



**Mt. Shasta Union SD**

Published: Aug 09, 2019 01:21 PM

**Governing Board: Regular Meeting Board Packet**

Tuesday, August 13, 2019

Open Session: 06:00 PM | Closed Session: 06:40 PM

Education Center

595 East Alma St, Mount Shasta

This meeting is being recorded. A full recorded transcript of this board meeting may be available upon request. Contact the District office (530) 926-6007.

1. Roll Call

1. Tour of MSE Campus
2. Closed Session Agenda

Members of the public have the opportunity to address the board concerning the following Closed Session Agenda Items.

The board will adjourn to address the following items in Closed Session:

- Public Employee Employment/Resignation/Retirement/Leave (GC 54954.5/54957) Personnel Action Report Employ/Appoint
  - Accept Resignations/Retirement: Classified Staff
  - Employ 1.5 Hour Food Service Worker
  - Employ 2 Hour Food Service Worker
  - Employ 3.5 Hour RSP TA
  - Employ (2) 3.5 Hour RSP, 1 on 1 TA
  - Employ 3.5 Hour TA
  - Employ Maintenance Supervisor
- Evaluation of Performance (GC 54957): Superintendent
- The Board will meet with its negotiator, Kay Scovill, concerning salary and benefits for an unrepresented employee (Gov. Code 54957.6)
- The Board will consider the employment of the District Superintendent/Principal of Mount Shasta Elementary School

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2. Resume Open Session - 7:00 PM

1. Welcome/Pledge

Mission Statement: The mission of the Mount Shasta Union School District is to promote a system of educational excellence providing the opportunity for all students to become productive citizens and achieve high academic standards.

2. Disclosure of Action in Closed Session, if any

3. Monthly Finance Report

5-9

Cash Balance: \$777,558.13

3. Public Comments

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. You may choose to comment on Regular Agenda items now or when each item is opened for public comment later in the meeting. 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.)

1. Items on or not on the Agenda

4. Action Agenda I

1. Approval of the Agenda

5. Consent Agenda

11

1. Approve Minutes of the June 28, 2019 Special Board Meeting

12-14

2. Approve Fund Transfers, Budget Transfers and Warrants: \$133,294.28 + \$70,757.41 + \$112,234.60 + \$46,086.03 = \$362,372.32

15-30

3. Approve Purchase Orders - July 2019

31-42

4. Approve Quarterly Report on Williams Uniform Complaints - July 2019

43-44

5. Approve Certification that the Principals and Superintendent are Competent in Instructional Methodology and Evaluation Pertinent to the Personnel they Evaluate

45-46

6. Adopt Resolution 19-20-01 to Establish Temporary Interfund Transfers of Special or Restricted Fund Moneys

47-48

7. Approve increase in cost for full-price meals from \$2.80 to \$2.95 for a student lunch, from \$1.80 to \$1.95 for a student breakfast, and from \$4.00 to \$4.25 for an adult lunch, from \$2.30 to \$2.45 for an adult breakfast effective August 20, 2019. Milk (\$.40) remain the same price
  8. Approve Revised 2019-2020 Extra Duty Stipend List
6. Discussion Items

**Discussion Items** - Except for approval of Board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item below.

- |   |         |
|---|---------|
| 1. BP and AR 1312.1 Complaints Concerning District Employees          | 50-56   |
| 2. BP and AR 3511 Energy And Water Management                         | 57-66   |
| 3. BP 3540 Transportation   | 67-71   |
| 4. BP 4119.22; 4219.22; 4319.22 Dress And Grooming                    | 72-74   |
| 5. BP 4119.41 4219.41, 4319.41 Employees With Infectious Disease      | 75-79   |
| 6. BP and AR 5131.2 Bullying  | 80-92   |
| 7. BP and AR 5132 Dress And Grooming                                  | 93-100  |
| 8. BP and AR 6142.1 Sexual Health And HIV/AIDS Prevention Instruction | 101-113 |
| 9. BP 6142.6 Visual And Performing Arts Education                     | 114-118 |
| 10. New Websites and App  | 119     |
| 7. Reports  | 120     |
| 1. Certificated Staff   |         |
| 2. MSETA  |         |
| 3. Classified Staff   |         |
| 4. CSEA   |         |
| 5. Principal's Report: Mr. Riccomini                                  |         |
| 6. Superintendent/Principal's Report: Mr. Barnhart                    |         |
| 8. Items for next meeting   |         |

9. Board Comments

10. Adjournment

***Leading the Way to Maximize Student Achievement***

**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**2.3 Monthly Finance Report**

**Type:**

Informational

**Quick Summary/Abstract:**

Cash Balance: \$777,558.13

**Attachments:**

1. Financial Summary

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
	REVENUE LIMIT SOURCES :	.00		.00	107,856.99	107,856.99-	NO BDGT
	OTHER STATE REVENUES :	.00		.00	30.00	30.00-	NO BDGT
	OTHER LOCAL REVENUES :	.00		.00	875.00	875.00-	NO BDGT
* TOTAL YEAR TO DATE REVENUES	* *	.00 *	.00 *	.00 *	108,761.99 *	108,761.99-*	NO BDGT
EXPENDITURE DETAIL							
	CERTIFICATED SALARIES :	.00		.00	23,242.08	23,242.08-	NO BDGT
	CLASSIFIED SALARIES :	.00		.00	41,311.31	41,311.31-	NO BDGT
	EMPLOYEE BENEFITS :	.00		.00	26,445.93	26,445.93-	NO BDGT
	BOOKS AND SUPPLIES :	.00		.00	2,997.13	2,997.13-	NO BDGT
	SERVICES, OTHER OPER. EXPENSE:	.00		.00	144,880.58	144,880.58-	NO BDGT
* TOTAL YEAR TO DATE EXPENDITURES	* *	.00 *	.00 *	.00 *	238,877.03 *	238,877.03-*	NO BDGT
OTHER FINANCING SOURCES ( USES )							
	INTERFUND TRANSFERS - OUT :	.00		.00	50,000.00-	50,000.00	NO BDGT
* TOTAL YEAR TO DATE OTHER FINANCING	*	.00 *	.00 *	.00 *	50,000.00-*	50,000.00 *	NO BDGT

2018-2019 Ending Cash Balance	\$938,190.19
2019-2020 Cash Balance	<u>- 160,632.06</u>
<b>Actual Cash Balance</b>	<b>\$777,558.13</b>

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY		160,632.06-	160,632.06-
9209	A/R SET-UP ODD YEARS		49,582.58-	49,582.58-
9210	A/R POST		27,439.28-	27,439.28-
9330	PREPAID EXPENDITURES		29,191.00	29,191.00
9508	USE TAX LIABILITY		28.04-	28.04-
9510	ACCOUNTS PAYABLE CURRENT LIAB		4,080.79	4,080.79
9514	H & W PASS THROUGH		24,295.13	24,295.13
* NET YEAR TO DATE FUND BALANCE	* *	.00 *	180,115.04-*	180,115.04-*
* EXCESS REVENUES/ (EXPENDITURES)	* *	.00 *	180,115.04-*	180,115.04-*

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	.00	.00	.00	108,761.99	108,761.99-	NO BDGT
B.	EXPENDITURES	.00	.00	.00	238,877.03	238,877.03-	NO BDGT
C.	EXCESS REVENUES ( EXPENDITURES )	.00	.00	.00	130,115.04-	130,115.04	NO BDGT
D.	OTHER FINANCING SOURCES ( USES )	.00	.00	.00	50,000.00-	50,000.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	.00	.00	180,115.04-	180,115.04	NO BDGT
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	.00	.00	.00	.00	.00	NO BDGT
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	.00	.00	.00	.00	.00	NO BDGT
G.	ENDING BALANCE	.00	.00	.00	180,115.04-	180,115.04	NO BDGT

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
REVENUE LIMIT SOURCES :		4,655,515.00	42,526.61	4,698,041.61	4,180,400.09	517,641.52	88.98
FEDERAL REVENUES :		443,405.74	291.54-	443,114.20	419,379.11	23,735.09	94.64
OTHER STATE REVENUES :		462,315.00	600.34-	461,714.66	256,642.40	205,072.26	55.58
OTHER LOCAL REVENUES :		195,732.99	121,951.17	317,684.16	166,629.72	151,054.44	52.45
* TOTAL YEAR TO DATE REVENUES	* *	5,756,968.73 *	163,585.90 *	5,920,554.63 *	5,023,051.32 *	897,503.31 *	84.84
EXPENDITURE DETAIL							
CERTIFICATED SALARIES :		2,385,095.33	70,349.61	2,455,444.94	2,455,491.84	46.90-	100.00
CLASSIFIED SALARIES :		983,157.90	66,455.29	1,049,613.19	1,058,725.55	9,112.36-	100.86
EMPLOYEE BENEFITS :		1,387,319.61	4,898.26	1,392,217.87	1,210,459.37	181,758.50	86.94
BOOKS AND SUPPLIES :		265,578.92	58,033.99	323,612.91	263,968.98	59,643.93	81.56
SERVICES, OTHER OPER. EXPENSE:		580,289.94	38,746.52	619,036.46	614,003.45	5,033.01	99.18
OTHER OUTGOING :		108,464.90		108,464.90	.00	108,464.90	0.00
DIRECT SUPPORT/INDIRECT COSTS:		.00		.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE EXPENDITURES	* *	5,709,906.60 *	238,483.67 *	5,948,390.27 *	5,602,649.19 *	345,741.08 *	94.18
OTHER FINANCING SOURCES ( USES )							
INTERFUND TRANSFERS - IN :		.00	30,000.00	30,000.00	.00	30,000.00	0.00
INTERFUND TRANSFERS - OUT :		64,353.70-	3,766.57-	68,120.27-	68,120.27-	.00	100.00
CONTRIB.- RESTRICTED PROGRAMS:		.00		.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE OTHER FINANCING	*	64,353.70-*	26,233.43 *	38,120.27-*	68,120.27-*	30,000.00 *	178.69



UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	1,276,817.16	338,626.97-	938,190.19
9120	CASH IN BANK	6,013.97	.07	6,014.04
9130	REVOLVING CASH ACCOUNT	1,500.00	.00	1,500.00
9150	INVESTMENTS	6,060.97	137.49	6,198.46
9208	A/R SETUP EVEN YEARS	35,718.70-	.00	35,718.70-
9209	A/R SET-UP ODD YEARS	581,838.23	394,500.12-	187,338.11
9210	A/R POST	611.10-	13,198.38-	13,809.48-
9310	DUE FROM OTHER FUNDS	.02	.00	.02
9508	USE TAX LIABILITY	1,225.35	869.28	2,094.63
9509	ACCOUNTS PAYABLE SET UP-ODD YR	336,780.54-	5,657.93-	342,438.47-
9510	ACCOUNTS PAYABLE CURRENT LIAB	38,485.66	19,741.53	58,227.19
9610	DUE TO OTHER FUNDS	83,516.89-	83,516.89	.00
9650	DEFERRED REVENUE	14,360.40-	.00	14,360.40-
* NET YEAR TO DATE FUND BALANCE	* *	1,440,953.73 *	647,718.14-*	793,235.59 *
* EXCESS REVENUES/(EXPENDITURES)	* *	1,440,953.73 *	647,718.14-*	793,235.59 *

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	5,756,968.73	163,585.90	5,920,554.63	5,023,051.32	897,503.31	84.84
B.	EXPENDITURES	5,709,906.60	238,483.67	5,948,390.27	5,602,649.19	345,741.08	94.18
C.	EXCESS REVENUES ( EXPENDITURES )	47,062.13	74,897.77-	27,835.64-	579,597.87-	551,762.23	2082.21
D.	OTHER FINANCING SOURCES ( USES )	64,353.70-	26,233.43	38,120.27-	68,120.27-	30,000.00	178.69
E.	NET CHANGE IN FUND BALANCE	17,291.57-	48,664.34-	65,955.91-	647,718.14-	581,762.23	982.04
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	.00	.00	.00	.00	.00	NO BDGT
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	.00	.00	.00	.00	.00	NO BDGT
G.	ENDING BALANCE	17,291.57-	48,664.34-	65,955.91-	647,718.14-	581,762.23	982.04

**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**4.1 Approval of the Agenda**

**Type:**

Action

**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**5 Consent Agenda**

**Type:**

Consent

**Description:**

1. Approve Minutes of the June 28, 2019 Special Board Meeting
2. Approve Fund Transfers, Budget Transfers and Warrants:  $\$133,294.28 + \$70,757.41 + \$112,234.60 + \$46,086.03 = \$362,372.32$
3. Approve Purchase Orders - July 2019
4. Approve Quarterly Report on Williams Uniform Complaints - July 2019
5. Approve Certification that the Principals and Superintendent are Competent in Instructional Methodology and Evaluation Pertinent to the Personnel they Evaluate
6. Adopt Resolution 19-20-01 to Establish Temporary Interfund Transfers of Special or Restricted Fund Moneys
7. Approve increase in cost for full-price meals from \$2.80 to \$2.95 for a student lunch, from \$1.80 to \$1.95 for a student breakfast, and from \$4.00 to \$4.25 for an adult lunch, from \$2.30 to \$2.45 for an adult breakfast effective August 20, 2019. Milk (\$.40) remain the same price
8. Approve Revised 2019-2020 Extra Duty Stipend List

**Fiscal Impact:** Various

**Enclosures:** Various documents

**Superintendent's Recommendation:** Approve

**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**5.1 Approve Minutes of the June 28, 2019 Special Board Meeting**

**Type:**

Consent

**Attachments:**

1. Special Board Meeting Minutes



Published: Jun 27, 2019 07:49 AM  
**Minutes for Governing Board: Special Meeting**  
Friday, June 28, 2019  
Open Session: 8:45 AM | Closed Session: 8:30 AM  
Education Center

**Attendance:**

Attendees	Present/Absent	Arrival	Departure
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**Board of Trustees**

John Duncan	Present	8:30 AM	09:03 AM
Mona Gutierrez	Present	8:30 AM	09:03 AM
Kay Scovill	Present	8:30 AM	09:03 AM
Nancy Swift	Present	8:30 AM	09:03 AM
Robert Winston	Present	8:30 AM	09:03 AM

**Secretary to the Board**

Barry Barnhart	Present	8:30 AM	09:03 AM
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1. Closed Session Agenda

**Minutes:**

Members of the public had the opportunity to address the board concerning the Closed Session Agenda.

2. Welcome/Roll Call

1. Disclosure of Action in Closed Session, if any

**Minutes:**

The board unanimously approved to employ 1.0 FTE 2nd Grade Teacher - Susan Kaye

3. Consent Agenda

**Votes:**

Motion: Approve the Consent Agenda

Motion By: John Duncan

Seconded By: Mona Gutierrez

John Duncan	YES
Mona Gutierrez	YES
Kay Scovill	YES
Nancy Swift	YES
Robert Winston	YES

Result: PASSED

4. Adjournment

**Minutes:**

On a motion by Trustee Duncan, seconded by Trustee Gutierrez. Trustee Scovill adjourned the meeting at 9:03 a.m.

Respectfully Submitted,

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Barry Barnhart

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Kay Scovill, Board President

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Robert Winston, Clerk

**Mt. Shasta Union SD**  
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**5.2 Approve Fund Transfers, Budget Transfers and Warrants: \$133,294.28 + \$70,757.41 + \$112,234.60  
+ \$46,086.03 = \$362,372.32**

**Type:**

Consent

**Attachments:**

1. Request for Warrant Processing
2. Request for Warrant Processing
3. Request for Warrant Processing
4. Request for Warrant Processing

# SISKIYOU COUNTY OFFICE OF EDUCATION REQUEST FOR WARRANT PROCESSING

District # 26 District Name: Mount Shasta Union School District

Fund #	Fund Name	District Total	Audited Total
01	General Fund	\$ 133,294.28	
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Fund		
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund (Other than Capital Outlay)	XXXXXXXX	XXXXXXXX
25	Capital Facilities Fund (Developer Fees)		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
	Batch Total	\$ 133,294.28	

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/Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_ Mail: ☒ Hold: \_\_\_\_\_

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*For Siskiyou County Office of Education Use Only*

Audited By: \_\_\_\_\_ Audited Date: \_\_\_\_\_



026 MT. SHASTA ELEMENTARY J5025 ACCOUNTS PAYABLE PRELIST APY500 L.00.14 07/30/19 13:35 PAGE .  
 BATCH: 0730 JULY WARRANTS << Released for Payment >>  
 FUND : 01 GENERAL FUND

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y	OBJT	GOAL FUNC SCH LOCAL T9MPS	Liq Amt	Net Amount	
200021/00	AFLAC							
PO-200018	07/24/2019	JULY SUPPLEMENTAL INSURANCE	1	01-0000-0-9514-0000-0000-0000-00000	NN P	350.70	350.70	
		TOTAL PAYMENT AMOUNT				350.70 *	350.70	
201942/00	AMAZON CAPITAL SERVICES INC.							
PO-200074	07/11/2019	KQMXNC DISTRICT SUPPLIES	1	01-0000-0-4300-0000-7200-001-00000	NN F	34.39	34.39	
PO-200081	07/19/2019	LC6NXN BOARD SUPPLIES	1	01-0000-0-4300-0000-7100-001-00000	NN F	62.24	62.24	
		TOTAL PAYMENT AMOUNT				96.63 *	96.63	
201567/00	BONIVERT, AMANDA							
PV-200001	07/18/2019	MILEGAGE TO PICK UP PACKAGE		01-0000-0-5200-0000-7200-001-00000	NN		41.88	
		TOTAL PAYMENT AMOUNT				41.88 *	41.88	
024840/00	CALIFORNIA SAFETY COMPANY							
PO-200022	07/08/2019	422030 MSE FIRE ALARM	1	01-0000-0-5600-0000-8100-000-00000	NY P	50.00	50.00	
PO-200022	07/08/2019	422030 MSE FIRE ALARM	2	01-0000-0-5500-0000-8100-000-00000	NY P	25.00	25.00	
		TOTAL PAYMENT AMOUNT				75.00 *	75.00	
201643/00	CHURCHILL, ELIZABETH							
PV-200002	07/18/2019	TRAVEL FOR N. STATE ARTS CONFR		01-4128-0-5200-1110-1000-000-00000	NN		276.03	
		TOTAL PAYMENT AMOUNT				276.03 *	276.03	
200887/00	COASTAL BUSINESS SYSTEMS INC							
PO-200050	07/11/2019	25149105 MSE STAFF COPIER	1	01-0000-0-5600-1110-1000-002-00000	NN P	1,141.28	1,141.28	
		TOTAL PAYMENT AMOUNT				1,141.28 *	1,141.28	
202026/00	CRESCENDO EDUCATION GROUP LLC							
PO-200059	07/10/2019	166 STAND GRDNG TRNG-LCAP	2	01-4035-0-5800-1110-1000-000-20006	NN F	12,900.00	12,900.00	
PO-200059	07/10/2019	166 STNDS BSD TRNG- LCAP	1	01-0000-0-5800-1110-1000-000-20006	NN P	5,050.00	5,050.00	
		TOTAL PAYMENT AMOUNT				17,950.00 *	17,950.00	
201727/00	HANON, KIM							
PV-200004	07/24/2019	TRAVEL TO VAPA GRANT TRAINING		01-4128-0-5200-1110-1000-000-00000	NN		111.40	
		TOTAL PAYMENT AMOUNT				111.40 *	111.40	
201944/00	LEARNING WITHOUT TEARS							
PO-200071	07/11/2019	INV26544 HANDWRITING-LCAP	1	01-0000-0-4300-1110-1000-000-10013	NN P	2,149.64	2,149.64	
		TOTAL PAYMENT AMOUNT				2,149.64 *	2,149.64	
113056/00	NCSIG							
PO-200033	07/01/2019	2019-20 LIABILITY INSURANCE	2	01-0000-0-5400-0000-7200-001-00000	NN F	63,709.00	63,215.00	
PO-200033	07/01/2019	2019-20 LIABILITY INSURANCE	1	01-0230-0-5400-0000-3600-000-00000	NN F	3,030.00	3,524.00	
		TOTAL PAYMENT AMOUNT				66,739.00 *	66,739.00	
201651/00	NORTH COAST SCHOOLS' MEDICAL							
PO-200038	07/01/2019	CERTIFICATED INSURANCE JULY	1	01-0000-0-9514-0000-0000-000-00000	NN P	40,098.04	40,098.04	
		TOTAL PAYMENT AMOUNT				40,098.04 *	40,098.04	
119783/00	OFFICE DEPOT							
PO-200073	07/10/2019	743001 DISTRICT SUPPLIES	1	01-0000-0-4300-0000-7200-001-00000	NN F	126.61	126.61	
		TOTAL PAYMENT AMOUNT				126.61 *	126.61	

123000/00 PACIFIC POWER

PO-200040	07/16/2019	JULY POWER MSE	1	01-0000-0-5500-0000-8100-000-00000	NN P	145.94	145.94
PO-200040	07/16/2019	JULY POWER MSE	1	01-0000-0-5500-0000-8100-000-00000	NN P	23.30	23.30
PO-200040	07/17/2019	JULY POWER SISSON PUMP	1	01-0000-0-5500-0000-8100-000-00000	NN P	538.26	538.26
PO-200040	07/17/2019	JULY POWER SISSON	1	01-0000-0-5500-0000-8100-000-00000	NN P	2,580.48	2,580.48
TOTAL PAYMENT AMOUNT						3,287.98 *	3,287.98

200015/00 PRECISION ALARM SYSTEMS INC

PO-200084	07/16/2019	1582909 SISSON ALARM	1	01-0000-0-5500-0000-8100-000-00000	NN P	30.00	30.00
PO-200084	07/16/2019	1582910 DISTRICT ALARM	1	01-0000-0-5500-0000-8100-000-00000	NN P	35.00	35.00
TOTAL PAYMENT AMOUNT						65.00 *	65.00

200194/00 ROCHESTER 100 INC

PO-200067	07/12/2019	INV19240 CLASSROOM SUPPLIES	1	01-1100-0-4300-1110-1000-002-00000	YN F	344.24	344.25
TOTAL PAYMENT AMOUNT						344.25 *	344.25
TOTAL USE TAX AMOUNT						25.82	

200371/00 SOLANO'S INC

PV-200003	07/16/2019	225237 MAINTENANCE SUPPLIES	01-1100-0-4300-0000-8100-000-00000	NN		93.02	93.02
TOTAL PAYMENT AMOUNT						93.02 *	93.02

200058/00 TOWLEN, SUZAN

PO-200086	07/23/2019	REIMBURSE RETIREE INSURANCE	1	01-0000-0-9514-0000-0000-000-00000	NN P	192.49	192.49
TOTAL PAYMENT AMOUNT						192.49 *	192.49

201850/00 WALTER E NELSON CO

PO-200019	07/17/2019	108832 MAINTENANCE SUPPLIES	1	01-1100-0-4300-0000-8100-000-00000	NN P	131.50	131.50
PO-200019	07/17/2019	108837 MAINTENANCE SUPPLIES	1	01-1100-0-4300-0000-8100-000-00000	NN P	23.83	23.83
TOTAL PAYMENT AMOUNT						155.33 *	155.33

TOTAL FUND	PAYMENT	133,294.28 **	133,294.28
TOTAL USE TAX AMOUNT		25.82	

TOTAL BATCH PAYMENT	133,294.28 ***	0.00	133,294.28
TOTAL USE TAX AMOUNT		25.82	

TOTAL DISTRICT PAYMENT	133,294.28 ****	0.00	133,294.28
TOTAL USE TAX AMOUNT		25.82	

TOTAL FOR ALL DISTRICTS:	133,294.28 ****	0.00	133,294.28
TOTAL USE TAX AMOUNT		25.82	

Number of checks to be printed: 18, not counting voids due to stub overflows.

## SISKIYOU COUNTY OFFICE OF EDUCATION REQUEST FOR WARRANT PROCESSING

District # 26 District Name: Mount Shasta Union School District

Fund #	Fund Name	District Total	Audited Total
01	General Fund	\$ 51,631.45	
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Fund	\$ 19,125.96	
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund (Other than Capital Outlay)	XXXXXXXX	XXXXXXXX
25	Capital Facilities Fund (Developer Fees)		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
	Batch Total	\$ 70,757.41	

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/Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_ Mail: X Hold: \_\_\_\_\_

*For Siskiyou County Office of Education Use Only*

Audited By: \_\_\_\_\_ Audited Date: \_\_\_\_\_

026 MT. SHASTA ELEMENTARY	J3082	ACCOUNTS PAYABLE PRELIST	APY500	L.00.13	07/10/19	14:32	PAGE
		BATCH: 0710 JULY WARRANTS	<< Open >>				
		FUND : 01 GENERAL FUND					

  

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date				FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS		Liq Amt	Net Amount	
-----									
201854/00	ALICE TRAINING INSTITUTE								
	PO-200055	07/01/2019	42487	ALICE TRAINING- LCAP	1	01-0000-0-5800-1110-1000-000-10016	NN F		
				TOTAL PAYMENT AMOUNT		1,724.20 *		1,724.20	1,724.20
201704/00	AMERIGAS								
	PO-200015	07/04/2019	070169	PROPANE	1	01-0000-0-5500-0000-8100-000-00000	NN P		
				TOTAL PAYMENT AMOUNT		220.94 *		220.94	220.94
202060/00	APPTGEY								
	PO-200046	07/01/2019	AR2959	MSE WEBSITE	1	01-0000-0-5800-0000-2700-002-00000	NN F		
	PO-200046	07/01/2019	AR2959	SISSON WEBSITE	2	01-0000-0-5800-0000-2700-003-00000	NN P		
	PO-200046	07/03/2019	AR2959	DO WEBSITE	3	01-0000-0-5800-0000-7200-001-00000	NN F		
				TOTAL PAYMENT AMOUNT		15,150.00 *		5,050.00	15,150.00
201325/00	AT&T								
	CL-190010	06/30/2019	BAN 9391027443	IN 13272837	01-0230-0-5900-0000-3600-000-00000	NN F		18.30	18.30
	CL-190011	06/30/2019	BAN 9391027444	IN 13272838	01-0000-0-5900-0000-2700-002-00000	NN F		132.48	132.48
	CL-190012	06/30/2019	BAN 9391027445	IN 13272839	01-0000-0-5900-0000-2700-003-00000	NN F		141.61	141.61
	CL-190013	06/30/2019	BAN 9391027446	IN 13272840	01-0000-0-5900-0000-7200-001-00000	NN F		121.67	121.67
				TOTAL PAYMENT AMOUNT		414.06 *			414.06
201949/00	CA DEPT OF TAX AND FEE ADMIN								
	CL-190009	06/30/2019	Q2 2019	FUEL TAX	01-0230-0-4300-0000-3600-000-00000	NN F		8.01	8.01
				TOTAL PAYMENT AMOUNT		8.01 *			8.01
201950/00	CA DEPT OF TAX AND FEE ADMIN								
	CL-190014	06/30/2019	Q2 2019	USE TAX	01-0000-0-9508-0000-0000-000-00000	NN F		103.00	103.00
				TOTAL PAYMENT AMOUNT		103.00 *			103.00
024840/00	CALIFORNIA SAFETY COMPANY								
	PO-200023	07/08/2019	422054	SISSON CCTV LEASE	1	01-0000-0-5600-0000-8100-000-00000	NY P		
	PO-200023	07/08/2019	422054	DO CCTV LEASE	2	01-0000-0-5600-0000-7200-001-00000	NY P		
				TOTAL PAYMENT AMOUNT		295.00 *		215.00	295.00
110375/00	CITY OF MT SHASTA								
	PO-200016	07/01/2019	JULY	MSE WATER/SEWER/GARBAGE	1	01-0000-0-5500-0000-8100-000-00000	NN P		
	PO-200016	07/01/2019	JULY	MSE WATER/SEWER	1	01-0000-0-5500-0000-8100-000-00000	NN P		
	PO-200016	07/01/2019	JULY	SISSON WATER/SEWR/GARBAGE	1	01-0000-0-5500-0000-8100-000-00000	NN P		
	PO-200016	07/01/2019	JULY	SISSON WATER/SEWER	1	01-0000-0-5500-0000-8100-000-00000	NN P		
				TOTAL PAYMENT AMOUNT		1,717.71 *		513.36	1,717.71
200887/00	COASTAL BUSINESS SYSTEMS INC								
	PO-200048	07/01/2019	25078751	SISSON OFFICE	1	01-0000-0-5600-0000-2700-003-00000	NN P		
	PO-200048	07/01/2019	25078751	SISSON STAFF	2	01-0000-0-5600-1110-1000-003-00000	NN P		
	PO-200049	07/01/2019	25073449	MISE COPIER LEASE	1	01-0000-0-5600-0000-2700-002-00000	NN P		
				TOTAL PAYMENT AMOUNT		1,107.61 *		268.95	1,107.61
201300/00	SAN JOAQUIN COE								
	PO-200007	07/08/2019	1820466	2019-20 EDJOIN FEE	1	01-0000-0-5800-0000-7200-001-00000	NN F		
				TOTAL PAYMENT AMOUNT		450.00 *		450.00	450.00
138826/00	SISC								
	PO-200039	07/01/2019	JULY	CLASSIFIED INSURANCE	1	01-0000-0-9514-0000-0000-000-00000	NN P		
				TOTAL PAYMENT AMOUNT		23,463.67 *		23,463.67	23,463.67

149460/00 SISKIYOU COUNTY OFFICE OF ED

PO-200058	07/02/2019	020048	AUDIT FEES 1ST BILL	1	01-0000-0-5800-0000-7191-000-00000	NN P	5,625.00	5,625.00
TOTAL PAYMENT AMOUNT							5,625.00 *	5,625.00

151430/00 SKINNER'S TRUCK REPAIR

CL-190008	06/30/2019	50638	BUS 3 REPAIRS	01-0230-0-5600-0000-3600-000-00000	NN F	90.00	90.00	
TOTAL PAYMENT AMOUNT							90.00 *	90.00

157040/00 STATE FARM INSURANCE COMPANIES

PV-200000	07/01/2019	SELMAN	RETIREE INSURANCE	01-0000-0-9514-0000-0000-000-00000	NN	1,262.25	1,262.25	
TOTAL PAYMENT AMOUNT							1,262.25 *	1,262.25

TOTAL FUND	PAYMENT	51,631.45 **	51,631.45
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026 MT. SHASTA ELEMENTARY	J3082	ACCOUNTS PAYABLE PRELIST	APY500	L.00.13	07/10/19 14:32	PAGE
		BATCH: 0710 JULY WARRANTS	<< Open >>			
		FUND : 13 CAFETERIA				

  

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS			Liq Amt	Net	Amount
072846/00	HARRIS SCHOOL SOLUTIONS							
PO-200045	07/01/2019	MN00119072 LICENSE	1 13-5310-0-5800-0000-3700-000-00000	NN F		1,797.30		1,797.30
		TOTAL PAYMENT AMOUNT	1,797.30 *					1,797.30
138826/00	SISC							
PO-200039	07/01/2019	JULY CLASSIFIED INSURANCE	2 13-5310-0-9514-0000-0000-000-00000	NN P		788.63		788.63
		TOTAL PAYMENT AMOUNT	788.63 *					788.63
200309/00	SYSCO FOOD SERVICES							
CL-190006	06/30/2019	231323292 FOOD SERVICE SUPP	13-5310-0-4400-0000-3700-000-00000	NN F		5,108.78		5,108.78
		TOTAL PAYMENT AMOUNT	5,108.78 *					5,108.78
200739/00	WEED UNION ELEMENTARY							
CL-190007	06/30/2019	MSE MAY LUNCHES	13-5310-0-5800-0000-3700-000-00000	NN P		6,342.50		6,342.50
CL-190007	06/30/2019	SISSON MAY LUNCHES	13-5310-0-5800-0000-3700-000-00000	NN F		5,088.75		5,088.75
		TOTAL PAYMENT AMOUNT	11,431.25 *					11,431.25
		TOTAL FUND PAYMENT	19,125.96 **					19,125.96
		TOTAL BATCH PAYMENT	70,757.41 ***		0.00			70,757.41
		TOTAL DISTRICT PAYMENT	70,757.41 ****		0.00			70,757.41
		TOTAL FOR ALL DISTRICTS:	70,757.41 ****		0.00			70,757.41

  

Number of checks to be printed: 18, not counting voids due to stub overflows.

## SISKIYOU COUNTY OFFICE OF EDUCATION REQUEST FOR WARRANT PROCESSING

District # 26 District Name: Mount Shasta Union School District

Fund #	Fund Name	District Total	Audited Total
01	General Fund	\$ 112,234.60	
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Fund		
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund (Other than Capital Outlay)	XXXXXXXX	XXXXXXXX
25	Capital Facilities Fund (Developer Fees)		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
	Batch Total	\$ 112,234.60	

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/Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_ Mail: ☒ Hold: \_\_\_\_\_

*For Siskiyou County Office of Education Use Only*

Audited By: \_\_\_\_\_ Audited Date: \_\_\_\_\_

200021/00	AFLAC							
	PO-200018 07/01/2019 JUNE SUPPLEMENTAL INSURANCE	1 01-0000-0-9514-0000-0000-000-00000 NN P	350.70	350.70				
	TOTAL PAYMENT AMOUNT	350.70 *		350.70				
201942/00	AMAZON CAPITAL SERVICES INC.							
	CL-190000 06/30/2019 N9CCRM MAY MSEF SUPPLIES	01-0000-0-4300-1110-1000-003-00000 YN F	25.98	29.59				
	TOTAL PAYMENT AMOUNT	29.59 *		29.59				
	TOTAL USE TAX AMOUNT	2.22						
023005/00	CALIFORNIA SCHOOL BOARDS							
	PO-200029 07/01/2019 M3B0K2 CSBA MEMBERSHIP	1 01-0000-0-5300-0000-7100-001-00000 NN F	5,005.00	5,005.00				
	PO-200030 07/01/2019 V5S1K5 GAMUT ONLINE	1 01-0000-0-5800-0000-7200-001-00000 NN F	1,715.00	1,715.00				
	TOTAL PAYMENT AMOUNT	6,720.00 *		6,720.00				
022185/00	CASBO							
	PO-202228 07/01/2019 616521 19-20 ORGANIZATION SUB	1 01-0000-0-5300-0000-7200-001-00000 NN F	1,000.00	1,000.00				
	TOTAL PAYMENT AMOUNT	1,000.00 *		1,000.00				
200385/00	HANES FLOOR INCORPORATED							
	PO-200032 07/01/2019 13048 CLEAN & REPAIR GYM FLOOR	1 01-8150-0-5600-0000-8100-000-10002 NN F	6,742.00	6,742.00				
	TOTAL PAYMENT AMOUNT	6,742.00 *		6,742.00				
200020/00	HUE & CRY INC							
	PO-200047 07/01/2019 717274 SISSON ALARM MON	1 01-0000-0-5500-0000-8100-000-00000 NN P	165.15	165.15				
	TOTAL PAYMENT AMOUNT	165.15 *		165.15				
201714/00	MENDES SUPPLY COMPANY							
	CL-190004 06/30/2019 R035683 MAINTENANCE SUPPLIES	01-1100-0-4300-0000-8100-000-00000 NN P	47.73	47.73				
	CL-190004 06/30/2019 R035686 MAINTENANCE SUPPLIES	01-1100-0-4300-0000-8100-000-00000 NN F	295.09	295.09				
	TOTAL PAYMENT AMOUNT	342.82 *		342.82				
201660/00	MT SHASTA LAUNDROMAT							
	PO-200012 07/01/2019 496222 LAUNDRY	1 01-0000-0-5500-0000-8100-000-00000 NY P	240.40	240.40				
	TOTAL PAYMENT AMOUNT	240.40 *		240.40				
200178/00	MT SHASTA UNION SCH DISTRICT							
	PO-200031 07/01/2019 TRANSFER FUND 01 TO FUND 13	1 01-0000-0-7616-0000-9300-000-00000 NN P	50,000.00	50,000.00				
	TOTAL PAYMENT AMOUNT	50,000.00 *		50,000.00				
118285/00	NORTHEASTERN JT POWERS AUTH							
	PO-200034 07/01/2019 JPA19201 WORKERS' COMP INSURN	1 01-0000-0-9330-0000-0000-000-00000 NN P	29,191.00	29,191.00				
	TOTAL PAYMENT AMOUNT	29,191.00 *		29,191.00				
123000/00	PACIFIC POWER							
	CL-190002 06/30/2019 JUNE POWER MSE	01-0000-0-5500-0000-8100-000-00000 NN F	1,529.44	1,529.44				
	TOTAL PAYMENT AMOUNT	1,529.44 *		1,529.44				
132480/00	RAMSHAW'S ACE HARDWARE							
	CL-190001 06/30/2019 JUNE MAINTENANCE SUPPLIES	01-1100-0-4300-0000-8100-000-00000 NN F	402.61	402.61				
	TOTAL PAYMENT AMOUNT	402.61 *		402.61				
201172/00	RESERVE ACCOUNT							
	PO-200037 07/01/2019 36812352- POSTAGE	1 01-0000-0-5900-0000-7200-001-00000 NN P	500.00	500.00				
	TOTAL PAYMENT AMOUNT	500.00 *		500.00				
201006/00	SHASTA UNION HIGH SCHOOL DIST							
	PO-200005 07/01/2019 00014 2019-20 IT SUPPORT	1 01-0000-0-5800-0000-7200-001-00000 NN F	11,780.00	11,780.00				



TOTAL PAYMENT AMOUNT	11,780.00 *	11,780.00
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200371/00 SOLANO'S INC

CL-190003 06/30/2019 101400 MAINTENANCE RENTAL	01-0000-0-5600-0000-8100-000-00000 NN F	815.93	815.93
TOTAL PAYMENT AMOUNT	815.93 *		815.93

156010/00 STANDARD INSURANCE COMPANY

PO-200017 07/01/2019 JULY LIFE INSURANCE	1 01-0000-0-9514-0000-0000-000-00000 NN P	321.02	321.02
TOTAL PAYMENT AMOUNT	321.02 *		321.02

200413/00 TOTAL COMPENSATION SYSTEMS INC

PO-200027 07/01/2019 7462 GSAB 75 1ST INSTALL	1 01-0000-0-5800-0000-7200-001-00000 NN P	1,755.00	1,755.00
TOTAL PAYMENT AMOUNT	1,755.00 *		1,755.00

201850/00 WALTER E NELSON CO

CL-190005 06/30/2019 108053 MAINTENANCE SUPPLIES	01-1100-0-4300-0000-8100-000-00000 NN P	340.93	340.93
CL-190005 06/30/2019 108072 MAINTENANCE SUPPLIES	01-1100-0-4300-0000-8100-000-00000 NN F	8.01	8.01
TOTAL PAYMENT AMOUNT	348.94 *		348.94

TOTAL FUND PAYMENT	112,234.60 **	112,234.60
TOTAL USE TAX AMOUNT	2.22	

TOTAL BATCH PAYMENT	112,234.60 ***	0.00	112,234.60
TOTAL USE TAX AMOUNT	2.22		

TOTAL DISTRICT PAYMENT	112,234.60 ****	0.00	112,234.60
TOTAL USE TAX AMOUNT	2.22		

TOTAL FOR ALL DISTRICTS:	112,234.60 ****	0.00	112,234.60
TOTAL USE TAX AMOUNT	2.22		

Number of checks to be printed: 18, not counting voids due to stub overflows.

# SISKIYOU COUNTY OFFICE OF EDUCATION REQUEST FOR WARRANT PROCESSING

District # 26 District Name: Mount Shasta Union School District

Fund #	Fund Name	District Total	Audited Total
01	General Fund	\$ 33,882.39	
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Fund	\$ 12,203.64	
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund (Other than Capital Outlay)	XXXXXXXX	XXXXXXXX
25	Capital Facilities Fund (Developer Fees)		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
	Batch Total	\$ 46,086.03	

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/Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval Date: 06/18/2019 Mail: X Hold: \_\_\_\_\_

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*For Siskiyou County Office of Education Use Only*

Audited By: \_\_\_\_\_ Audited Date: \_\_\_\_\_

026 MT. SHASTA ELEMENTARY		J1719	ACCOUNTS PAYABLE PRELIST			APY500	L.00.13	06/24/19	15:16	PAGE	1
			BATCH: 0622 JUNE WARRANTS			<< Open >>					
			FUND : 01			GENERAL FUND					
Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef		
Req Reference	Date	Description	FD RESC Y	OBJT	GOAL	FUNC	SCH	LOCAL	T9MPS	Liq Amt	Net Amount
-----											
201942/00	AMAZON CAPITAL SERVICES INC.										
	PV-190397	06/16/2019	LKMG3K OFFICE SUPPLIES		01-0000-0-4300-0000-2700-003-000000	NN					145.11
	PV-190397	06/16/2019	LKMG3K OFFICE SUPPLIES		01-0000-0-4300-0000-7200-001-000000	NN					324.61
			TOTAL PAYMENT AMOUNT		469.72	*					469.72
201704/00	AMERIGAS										
	PV-190418	03/14/2019	202774337 PROPANE		01-0000-0-5500-0000-8100-000-000000	NN					494.17
			TOTAL PAYMENT AMOUNT		494.17	*					494.17
040880/00	CROSS PETROLEUM										
	PV-190402	06/15/2019	CL82876 BUS FUEL		01-0230-0-4300-0000-3600-000-000000	NN					214.31
			TOTAL PAYMENT AMOUNT		214.31	*					214.31
200385/00	HANES FLOOR INCORPORATED										
	PO-190529	06/20/2019	13047 CARPET	1	01-8150-0-5600-0000-8100-000-000000	NN F				9,856.00	9,856.00
			TOTAL PAYMENT AMOUNT		9,856.00	*					9,856.00
201727/00	HANON, KIM										
	PV-190425	06/24/2019	MILEAGE FOR NGSS PARTICIPATION		01-0000-0-5200-1110-1000-000-000000	NN					144.59
			TOTAL PAYMENT AMOUNT		144.59	*					144.59
201069/00	LOZANO SMITH LLP										
	PO-190012	06/11/2019	MAY LEAGAL FEES	1	01-0000-0-5800-0000-7100-001-000000	NY F				6,338.77	699.00
			TOTAL PAYMENT AMOUNT		699.00	*					699.00
106340/00	MIKE'S MUSIC & SOUND										
	PO-190577	06/13/2019	36747 VAPA GRANT SOUND SYSTEM	1	01-4128-0-5800-1110-1000-000-000000	N F				12,291.76	12,291.76
			TOTAL PAYMENT AMOUNT		12,291.76	*					12,291.76
201114/00	MT SHASTA AREA NEWSPAPERS										
	PO-190380	05/08/2019	29647 CLASSIFIED AD	1	01-0000-0-5800-0000-7200-001-000000	NN P				26.75	26.75
	PO-190380	05/08/2019	29509 CLASSIFIED AD	1	01-0000-0-5800-0000-7200-001-000000	NN P				61.73	61.73
			TOTAL PAYMENT AMOUNT		88.48	*					88.48
200178/00	MT SHASTA UNION SCH DISTRICT										
	PV-190399	06/20/2019	FOSTER GRANDPARENT MEALS		01-0000-0-5800-0000-2700-002-000000	NN					362.30
	PV-190399	06/20/2019	STUDENT MEALS DELINQUENT DEBT		01-0000-0-5800-0000-2700-002-000000	NN					1,190.35
	PV-190399	06/20/2019	STUDENT MEALS DELINQUENT DEBT		01-0000-0-5800-0000-2700-003-000000	NN					288.55
			TOTAL PAYMENT AMOUNT		1,841.20	*					1,841.20
123000/00	PACIFIC POWER										
	PV-190400	06/14/2019	MSE POWER JUNE		01-0000-0-5500-0000-8100-000-000000	NN					215.87
	PV-190401	06/14/2019	BUS BARN POWER JUNE		01-0000-0-5500-0000-8100-000-000000	NN					24.18
	PV-190422	06/17/2019	SISSON POWER		01-0000-0-5500-0000-8100-000-000000	NN					4,043.92
	PV-190423	06/17/2019	SISSON PUMP JUNE		01-0000-0-5500-0000-8100-000-000000	NN					692.81
	PV-190424	06/17/2019	SISSON PORTABLE POWER JUNE		01-0000-0-5500-0000-8100-000-000000	NN					248.12
			TOTAL PAYMENT AMOUNT		5,224.90	*					5,224.90
133011/00	RAY'S FOOD PLACE - MT SHASTA										
	PO-190608	06/06/2019	1754919 GRADUATION SUPPLIES	1	01-0000-0-4300-0000-2700-003-000000	NN F				100.78	100.78
			TOTAL PAYMENT AMOUNT		100.78	*					100.78

PV-190396	06/01/2019	169156	MSE	JUNE	INTERNET	01-0000-0-8699-0000-2700-002-00000	NN	-871.50
PV-190396	06/01/2019	169156	MSE	JUNE	INTERNET	01-0000-0-5900-0000-2700-002-00000	NN	1,245.00
TOTAL PAYMENT AMOUNT								373.50 *

PV-190417	06/24/2019	REIMBURSE	CLASSROOM/GATE	SUPP	01-1100-0-4300-1110-1000-003-00000	NN	20.65
PV-190417	06/24/2019	REIMBURSE	CLASSROOM/GATE	SUPP	01-0000-0-4300-1110-1000-003-00000	NN	85.14
				TOTAL PAYMENT AMOUNT			105.79 *
							105.79

PV-190395	06/06/2019	BUS REPAIRS	01-0230-0-5600-0000-3600-000-00000	NN	492.01
PV-190395	06/06/2019	MSEF GRANT SUPPLIES	01-0000-0-4300-1110-1000-000-00000	NN	150.58
		TOTAL PAYMENT AMOUNT	642.59	*	642.59

PO-190032	06/11/2019	107539	MAINTENANCE	SUPPLIES	1	01-1100-0-4300-0000-8100-000-00000	NN	P	990.93	990.93
PO-190032	06/11/2019	107540	MAINTENANCE	SUPPLIES	1	01-1100-0-4300-0000-8100-000-00000	NN	F	6,837.73	397.22
PV-190419	06/18/2019	107774	MAINTENANCE	SUPPLIES	01	01-1100-0-4300-0000-8100-000-00000	NN			54.75
PV-190420	06/18/2019	107775	MAINTENANCE	SUPPLIES	01	01-1100-0-4300-0000-8100-000-00000	NN			168.89
PV-190421	06/10/2019	106804	CREDIT		01	01-1100-0-4300-0000-8100-000-00000	NN			-276.19
TOTAL PAYMENT AMOUNT						1,335.60	*			1,335.60

TOTAL FUND	PAYMENT	33,882.39 **	33,882.39
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026 MT. SHASTA ELEMENTARY	J1719	ACCOUNTS PAYABLE PRELIST	APY500	L.00.13	06/24/19	15:16
		BATCH: 0622 JUNE WARRANTS	<<	Open	>>	
		FUND : 13 CAFETERIA				

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y OBJT GOAL	FUNC SCH LOCAL T9MPS		Liq Amt	Net Amount	
202056/00	BAKER, JASON							

202056/00      BAKER, JASON

PV-190412 06/24/2019 CAFETERIA PAYMENT	13-5310-0-8634-0000-0000-000-000000 NN	35.00
TOTAL PAYMENT AMOUNT	35.00 *	35.00

PV-190409 06/20/2019 CAFETERIA REFUND	13-5310-0-8634-0000-0000-000-00000 NN	19.40
TOTAL PAYMENT AMOUNT	19.40 *	19.40

PV-190414 06/24/2019 CAFETERIA PAYMENT	13-5310-0-8634-0000-0000-000-00000 NN	80.85
TOTAL PAYMENT AMOUNT	80.85 *	80.85

PV-190408 06/20/2019 CAFETERIA REFUND	13-5310-0-8634-0000-0000-000-00000 NN	14.40
TOTAL PAYMENT AMOUNT	14.40 *	14.40

PV-190415 06/24/2019 CAFETERIA PAYMENT	13-5310-0-8634-0000-0000-000-00000 NN	4.60
TOTAL PAYMENT AMOUNT	4.60 *	4.60

PV-190407 06/20/2019 CAFETERIA REFUND	13-5310-0-8634-0000-0000-000-00000 NN	35.20
TOTAL PAYMENT AMOUNT	35.20 *	35.20

202016/00	HUNTER, AMBER							
	PV-190405	06/20/2019	CAFETERIA REFUND	13-5310-0-8634-0000-0000-0000-000000	NN			12.90
			TOTAL PAYMENT AMOUNT			12.90	*	12.90
201904/00	KENNEDY, ALMA							
	PV-190406	06/20/2019	CAFETERIA REFUND	13-5310-0-8634-0000-0000-0000-000000	NN			18.00
			TOTAL PAYMENT AMOUNT			18.00	*	18.00
202059/00	LINDEN, JANELLE							
	PV-190416	06/24/2019	CAFETERIA PAYMENT	13-5310-0-8634-0000-0000-0000-000000	NN			10.00
			TOTAL PAYMENT AMOUNT			10.00	*	10.00
201815/00	NHAMNHOUANE, SOMPHONE							
	PV-190413	06/24/2019	CAFETERIA PAYMENT	13-5310-0-8634-0000-0000-0000-000000	NN			8.85
			TOTAL PAYMENT AMOUNT			8.85	*	8.85
201989/00	SANTOS, MARY ANN							
	PV-190404	06/20/2019	CAFETERIA REFUND	13-5310-0-8634-0000-0000-0000-000000	NN			20.00
			TOTAL PAYMENT AMOUNT			20.00	*	20.00
117985/00	SISKIYOU DISTRIBUTING CO							
	PO-190117	05/09/2019	372936 DAIRY PRODUCTS	1 13-5310-0-4700-0000-3700-000-000000	NN P	79.50		79.50
	PO-190117	05/16/2019	373238 DAIRY PRODUCTS	1 13-5310-0-4700-0000-3700-000-000000	NN P	53.50		53.50
	PO-190117	05/16/2019	373220 DAIRY PRODUCTS	1 13-5310-0-4700-0000-3700-000-000000	NN P	79.50		79.50
	PO-190117	05/20/2019	373346 DAIRY PRODUCTS	1 13-5310-0-4700-0000-3700-000-000000	NN P	79.50		79.50
	PO-190117	06/22/2019	373362 DAIRY PRODUCTS	1 13-5310-0-4700-0000-3700-000-000000	NN P	28.00		28.00
	PO-190117		373708 DAIRY PRODUCTS	1 13-5310-0-4700-0000-3700-000-000000	NN P	53.50		53.50
	PO-190117	05/28/2019	373707 DAIRY PRODUCTS	1 13-5310-0-4700-0000-3700-000-000000	NN P	40.50		40.50
	PO-190117	06/03/2019	373908 DAIRY PRODUCTS	1 13-5310-0-4700-0000-3700-000-000000	NN P	41.00		41.00
	PO-190117	05/23/2019	373479 DAIRY PRODUCTS	1 13-5310-0-4700-0000-3700-000-000000	NN P	79.50		79.50
	PO-190117	05/23/2019	373496 DAIRY PRODUCTS	1 13-5310-0-4700-0000-3700-000-000000	NN P	41.50		41.50
	PO-190117	06/03/2019	373921 DAIRY PRODUCTS	1 13-5310-0-4700-0000-3700-000-000000	NN P	53.50		53.50
			TOTAL PAYMENT AMOUNT			629.50	*	629.50
200309/00	SYSCO FOOD SERVICES							
	PV-190398	05/08/2019	272406 FOOD SERVICE SUPPLIES	13-5310-0-4300-0000-3700-000-000000	NN			130.67
	PV-190398	05/08/2019	272406 FOOD SERVICE SUPPLIES	13-5310-0-4700-0000-3700-000-000000	NN			535.37
			TOTAL PAYMENT AMOUNT			666.04	*	666.04
201780/00	TURNER, JENNIFER							
	PV-190410	06/20/2019	CAFETERIA REFUND	13-5310-0-8634-0000-0000-0000-000000	NN			30.00
			TOTAL PAYMENT AMOUNT			30.00	*	30.00
202055/00	VICKERS, BRIAN							
	PV-190411	06/24/2019	CAFETERIA PAYMENT	13-5310-0-8634-0000-0000-0000-000000	NN			14.20
			TOTAL PAYMENT AMOUNT			14.20	*	14.20
201531/00	WALKER, JENELLE							
	PV-190403	06/20/2019	CAFETERIA REFUND	13-5310-0-8634-0000-0000-0000-000000	NN			26.00
			TOTAL PAYMENT AMOUNT			26.00	*	26.00
200739/00	WEED UNION ELEMENTARY							
	PO-190226	05/01/2019	SISSON APRIL LUNCHES	1 13-5310-0-5800-0000-3700-000-000000	NN P	3,870.40		3,870.40
	PO-190226	05/01/2019	MSE APRIL LUNCHES	1 13-5310-0-5800-0000-3700-000-000000	NN P	4,640.35		4,640.35
	PO-190226	06/10/2019	SISSON JUNE LUNCHES	1 13-5310-0-5800-0000-3700-000-000000	NN P	752.25		752.25
	PO-190226	06/10/2019	MSE JUNE LUNCHES	1 13-5310-0-5800-0000-3700-000-000000	NN P	1,315.70		1,315.70
			TOTAL PAYMENT AMOUNT			10,578.70	*	10,578.70
			TOTAL FUND	PAYMENT		12,203.64	**	12,203.64
			TOTAL BATCH PAYMENT		46,086.03	***	0.00	46,086.03
			TOTAL DISTRICT PAYMENT		46,086.03	****	0.00	46,086.03



**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**5.3 Approve Purchase Orders - July 2019**

**Type:**

Consent

**Attachments:**

1. Purchase Orders

026 MT. SHASTA ELEMENTARY PURCHASE ORDER ENCUMBERING TRANSACTIONS J5278 PO0100 L.00  
 Date: 07/01/2019 - 07/31/2019  
 PO#: 000000 - 999999

PO #	Req #	Ven #/Addr	Vendor Name	Tax ID #	PO Date	PO Description
LN	FD	RESC	Y OBJT GOAL FUNC SCH LOCAL	AMOUNT	STATUS	
200001	201934/00		RESOURCES FOR EDUCATORS		07/01/2019	HOME & SCHOOL CONNECTION
1.	01-0000-0-5800-0000-2700-002-30013			358.00		
2.	01-0000-0-5800-0000-2700-003-30013			358.00		
TOTAL AMOUNT				716.00*		
200002	201002/00		BUZY BEE PAVING COMPANY	123456121	07/01/2019	DRAIN & CONCRETE WORK-MSE
1.	01-0000-0-5600-0000-8100-000-00000			167,350.00		
TOTAL AMOUNT				167,350.00*		
200003	117985/00		SISKIYOU DISTRIBUTING CO		07/01/2019	2019-2020 DAIRY
1.	13-5310-0-4700-0000-3700-000-00000			10,000.00		
TOTAL AMOUNT				10,000.00*		
200004	200309/00		SYSCO FOOD SERVICES		07/01/2019	2019-20 FOOD SERVICES SUPPLIES
1.	13-5310-0-4700-0000-3700-000-00000			80,000.00		
2.	13-5310-0-4300-0000-3700-000-00000			10,000.00		
TOTAL AMOUNT				90,000.00*		
200005	201006/00		SHASTA UNION HIGH SCHOOL DIS		07/01/2019	2019-20 IT AGREEMENT
1.	01-0000-0-5800-0000-7200-001-00000			11,780.00	F	
TOTAL AMOUNT				11,780.00*		
200006	201114/00		MT SHASTA AREA NEWSPAPERS		07/01/2019	2019-20 DISTRICT ADS
1.	01-0000-0-5800-0000-7200-001-00000			1,000.00		
TOTAL AMOUNT				1,000.00*		
200007	201300/00		SAN JOAQUIN COE		07/01/2019	2019-20 ED JOIN FEES
1.	01-0000-0-5800-0000-7200-001-00000			450.00	F	
TOTAL AMOUNT				450.00*		
200008	046725/00		DON R ERICKSON OIL INC		07/01/2019	2019-20 FUEL
1.	01-0000-0-4300-0000-8100-000-00000			2,500.00		
200008	046725/00		DON R ERICKSON OIL INC		07/01/2019	2019-20 FUEL
2.	13-5310-0-4300-0000-3700-000-00000			1,000.00		
TOTAL AMOUNT				3,500.00*		



PO #	Req #	Ven #/Addr	Vendor Name	Tax ID #	PO Date	PO Description	AMOUNT	STATUS
LN	FD	RESC	Y OBJT GOAL FUNC SCH LOCAL					
200009	200560/00		BLACK BUTTE TRANSFER STATION		07/01/2019	2019-20 TRANSFER STATION FEES		
	1. 01-0000-0-5500-0000-8100-000-00000						500.00	
	TOTAL AMOUNT						500.00*	
200010	151430/00		SKINNER'S TRUCK REPAIR	208143355	07/01/2019	2019-20 BUS REPAIRS		
	1. 01-0230-0-5600-0000-3600-000-00000						15,000.00	
	TOTAL AMOUNT						15,000.00*	
200011	142620/00		JACK SCHREDER & ASSOCIATES I		07/01/2019	2019-20 DEVELOPER FEE STUDY		
	1. 25-0000-0-5800-0000-7200-001-00000						4,159.00	
	TOTAL AMOUNT						4,159.00*	
200012	201660/00		MT SHASTA LAUNDROMAT	568335838	07/01/2019	2019-20 LAUNDRY		
	1. 01-0000-0-5500-0000-8100-000-00000						8,000.00	P
	TOTAL AMOUNT						8,000.00*	
200013	040880/00		CROSS PETROLEUM		07/01/2019	2019-20 BUS FUEL		
	1. 01-0230-0-4300-0000-3600-000-00000						8,000.00	
	TOTAL AMOUNT						8,000.00*	
200014	046725/00		DON R ERICKSON OIL INC		07/01/2019	2019-20 FURNANCE FUEL		
	1. 01-0000-0-5500-0000-8100-000-00000						25,000.00	
	TOTAL AMOUNT						25,000.00*	
200015	201704/00		AMERIGAS		07/01/2019	2019-20 PROPANE		
	1. 01-0000-0-5500-0000-8100-000-00000						40,000.00	P
	TOTAL AMOUNT						40,000.00*	
200016	110375/00		CITY OF MT SHASTA		07/01/2019	2019-20 WATER/SEWER/GARBAGE		
	1. 01-0000-0-5500-0000-8100-000-00000						19,000.00	P
	TOTAL AMOUNT						19,000.00*	
200017	156010/00		STANDARD INSURANCE COMPANY		07/01/2019	2019-20 LIFE INSURANCE		
	1. 01-0000-0-9514-0000-0000-000-00000						8,000.00	P
	TOTAL AMOUNT						8,000.00*	
200018	200021/00		AFLAC		07/01/2019	2019-20 SUPPLEMENTAL INSURANCE		
	1. 01-0000-0-9514-0000-0000-000-00000						4,200.00	P
	TOTAL AMOUNT						4,200.00*	
200019	201850/00		WALTER E NELSON CO		07/01/2019	2019-20 MAINTENANCE SUPPLIES		
	1. 01-1100-0-4300-0000-8100-000-00000						20,000.00	P
	TOTAL AMOUNT						20,000.00*	

PO #	Req #	Ven #/Addr	Vendor Name	Tax ID #	PO Date	PO Description	AMOUNT	STATUS
LN	FD	RESC	Y OBJT GOAL FUNC SCH LOCAL					
200020	201714/00		MENDES SUPPLY COMPANY		07/01/2019	2019-20 MAINTENANCE SUPPLIES		
1.	01-1100-0-4300-0000-8100-000-00000						8,000.00	
	TOTAL AMOUNT						8,000.00*	
200021	132480/00		RAMSHAW'S ACE HARDWARE		07/01/2019	201-20 MAINTENANCE SUPPLIES		
1.	01-1100-0-4300-0000-8100-000-00000						10,000.00	
	TOTAL AMOUNT						10,000.00*	
200022	024840/00		CALIFORNIA SAFETY COMPANY	471310094	07/01/2019	2019-20 MSE ALARM MON & LEASE		
1.	01-0000-0-5600-0000-8100-000-00000						600.00	P
2.	01-0000-0-5500-0000-8100-000-00000						300.00	P
	TOTAL AMOUNT						900.00*	
200023	024840/00		CALIFORNIA SAFETY COMPANY	471310094	07/01/2019	2019-20 SISSON/DO CCTV LEASE		
1.	01-0000-0-5600-0000-8100-000-00000						2,580.00	P
2.	01-0000-0-5600-0000-7200-001-00000						960.00	P
	TOTAL AMOUNT						3,540.00*	
200024	127162/00		PITNEY BOWES		07/01/2019	2019-20 DO POSTAGE METER LEASE		
1.	01-0000-0-5600-0000-7200-001-00000						575.00	
	TOTAL AMOUNT						575.00*	
200025	127162/00		PITNEY BOWES		07/01/2019	2019-20 SISSON POSTAGE MTR LSE		
1.	01-0000-0-5600-0000-2700-003-00000						1,065.00	
	TOTAL AMOUNT						1,065.00*	
200026	149460/00		SISKIYOU COUNTY OFFICE OF ED		07/01/2019	2019-2020 NURSING SERVIC- LCAP		
1.	01-0000-0-5800-1110-3140-000-10009						9,439.35	
	TOTAL AMOUNT						9,439.35*	
200027	200413/00		TOTAL COMPENSATION SYSTEMS I		07/01/2019	2019-20 GASB 75 VALUATION		
1.	01-0000-0-5800-0000-7200-001-00000						3,900.00	P
	TOTAL AMOUNT						3,900.00*	
200029	023005/00		CALIFORNIA SCHOOL BOARDS		07/01/2019	2019-20 CSBA MEMBERSHIP		
1.	01-0000-0-5300-0000-7100-001-00000						5,005.00	F
	TOTAL AMOUNT						5,005.00*	
200030	023005/00		CALIFORNIA SCHOOL BOARDS		07/01/2019	2019-20 GAMUT ONLINE		
1.	01-0000-0-5800-0000-7200-001-00000						1,715.00	F
	TOTAL AMOUNT						1,715.00*	

PO #	Req #	Ven #/Addr	Vendor Name	Tax ID #	PO Date	PO Description
LN	FD	RESC	Y OBJT GOAL FUNC SCH LOCAL	AMOUNT	STATUS	
200031	200178/00	MT SHASTA UNION SCH DISTRICT			07/01/2019	TRANSFER TO FUND 13
1.	01-0000-0-7616-0000-9300-000-00000			74,591.74		P
TOTAL AMOUNT				74,591.74*		
200032	200385/00	HANES FLOOR INCORPORATED			07/01/2019	CLEAN AND REPAIR GYN FLOOR
1.	01-8150-0-5600-0000-8100-000-10002			6,742.00		F
TOTAL AMOUNT				6,742.00*		
200033	113056/00	NCSIG			07/01/2019	2019-2020 LIABILITY INSURANCE
1.	01-0230-0-5400-0000-3600-000-00000			3,030.00		F
2.	01-0000-0-5400-0000-7200-001-00000			63,709.00		F
TOTAL AMOUNT				66,739.00*		
200034	118285/00	NORTHEASTERN JT POWERS AUTH			07/01/2019	2019-20 WORKERS' COMP INSURANC
1.	01-0000-0-9330-0000-0000-000-00000			116,764.00		P
TOTAL AMOUNT				116,764.00*		
200035	201069/00	LOZANO SMITH LLP		800874383	07/01/2019	2019-2020 LEGAL FEES
1.	01-0000-0-5800-0000-7100-001-00000			12,000.00		
TOTAL AMOUNT				12,000.00*		
200036	062060/00	FRANCOTYP-POSTALIA INC			07/01/2019	2019-2020 MSE POST METER LEASE
1.	01-0000-0-5600-0000-2700-002-00000			540.00		
TOTAL AMOUNT				540.00*		
200037	201172/00	RESERVE ACCOUNT			07/01/2019	2019-2020 POSTAGE
1.	01-0000-0-5900-0000-7200-001-00000			2,000.00		P
2.	01-0000-0-5900-0000-2700-003-00000			1,500.00		
TOTAL AMOUNT				3,500.00*		
200038	201651/00	NORTH COAST SCHOOLS' MEDICAL			07/01/2019	2019-20 CERTIFICATED INSURANCE
1.	01-0000-0-9514-0000-0000-000-00000			510,000.00		P
TOTAL AMOUNT				510,000.00*		
200039	138826/00	SISC			07/01/2019	2019-2020 CLASSIFIED INSURANCE
1.	01-0000-0-9514-0000-0000-000-00000			276,000.00		P
200039	138826/00	SISC			07/01/2019	2019-2020 CLASSIFIED INSURANCE
2.	13-5310-0-9514-0000-0000-000-00000			10,000.00		P
TOTAL AMOUNT				286,000.00*		
200040	123000/00	PACIFIC POWER			07/01/2019	2019-2020 ELECTRIC
1.	01-0000-0-5500-0000-8100-000-00000			100,000.00		P
TOTAL AMOUNT				100,000.00*		

PO #	Req #	Ven #/Addr	Vendor Name	Tax ID #	PO Date	PO Description
LN	FD	RESC	Y OBJT GOAL FUNC SCH LOCAL	AMOUNT	STATUS	
200041	201755/00		TAGATZ PAINTING CO	485682126	07/01/2019	SISSON EXT PAINTING
1.	14-0000-0-5600-0000-8100-000-00000				10,000.00	
TOTAL AMOUNT				10,000.00*		
200042	200371/00		SOLANO'S INC		07/01/2019	LIFT RENTAL
1.	01-0000-0-5600-0000-8100-000-00000				588.03	
TOTAL AMOUNT				588.03*		
200043	068240/00		GRAINGER		07/01/2019	MAINTENANCE SUPPLIES
1.	01-1100-0-4300-0000-8100-000-00000				412.41	
TOTAL AMOUNT				412.41*		
200044	201267/00		CR COMBUSTION INC		07/01/2019	ANNUAL SERVICE AND MAINTENANCE
1.	01-8150-0-5600-0000-8100-000-00000				13,433.20	
TOTAL AMOUNT				13,433.20*		
200045	072846/00		HARRIS SCHOOL SOLUTIONS		07/01/2019	eTRITION LICENSE
1.	13-5310-0-5800-0000-3700-000-00000				1,797.30	F
TOTAL AMOUNT				1,797.30*		
200046	202060/00		APPTEGY		07/01/2019	2019-20 WEB DEVELOP & SITE
1.	01-0000-0-5800-0000-2700-002-00000				5,050.00	F
2.	01-0000-0-5800-0000-2700-003-00000				5,050.00	P
3.	01-0000-0-5800-0000-7200-001-00000				5,050.00	F
TOTAL AMOUNT				15,150.00*		
200047	200020/00		HUE & CRY INC		07/01/2019	2019-20 SISSON ALARM MONITOR
1.	01-0000-0-5500-0000-8100-000-00000				660.60	P
TOTAL AMOUNT				660.60*		
200048	200887/00		COASTAL BUSINESS SYSTEMS INC		07/01/2019	2019-20 SISSON COPIER LEASE
1.	01-0000-0-5600-0000-2700-003-00000				3,227.40	P
2.	01-0000-0-5600-1110-1000-003-00000				8,012.40	P
TOTAL AMOUNT				11,239.80*		
200049	200887/00		COASTAL BUSINESS SYSTEMS INC		07/03/2019	2019-20 MSE COPIER LEASE
1.	01-0000-0-5600-0000-2700-002-00000				2,100.00	P
TOTAL AMOUNT				2,100.00*		
200050	200887/00		COASTAL BUSINESS SYSTEMS INC		07/01/2019	2019-20 MSE STAFF COPIER LEASE
1.	01-0000-0-5600-1110-1000-002-00000				8,000.00	P
TOTAL AMOUNT				8,000.00*		

PO #	Req #	Ven #/Addr	Vendor Name	Tax ID #	PO Date	PO Description
LN	FD	RESC	Y OBJT GOAL FUNC SCH LOCAL	AMOUNT	STATUS	
200051	118640/00		NORTHLAND CABLE TV	07/01/2019	2019-20	SISSON INTERNET ACCESS
1.	01-0000-0-5900-0000-2700-003-00000			12,000.00		
2.	01-0000-0-8699-0000-2700-003-00000			1.00		
TOTAL AMOUNT				12,001.00*		
200052	118640/00		NORTHLAND CABLE TV	07/01/2019	2019-20	MSE INTERNET ACCESS
1.	01-0000-0-5900-0000-2700-002-00000			12,000.00		
2.	01-0000-0-8699-0000-2700-002-00000			1.00		
TOTAL AMOUNT				12,001.00*		
200053	200936/00		WORLD TELECOM INC	07/01/2019		REPAIR FIBER CABLING
1.	01-8150-0-5600-0000-8100-000-00000			9,203.56		
TOTAL AMOUNT				9,203.56*		
200054	200135/00		U.S. POSTAL SERVICE(CMRS-FP)	07/01/2019	2019-2020	MSE POSTAGE
1.	01-0000-0-5900-0000-2700-002-00000			1,500.00		
TOTAL AMOUNT				1,500.00*		
200055	201854/00		ALICE TRAINING INSTITUTE	07/01/2019		ALCIE TRAINING -LCAP
1.	01-0000-0-5800-1110-1000-000-10016			1,724.20	F	
TOTAL AMOUNT				1,724.20*		
200056	201060/00		ANDERSON, STACIA	07/02/2019		REIMBURSE CLASSROOM SUPPLIES
1.	01-0000-0-4300-1110-1000-003-00000			50.00		
TOTAL AMOUNT				50.00*		
200057	200823/00		MORGAN TELECOM INC	07/03/2019		REPAIR PHONE LINE TO SHOP
1.	01-8150-0-5600-0000-8100-000-00000			550.00		
TOTAL AMOUNT				550.00*		
200058	149460/00		SISKIYOU COUNTY OFFICE OF ED	07/02/2019	2018-19	AUDIT FEES
1.	01-0000-0-5800-0000-7191-000-00000			12,500.00	P	
TOTAL AMOUNT				12,500.00*		
200059	202026/00		CRESCENDO EDUCATION GROUP LL	07/02/2019		STANDARDS BASED GRADING- LCAP
1.	01-0000-0-5800-1110-1000-000-20006			20,000.00	P	
2.	01-4035-0-5800-1110-1000-000-20006			12,900.00	F	
TOTAL AMOUNT				32,900.00*		
200060	201635/00		ACSA	07/02/2019	2019-2020	MEMBERSHIP DUES
1.	01-0000-0-3901-0000-2700-003-00000			931.86		
2.	01-0000-0-3901-0000-2700-002-00000			756.87		
3.	01-0000-0-3901-0000-7100-001-00000			324.37		
TOTAL AMOUNT				2,013.10*		

PO #	Req #	Ven #/Addr	Vendor Name	Tax ID #	PO Date	PO Description
LN	FD	RESC	Y OBJT GOAL FUNC SCH LOCAL	AMOUNT	STATUS	
200061	200032/00		HUHTALA, CARLA	07/02/2019	2019-2020	REITREE INSURANCE
1.	01-0000-0-9514-0000-0000-000000			1,116.24		
	TOTAL AMOUNT			1,116.24*		
200062	102850/00		MCGRAW-HILL INC	07/02/2019	6-8	MATH INSTRUCTIONAL MTLS
1.	01-6300-0-4100-1110-1000-000-000000			3,833.04		
	TOTAL AMOUNT			3,833.04*		
200063	201325/00		AT&T	07/02/2019	PHONES BAN #9391027443	
1.	01-0230-0-5900-0000-3600-000-000000			500.00		
	TOTAL AMOUNT			500.00*		
200064	201325/00		AT&T	07/02/2019	PHONES BAN #9391027444	
1.	01-0000-0-5900-0000-2700-002-000000			1,800.00		
	TOTAL AMOUNT			1,800.00*		
200065	201325/00		AT&T	07/02/2019	PHONES BAN #9391027445	
1.	01-0000-0-5900-0000-2700-003-000000			1,800.00		
	TOTAL AMOUNT			1,800.00*		
200066	201325/00		AT&T	07/02/2019	PHONES BAN #9391027446	
1.	01-0000-0-5900-0000-7200-001-000000			1,800.00		
	TOTAL AMOUNT			1,800.00*		
200067	200194/00		ROCHESTER 100 INC	07/02/2019	CLASSROOM FUNDS	
1.	01-1100-0-4300-1110-1000-002-000000			344.24	F	
	TOTAL AMOUNT			344.24*		
200068	201276/00		HEINEMANN	07/02/2019	K-3 ELA INSTRUCT MATLS	
1.	01-0000-0-4100-1110-1000-000-20014			38,626.55		
	TOTAL AMOUNT			38,626.55*		
200069	201276/00		HEINEMANN	07/02/2019	4-6 ELA INSRUCT MATLS	
1.	01-6300-0-4100-1110-1000-000-000000			10,939.48		
	TOTAL AMOUNT			10,939.48*		
200070	185030/00		ZANER-BLOSER	07/02/2019	1ST-5TH GR HANDWRITING	
1.	01-0000-0-4300-1110-1000-000-10013			4,113.19		
	TOTAL AMOUNT			4,113.19*		
	1.	01-0000-0-4300-1110-1000-000-10013		2,378.26	P	
	TOTAL AMOUNT			2,378.26*		

PO #	Req #	Ven #/Addr	Vendor Name	Tax ID #	PO Date	PO Description
LN	FD	RESC	Y OBJT GOAL FUNC SCH LOCAL	AMOUNT	STATUS	
200071	201944/00		LEARNING WITHOUT TEARS		07/02/2019	K-3RD GR WRITING/KEYBOARDING
200072	141506/00		SCHOLASTIC INC		07/02/2019	2019-2020 SCHOLASTIC SUB
	1. 01-0000-0-4300-1110-1000-002-00000					1,815.28
	TOTAL AMOUNT					1,815.28*
200073	119783/00		OFFICE DEPOT		07/02/2019	DISTRICT SUPPLIES
	1. 01-0000-0-4300-0000-7200-001-00000					126.61 F
	TOTAL AMOUNT					126.61*
200074	201942/00		AMAZON CAPITAL SERVICES INC.		07/02/2019	DISTRICT SUPPLIES
	1. 01-0000-0-4300-0000-7200-001-00000					34.39 F
	TOTAL AMOUNT					34.39*
200075	127200/00		PITNEY BOWES INC		07/02/2019	DISTRICT POSTAGE SUPPLIES
	1. 01-0000-0-4300-0000-7200-001-00000					86.80
	TOTAL AMOUNT					86.80*
200076	146264/00		SHASTA COUNTY OFFICE OF EDUC		07/02/2019	2019-20220 LABOR LAW
	1. 01-0000-0-5800-0000-7100-001-00000					400.00
	TOTAL AMOUNT					400.00*
200077	201862/00		NETOP TECH INC.		07/15/2019	2019-20 VIS SUB RENEWAL
	1. 01-0000-0-5800-1110-1000-000-10001					1,054.00
	TOTAL AMOUNT					1,054.00*
200078	162576/00		TCI		07/17/2019	SS INSTRUCTIONAL MATERIALS
	1. 01-0000-0-4100-1110-1000-000-00000					7,288.00
	TOTAL AMOUNT					7,288.00*
200079	201931/00		EMPOWER CONSULTING		07/17/2019	PROFESSIONAL DEVELOPMENT
	1. 01-0000-0-5800-1110-1000-000-00000					2,560.00
	TOTAL AMOUNT					2,560.00*
200080	133000/00		RAY-MAC MECHANICAL INC	680482523	07/17/2019	MAINTENANCE REPAIRS
	1. 01-8150-0-5600-0000-8100-000-00000					12,690.00
	TOTAL AMOUNT					12,690.00*
200081	201942/00		AMAZON CAPITAL SERVICES INC.		07/19/2019	BOARD SUPPLIES
	1. 01-0000-0-4300-0000-7100-001-00000					62.24 F
	TOTAL AMOUNT					62.24*

PO #	Req #	Ven #/Addr	Vendor Name	Tax ID #	PO Date	PO Description
LN	FD	RESC	Y OBJT GOAL FUNC SCH LOCAL	AMOUNT	STATUS	
200082	155320/00		SPORTSMEN'S DEN	07/17/2019		TRACK AND XC UNIFORMS
1.	01-0000-0-4300-1110-4200-003-00000			4,158.75		
	TOTAL AMOUNT			4,158.75*		
200083	201824/00		AERIES SOFTWARE	07/23/2019		ATTENDANCE WEBINAR- CASTANEDA
1.	01-0000-0-5800-0000-2700-003-00000			100.00		
	TOTAL AMOUNT			100.00*		
200084	200015/00		PRECISION ALARM SYSTEMS INC	451340316	07/23/2019	2019-20 ALARM MONITORING
1.	01-0000-0-5500-0000-8100-000-00000			780.00	P	
	TOTAL AMOUNT			780.00*		
200085	200028/00		HARDY, LYNDA	07/23/2019		2019-20 RETIREE INSURANCE
1.	01-0000-0-9514-0000-0000-000-00000			1,116.24		
	TOTAL AMOUNT			1,116.24*		
200086	200058/00		TOWLEN, SUZAN	07/23/2019		2019-20 RETIREE INSURANCE
1.	01-0000-0-9514-0000-0000-000-00000			2,250.00	P	
	TOTAL AMOUNT			2,250.00*		
200087	201515/00		MARCONI, LESLIE	07/23/2019		2019-20 RETIREE INSURANCE
1.	01-0000-0-9514-0000-0000-000-00000			1,116.24		
	TOTAL AMOUNT			1,116.24*		
200088	028961/00		CASCADE GLASS COMPANY INC	07/23/2019		REPAIR BROKEN WINDOW
1.	01-8150-0-5600-0000-8100-000-00000			200.00		
	TOTAL AMOUNT			200.00*		
200089	201361/00		BEGGS, SARAH	07/23/2019		REIMBURSE CLASSROOM SUPPLIES
1.	01-1100-0-4300-1110-1000-002-00000			500.00		
	TOTAL AMOUNT			500.00*		
200090	200862/00		SVM PLUMBING HEATING & AIR	07/23/2019		WATER FOUNTAIN GRANT REPAIRS
1.	01-0000-0-5600-0000-8100-000-00000			8,987.00		
	TOTAL AMOUNT			8,987.00*		
200091	201730/00		DISCOVERY EDUCATION	07/23/2019		K-8 STREAMING LICENSE
1.	01-0000-0-5800-1110-1000-000-00000			1,600.00		
	TOTAL AMOUNT			1,600.00*		
200092	078120/00		HOUGHTON MIFFLIN HARCOURT	07/24/2019		ELA INSTURCTIONAL MATERIALS
1.	01-6300-0-4100-1110-1000-000-00000			2,041.54		
	TOTAL AMOUNT			2,041.54*		



PO #	Req #	Ven #/Addr	Vendor Name	Tax ID #	PO Date	PO Description
	LN	FD	RESC Y	OBJT GOAL FUNC SCH LOCAL	AMOUNT	STATUS
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200093	078120/00		HOUGHTON MIFFLIN HARCOURT		07/24/2019	MATH EXPRESSIONS K-5
	1.	01-6300-0-4100-1110-1000-000-00000			3,952.53	
		TOTAL AMOUNT		3,952.53*		
200094	201002/00		BUZY BEE PAVING COMPANY	123456121	07/24/2019	MAINTENANCE REPAIRS GRAVEL
	1.	01-8150-0-5600-0000-8100-000-00000			1,750.00	
		TOTAL AMOUNT		1,750.00*		
200095	119783/00		OFFICE DEPOT		07/24/2019	DISTRICT SUPPLIES
	1.	01-0000-0-4300-0000-7200-001-00000			29.94	
		TOTAL AMOUNT		29.94*		
200096	142323/00		SCHOOL MATE		07/25/2019	STUDENT PLANNER PRIN DIS
	1.	01-0000-0-4300-1110-1000-003-00000			546.00	
		TOTAL AMOUNT		546.00*		
200097	200371/00		SOLANO'S INC		07/25/2019	2019-20 MAINTENANCE SUPPLIES
	1.	01-1100-0-4300-0000-8100-000-00000			5,000.00	
		TOTAL AMOUNT		5,000.00*		
200098	155320/00		SPORTSMEN'S DEN		07/25/2019	MAINTENANCE SUPPLIES
	1.	01-1100-0-4300-0000-8100-000-00000			35.00	
		TOTAL AMOUNT		35.00*		
200099	133000/00		RAY-MAC MECHANICAL INC	680482523	07/25/2019	REFRIGERATOR INSTALLATION
	1.	13-5310-0-5600-0000-3700-000-00000			5,205.00	
		TOTAL AMOUNT		5,205.00*		
200100	201942/00		AMAZON CAPITAL SERVICES INC.		07/29/2019	TINSMAN CLASSROOM SUPPLIES
	1.	01-0000-0-4300-1110-1000-003-00000			164.82	
		TOTAL AMOUNT		164.82*		
200101	201644/00		DECKER EQUIPMENT		07/31/2019	MAINTENANCE SUPPLIES
	1.	01-1100-0-4300-0000-8100-000-00000			695.03	
		TOTAL AMOUNT		695.03*		
200102	202061/00		FIREFIY COMPUTERS, LLC		07/31/2019	STUDENT DEVIES
	1.	01-0000-0-4300-1110-1000-000-10001			18,832.00	
		TOTAL AMOUNT		18,832.00*		
200103	201942/00		AMAZON CAPITAL SERVICES INC.		07/31/2019	DISTRICT SUPPLIES
	1.	01-1100-0-4300-0000-8100-000-00000			123.61	
		TOTAL AMOUNT		123.61*		

PO #	Req #	Ven #/Addr	Vendor Name	Tax ID #	PO Date	PO Description
LN	FD	RESC	Y OBJT GOAL FUNC SCH LOCAL	AMOUNT	STATUS	
200104	201002/00	BUZY BEE PAVING COMPANY	123456121	07/31/2019	MAINTENANCE REPAIRS	
1.	01-8150-0-5600-0000-8100-000-00000			4,625.00		
TOTAL AMOUNT			4,625.00*			
202228	022185/00	CASBO	07/01/2019	2019-20	SUBSCRIPTION	
1.	01-0000-0-5300-0000-7200-001-00000			1,000.00	F	
TOTAL AMOUNT			1,000.00*			

**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**5.4 Approve Quarterly Report on Williams Uniform Complaints - July 2019**

**Type:**

Consent

**Attachments:**

1. Quarterly Report Williams Uniform Complaints

## Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: MOUNT SHASTA UNION SCHOOL DISTRICT

Person completing this form: Mariella Hines

Title: Secretary

Quarterly Report Submission Date:  
(check one)

- ☐ January 2019  
☐ April 2019  
☒ July 2019  
☐ October 2019

Date for information to be reported publicly at governing board meeting: **August 13, 2019**

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			

**Barry Barnhart**

Print Name of District Superintendent

Signature of District Superintendent

**August 13, 2019**

Date

**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**5.5 Approve Certification that the Principals and Superintendent are Competent in Instructional Methodology and Evaluation Pertinent to the Personnel they Evaluate**

**Type:**

Consent

**Attachments:**

1. Certification

**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 SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**5.6 Adopt Resolution 19-20-01 to Establish Temporary Interfund Transfers of Special or Restricted Fund Moneys**

**Type:**

Consent

**Attachments:**

1. Resolution 19-20-01

MT. SHASTA UNION SCHOOL DISTRICT  
RESOLUTION NO. 19-20-01

**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 2019-2020 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 13<sup>th</sup>, 2019, 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 13<sup>th</sup> day of August, 2019.

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Clerk of the Governing Board



**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**6 Discussion Items**

**Type:**

Discussion

**Quick Summary/Abstract:**

**Discussion Items** - Except for approval of Board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item below.

**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**6.1 BP and AR 1312.1 Complaints Concerning District Employees**

**Type:**

Discussion

**Description:**

**Discussion Items** - Except for approval of board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item.

**Background Information:** Policy updated to reflect a court decision which held that a district cannot bar criticism of employees at public board meetings, and to add referral of complainants to the appropriate complaint procedures when concerns are expressed at a board meeting or to an individual board member outside a board meeting. Policy includes material formerly in AR regarding reports against employees for child abuse or neglect, and adds circumstances under which complaints should be addressed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures or AR 4030 - Nondiscrimination in Employment. Policy also adds material related to the investigation of a complaint, including an anonymous complaint, and includes material formerly in AR regarding appeals to the board. Regulation reorganized and updated to require that complaints be made in writing and to add steps regarding the investigation of the complaint and the notification of the complainant and employee regarding the final decision.

**Attachments:**

1. Marked-Up Policy
2. Marked-Up Policy

# CSBA Sample

## Board Policy

### Complaints Concerning District Employees

May 2019 U.G.

BP 1312.1

#### Community Relations

\*\*\*Note: The following Board policy may be subject to collective bargaining and should be revised to reflect district practice. See the accompanying administrative regulation for a sample complaint procedure.\*\*\*

The Governing Board recognizes its accountability to the public for the quality of the district's educational program and the performance of district employees. The district shall provide a process by which a complaint submitted by any person regarding an employee can be resolved impartially, expeditiously, and with minimal disruption to district operations and the educational program.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

\*\*\*Note: In *Baca v. Moreno Valley Unified School District*, a federal district court found that a district policy barring criticism of employees at public board meetings violated the plaintiff's First Amendment rights by restricting the content of speech. The court further noted that the district could not legally prevent a person from speaking in open session, even if the speech was clearly defamatory. Thus, although the Governing Board may inform the speaker of appropriate district complaint procedures, it cannot prohibit public criticism of district employees. See BB 9323 - Meeting Conduct.\*\*\*

When a concern regarding an employee is presented during a Board meeting or to an individual Board member or employee outside of a Board meeting, the complainant shall be informed of the appropriate complaint procedure.

(cf. 9323 - Meeting Conduct)

Any complaint regarding the Superintendent shall be initially filed in writing with the Board. The Board shall consult with legal counsel or appoint an appropriate agent to conduct the investigation.

The Superintendent or designee shall determine whether a complaint against any other employee should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures. Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law and BP 5141.4 - Child Abuse Prevention and Reporting. Any complaint alleging that an employee engaged in unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs

and activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures. Any complaint by an employee, job applicant, volunteer, intern, or independent contractor alleging unlawful discrimination or harassment by an employee shall be filed in accordance with AR 4030 - Nondiscrimination in Employment.

(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 3555 - Nutrition Program Compliance)  
(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4144/4244/4344 - Complaints)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)

Any complaint subject to this policy and the accompanying administrative regulation shall be investigated by the principal, the employee's immediate supervisor, the Superintendent or designee, legal counsel, agent of the Board, and/or other appropriate person who is not the subject of the complaint or subordinate to the employee charged in the complaint. The complainant and the employee shall have an opportunity to present information relevant to the complaint.

\*\*\*Note: The following paragraph may be revised to reflect district practice. It is recommended that districts investigate all complaints, including those submitted anonymously, since failure to do so may subject the district to liability depending on the nature of the allegation. For example, the district can be held liable for civil damages for the sexual harassment of a student by an employee if the district is found to have been "deliberately indifferent" in its response to a complaint; see BP 5145.7 - Sexual Harassment.\*\*\*

A complaint that is filed anonymously may be investigated by the Superintendent or designee depending on the specificity and reliability of the information.

If a complainant requests confidentiality, the Superintendent or designee shall inform the complainant that the request may limit the district's ability to investigate the employee's conduct or take other necessary action. However, the Superintendent or designee shall take all reasonable steps to investigate and resolve the complaint without divulging the complainant's identity.

The Board prohibits retaliation against complainants.

## Appeals

\*\*\*Note: The following optional section is for use by districts that allow appeals to the Board and may be revised to reflect district practice.\*\*\*

If either the complainant or the employee submits an appeal of the Superintendent's decision to the Board, the Board shall determine whether to uphold the Superintendent's decision without hearing the complaint, appoint an appeals committee to advise the Board, or hear the appeal

itself.

(cf. 9130 - Board Committees)

\*\*\*Note: Government Code 54957 authorizes the use of closed session for hearing specific complaints or charges against employees, unless the employee requests an open session. For detailed procedures and notice requirements, see BB 9321 - Closed Session Purposes and Agendas.\*\*\*

If the Board decides to hear the complaint, the matter shall be addressed in closed session in accordance with Government Code 54957 unless the employee requests that it be heard in open session. The Board shall review the original complaint and additional information provided by the Superintendent or designee regarding the steps taken to resolve the issue.

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9323 - Meeting Conduct)

The Board's decision shall be final.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

#### Legal Reference:

##### EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

35146 Closed sessions

44031 Personnel file contents and inspection

44811 Disruption of public school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)

48987 Child abuse guidelines

##### GOVERNMENT CODE

54957 Closed session; complaints re employees

54957.6 Closed session; salaries or fringe benefits

##### PENAL CODE

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act

##### WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction of juvenile court

##### COURT DECISIONS

Baca v. Moreno Valley Unified School District, (1996) 936 F. Supp. 719

(6/93 6/94) 5/19

# CSBA Sample

## Administrative Regulation

### Complaints Concerning District Employees

May 2019 U.G.

AR 1312.1

#### Community Relations

\*\*\*Note: The following optional administrative regulation outlines a process for handling complaints concerning district personnel and may be subject to collective bargaining. This process should not be used for complaints concerning a Governing Board member; such complaints should be filed in writing directly with the Board.\*\*\*

\*\*\*Note: The following regulation should be modified to reflect district practice.\*\*\*

Every effort should be made to resolve complaints regarding district employees at the earliest possible stage. Any person who complains about a district employee shall be encouraged to resolve the matter informally through direct communication with the employee whenever possible.

If a complainant is unable or unwilling to resolve the complaint directly with the employee, the complainant may submit a written complaint to the principal or other immediate supervisor of the employee. Complaints related to a principal or district administrator shall be initially filed in writing with the Superintendent or designee. If the complainant is unable to prepare the complaint in writing, administrative staff shall provide assistance in the preparation of the complaint.

A written complaint shall include the full name of the employee involved, a brief but specific summary of the complaint and the facts surrounding it, and a description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. When a written complaint is received, the employee who is the subject of the complaint shall be notified within five days or in accordance with the collective bargaining agreement.
2. The principal or other immediate supervisor of the employee shall investigate and attempt to resolve the complaint to the satisfaction of the parties involved within 30 days. A complaint against a school or district administrator shall be investigated by the Superintendent or designee. The investigation may include interviews of the employee, complainant, or witnesses as necessary and/or a review any documentation relevant to the complaint.
3. Both the complainant and employee shall be notified in writing of the final decision regarding the resolution of the complaint.

4. Either the complainant or the employee against whom the complaint was made may appeal the decision. A decision by the principal or immediate supervisor may be appealed to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days. Either the complainant or the employee may appeal the Superintendent's decision to the Governing Board.

5. If the decision is appealed to the Board, the Superintendent or designee shall submit to the Board the following information:

- a. The full name of each employee involved
- b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response
- c. A copy of the signed original complaint
- d. A summary of the action taken by the Superintendent or designee and the reasons that the problem has not been resolved

(6/94 3/01) 5/19



**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**6.2 BP and AR 3511 Energy And Water Management**

**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**6.2 BP and AR 3511 Energy And Water Management**

**Type:**

**Description:**

**Discussion Items** - Except for approval of board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item.

**Background Information:** Policy and regulation updated to reflect recommendations in NEW STATE GUIDANCE from CDE, the Division of the State Architect in the Department of General Services, and the State Water Resources Control Board. Policy also deletes green school strategies duplicated in other policies, and adds coordination with local and regional entities to share expertise and resources. Section on "Storm Water Management" deletes specific requirements for "nontraditional MS4 entities" that are subject to the General Permit for Storm Water Discharges to Small Municipal Separate Storm Sewer Systems, and clarifies that districts may also be subject to the Construction General Permit and the National Pollutant Discharge Elimination System General Permit for Storm Water Discharges Associated with Industrial Activities. Section on "Emergency Interruption of Services" contains material formerly in AR. Regulation expands components of the district's resource management program to include strategies related to outdoor spaces, drought-tolerant habitats, and equipment maintenance and repair. Regulation also adds new section on "Storm Water Management" with examples of best practices and adds new material related to the emergency interruption of services. Discussion Items - Except for approval of board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item.

Background Information: Policy and regulation updated to reflect recommendations in NEW STATE GUIDANCE from CDE, the Division of the State Architect in the Department of General Services, and the State Water Resources Control Board. Policy also deletes green school

strategies duplicated in other policies, and adds coordination with local and regional entities to share expertise and resources. Section on "Storm Water Management" deletes specific requirements for "nontraditional MS4 entities" that are subject to the General Permit for Storm Water Discharges to Small Municipal Separate Storm Sewer Systems, and clarifies that districts may also be subject to the Construction General Permit and the National Pollutant Discharge Elimination System General Permit for Storm Water Discharges Associated with Industrial Activities. Section on "Emergency Interruption of Services" contains material formerly in AR. Regulation expands components of the district's resource management program to include strategies related to outdoor spaces, drought-tolerant habitats, and equipment maintenance and repair. Regulation also adds new section on "Storm Water Management" with examples of best practices and adds new material related to the emergency interruption of services.

**Attachments:**

1. Marked-Up Policy
2. Marked-Up Policy
3. Marked-Up Policy
4. Marked-Up Policy

# CSBA Sample

## Board Policy

### Energy And Water Management

BP 3511

#### Business and Noninstructional Operations

The Governing Board recognizes the environmental and financial benefits that can be derived from conserving energy, water, and other natural resources, preparing for extreme weather and other natural events, and providing an environment that promotes the health and well-being of students and staff. To support district goals for energy and water management, the Superintendent or designee shall develop a resource management program which may include strategies for implementing effective and sustainable resource use practices, exploring the use of renewable and clean energy technology and/or sources, reducing energy and water consumption, and promoting conservation principles in the educational program.

(cf. 0200 - Goals for the School District)  
(cf. 3100 - Budget)  
(cf. 3300 - Expenditures and Purchases)  
(cf. 3510 - Green School Operations)  
(cf. 3511.1 - Integrated Waste Management)  
(cf. 3512 - Equipment)  
(cf. 6142.5 - Environmental Education)

The Superintendent or designee may solicit input from staff, students, and parents/guardians regarding the district's resource management program. The Superintendent or designee shall provide staff and students with training and guidance on best practices to achieve the district's goals, and may establish a reward program to recognize outstanding accomplishments.

(cf. 1150 - Commendation and Awards)

The Superintendent or designee shall regularly inspect district facilities, monitor operations, and make recommendations for maintenance and repairs which may help the district reach its conservation and management goals and improve efficiency.

(cf. 7110 - Facilities Master Plan)  
(cf. 7111 - Evaluating Existing Buildings)

\*\*\*Note: The California Energy Commission administers the Bright Schools Program pursuant to Public Resources Code 25410-25421. This program offers specific services to help districts become more energy efficient by providing design and implementation assistance, conducting energy audit and feasibility studies, providing equipment bid specifications, assisting with installation, and helping to secure loans for energy-related maintenance. Districts may also seek funding for water projects through the Department of Water Resource's Proposition 1 Integrated

Regional Water Management Grant Program, which provides funding for projects that help meet the long-term water needs of the state.\*\*\*

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the district achieve its conservation and management goals. The district may coordinate with other local or regional entities to capitalize on their expertise and maximize the efficient use of resources, such as through joint or shared use agreements.

(cf. 1330.1 - Joint Use Agreements)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall regularly report to the Board on the district's progress in meeting its conservation and resource management goals.

### Storm Water Management

\*\*\*Note: The following section is recommended for use by all districts, especially districts that are subject to the state's National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges Associated with Industrial Activities or that have been designated by the State Water Resources Control Board (SWRCB) or a California regional water quality control board as an entity ("non-traditional MS4") which is required to obtain "coverage" under a General Permit for Storm Water Discharges to Small Municipal Separate Storm Sewer Systems.\*\*\*

\*\*\*Note: A district may be subject to either permit for a variety of reasons, including conducting activities that may result in discharge of water from any district facility which drains into a municipal storm drainage system or drains directly or indirectly into a stream, creek, river, or the ocean. A district that is covered by either or both of these General Permits must develop a storm water management plan consistent with the requirements of state and federal law and the applicable permit. The General Permit requires that the Governing Board adopt a resolution containing the plan and authorizing the Superintendent to implement and enforce the plan. The plan must then be submitted to the local regional water quality control board for approval. In addition, the district is required to submit annual reports to the local regional water control board describing the district's progress in implementing the plan.\*\*\*

\*\*\*Note: The following section and the accompanying administrative regulation reflect the recommendations of the California Department of Education (CDE), the Division of the State Architect in the Department of General Services, and the SWRCB in their joint publication Guidance for Stormwater and Dry Weather Runoff CAPTURE (California Practices to Use Runoff Effectively) at Schools, developed pursuant to Water Code 189.3, as amended by SB 1289 (Ch. 92, Statutes of 2018). See the Guidance for additional design and use practices for storm water and dry weather runoff capture practices that can generally be applied to all new, reconstructed, or altered public schools, including school grounds.\*\*\*

To the maximum extent practicable, the district shall reduce the discharge of pollutants into the

water system in order to minimize the threat to water quality from storm water runoff.

The Superintendent or designee shall ensure that the district complies with storm water discharge standards specified by any applicable General Permit coverage required by law, including all requirements of the Construction General Permit issued by the State Water Resources Control Board for any project that disturbs one acre or more of soil. (40 CFR 122.34).

(cf. 3514 - Environmental Safety)  
(cf. 3514.1 - Hazardous Substances)  
(cf. 3514.2 - Integrated Pest Management)

\*\*\*Note: The NPDES and MS4 General Permits each contain their own requirements. Districts should consult with their local regional water quality control board for requirements and approval of the plan.\*\*\*

The Superintendent or designee shall develop a storm water management plan that complies with the provisions of the applicable permit and describes best management practices, design strategies, measurable goals, and timetables for implementation. The plan and a resolution authorizing its implementation shall be submitted to the Board for approval. (40 CFR 122.34)

For all projects, the district shall comply with any city or county ordinance that regulates drainage improvements and conditions. (Government Code 53097)

#### Emergency Interruption of Services

\*\*\*Note: The following optional section requires the development of an emergency action plan which identifies actions to be taken in the event of a toxic spill or emergency interruption of power, water, or other services. However, schools that are affected by regular public safety power shutoffs (e.g., actions by utility companies to preemptively shut off power in high fire risk areas to reduce fire risk during extreme and potentially dangerous weather conditions) should also consider including this section. This plan may be incorporated into the district's emergency and disaster preparedness plan. See BP/AR 3516 - Emergencies and Disaster Preparedness Plan.\*\*\*

\*\*\*Note: In the event that instructional time is lost as a result of a power outage resulting from an emergency, such as a fire, flood, earthquake, epidemic, or other hardship as specified in Education Code 46392, districts may request credit for the loss of average daily attendance funding, as detailed in the CDE's Management Advisory 90-01. See BP 3516.5 - Emergency Schedules for policy regarding changes in schedules due to an emergency and procedures for compensating for lost instructional time.\*\*\*

The Superintendent or designee shall develop a plan to minimize disruption to the educational program in the event of power outages or other emergency interruption of utility services. The plan shall include actions to be taken to facilitate student and staff safety, administrative control of operations, protection of equipment, effective communications, and coordination with local fire, police, and emergency personnel and utility service providers.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)  
(cf. 3516.5 - Emergency Schedules)

Legal Reference:

EDUCATION CODE

17213.1 School sites  
17280 Construction of school buildings  
35275 Coordination of new facilities with recreation and park authorities  
41422 School term or session length, failure to comply due to disaster  
46392 Emergency conditions; ADA estimate

GOVERNMENT CODE

53097 Local agencies

PUBLIC RESOURCES CODE

25410-25421 Energy conservation assistance

WATER CODE

189.3 Recommendations for best design and use practices  
13383 Compliance with the federal Water Pollution Control Act  
13383.5 Storm water discharge monitoring requirements

CODE OF REGULATIONS, TITLE 23

490-495 Model Water Efficient Landscape Ordinance  
2200 Discharge permit fees

UNITED STATES CODE, TITLE 33

1342 National pollutant discharge elimination system

CODE OF FEDERAL REGULATIONS, TITLE 40

122.1-122.64 National pollutant discharge elimination system

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance for Stormwater and Dry Weather Runoff CAPTURE (California Practices to Use Runoff Effectively) at Schools, December 2018

A Blueprint for Environmental Literacy: Educating Every Student In, About, and For the Environment, 2015

Average Daily Attendance Credit During Periods of Emergency, Management Advisory 90-01, rev. February 10, 2005

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS

Guidance for Design and Construction of Vegetated Low Impact Development Projects, 2016

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

National Management Measures to Control Nonpoint Source Pollution from Urban Areas, 2005

WEB SITES

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

Alliance to Save Energy: <http://www.ase.org>

California Department of Education, Facilities: <http://www.cde.ca.gov/ls/fa>

California Department of Water Resources: <http://water.ca.gov>  
California Division of State Architect: <http://www.dgs.ca.gov/DSA>  
California Energy Commission: <http://www.energy.ca.gov>  
California State Water Resources Control Board: <http://www.swrcb.ca.gov>  
California Stormwater Quality Association: <http://www.casqa.org/resources>  
Collaborative for High Performance Schools (CHPS): <http://chps.net>  
Green School Yards America: <http://www.greenschoolyards.org>  
U.S. Environmental Protection Agency: <http://www.epa.gov>

(3/01 7/07) 5/19

May 2019 U.G.

# CSBA Sample

## Administrative Regulation

### Energy And Water Management

AR 3511

#### Business and Noninstructional Operations

\*\*\*Note: The following optional administrative regulation should be revised to reflect district practice.\*\*\*

In the development of the district's energy and water resource management program, the Superintendent or designee shall analyze the efficiency and environmental impact of, and consider strategies for improving, the following district systems:

1. Lighting
2. Heating, ventilation, and air conditioning
3. Water heaters
4. Electrical equipment and appliances
5. Water use and irrigation, including drains, faucets, and pipes
6. Grounds management

(cf. 7111 - Evaluating Existing Buildings)

In addition, the district's resource management program may include strategies to address the following:

1. Educational programs that focus on environmental literacy and incorporate the Next Generation Science Standards

(cf. 6142.5 - Environmental Education)

(cf. 6142.93 - Science Instruction)

2. Outdoor student facilities that are environmentally sustainable and include increased shaded areas to reduce playground temperatures

(cf. 5141.7 - Sun Safety)

3. Classroom and building management and maintenance



4. Food services and food waste reduction

(cf. 3551 - Food Service Operations/Cafeteria Fund)

5. Landscaping practices, including establishing drought-tolerant habitats

6. Transportation services and maintenance

(cf. 3540 - Transportation)

7. Inclusion of best practices for water management in new construction projects

(cf. 7110 - Facilities Master Plan)

8. Administrative operations that focus on cost reduction and conservation

(cf. 3400 - Management of District Assets/Accounts)

9. Regular equipment maintenance and repair

(cf. 3512 - Equipment)

#### Storm Water Management

\*\*\*Note: The following section is optional ~~and~~ should be revised to reflect district practice.\*\*\*

The Superintendent or designee shall implement a storm water management plan that complies with applicable state and federal law and local ordinances. The plan shall include best practices designed to reduce waste, pollution, environmental degradation, and damage to school facilities and infrastructure by:

1. Incorporating water capture and filtration systems for storm water when necessary
2. Emphasizing school practices and school design that reduce runoff and human pollutants, such as plastics, oils, grease, metals, and pesticides
3. Preserving, creating, and enhancing natural areas and greenspace that aid in storm water and dry weather capture
4. Minimizing impervious surface area and controlling runoff from impervious surfaces
5. Utilizing, when possible, soils that promote infiltration
6. Incorporating storm water design signage features and learning opportunities for public education

## Emergency Interruption of Services

\*\*\*Note: The following section is optional ~~and~~ should be revised to reflect district practice.\*\*\*

The Superintendent or designee shall consult with local law enforcement, emergency personnel, and the county office of emergency services in the development of strategies to be implemented in the event of power outages or other emergency interruptions of utility services. The strategies shall prescribe a means of notifying appropriate agencies to ensure all utilities are properly restored after interruption.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall reopen schools and return to normal instructional activities as soon as safe operations can be resumed. If any school will be closed for an extended period of time, the district shall make alternative arrangements for students and staff so as not to interrupt the educational program.

The Superintendent or designee shall communicate with staff, students, and parents/guardians regarding any interruption of educational services due to utility service outages, including any necessary alternative arrangements and the date or time that normal operations of the school are expected to resume.

(cf. 1100 - Communication with the Public)  
(cf. 3516.5 - Emergency Schedules)

(3/01 7/07) 5/19

**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**6.3 BP 3540 Transportation**

**Type:**

Discussion

**Description:**

**Discussion Items** - Except for approval of board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item.

**Background Information:** Policy updated to include material formerly in AR regarding the means of transportation, contracts for transportation services, and the option to pay parents/guardians their actual and necessary expenses in transporting the student. Policy also addresses (1) the district's authority to require families to pay a transportation fee, with specified exceptions; (2) the district's authority to transport students without parent/guardian permission when evacuation of students is necessary for their safety; and (3) the installation of a global positioning system on school buses to enhance safety and provide real-time location data. Regulation deleted and key concepts moved to BP.

**Attachments:**

1. Marked-Up Policy

# CSBA Sample

## Board Policy

### Transportation

May 2019 U-6

BP 3540

#### Business and Noninstructional Operations

\*\*\*Note: Pursuant to Education Code 39800, the Governing Board may provide transportation for students to and from school whenever such transportation is advisable and good reasons exist to provide these services. The following optional policy is for use by districts that choose to provide transportation services through their own transportation system, contracting out, or other methods, and should be revised to reflect district practice.\*\*\*

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance, and reduce tardiness. In determining the extent to which the district will provide transportation services, the Board shall weigh student and community needs against the cost of providing such services.

(cf. 3100 - Budget)  
(cf. 3541 - Transportation Routes and Services)  
(cf. 3541.1 - Transportation for School-Related Trips)  
(cf. 3541.2 - Transportation for Students with Disabilities)  
(cf. 5116.1- Intradistrict Open Enrollment)  
(cf. 5117 - Interdistrict Attendance)  
(cf. 6178.2 - Regional Occupational Center/Program)

The Superintendent or designee shall recommend to the Board economical, environmentally sustainable, and appropriate means of providing transportation services.

(cf. 3510 - Green School Operations)

\*\*\*Note: The following paragraph may be revised to reflect district practice. Pursuant to Education Code 39800 and 39802, the district may use one or more means to provide transportation, as indicated below. For example, the district may use school buses for its regular home-to-school program and contract with private parties to provide transportation for field trips.\*\*\*

The Board may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)

In contracting for transportation services, the district shall comply with all applicable laws

related to bids and contracts. (Education Code 39802-39803)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

\*\*\*Note: The following paragraph is optional. If a district that has been providing transportation decides instead to have alternative transportation provided through an outside company or volunteers, this action may constitute "contracting out" and be subject to negotiation pursuant to the Educational Employment Relations Act ( Government Code 3540-3549.3).\*\*\*

In lieu of providing transportation in whole or in part, the district may pay the student's parents/guardians either their actual and necessary expenses in transporting the student or the cost of the student's food and lodging at a place convenient to the school. In either case, the amount of the payment shall not exceed the cost that would be incurred by the district to provide for the transportation of the student to and from school. (Education Code 39806-39807)

\*\*\*Note: The following optional paragraph is for use by districts that choose to require parents/guardians of transported students to pay a portion of the cost of transportation as authorized by Education Code 39807.5. Pursuant to Education Code 39807.5, the district must waive the fee for students with financial need and students with disabilities whose individualized education program includes transportation as a related service necessary for the student to receive a free appropriate public education. See BP/AR 3250 - Transportation Fees.\*\*\*

The Board may charge a transportation fee to parents/guardians of transported students in accordance with Education Code 39807.5 and BP/AR 3250 - Transportation Fees.

(cf. 3250 - Transportation Fees)

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student pursuant to Education Code 35350 or the evacuation of students as necessary for their safety.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 5131.1 - Bus Conduct)

\*\*\*Note: The following optional paragraph is for use by districts that maintain their own transportation system and may be revised to reflect district practice. Pursuant to Penal Code 637.7, the district is authorized, as the registered owner of the school bus, to use electronic tracking systems to determine the location or movement of the vehicle. It is recommended that school bus drivers be notified when a bus is so equipped.\*\*\*

\*\*\*Note: In addition to using a global positioning system (GPS) to locate a bus in an emergency or to track delays, the district may choose to authorize parents/guardians to access the location data so that they may determine when their child has been picked up or dropped off at a bus stop.\*\*\*

The district may install a global positioning system (GPS) on school buses and/or student activity buses in order to enhance student safety and provide real-time location data to district and school administrators and parents/guardians.

\*\*\*Note: The following optional paragraph is for use by districts that maintain their own transportation system.\*\*\*

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance.

(cf. 3542 - School Bus Drivers)

Legal Reference:

EDUCATION CODE

35330 Excursions and field trips

35350 Authority to transport pupils

39800-39860 Transportation, especially:

39800 Powers of governing board to provide transportation for pupils to and from school; definition of "municipally owned transit system"

39801 Contract with County Superintendent of Schools to provide transportation

39802-39803 Bids and contracts for transportation services

39806 Payments to parents in lieu of transportation

39807 Food and lodging payments in lieu of transportation

39807.5 Transportation fees

39808 District transportation of private school students

41850-41854 Allowances for transportation

41860-41862 Supplemental allowances for transportation

45125.1 Criminal background checks for contractors

52311 Regional occupational centers, transportation

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

PENAL CODE

637.7 Electronic tracking devices

VEHICLE CODE

2807 School bus inspection

CODE OF REGULATIONS, TITLE 5

14100-14103 Use of school buses and school pupil activity buses

15240-15343 Allowances for student transportation, especially:

15253-15272 District records related to transportation

CODE OF REGULATIONS, TITLE 13

2025 Retrofitting of diesel school buses

COURT DECISIONS

Arcadia Unified School District et. al. v. State Department of Education, 2 Cal. 4th 251 (1992)

(6/92 10/97) 5/19

**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**6.4 BP 4119.22; 4219.22; 4319.22 Dress And Grooming**

**Type:**

Discussion

**Description:**

**Discussion Items** - Except for approval of board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item.

**Background Information:** Policy updated to reflect laws which allow employees to appear and dress in a manner consistent with their gender identity, gender expression, or religious creed. Policy also adds material regarding the communication of the district's dress and grooming policy to employees.

**Attachments:**

1. Marked-Up Policy



# CSBA Sample

## Board Policy

### Dress And Grooming

May 2019 U.G.

BP 4119.22; BP 4219.22; BP 4319.22  
**Personnel**

\*\*\*Note: The following optional policy may be revised to reflect district practice. Government Code 12949, several court cases, and Public Employment Relations Board (PERB) decisions support districts' non-negotiable management prerogative to adopt a dress code. However, in 22 PERC P29, 136, PERB determined that districts must provide the exclusive bargaining representative with an opportunity to bargain over the "effects" of the dress code which may have an impact on matters within scope of representation. Districts should consult legal counsel when prescribing or prohibiting specific items of clothing.\*\*\*

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

(cf. 0415 - Equity)  
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4112.21/4212.21/4312.21 - Professional Standards)  
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

In addition, the district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

GOVERNMENT CODE

3543.2 Scope of representation

12926 Definitions

12940 Unfair employment practices

12949 Dress standards, consistency with gender identity

COURT DECISIONS

San Mateo City School District v. PERB (1983) 33 Cal. 3d 850

Domico v. Rapides Parish School Board (5th Cir. 1982) 675 F.2d 100

East Hartford Education Assn. v. Board of Education (2d Cir. 1977) 562 F. 2d 856

Finot v. Pasadena Board of Education (1967) 250 Cal.App.2d 189

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Santa Ana Unified School District (1998) 22 PERC P29, 136

Inglewood Unified School District (1985) 10 PERC P17, 000

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

Transgender Rights in the Workplace

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Public Employment Relations Board: <http://www.perb.ca.gov>

(9/91 7/04) 5/19

**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**6.5 BP 4119.41 4219.41, 4319.41 Employees With Infectious Disease**

**Type:**

Discussion

**Description:**

**Discussion Items** - Except for approval of Board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item.

**Background Information:** The following optional policy may be revised to reflect district practice. Because infectious diseases may be either highly communicable (e.g., influenza, chicken pox) or not casually transmitted (e.g., HIV/AIDs, hepatitis B, hepatitis C), the district's response to an employee with infectious disease should be dependent on any legal protections established for employees and take into consideration the potential risk to students, staff, and others.

**Public Comment**

**Board Discussion**

**Fiscal Impact:** None

**Attachments:**

1. Marked-Up Policy

# CSBA Sample

## Board Policy

### Employees With Infectious Disease

BP 4119.41 4219.41, 4319.41

#### Personnel

\*\*\*Note: The following optional policy may be revised to reflect district practice. Because infectious diseases may be either highly communicable (e.g., influenza, chicken pox) or not casually transmitted (e.g., HIV/AIDs, hepatitis B, hepatitis C), the district's response to an employee with infectious disease should be dependent on any legal protections established for employees and take into consideration the potential risk to students, staff, and others.\*\*\*

The Governing Board desires to promote the health of district students and staff in order to reduce absenteeism and enhance employee and student performance. The Superintendent or designee shall develop strategies to prevent the outbreak or spread of infectious diseases at district schools.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

\*\*\*Note: The following definitions reflect information from the Centers for Disease Control and Prevention (CDC) web site.\*\*\*

An infectious disease is one that is caused by a microorganism and is potentially transmittable to another individual, whether through airborne transmission, bloodborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. A communicable infectious disease, such as influenza or chicken pox, is contagious and can be readily transmitted by infectious bacteria or viral organisms.

\*\*\*Note: Education Code 49406, as amended by AB 1667 (Ch. 329, Statutes of 2014), requires employees, upon being initially employed by the district and at specified periods thereafter, to submit to a tuberculosis risk assessment and, if risk factors are identified, then submit to an approved tuberculin skin test followed by an x-ray when required. In addition, when the district is filling a certificated position with an applicant who has not previously been employed in a certificated position in California or a retirant who has not previously been employed as a retirant, Education Code 44839 and 44839.5 require the applicant or retirant to provide a medical certification that he/she is free from any disabling disease that renders him/her unfit to instruct children or associate with them. The sample medical certificate provided in 5 CCR 5504 includes an assessment of whether there is evidence of infectious disease in a communicable stage. For further information, see AR 4112.4/4212.4/4312.4 - Health Examinations.\*\*\*

In accordance with law, job applicants shall be required to provide evidence that they are free of tuberculosis or any other communicable infectious disease prior to beginning employment.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

To prevent the outbreak or spread of infectious diseases, the Superintendent or designee may provide infection prevention supplies and information to employees, including information about recommended vaccinations. Employees also shall observe universal precautions to avoid contact with potentially infectious blood or other bodily fluids.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

\*\*\*Note: CDC recommends that districts develop contingency plans for dealing with an infectious disease outbreak. These contingency plans may be developed with the involvement of local health agencies and/or health care providers and should be incorporated into the district's emergency and disaster preparedness plan. See BP 5141.22 - Infectious Diseases and AR 3516 - Emergencies and Disaster Preparedness Plan as well as CSBA's fact sheets on Pandemic Influenza and H1N1 Influenza (Swine Flu).\*\*\*

Plans for addressing a communicable infectious disease outbreak, including, but not limited to, plans for addressing employee shortages during such an outbreak, shall be included in the district's emergency preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.31 - Immunizations)

\*\*\*Note: For the protection of the public health, 17 CCR 2500 and 2508 require specified persons to report communicable diseases to the local health officer, as provided below. The list of reportable diseases is available on the California Department of Public Health's (CDPH) web site. Local health departments may establish additional reporting requirements.\*\*\*

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable infectious disease. In addition, a school nurse or other health care provider who knows of or is in attendance on a case or suspected case of any of the diseases or conditions listed in 17 CCR 2500 shall make a report to the local health officer. If no health care provider is in attendance, any individual having knowledge of a person who is suspected to be suffering from one of the specified diseases or conditions may make a report to the local health officer. (17 CCR 2500, 2508)

(cf. 5141.6 - School Health Services)

## Nondiscrimination/Reasonable Accommodation

\*\*\*Note: The Americans with Disabilities Act (ADA) (42 USC 12101-12213) and California Fair Employment and Housing Act (FEHA) (Government Code 12900-12996) prohibit discrimination in employment on the basis of disability. Under the ADA and FEHA, an individual is considered to be disabled if he/she has a physical or mental impairment that limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. According to the CDPH publication California HIV/AIDS Laws, 2009, individuals with clinical HIV disease or AIDS meet the definition of disabled. Court opinions have conflicted as to whether persons with asymptomatic HIV infection meet this definition and districts should consult legal counsel as necessary.\*\*\*

\*\*\*Note: In addition, Section 504 of the Federal Rehabilitation Act of 1973 provides that no otherwise qualified person may, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. In School Board of Nassau County, Florida v. Arline, the U.S. Supreme Court extended this law's protection to employees significantly impaired by infectious diseases.\*\*\*

The district shall not discriminate against any employee or job applicant who has an infectious disease that meets the federal or state definition of a disability under the Americans with Disabilities Act, California Fair Employment and Housing Act, or Section 504 of the Federal Rehabilitation Act. (Government Code 12900-12996; 29 USC 794; 42 USC 12101-12213)

(cf. 4030 - Nondiscrimination in Employment)

\*\*\*Note: Both the ADA (42 USC 12101-12213) and FEHA (Government Code 12900-12996) require employers to reasonably accommodate employees and job applicants with known disabilities; see AR 4032 - Reasonable Accommodation.\*\*\*

Upon request, any qualified person with a disability shall be provided reasonable accommodation to perform the essential duties of his/her position in accordance with the criteria and processes described in AR 4032 - Reasonable Accommodation.

(cf. 4032 - Reasonable Accommodation)

### Legal Reference:

#### EDUCATION CODE

44839 Medical certificate; periodic medical examination

44839.5 Requirements for employment of retirant

49406 Examination for tuberculosis (employees)

#### CIVIL CODE

56-56.37 Confidentiality of medical information

## GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

## HEALTH AND SAFETY CODE

120975-121020 Mandated blood testing and confidentiality to protect public health

## CODE OF REGULATIONS, TITLE 2

7293.5-7294.2 Discrimination based on disability

## CODE OF REGULATIONS, TITLE 5

5502-5504 Medical certification

## CODE OF REGULATIONS, TITLE 17

2500 Reportable diseases and conditions

2508 Reporting of communicable diseases; duty of schools

## UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

## UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

## COURT DECISIONS

Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045

School Board of Nassau County, Florida v. Arline, (1987) 408 U.S. 273

## Management Resources:

## CSBA PUBLICATIONS

H1N1 Influenza (Swine Flu), Fact Sheet, April 2009

Pandemic Influenza, Fact Sheet, September 2007

## CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

California HIV/AIDS Laws, 2009, January 2010

## EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

## WEB SITES

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

California Department of Public Health: <http://www.cdph.ca.gov>

California School Nurses Organization: <http://www.csno.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Health and Human Services: <http://www.hhs.gov>

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**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**6.6 BP and AR 5131.2 Bullying**

**Type:**

Discussion

**Description:**

**Discussion Items** - Except for approval of board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item.

**Background Information:** Policy updated and regulation added to reflect NEW LAW (AB 2291, 2018) which mandates districts to adopt, on or before December 31, 2019, procedures for preventing acts of bullying, including cyberbullying. Regulation includes material formerly in BP re: bullying prevention measures, staff development, student instruction, reporting, and corrective actions. Regulation also adds definition of bullying and examples of behaviors that may constitute bullying and cyberbullying, and reflects CDE's online training module on bullying developed pursuant to AB 2291.

**Attachments:**

1. Marked-Up Policy
2. Marked-Up Policy



# CSBA Sample

## Board Policy

### Bullying

May 2019 U.G.

BP 5131.2  
Students

\*\*\*Note: Education Code 234.4, as added by AB 2291 (Ch. 491, Statutes of 2018), mandates districts to adopt, on or before December 31, 2019, procedures for preventing acts of bullying, including cyberbullying. The following policy and accompanying administrative regulation contain sample procedures that fulfill this mandate and may be revised to reflect district practice.\*\*\*

\*\*\*Note: In addition, Education Code 234.1 and federal law mandate that the Governing Board adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on specified characteristics and ensuring the protection of complainants from retaliation. Also see BP 5145.3 - Nondiscrimination/Harassment for language fulfilling this mandate.\*\*\*

\*\*\*Note: In its October 2010 Dear Colleague Letter: Harassment and Bullying, the U.S. Department of Education Office for Civil Rights (OCR) clarified that misconduct that falls under a district's general anti-bullying policy may also trigger responsibilities under one or more federal or state antidiscrimination laws if the bullying is on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, and/or another legally protected category. Federal law requires the district to take immediate and appropriate action to investigate or otherwise determine what occurred and, if it finds that unlawful discrimination did occur, take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent the harassment from recurring.\*\*\*

\*\*\*Note: OCR's October 2014 Dear Colleague Letter: Responding to Bullying of Students with Disabilities points out that any bullying of a student with a disability that results in the student not receiving meaningful educational benefit constitutes a denial of a free appropriate public education and must be remedied under the federal Individuals with Disabilities Education Act. As necessary, the school may need to convene the student's individualized education program (IEP) team to determine whether the student's needs have changed as a result of the bullying and, if so, revise the IEP to ensure that the student continues to receive appropriate special education and related services.\*\*\*

\*\*\*Note: Thus, while this policy is intended to prevent and address all types of bullying incidents among students, when "discriminatory bullying" is committed and the bullying is sufficiently serious to create a hostile educational environment for the alleged victim or to otherwise deny or limit the student's educational benefits and services, including denial of a free appropriate public education, the alleged victim must be afforded the protections specified under relevant state and/or federal law.\*\*\*

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

\*\*\*Note: Because bullying and its effects extend beyond the school environment, collaboration among a variety of community agencies and organizations that serve youth may be helpful in preventing and responding to bullying. For further information about building a collaborative, see CSBA's publications Safe Schools: Strategies for Governing Boards to Ensure Student Success and Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement.\*\*\*

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 6020 - Parent Involvement)

\*\*\*Note: Education Code 32282 encourages districts to include bullying prevention policies and procedures in their comprehensive safety plan; see BP 0450 - Comprehensive Safety Plan. In addition, Education Code 52060-52077 require the Board to adopt and annually update a local control and accountability plan which includes, among other specified state priorities, goals for addressing school climate; see BP/AR 0460 - Local Control and Accountability Plan. Pursuant to Education Code 52060, school climate should be measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable.\*\*\*

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

\*\*\*Note: Pursuant to Education Code 234.1, districts are required to adopt a process for receiving and investigating complaints involving unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) based on specified characteristics. Pursuant to 5 CCR 4600-4633, the uniform complaint procedures (UCP) must be used for this purpose. In addition, federal regulations require districts to adopt procedures providing for prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) on the basis of sex (34 CFR 106.8), disability (34 CFR 104.7 and 28 CFR 35.107), and age (34 CFR 110.25).\*\*\*

\*\*\*Note: Although some bullying incidents may not fall within the provisions of Education Code 234.1 or federal civil rights regulations, CSBA strongly recommends that districts use the UCP to investigate all bullying incidents (whether discriminatory or nondiscriminatory) to ensure consistent implementation by district staff. It is not always easy or possible for staff to know prior to an investigation whether a student was bullied because of an actual or perceived membership in a legally protected class. Those bullying incidents found to involve discrimination based on the results of the investigation would then be resolved using the UCP. When a bullying incident is determined to be nondiscriminatory, it should be resolved through the appropriate disciplinary process. Districts that are concerned about the capacity of a single district compliance officer to handle a possible increase in the number of UCP complaints, or that prefer to handle certain incidents at the school site level whenever possible, may designate multiple compliance officers in accordance with AR 1312.3 - Uniform Complaint Procedures.\*\*\*

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(cf. 1312.3 - Uniform Complaint Procedures)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4119.21/4219.21/4319.21 - Professional Standards)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:  
EDUCATION CODE  
200-262.4 Prohibition of discrimination  
32282 Comprehensive safety plan

32283.5 Bullying; online training  
35181 Governing board policy on responsibilities of students  
35291-35291.5 Rules  
48900-48925 Suspension or expulsion  
48985 Translation of notices  
52060-52077 Local control and accountability plan  
PENAL CODE  
422.55 Definition of hate crime  
647 Use of camera or other instrument to invade person's privacy; misdemeanor  
647.7 Use of camera or other instrument to invade person's privacy; punishment  
653.2 Electronic communication devices, threats to safety  
CODE OF REGULATIONS, TITLE 5  
4600-4670 Uniform complaint procedures  
UNITED STATES CODE, TITLE 47  
254 Universal service discounts (e-rate)  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.107 Nondiscrimination on basis of disability; complaints  
CODE OF FEDERAL REGULATIONS, TITLE 34  
104.7 Designation of responsible employee for Section 504  
106.8 Designation of responsible employee for Title IX  
110.25 Notification of nondiscrimination on the basis of age  
COURT DECISIONS  
Wynar v. Douglas County School District, (2013) 728 F.3d 1062  
J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094  
Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014  
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014  
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012  
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011  
Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010  
Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying Module

California's Social and Emotional Learning: Guiding Principles, 2018  
Social and Emotional Learning in California: A Guide to Resources, 2018  
Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008  
Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to

Assist California K-12 Schools in Responding to Immigration Issues, April 2018  
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014  
Guidance to America's Schools: Bullying of Students with Disabilities, October 2014  
Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from  
Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and  
Disability, October 26, 2010  
Dear Colleague Letter: Harassment and Bullying, October 2010  
WEB SITES  
CSBA: <http://www.csba.org>  
California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>  
California Office of the Attorney General: <http://oag.ca.gov>  
Center on Great Teachers and Leaders: <http://gtlcenter.org>  
Collaborative for Academic Social and Emotional Learning: <http://casel.org>  
Common Sense Media: <http://www.common Sense Media.org>  
National School Safety Center: <http://www.schoolsafety.us>  
Partnership for Children and Youth: <http://www.partnerforchildren.org>  
U.S. Department of Education: <http://www.ed.gov>

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# CSBA Sample

## Administrative Regulation

### Bullying

May 2019 U.G.

AR 5131.2  
**Students**

\*\*\*Note: Education Code 234.4, as added by AB 2291 (Ch. 491, Statutes of 2018), mandates districts to adopt, on or before December 31, 2019, procedures for preventing acts of bullying, including cyberbullying. The following administrative regulation may be revised to reflect district practice.\*\*\*

#### Definitions

\*\*\*Note: The following section reflects definitions and examples of bullying and cyberbullying contained in the California Department of Education's (CDE) Bullying Module and may be revised to reflect district practice.\*\*\*

\*\*\*Note: Education Code 48900 defines "bullying," including bullying via an electronic act, for purposes of establishing grounds for suspension or expulsion. See AR 5144.1 - Suspension and Expulsion/Due Process. In addition, Penal Code 653.2 makes it a crime to distribute another person's personally identifiable information electronically with the intent to place that person in reasonable fear of the person's own or a family member's safety and for the purpose of imminently causing harassment or injury by a third party.\*\*\*

Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)  
(cf. 6163.4 - Student Use of Technology)

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures

2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

#### Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

2. Providing to students, through student handbooks and other age-appropriate means, information about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias

\*\*\*Note: Although Education Code 234.1 requires the district to adopt a policy requiring school personnel who witness acts of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against students based on the actual or perceived status of the student belonging to a protected class to take immediate steps to intervene when it is safe to do so, it is recommended that districts apply this policy equally to all students; also see AR 5145.3 - Nondiscrimination/Harassment.\*\*\*

5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

## Staff Development

\*\*\*Note: Education Code 32283.5, as amended by AB 2291, requires districts to make available annually, to certificated staff and all other employees who have regular interaction with students, the CDE's online Bullying Module described below.\*\*\*

The Superintendent or designee shall make the California Department of Education's online training module on the dynamics of bullying and cyberbullying, which includes the identification of bullying and cyberbullying and the implementation of strategies to address bullying, available annually to all certificated staff and to other employees who have regular interaction with students. (Education Code 32283.5)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

\*\*\*Note: Pursuant to Education Code 234.7, districts are mandated to adopt policy, equivalent to that developed by the Attorney General, which requires the provision of staff training with the components specified below.\*\*\*

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

## Student Instruction

\*\*\*Note: California content standards related to student education about bullying and violence prevention (e.g., recognizing the characteristics of bullying, examining the effects of bullying on others, demonstrating what to say and do when witnessing bullying) are addressed within the health education content standards adopted by the State Board of Education.\*\*\*

\*\*\*Note: 47 USC 254 mandates districts that receive e-rate discounts to adopt a policy which



addresses educating students about appropriate online behavior, including the interaction with other individuals on social networking web sites and in chat rooms, as well as providing information about cyberbullying awareness and response. See BP 6163.4 - Student Use of Technology for language implementing this mandate.\*\*\*

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)  
(cf. 6142.94 - History-Social Science Instruction)

\*\*\*Note: Education Code 234.7 requires districts to educate students about the negative impact of bullying based on actual or perceived immigration status or religious beliefs and customs. The following paragraph reflects the California Attorney General's model policy developed pursuant to Education Code 234.7, contained in the Office of the Attorney General's publication Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, and has been expanded to include education about the impact of bullying based on any other individual characteristic.\*\*\*

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

\*\*\*Note: The remainder of this section reflects recommendations in CDE's Bullying Module and may be revised to reflect district practice.\*\*\*

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

#### Reporting and Filing of Complaints

\*\*\*Note: The following reporting process may be revised to reflect district practice.\*\*\*

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform

the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

(cf. 1312.3 - Uniform Complaint Procedures)

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

\*\*\*Note: Districts have the authority to monitor student use of the district's Internet system and to conduct individual searches of student accounts if there is reasonable suspicion that a user has violated district policy or the law; see BP/AR 5145.12 - Search and Seizure and BP/E 6163.4 - Student Use of Technology.\*\*\*

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

#### Discipline/Corrective Actions

\*\*\*Note: Pursuant to Education Code 48900-48900.4, "bullying" is a ground for suspension or expulsion; see AR 5144.1 - Suspension and Expulsion/Due Process.\*\*\*

\*\*\*Note: The courts have generally upheld discipline for off-campus student conduct that poses an identifiable threat to the safety of other students, staff, or school property or presents a risk of substantial disruption of school activities, provided that the district is able to document the impact or disruption that the conduct has, or could be expected to have, on school activities (e.g., Wynar v. Douglas County School District, Lavine v. Blaine School District). The court in J.C. v. Beverly Hills Unified School District found that the district would be able to discipline a student for a video recorded off campus and posted on YouTube, but that the discipline imposed on this particular student was not justified since the district did not present evidence of specific facts that led school officials to predict that the video would cause substantial disruption (e.g., the video was not violent or threatening nor did it lead to any confrontations between the students).\*\*\*

\*\*\*Note: Consistent with these interpretations, Education Code 48900 defines bullying by means of an electronic act to include creation or transmission originating on or off the school

site. Thus, for purposes of determining whether the conduct may be subject to suspension or expulsion, the act does not necessarily need to have been committed while at school, while coming to or from school, or during a school-sponsored activity.\*\*\*

\*\*\*Note: Nevertheless, the act needs to satisfy the criteria specified in the definition of "bullying" in Education Code 48900 (i.e., a severe or pervasive physical or verbal act or conduct that has or can be reasonably predicted to have the effect of placing a reasonable student in fear of harm to the student's person or property, causing a substantially detrimental effect on the student's physical or mental health, causing substantial interference with the student's academic performance, or causing substantial interference with the student's ability to participate in or benefit from school services, activities, or privileges).\*\*\*

\*\*\*Note: When the conduct does not rise to the level specified in Education Code 48900, the district may implement interventions other than suspension or expulsion to address the bullying. For further information, see CSBA's policy brief Cyberbullying: Policy Considerations for Boards. Also see BP 5131 - Conduct and BP 5145.2 - Freedom of Speech/Expression.\*\*\*

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 6159.4 - Behavioral Interventions for Special Education Students)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

(cf. 5141.52 - Suicide Prevention)



**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**6.7 BP and AR 5132 Dress And Grooming**

**Type:**

Discussion

**Description:**

**Discussion Items** - Except for approval of board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item.

**Background Information:** Policy updated to address communication of the dress code to students and staff; grant enforcement authority to the principal or designee; prohibit discriminatory enforcement of the dress code, including, but not limited to, discrimination based on gender identity, gender expression, or religious or cultural observance; and address disciplinary action for repeated violations or refusal to comply with the dress code. Policy also provides that the determination of specific items of clothing defined as gang apparel shall be free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics. Regulation updated to provide general, gender-neutral guidelines for the dress code that may be revised to reflect district practice; add circumstances under which the dress code should be modified for classes, activities, or individual students; and call for collaboration with law enforcement agencies to update definitions of gang-related apparel.

**Attachments:**

1. Marked-Up Policy
2. Marked-Up Policy

# CSBA Sample

## Board Policy

### Dress And Grooming

May 2019 U.G.

BP 5132

#### Students

\*\*\*Note: The following policy may be revised to reflect district practice. Pursuant to Education Code 35183, districts that adopt a school uniform policy are mandated to include specified provisions; see section on "Uniforms" below.\*\*\*

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

\*\*\*Note: While students do not lose their constitutional rights by virtue of entering school grounds, numerous court decisions have found that the First Amendment rights of public school students are not necessarily the same as the rights of adults in other settings and must be viewed in light of the special circumstances of the school environment. In *Hazelwood School District v. Kuhlmeier*, the U.S. Supreme Court ruled that a school may limit student expression as long as its decision is reasonably related to "legitimate pedagogical concerns." For instance, districts may prohibit clothing that is vulgar or causes a substantial disruption to the educational program. Districts may also prohibit clothing that promotes drug use. While districts can regulate clothing that causes a "substantial disruption," districts cannot regulate student clothing simply because the district does not approve of the message displayed. The district's ability to prohibit "hate speech," including clothing with derogatory or demeaning messages, is unclear. The 9th Circuit Court in *Harper v. Poway Unified School District* ruled that a school could prohibit a student from wearing a t-shirt with a religious viewpoint against homosexuality, citing a provision in *Tinker v. Des Moines* which held that schools may prohibit speech that "intrudes upon the rights of other students" and interferes with their learning. However, because the student had graduated, the U.S. Supreme Court vacated the Harper decision on appeal and thus its analysis

cannot be relied upon. It is recommended that the district consult legal counsel in the development of this policy and whenever it has questions about the appropriate enforcement of this policy based on student expression.\*\*\*

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0415 - Equity)

(cf. 5145.2 - Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

(cf. 5144 - Discipline)

#### Gang-Related Apparel

\*\*\*Note: Education Code 35183 authorizes the Governing Board to approve a site-initiated plan that prohibits the school's students from wearing gang-related apparel. The definition of "gang-related apparel" must be limited to apparel that reasonably could be determined to threaten the health and safety of the school environment, and the Board's approval must be based on a determination the policy is necessary for the health and safety of the school environment. In *Marvin H. Jeglin et al v. San Jacinto Unified School District et al*, a federal district court held that in order to justify a gang-related dress code, there must be evidence of a gang presence at a school and actual or threatened disruption or material interference with school activity. Education Code 32282 specifies that for the purpose of establishing a schoolwide dress code, gang-related apparel shall not be considered a protected form of speech pursuant to Education Code 48950.\*\*\*

\*\*\*Note: District policy should not include a districtwide prohibition against wearing gang-related apparel. Pursuant to Education Code 35183, such a dress code must be initiated at the school-site level and apply only to the school where it is initiated.\*\*\*

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 5136 - Gangs)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

### Uniforms

\*\*\*Note: In *Jacobs v. Clark County School District*, the 9th Circuit Court of Appeals held that a district policy requiring students to wear school uniforms did not violate students' First Amendment right to freedom of speech or expression, as such policies are viewpoint-neutral and content-neutral and not intended to suppress the expression of particular ideas.\*\*\*

\*\*\*Note: Pursuant to Education Code 35183, the Board may approve a school-initiated plan that requires a school's students to wear uniforms when the Board determines that the policy is necessary for the health and safety of the school environment.\*\*\*

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

\*\*\*Note: If the Board adopts a dress code policy requiring uniforms for any school, Education Code 35183 requires that the Board provide a method whereby parents/guardians may choose to have their children exempted from the adopted school uniform policy. Education Code 35183 mandates that the Board policy include a statement that such students shall not be penalized academically, otherwise discriminated against, or denied attendance to school.\*\*\*

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)



Legal Reference:

EDUCATION CODE

220 Nondiscrimination

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

COURT DECISIONS

Jacobs v. Clark County School District, (2008) 26 F. 3d 419

Harper v. Poway Unified School District, (2006) 445 App. 3d 166

Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)  
827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Hazelwood School District v. Kuhlmeier, (1988) 108 S. Ct. 562

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

(10/94 10/96) 5/19

# CSBA Sample

## Administrative Regulation

### Dress And Grooming

May 2019 U.G.

AR 5132  
Students

\*\*\*Note: The following optional administrative regulation should be revised to reflect district practice.\*\*\*

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

\*\*\*Note: Optional items #1-4 below may be revised to reflect district practice.\*\*\*

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

(cf. 3260 - Fees and Charges)  
(cf. 6142.7 - Physical Education and Activity)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)

No grade of a student participating in a physical education class shall be adversely affected if the

student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

(cf. 5141.7 - Sun Safety)

#### Gang-Related Apparel

\*\*\*Note: The following section is for use by districts in which individual schools have adopted a dress code prohibiting gang-related apparel pursuant to Education Code 35183. It is recommended that districts consult legal counsel when developing administrative regulations related to gang apparel.\*\*\*

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

#### Uniforms

\*\*\*Note: The following optional section is for use only by districts with schools that have a school uniform policy pursuant to Education Code 35183.\*\*\*

In schools that require a schoolwide uniform, the principal, staff, and parents/guardians of the school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

(cf. 5145.6 - Parental Notifications)

Parents/guardians shall also be informed of their right to have their child exempted.

\*\*\*Note: The following paragraph may be revised to reflect district practice.\*\*\*

The Superintendent or designee shall establish criteria for determining student eligibility for

financial assistance when purchasing uniforms.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

(10/96 11/01) 5/19

**Mt. Shasta Union SD**  
Governing Board: Regular Meeting  
Tuesday, August 13, 2019  
Open Session: 06:00 PM | Closed Session: 06:40 PM  
Education Center

**6.8 BP and AR 6142.1 Sexual Health And HIV/AIDS Prevention Instruction**

**Type:**

Discussion

**Description:**

**Discussion Items** - Except for approval of board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item.

**Background Information:** Policy updated to more directly reflect the goals of the California Healthy Youth Act, incorporate the legal requirement for districts whose graduation requirements include completion of a health education course to include instruction on the affirmative consent standard, and reflect NEW LAW (SB 1104, 2018) which requires districts offering grades 6-12 to provide information on human trafficking prevention resources to parents/guardians by January 1, 2020. Policy also adds timeline for notification to parents/guardians that they may request to excuse their child from comprehensive sexual health and HIV prevention education. Regulation updated to reflect NEW LAW (AB 1861, 2018) which requires that comprehensive sexual health education include specified information regarding human trafficking, and NEW LAW (AB 1868, 2018) which authorizes instruction regarding the potential risks and consequences of electronically sharing suggestive or sexually explicit materials. Section on "Professional Development" updated to reflect a legal requirement to provide periodic staff development regarding sexual abuse and human trafficking.

**Attachments:**

1. Marked-Up Policy
2. Marked-Up Policy

# CSBA Sample

## Board Policy

### Sexual Health And HIV/AIDS Prevention Instruction

BP 6142.1

#### Instruction

\*\*\*Note: The following policy is for use by districts that offer any of grades 7-12. Education Code 51934 requires districts to provide comprehensive sexual health education and HIV prevention education to students in grades 7-12. See the accompanying administrative regulation for definitions and program requirements.\*\*\*

\*\*\*Note: Education Code 51934 also authorizes, but does not require, districts to provide age-appropriate comprehensive sexual health education prior to grade 7 on any of the topics specified in Education Code 51934. Districts that choose to provide such instruction prior to grade 7 may revise the following policy and administrative regulation accordingly.\*\*\*

\*\*\*Note: Sexual health education taught at any grade level must comply with the requirements of Education Code 51933.\*\*\*

The Governing Board desires to provide a well-planned, integrated sequence of medically accurate and inclusive instruction on comprehensive sexual health and human immunodeficiency virus (HIV) prevention. The district's educational program shall address the goals of the California Healthy Youth Act pursuant to Education Code 51930-51939, including providing students with the knowledge and skills necessary to protect them from risks presented by sexually transmitted infections, unintended pregnancy, sexual harassment, sexual assault, sexual abuse, and human trafficking and to have healthy, positive, and safe relationships and behaviors. The district's educational program shall also promote students' understanding of sexuality as a normal part of human development and their development of healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, gender identity, gender expression, sexual orientation, relationships, marriage, and family.

(cf. 5030 - Student Wellness)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.25 - Availability of Condoms)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6142.8 - Comprehensive Health Education)

The district shall respect the rights of parents/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.

\*\*\*Note: The following paragraph may be revised to reflect the grade levels offered by the district.\*\*\*

8

Comprehensive sexual/health education and HIV prevention education shall be offered to all students in grades 7-12 at least once in junior high or middle school and at least once in high school. (Education Code 51934)

(cf. 6143 - Courses of Study)

\*\*\*Note: The following paragraph is for use by districts that require completion of a health education course for graduation from high school, and may be adapted for use by other districts. Pursuant to Education Code 51225.36, any district that has a health education course requirement for graduation from high school must include instruction in sexual harassment and violence, including, but not limited to, information on the affirmative consent standard pursuant to Education Code 67386. Also see AR 6146.1 - High School Graduation Requirements.\*\*\*

The district's comprehensive sexual health education program shall include information on the affirmative consent standard. Affirmative consent is defined as affirmative, conscious, and voluntary agreement to engage in sexual activity. Teachers delivering such instruction shall consult information related to sexual harassment and violence in the state health curriculum framework. (Education Code 51225.36, 67386)

\*\*\*Note: Education Code 49381, as added by SB 1104 (Ch. 848, Statutes of 2018), requires districts that offer any of grades 6-12 to identify the most appropriate methods of informing parents/guardians of human trafficking prevention resources, and to provide such information through the identified methods by January 1, 2020. The following paragraph is for use by districts that maintain grades 6-12 and may be modified for districts that serve students in grades K-5.\*\*\*

The Superintendent or designee shall identify appropriate methods for informing the school community about subjects related to the district's comprehensive sexual health and HIV prevention education. The Superintendent or designee shall use such identified methods to inform parents/guardians of students in grades 6-12 about human trafficking prevention resources, as required pursuant to Education Code 49381.

#### Parent/Guardian Consent

\*\*\*Note: Education Code 51938 requires districts to notify parents/guardians about instruction in sexual health and HIV prevention and of their right to request that their child not receive the instruction. See the accompanying administrative regulation for details of the required notice.\*\*\*

\*\*\*Note: Pursuant to Education Code 51938, districts must use a "passive consent" or "opt-out" process regarding sexual health and HIV prevention education and any assessments related to that instruction. Thus, each student must receive the instruction unless the parent/guardian notifies the district in writing that the student should not receive the instruction.\*\*\*

\*\*\*Note: In addition, Education Code 51938 requires districts to use a passive consent or opt-out process to obtain parent/guardian consent when administering an anonymous, voluntary, and confidential research and evaluation tool to measure students' health behaviors and risks,

including a test, questionnaire, or survey containing age-appropriate questions about sexual attitudes or practices. However, for any such research and evaluation tool administered prior to grade 7, Education Code 51513 requires that parents/guardians give permission before the instrument is administered to their child (i.e., "active consent").\*\*\*

\*\*\*Note: 20 USC 1232h mandates districts to adopt a policy regarding the district's arrangements to protect student privacy when such a survey is administered to any student, regardless of their grade level. See BP/AR 5022 - Student and Family Privacy Rights for language implementing this requirement.\*\*\*

At the beginning of each school year or at the time of a student's enrollment, parents/guardians shall be notified, in the manner specified in the accompanying administrative regulation, that they may request in writing that their child be excused from participating in comprehensive sexual health and HIV prevention education. Students so excused by their parents/guardians shall be given an alternative educational activity. (Education Code 51240, 51938, 51939)

(cf. 5022 - Student and Family Privacy Rights)

A student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian declines to permit the student to receive the instruction. (Education Code 51939)

#### Legal Reference:

##### EDUCATION CODE

220 Prohibition of discrimination

33544 Inclusion of sexual harassment and violence in health curriculum framework

48980 Notice at beginning of term

49381 Human trafficking prevention resources

51202 Instruction in personal and public health and safety

51210.8 Health education curriculum

51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation

51240 Excuse from instruction due to religious beliefs

51513 Test, questionnaire, survey, or examination containing questions about beliefs or practices

51930-51939 California Healthy Youth Act

51950 Abuse, sexual abuse, and human trafficking prevention education

67386 Student safety; affirmative consent standard

##### HEALTH AND SAFETY CODE

1255.7 Parents surrendering physical custody of a baby

##### PENAL CODE

243.4 Sexual battery

261.5 Unlawful sexual intercourse

271.5 Parents voluntarily surrendering custody of a baby



UNITED STATES CODE, TITLE 20

1232h Protection of student rights

7906 Sex education requirements and prohibited use of funds

Management Resources:

CSBA PUBLICATIONS

Promoting Healthy Relationships for Adolescents: Board Policy Considerations, Governance Brief, August 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade 12, 2008

Health Framework for California Public Schools: Kindergarten through Grade 12, 2003

HUMAN RIGHTS CAMPAIGN FOUNDATION PUBLICATIONS

California LGBTQ Youth Report, January 2019

WEB SITES

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

California Department of Education, Sex Education and HIV/AIDS/STD Instruction:

<http://www.cde.ca.gov/ls/he/se>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Partnership to End Domestic Violence: <http://www.cpedv.org>

California Safe Schools Coalition: <http://www.casafeschools.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Human Rights Campaign: <http://www.hrc.org/hrc-story/hrc-foundation>

U.S. Food and Drug Administration: <http://www.fda.gov>

(7/08 12/15) 5/19

May 2019 4.6

# **CSBA Sample**

## **Administrative Regulation**

### **Sexual Health And HIV/AIDS Prevention Instruction**

#### **AR 6142.1**

#### **Instruction**

\*\*\*Note: The following administrative regulation is for use by districts that maintain any of grades 7-12. Education Code 51934 requires districts to provide comprehensive sexual health education and HIV prevention education to students in grades 7-12.\*\*\*

\*\*\*Note: If the district chooses to provide age-appropriate sexual health education prior to grade 7 as authorized by Education Code 51934, it may revise the following administrative regulation accordingly.\*\*\*

#### **Definitions**

Comprehensive sexual health education means education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections. (Education Code 51931)

HIV prevention education means instruction on the nature of human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS), methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS. (Education Code 51931)

(cf. 6142.8 - Comprehensive Health Education)  
(cf. 6143 - Courses of Study)

Age appropriate refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group. (Education Code 51931)

Medically accurate means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists. (Education Code 51931)

#### **General Criteria for Instruction and Materials**

The Superintendent or designee shall ensure that the district's comprehensive sexual health and HIV prevention instruction and materials: (Education Code 51933)

1. Are age appropriate
2. Are medically accurate and objective
3. Are aligned with and support the following purposes as specified in Education Code 51930:
  - a. To provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy
  - b. To provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family
  - c. To promote understanding of sexuality as a normal part of human development
  - d. To ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end
  - e. To provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors
4. Are appropriate for use with English learners, students with disabilities, and students of all races, genders, sexual orientations, and ethnic and cultural backgrounds  
(cf. 6174 - Education for English Learners)
5. Are available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner as otherwise provided in the Education Code
6. Are accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials, and instruction in alternative formats and auxiliary aids  
(cf. 6159 - Individualized Education Program)
7. Do not reflect or promote bias against any person in protected categories of discrimination pursuant to Education Code 220  
(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.3 - Uniform Complaint Procedures)
8. Affirmatively recognize that people have different sexual orientations and, when

discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships

9. Teach students about gender, gender expression, and gender identity, and explore the harm of negative gender stereotypes
10. Encourage students to communicate with their parents/guardians and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so
11. Teach the value of and prepare students to have and maintain committed relationships such as marriage
12. Provide students with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection and are free from violence, coercion, harassment, and intimidation

(cf. 5145. 3 - Nondiscrimination/Harassment)

13. Provide students with knowledge and skills for making and implementing healthy decisions about sexuality, including communication and refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities
14. Do not teach or promote religious doctrine

#### Components of Sexual Health and HIV Prevention Education

The district's comprehensive sexual health education and HIV prevention education for students in grades 7-12, in addition to complying with the criteria listed above in the section "General Criteria for Instruction and Materials," shall include all of the following: (Education Code 51934)

1. Information on the nature of HIV and other sexually transmitted infections and their effects on the human body
2. Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of infection according to specific behaviors, including sexual behaviors and injection drug use
3. Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections, and that abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy

The instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy.

(cf. 5141.25 - Availability of Condoms)  
(cf. 5146 - Married/Pregnant/Parenting Students)

4. Information about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including use of antiretroviral medication, consistent with the Centers for Disease Control and Prevention
5. Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing
6. Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others
7. Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV

This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and testing is the only way to know if one is HIV-positive.

8. Information about local resources, how to access local resources, and students' legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence
9. Information about the effectiveness and safety of FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception. Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to:
  - a. Parenting, adoption, and abortion
  - b. Information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Health and Safety Code 1255.7 and Penal Code 271.5
  - c. The importance of prenatal care

\*\*\*Note: Pursuant to Education Code 51934, comprehensive sexual health education must include information about sexual harassment, sexual assault, sexual abuse, and human trafficking. AB 1861 (Ch. 807, Statutes of 2018) amended Education Code 51934 to require that the information on human trafficking include the components specified in items #10a and b below.\*\*\*

10. Information about sexual harassment, sexual assault, sexual abuse, and human

trafficking, including:

- a. Information on the prevalence and nature of human trafficking, strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance if there is a suspicion of trafficking
- b. Information on how social media and mobile device applications are used for human trafficking

\*\*\*Note: Education Code 51934 requires that the comprehensive sexual health instruction include information about adolescent relationship abuse, as provided below. For further information about adolescent dating abuse, see CSBA's governance brief Promoting Healthy Relationships for Adolescents: Board Policy Considerations.\*\*\*

11. Information about adolescent relationship abuse and intimate partner violence, including the early warning signs of each

\*\*\*Note: Education Code 51934, as amended by AB 1868 (Ch. 428, Statutes of 2018), authorizes districts to provide the instruction described below. The following paragraph may be revised to reflect district practice.\*\*\*

The district's comprehensive sexual health education and HIV prevention education shall include instruction regarding the potential risks and consequences of creating and sharing suggestive or sexually explicit materials through cell phones, social networking web sites, computer networks, or other digital media. (Education Code 51934)

#### Professional Development

The district's comprehensive sexual health education and HIV prevention education shall be provided by instructors trained in the appropriate courses who are knowledgeable of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexually transmitted infections. (Education Code 51931, 51934)

The Superintendent or designee shall cooperatively plan and conduct in-service training for all district personnel who provide HIV prevention education, through regional planning, joint powers agreements, or contract services. (Education Code 51935)

(cf. 4131 - Staff Development)

In developing and providing in-service training, the Superintendent or designee shall cooperate and collaborate with the teachers who provide HIV prevention education and with the California Department of Education (CDE). (Education Code 51935)

The district shall periodically conduct in-service training to enable district personnel to learn new developments in the scientific understanding of HIV. In-service training shall be voluntary for personnel who have demonstrated expertise or received in-service training from the CDE or

Centers for Disease Control and Prevention. (Education Code 51935)

The Superintendent or designee may expand HIV in-service training to cover the topic of comprehensive sexual health education in order for district personnel teaching comprehensive sexual health education to learn new developments in the scientific understanding of sexual health. (Education Code 51935)

The Superintendent or designee shall periodically provide continuing education that enables district personnel to learn about new developments in the understanding of abuse, including sexual abuse, and human trafficking and current prevention efforts and methods. Such education may include early identification of abuse, including sexual abuse, and human trafficking of students and minors. (Education Code 51950)

#### Use of Consultants or Guest Speakers

\*\*\*Note: Pursuant to Education Code 51933, 51934, and 51936, the district's comprehensive sexual health and HIV prevention education may be taught by outside consultants or delivered by guest speakers at an assembly. Any such instruction must comply with the same requirements as instruction provided by the district and in accordance with Education Code 51930-51939. If the district elects to use outside consultants or guest speakers, parents/guardians must be provided additional notice about the speaker and the speaker's organization; see item #4 in the section below entitled "Parent/Guardian Notification."\*\*\*

The Superintendent or designee may contract with outside consultants or guest speakers, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver comprehensive sexual health and HIV prevention education or to provide training for district personnel. All outside consultants and guest speakers shall have expertise in comprehensive sexual health education and HIV prevention education and knowledge of the most recent medically accurate research on the relevant topic(s) covered in the instruction. The Superintendent or designee shall ensure that any instruction provided by an outside speaker or consultant complies with Board policy, administrative regulation, and Education Code 51930-51939. (Education Code 51933, 51934, 51936)

(cf. 6145.8 - Assemblies and Special Events)

#### Parent/Guardian Notification

\*\*\*Note: Education Code 51938 requires the district to provide parents/guardians the following notification. A sample notification letter is available on the California Department of Education's web site.\*\*\*

\*\*\*Note: In addition, Education Code 49381, as added by SB 1104 (Ch. 848, Statutes of 2018), requires districts that offer any of grades 6-12 to identify the most appropriate methods of informing parents/guardians of human trafficking prevention resources, and to provide such information through the identified methods by January 1, 2020; see the accompanying Board policy. Districts that combine such information with the annual notification required pursuant to

Education Code 51938 may revise the following section accordingly.\*\*\*

At the beginning of each school year or at the time of a student's enrollment, the Superintendent or designee shall notify parents/guardians about instruction in comprehensive sexual health education and HIV prevention education, as well as research on student health behaviors and risks, planned for the coming year. The notice shall advise parents/guardians: (Education Code 48980, 51938)

1. That written and audiovisual educational materials to be used in comprehensive sexual health and HIV prevention education are available for inspection
2. That parents/guardians have a right to excuse their child from comprehensive sexual health or HIV prevention education, or research on student health behaviors and risks, provided they submit their request in writing to the district
3. That parents/guardians have a right to request a copy of Education Code 51930-51939
4. Whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants and, if the district chooses to use outside consultants or guest speakers for this purpose, the following information:
  - a. The date of the instruction
  - b. The name of the organization or affiliation of each guest speaker
  - c. Information stating the right of the parent/guardian to request a copy of Education Code 51933, 51934, and 51938

If the arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the Superintendent or designee shall notify parents/guardians by mail or another commonly used method of notification no fewer than 14 days before the instruction is given.

(cf. 5145.6 - Parental Notifications)

Nonapplicability to Certain Instruction or Materials

The requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and parental notification and consent shall not apply to the following: (Education Code 51932)

1. A description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, if the textbook does not include other elements of comprehensive sexual health education or HIV prevention education as defined in Education Code 51931

(cf. 6142.93 - Science Instruction)



2. Instruction, materials, presentations, or programming that discusses gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and does not discuss human reproductive organs and their functions

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**6.9 BP 6142.6 Visual And Performing Arts Education**

**Type:**

Discussion

**Description:**

**Discussion Items** - Except for approval of board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item.

**Background Information:** Policy updated to reflect revised content standards for visual and performing arts, including media arts, adopted by the State Board of Education in January 2019. Policy incorporates the philosophical foundation, lifelong goals, and artistic processes upon which the state standards are based.

**Attachments:**

1. Marked-Up Policy

# CSBA Sample

## Board Policy

### Visual And Performing Arts Education

May 2019 U.G.

BP 6142.6

#### Instruction

\*\*\*Note: The following optional policy may be revised to reflect district practice. State law requires that visual and performing arts be included in the course of study offered in grades 1-6 (Education Code 51210) and grades 7-12 (Education Code 51220); see AR 6143 - Courses of Study. In addition, Education Code 51225.3 requires completion of one course in visual or performing arts, foreign language (including American Sign Language), or career technical education for high school graduation; see BP 6146.1 - High School Graduation Requirements.\*\*\*

\*\*\*Note: On January 9, 2019, the State Board of Education (SBE) adopted revised content standards and proficiency levels for visual and performing arts, including standards for media arts in addition to dance, music, theatre, and visual arts. The following policy reflects the updated state content standards.\*\*\*

The Governing Board believes that visual and performing arts are essential to a well-rounded educational program and should be an integral part of the course of study offered to students at all grade levels. The district's arts education program shall be designed to foster students' artistic competencies, cultivate students' appreciation and understanding of the arts in ways that are enjoyable, fulfilling, and transferable to students' personal, academic, and professional endeavors, and support students to fully engage in lifelong arts learning.

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

The Board shall adopt academic standards for dance, media arts, music, theatre, and visual arts that lead to artistic literacy and promote access and equity in the arts. District standards shall describe the skills, knowledge, and abilities that students are expected to possess at each grade level and shall meet or exceed state standards.

(cf. 0415 - Equity)

(cf. 6011 - Academic Standards)

The Superintendent or designee shall develop a sequential curriculum for dance, media arts, music, theatre, and visual arts which is consistent with the state curriculum framework and includes the following artistic processes:

1. Creating: conceiving and developing new artistic ideas and work

2. Performing/producing/presenting: realizing artistic ideas and work through interpretation and presentation
3. Responding: understanding and evaluating how the arts convey meaning
4. Connecting: relating artistic ideas and work with personal meaning and external content

(cf. 6141 - Curriculum Development and Evaluation)

\*\*\*Note: Pursuant to Education Code 60200, the SBE adopts basic instructional materials for use in grades K-8, including materials for visual and performing arts; see BP/AR 6161.1 - Selection and Evaluation of Instructional Materials. Education Code 60210 authorizes the Governing Board to select materials that have not been approved by the SBE provided that the materials are aligned with state academic content standards and the majority of participants in the review process are teachers assigned to the subject area or grade level for which the materials will be used.\*\*\*

\*\*\*Note: For grades 9-12, Education Code 60400 and 60411 authorize the Board to select district instructional materials that meet criteria specified in law.\*\*\*

The Board shall adopt standards-based instructional materials for visual and performing arts which may incorporate a variety of media and technologies.

(cf. 0440 - District Technology Plan)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)  
(cf. 6161.11 - Supplementary Instructional Materials)  
(cf. 6162.6 - Use of Copyrighted Materials)  
(cf. 6163.1 - Library Media Centers)

\*\*\*Note: Education Code 99200-99204 establish The California Arts Project (TCAP), a statewide professional development project in the visual and performing arts. Professional development resources also may be located through the California Dance Education Association, the California Association for Music Education, the California Educational Theatre Association, and the California Art Education Association.\*\*\*

As appropriate, the Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of and ability to teach the arts and to implement the district's arts education program.

(cf. 4131 - Staff Development)

The Superintendent or designee shall encourage the integration of community arts resources into the educational program. Such resources may include opportunities for students to attend musical and theatrical performances, observe the works of accomplished artists, and work directly with artists-in-residence and volunteers. In addition, the Superintendent or designee

may collaborate with community organizations to share resources and seek grant opportunities.

(cf. 1230 - School-Connected Organizations)  
(cf. 1240 - Volunteer Assistance)  
(cf. 1260 - Educational Foundation)  
(cf. 1700 - Relations Between Private Industry and the Schools)  
(cf. 3290 - Gifts, Grants and Bequests)  
(cf. 6020 - Parent Involvement)  
(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall regularly evaluate the implementation of the district's arts education program at each grade level and report to the Board regarding its effectiveness in enabling students to meet academic standards.

(cf. 0500 - Accountability)  
(cf. 6162.5 - Student Assessment)

#### Legal Reference:

##### EDUCATION CODE

8950-8957 California summer school for the arts  
32060-32066 Toxic art supplies  
35330-35332 Field trips  
51210 Course of study, grades 1-6  
51220 Course of study, grades 7-12  
51225.3 Graduation requirements  
58800-58805 Specialized secondary programs  
60200-60213 Instructional materials, elementary schools  
60400-60411 Instructional materials, high schools  
99200-99204 Subject matter projects

#### Management Resources:

##### CALIFORNIA ALLIANCE FOR ARTS EDUCATION PUBLICATIONS

Parents' Guide to the Visual and Performing Arts in California Public Schools

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Arts Framework for Public Schools, Kindergarten through Grade Twelve

California Arts Standards for Public Schools, Prekindergarten through Grade Twelve, January 2019

#### WEB SITES:

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

Arts Education Partnership: <http://aep-arts.org>

California Alliance for Arts Education: <http://www.artsed411.org>

California Arts Council: <http://www.cac.ca.gov>

California Art Education Association: <http://www.caea-arteducation.org>

California Association for Music Education:

<http://www.actaonline.org/content/california-association-music-education>  
California Dance Education Association: <http://www.cdeadance.org>  
California Department of Education, Visual and Performing Arts: <http://www.cde.ca.gov/ci/vp>  
California Educational Theatre Association: <http://www.cetoweb.org>  
California Music Educators Association: <http://www.calmusiced.com>  
The California Arts Project: <http://csmp.ucop.edu/tcap>

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**6.10 New Websites and App**

**Type:**

Discussion

**Description:**

**Discussion Items** - Except for approval of Board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item.

**Background Information:** The superintendent will introduce the new websites and the new app to the board.

**Public Comment**

**Board Discussion**

**Fiscal Impact:** None

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**7 Reports**

**Type:**

Informational

Procedural

**Quick Summary/Abstract:**

1. Certificated Staff
2. MSETA
3. Classified Staff
4. CSEA
5. Principal's Report: Mr. Riccomini
6. Superintendent/Principal's Report: Mr. Barnhart