of background information and a recommendation, if necessary. 3. Board Members may ask questions for clarification. 4. The Board President will open the issue for public comment. 5. After public comment is completed, the Board President will close public comment. 6. The Board will discuss the item. <p><u>If the Item Is an Action Item...</u></p> <ol style="list-style-type: none"> 7. The President concludes deliberation by calling for a motion. 8. If a motion is made and seconded, the Board votes on the motion. |

| ISSUE | PROTOCOL |
|-----------------------|--|
| Role in Public | <ul style="list-style-type: none"> • Trustees represent the board in what they say and do and will set an example of professionalism. • Trustees will strive to educate the public about their role as public servants, entrusted with the education of all the children of the community. • Trustees will make visible their dedication and commitment and clarify their authority as one of five in all decisions and actions. • Confidentiality will be maintained at all times. • Trustees will speak with one voice and support Board decisions. |

Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg

MISSION and CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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About the Author

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg

has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

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Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

- 1. Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
- 2. Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
- 3. Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
- 4. Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four

members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested

in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words "I move ..." A typical motion might be: "I move that we give a 10-day notice in the future for all our meetings." The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, "A motion at this time would be in order."
2. **Suggesting a motion to the members of the body**, "A motion would be in order that we give a 10-day notice in the future for all our meetings."
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion can contain a specific time in which the item can come back to the body. "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, "I move the previous question" or "I move the question" or "I call the question" or sometimes someone simply shouts out "question." As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a "request" rather than as a formal motion. The chair can simply inquire of the body, "any further discussion?" If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the "question" as a formal motion, and proceed to it.

When a member of the body makes such a motion ("I move the previous question"), the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

Note: A motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," or "I move the question," or "I call the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it's pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the "no" votes and double that count to determine how many "yes" votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote "no" then the "yes" vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?
Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote? Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is

abstain.”) In fact, any manifestation of intention to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed. A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, "point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to The agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes about Public Input

The rules outlined above will help make meetings very public friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

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August 11, 2015

To: Governing Board Members

Action Item

Subject: Board Agenda Item # 7.2 Approve Increase to Remi Vista Counseling Contract

Background Information: We have contracted with Remi Vista for counseling services for the last 2 years. The contract amount started at \$45,000 and increased to \$48,000 for the 2nd year. In July, Remi Vista let the District know that they would charge \$63,000 for the same counseling services for 2015-2016.

Public Comment

Board Deliberation/Action

Enclosure: None

Fiscal Impact: \$15,000

Superintendent's recommendation: Approve reduced services and/or increased expenditure depending on input and discussion

August 11, 2015

To: Governing Board Members

Subject: Board Agenda Item # 8.0 Reports through 10.0 Adjournment

8.0 Reports

- 8.1 Certificated Staff
- 8.2 MSETA
- 8.3 Classified Staff
- 8.4 CSEA
- 8.5 Principal's Report: Mrs. Rizzo
- 8.6 Principal's Report: Mr. Riccomini
- 8.7 Superintendent's Report: Mrs. Emerson

9.0 Board Comments

10.0 Adjournment

Time: _____

Mt Shasta Elementary School

8/3/2015

2015-2016

Enrollment by Grade and Teacher

Page 1

| Teacher | K | | 1 | | 2 | | 3 | | ALL | |
|----------------|------|-------|-------|------|-------|-------|------|-------|-------|-------|
| | Boys | Girls | Total | Boys | Girls | Total | Boys | Girls | Total | Total |
| 000 Unassigned | 22 | 18 | 40 | - | - | - | - | - | - | 40 |
| 000 Unassigned | - | - | - | 36 | 27 | 63 | - | - | - | 63 |
| 000 Unassigned | - | - | - | - | - | - | 35 | 21 | 56 | 56 |
| 000 Unassigned | - | - | - | - | - | - | 33 | 23 | 56 | 56 |
| School Total: | 22 | 18 | 40 | 36 | 27 | 63 | 35 | 21 | 56 | 215 |
| | | | | | | | 33 | 23 | 56 | 215 |

Sisson School

8/4/2015

2015-2016

Enrollment by Grade and Teacher

Page 1

| Teacher | 3 | | | 4 | | | 5 | | | 6 | | | 7 | | | 8 | | | ALL | | |
|----------------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|
| | Boys | Girls | Total | Boys | Girls | Total | Boys | Girls | Total | Boys | Girls | Total | Boys | Girls | Total | Boys | Girls | Total | Boys | Girls | Total |
| 000 Unassigned | 7 | 5 | 12 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 7 | 5 | 12 |
| 000 Unassigned | - | - | - | 30 | 19 | 49 | - | - | - | - | - | - | - | - | - | - | - | - | 30 | 19 | 49 |
| 000 Unassigned | - | - | - | - | - | - | 34 | 29 | 63 | - | - | - | - | - | - | - | - | - | 34 | 29 | 63 |
| 000 Unassigned | - | - | - | - | - | - | - | - | - | 27 | 32 | 59 | - | - | - | - | - | - | 27 | 32 | 59 |
| 000 Unassigned | - | - | - | - | - | - | - | - | - | - | - | - | 35 | 26 | 61 | - | - | - | 35 | 26 | 61 |
| 000 Unassigned | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 25 | 26 | 51 | 25 | 26 | 51 |
| School Total: | 7 | 5 | 12 | 30 | 19 | 49 | 34 | 29 | 63 | 27 | 32 | 59 | 35 | 26 | 61 | 25 | 26 | 51 | 158 | 137 | 295 |