

**BOARD OF EDUCATION REGULAR BOARD MEETING
GUSTINE UNIFIED SCHOOL DISTRICT
1500 MEREDITH AVENUE
GUSTINE, CA 95322
WEDNESDAY, SEPTEMBER 14, 2016
6:00 P.M.**

I. CALL TO ORDER – 6:00 p.m.

A. The public may comment on any closed session agenda item.

B. ROLL CALL

Mrs. Pat Rocha, President

Mrs. Crickett Brinkman, Clerk

Mrs. Linetta Borrelli, Board Member

Mr. Ernie Longoria, Board Member

Mrs. Loretta Rose, Board Member

II. CLOSED SESSION – 6:00 p.m.

A. Student Discipline – None

B. Personnel – Public Employee Resignation, Discipline, Dismissal, Release,
Employment

C. Conference with Labor Negotiator Bill Morones, Superintendent – GRТА/CSEA
(Govt. Code 54954.5 (f) pursuant to Govt. Code 54957.6)

D. Conference with Legal Counsel/Consultant (Govt. Code 54956.9)

III. RECONVENE TO OPEN SESSION – 7:00 p.m.

A. PLEDGE OF ALLEGIANCE

B. REPORT FROM CLOSED SESSION

C. REVISION/ADOPTION/ORDERING OF AGENDA

D. DISABILITY-RELATED MODIFICATIONS

Request for any disability-related modification or accommodation, including auxiliary aids or services in order to participate in the public meeting, may be made by contacting the Gustine Unified School District Office at (209) 854-3784 at least four (4) days prior to the scheduled meeting. Agendas and other writings may also be requested in alternative formats, as outlined in Section 12132 of the Americans With Disabilities Act.

IV. REPORTS AND PRESENTATIONS

A. Westside 4-H Club Student Presentation – Denise Moitozo

B. Student Report

C. Staff Reports

D. Board Reports

E. CA Assessment of Student Performance and Progress (CAASPP) Presentation – Test Scores-Kim Medeiros

F. Attendance Report

G. Superintendent Report

V. CONSENT AGENDA

Items under Consent are considered as a group. Only one motion is necessary to approve these items. Consent items are of a routine nature and for which the Superintendent recommends approval. In accordance with the law, the public has a right to comment on any agenda item. At the request of any member of the Board, any item of the Consent Agenda shall be removed and given individual consideration for action as a regular action item on the agenda.

A. Personnel

1. Absood, Jimmye – Hire AVID Lead Tutor, GHS
2. Lizaola, Bianca – Hire AVID Tutor, GHS
3. Vega, Christian – Hire AVID Tutor, GHS
4. Laupua, Soloman – Resignation, Campus Supervisor, GMS
5. Plata, Jessica – Hire Instructional Aide, RES
6. Silveira, Alexandra – Resignation, Instructional Aide, GMS
7. Rosales, Patty – Resignation, TK Instructional Aide, GES
8. Venegas, Victoria – Hire AVID Tutor, GMS
9. Franco, Mariana – Hire Bilingual Community Liaison, GMS
10. Azevedo, Frank – Hire JV Girls Basketball Coach, GHS
11. Freitas, Mariana – Hire AVID Tutor, GHS
12. Villa, Francisco – Hire JV Girls' Soccer Assistant Coach, GHS
13. Chavez, Regina – Hire Instructional Aide (Temporary), RES
14. Nunes, Cara – Hire Instructional Aide/Yard Duty, GES
15. Finely Raygene – Hire Yard Duty, GES

B. Minutes

1. August 10, 2016, Regular Meeting

C. Yearly Renewals

1. Memorandum of Agreement with MCOE- Information and Technology Services
Approximately \$14,332.83

D. Donations

1. Shell Pipeline Company LP - \$200 - GUSD

VI. INFORMATION

- A. None

VII. COMMUNICATION FROM THE PUBLIC

Members of the public may bring before the Board matters that are not listed on the agenda. The Board may refer such a matter to the Superintendent or designee or take it under advisement, but shall not take action at that time. Comments will be accepted during this time concerning any action item on the

agenda. The Board will consider all comments prior to taking action on the item as listed on the agenda in the Action Item section. (Gov. Sec. 54954.3) Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item (BP 9323).

VIII. ACTION

- A. Warrant
- B. Board Policy Updates
- C. Sufficiency of Instructional Materials Public Hearing/Resolution
- D. Gann Limit Public Hearing/Resolution
- E. 2015-2016 Unaudited Actuals
- F. CSEA 2015-2016 and 2016-2017 Disclosure of Collection Bargaining Agreement (AB1200)
- G. CSEA 2015-2016 and 2016-2017 Salary Increases
- H. CSEA Memorandum of Understanding –Update Classified Employee Evaluation Form
- I. GES Technology Purchase
- J. Purchase books from Firelight Books for Special Ed.
- K. Purchase iReady Diagnostic and Instruction for K-11 Assessments
- L. CSBA’s Practi-Cal Medical Billing Services Agreement

IX. ADVANCED PLANNING

- A. Regular Board Meeting, October 12, 2016, 6:00 p.m.
- B. Ribbon Cutting/Saputo Donation, GHS - September 20, 10:30 a.m.

X. ADJOURN TO CLOSED SESSION (If needed)

XI. RECONVENE TO OPEN SESSION

XII. REPORT FROM CLOSED SESSION

XIII. ADJOURNMENT

**REPORTS AND
PRESENTATIONS**

Adriana Toste
2016-2017 Commissioner of Academics

September 2016 Report

- General:** GHS campus has been busy with the different activities surrounding fall. Last Friday, September 2nd, ASB put on a "First Game of the Season" rally which was very successful. ASB is now very busy preparing for homecoming which is coming here in a few weeks, September 26th-30th.
- Sports:** Following a bye-week, football had its first home game last Friday, September 2nd against Linden. JV lost 13-0 while varsity won with the score being 23-0. The next game will be held this Friday, September 9th, at Hilmar. Volleyball has been actively planning in several games throughout these past few weeks. Their current record is 3 and 5. Today they have another held in Atwater.
- FFA:** FFA had its first meeting on August 24th at Henry Miller Park. There was a great turn out and members are looking forward to see what the year has in store. The next meeting will be held on September 20th. Chapter and sectional officers have also been busy taking part in leadership conferences. On August 27th, two Gustine FFA members attended SOLS – or Sectional Officer Leadership Summit- held at Pleasant Grove High School. And, on September 13th, the chapter team will meet at Merced College for SOLC- Sectional Officer Leadership Conference. In addition, The Floral Club had its first fundraiser where they pre-sold 4 flower arrangements to be distributed throughout the year.
- Other Clubs** Link Crew, Interact, Avid, and Renaissance have been very active around campus. One event they will all be attending is the 9/11 Memorial Parade coming up here in a few days.



Gustine Middle School

“Home of the Braves”

Dr. Michael K. Bunch, Principal
Mr. Peter Duenas, Vice Principal
Mr. Horacio Mercado, GMS Counselor

Administrative Report to the Gustine Unified School District

Board of Education

September 14, 2016

Name: Michael Bunch, Ed. D.

Position: Principal

School Site: Gustine Middle School

School Enrollment: 423

6th Grade: 155

7th Grade: 124

8th Grade: 145

Monthly Highlights:

The school year has taken off, and GMS continues to strive towards our long-term goals of making GMS a highly functioning PLC, where “Success is the only option, whatever it takes!”

Members of the GMS staff are attending the Soluciones training from September 14 – 16, 2016 in an effort to continually improve our EL instruction school-wide.

The “Make-a-Wish” foundation, in partnership with GMS and the California Highway Patrol held an assembly on Monday, August 22, 2016 for Bryan Ibarra. He has been battling cancer over the past year. Make-a-Wish sent he, and his family, to Disneyland for vacation; and the CHP made Bryan an honorary CHP officer. This was a great event and the school and school district were well represented.

This year, GMS is focusing heavily on the continued improvement of our school culture. We took a school-wide approach to improving our procedures, making more consistent our practices, and significantly expanding the ways that GMS celebrates itself and its successes. Our next rally is scheduled for Friday, September 30, 2016, and will be “Rodeo Day.”

See Attached Fall Sports Schedule:



Gustine Middle School

“Home of the Braves”

Dr. Michael K. Bunch, Principal
 Mr. Peter Duenas, Vice Principal
 Mr. Horacio Mercado, GMS Counselor

Upcoming Events:

<u>Event</u>	<u>Time</u>	<u>Date</u>	<u>Location</u>
GMS Student Council Campaign	--	09/01 – 09/09	GMS
GMS Campaign Speeches	10:00 am	09/008/2016	GMS Quad
GMS Student Council Election	--	09/09/2016	GMS
GMS ASB Winners Announced	10:00 am	09/12/2016	GMS
GMS Progress Reports	1:00 pm	09/14/2016	GMS
GUSD Board Report	7:00-9:00	09/14/2016	GUSD District Office
Soluciones PLC	--	09/14 – 09/16	Monterey, CA
Lifetouch Panoramic Photos	9:00 am	09/20/2016	GMS Quad
GUSD Valuation Visit	TBD	09/26/2016	GMS
September Birthday Celebrations	9:00 am	09/28/2016	GMS ASB Room
Minimum Day	12:30 pm	09/28/2016	District Wide
Rodeo Day	1:00 pm	09/28/2016	GMS Blacktop
GMS Site Council	3:30 pm	10/05/2016	GMS Conference Room
PLC At Work (San Antonio, TX.)	--	10/09 – 10/12	San Antonio, TX

Administrative Report to the Gustine Unified School District

Board of Education

Name: Lisa Filippini

Position: Principal

School Site: Gustine Elementary School

Attendance: 95%

School Enrollment: 568

Date: Sept. 6, 2016

MONTHLY HIGHLIGHTS:

GES has been making many changes as the school year progresses forward. We have been successful in implementing a new drop-off/pick-up and bus procedure that has ensured the safety of our students as well as the safety of our campus. Staff, students and families have been helpful in making sure each morning arrival and afternoon dismissal runs smoothly.

This week GES will be beginning its Power Hour intervention/enrichment program as well as our designated ELD deployment. Many hours and many minds have come together to take what worked well last year, and what we can improve on this year to make this time the most effective for our students. We are very excited to see the progress all students make during this important instructional time.

READ 180/Systems 44 began last week serving our 3rd, 4th, and 5th grade students. Mrs. Jones reports the students are off to a great start, and are very eager to reach their potential as grade level readers and beyond.

Grade level teams at GES have been doing a bit of reflection as we begin the PLC process as a site and as a district. Teachers have come on board excited, and offering wonderful insight to better delivery of effective first instruction. They have begun the process of working together as well as working with grades below and above to determine essential standards that will be nonnegotiable; **every student** in that grade level **will master** the essential standards as these standards are a must to be successful in the next grade level. This is very exciting work; it is not easy, it is time consuming, but in the end, our students will benefit from the hard work of our teachers coming together to ensure student success.

A big thank you to the Gustine Rotary Club for delivering the wonderful dictionaries to our 3rd grade students. The students and teachers were very appreciative, and I know the dictionaries have already been put to good use.

GES held our Back-To-School Night and Book Fair August 25th. It was a great evening; it's always nice to see our families again as well as our former students. Thank you Mr. Morones and Board Members that were able to attend.

GES also held its Parent Volunteer Training on Friday, August 26th. We had several parents/guardians come to the training to understand their role as a volunteer as well as the procedures that they must follow to be a classroom volunteer or a field trip volunteer. We look forward to working with all that attended to better the educational experience of our students.

What an exciting time in our district as we begin to unite all sites as a whole; as one community. Thank you to Sarah Lopes and her team for the wonderful video of all Gustine Sites; as a Gustine graduate, it made me even more proud to see our district come together as a united team. GO RED TAIL HAWKS, PATRIOTS, BRAVES, and REDS!

Upcoming Events

- | | |
|-------------|--|
| Sept. 8 | Picture Day |
| Sept. 9 | Grandparents' Day Celebration (various lunch times) |
| Sept. 14-16 | ELD Conference, Closing the Gap for English Learners |
| Sept. 21 | SSC/ELAC 3:00 GES Library |
| Sept. 28 | District Min. Day GES/RES Benchmark Training |
| Oct. 10-12 | PLC Conference, San Antonio, TX |
| Oct. 12 | DELAC at GES 3:30 PM, Library |

DIRECTOR'S REPORT TO THE GUSTINE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Name: Russell Hazan

Position: Director of Maintenance and Operations

Date: 9/14/16

MONTHLY REPORT

With the school year beginning the maintenance department has become consumed with work orders all while trying to complete ongoing projects. With school back in session we have been focusing on keeping up with work order completion.

We received our new portable restroom trailer on 8/31 just in time for our first home football game, it worked perfectly and has been a great addition to the district.

Romero Elementary School:

- Inspected and repaired emergency lighting
- Inspected and repaired interior lighting
- Weed abatement
- Basic maintenance and work order completion as needed

Gustine Elementary School:

- Repaired drinking fountains
- Inspected and repaired emergency lighting
- Inspected and repaired interior lighting
- Weed abatement
- Basic maintenance and work order completion as needed

Gustine Middle School:

- Repaired exterior lighting
- Inspected and repaired emergency lighting
- Inspected and repaired interior lighting
- Weed abatement
- Basic maintenance and work order completion as needed

Gustine High School:

- Set up portable restroom trailer
- Prepped football field
- Repaired lights on the score board (more work is still needed)
- Inspected and repaired emergency lighting
- Inspected and repaired interior lighting
- Weed abatement
- Basic maintenance and work order completion as needed



Gustine High School

501 North Avenue, Gustine, CA 95322

Phone: (209) 854-6414 Fax: (209) 854-1955

Dr. John Petrone, Principal Mr. Adam Cano, Asst. Principal Ms. Mary Lee Hellner, Dir. Student Services

September GHS Board Report

We are now almost one full month into the school year. Back to School Night was a success with a fairly decent turnout, however we are going to strive for better next year. Enrollment at GHS is at a record 618! While this enrollment is good for ADA, we are starting to show some strain in a select few class sizes, and with the required roving of two of our teachers. In regards to our second year of CASSPP testing (Smarter Balanced), we were pleased with the 8% gain in ELA and 4% gain in math scores from last year, however we certainly have room for improvement. In comparison with several area high schools scores we more than held our own, having bested several large high schools for the first time (sorry Hilmar!). While these scores are by no means the end all of how we are doing they do provide one reference point. Professional development initiatives (Marzano and DuFour) are ongoing and I am pleased to say my staff has been showing the professionalism that I expect with these seminal changes. In that regard, I will be attending the Soluciones, Closing the Achievement Gap PLC training with 4 of my teachers September 14-16. I appreciate the Board's ongoing support for our professional development so we can continue to be on the cutting edge of education.

Fall sports have gotten off well, with very competitive matches in volleyball and golf, and of course a victory in our first home football game against Linden.

"It is the mark of an educated mind to be able to entertain a thought without accepting it."-

Aristotle

Director's Report to the Gustine Unified School District
Board of Education

Name: Cheryl Pometta

Position: Transportation Director

Date: 09/8/16

MONTHLY HIGHLIGHTS

I hope everyone had a great summer.

The school year started off a little rough as I lost Mary Bolin as a driver unexpectedly, so my only Sub moved into her route position. And I had another driver who didn't finish her CHP testing until 9/2. But we came back after Labor Day fully staffed finally.

I finished my class room training on Thursday 9/1. I went from 5 possible trainees down to 1 finishing the class. Tim Allee is his name. I hope he can finish his DMV tests and CHP written tests by early October so I can start behind the wheel training with him.

UPCOMING EVENTS/GOALS

September 2016

Romero Elementary Board Report:

Romero Elementary is sprinting into “Fall”. This month is a busy month for all but an exciting month as well.

We finished up August with our Back to School Night on August 24th. At our Back to School Night we had outside community services available for parents to visit with for support services. We had Merced County Mental Health, All Dad’s Matter from Merced County, Head Start from Merced County, Gustine 4-H Club, Merced County Health and Dental Outreach and a representative from UC Merced with their Ag Extension office. We also had special visits from Mr. Morones, Ms. Rose and Ms. Rocha. Parents also attended our Book Fair during the evening and students left with many books in hand.

Moving into September we will be holding our Grandparent’s Day on Friday, September 9 during student lunch times. We will have our first SSC/ELAC meetings on September 21 at 2:45. We are excited to announce the beginning of our Romero Coffee Club Parent meetings on the last Friday of each month from 8:00-9:00. This is an opportunity for parents to meet with me and share about the community and how we can continue to support. Picture Day is Wednesday, September 21 and everyone is getting those “smiles” ready!

The PLC process is moving forward with many opportunities to “grapple” with change for the social, emotional and academic support of all children. We have identified our Essential Standards and Supporting Standards and will be moving into Learning Goals.

Respectfully,

Terry L. Souza

CONSENT AGENDA

MINUTES

**MINUTES OF THE REGULAR MEETING GOVERNING BOARD
GUSTINE UNIFIED SCHOOL DISTRICT
AUGUST 10, 2016**

TIME AND PLACE

The regular meeting of the Gustine Unified School District Board of Education was held on Wednesday, August 10, 2016. The meeting was held in the Board Room, 1500 Meredith Avenue, Gustine, California.

CALL TO ORDER

The meeting was called to order at approximately 6:00 p.m. by Board President Pat Rocha. The Board went into Closed Session and reconvened to Open Session at approximately 7:07 p.m.

BOARD MEMBERS PRESENT

Mrs. Pat Rocha, Board President, Mrs. Crickett Brinkman, Mrs. Loretta Rose, Mrs. Linetta Borrelli and Mr. Ernie Longoria.

REPORT FROM CLOSED SESSION

Nothing to report.

REVISION/ADOPTION/ORDERING OF AGENDA

None

APPROVAL OF AGENDA

Mr. Longoria made a motion to approve the Agenda as presented, seconded by Mrs. Borrelli. Motion carried, 5-0.

REPORTS AND PRESENTATIONS

A. Student Report - GHS Student Representative Adriana Toste gave her report to the Board on activities at Gustine High School.

B. Board Reports – Mrs. Borrelli is looking forward to the new year and football games. She is also excited to see the locker room completed.

Mrs. Brinkman is also looking forward to the new year as well. She participated in the 1st Annual GHS Color Run. She had a great time participating.

Mr. Longoria started off by welcoming Sara and Adriana. He is looking forward to the locker room visit.

Mrs. Rose welcomed Sara Gomez and Adriana Toste. She thanked those who donated to sports program. She said the attendance to Welcome Back Breakfast was great.

Mrs. Rocha said that the GHS Color Run was a lot of fun! The school was so alive, it was wonderful. She also thanked Russell for working very hard during the summer. She is also excited about the new year.

C. Staff Reports – Mrs. Pometta stated that all the routes are covered using substitutes. She is going to train two more drivers.

Mr. Hazan said that most of the medium size projects were complete. Had a lot of issues with air conditioners. Pioneer High Schools is settled in. There are security cameras & sensors on that campus.

D. Attendance Report – Mrs. Aguilar said that we ended the school year strongly for months 10 & 11 for the 2015-2016 school year. Overall attendance has increased for all programs.

E. Superintendent Report – Mr. Morones attended the final Teacher Recruitment Fair with Marisol. He publicly acknowledged Marisol Juarez for doing an outstanding job. In mid-July he attended the Professional Learning Community Institute in San Jose with 41 teachers and all administrators. It was very successful. He also attended the Management Retreat in Livermore along with other principals and directors. They worked on mission statements and expectations for administrators and leadership qualities. The Districtwide training was also well received by the teachers. He was able to visit all the school sites on the first day of school. Last but not least he mentioned that Adidas has reached out to him. The White House is planning a major Native American & Education Policy Reform. In order to do this, they would like to use a high school in the United States as a backdrop for this reform. The high school they would like to select is Gustine High School. They are very pleased in how we changed our mascot. Mr. Morones will be in contact with Adidas' representative about getting more information. Mrs. Rocha expressed her concern about owing Adidas anything. She wants zero obligation to Adidas.

CONSENT AGENDA

Mrs. Rose made a motion to approve the Consent Agenda as presented, seconded by Mrs. Borrelli. Motion carried, 5-0.

INFORMATION

None.

COMMUNICATION FROM THE PUBLIC

None.

ACTION ITEMS

A. Warrants – Mrs. Rose indicated that warrant pv-160959 would be voted on a second vote separately. Mr. Longoria made a motion to approve the warrants, pulling items pv-160959, seconded by Mrs. Brinkman. Motion carried, 5-0.

Mr. Longoria made a motion to approve the warrant that has been pulled, seconded by Mrs. Borrelli. Motion carried, 4-0-1(with Mrs. Rose abstaining).

B. Board Policy Updates, April 2016 - Mr. Longoria made a motion to approve the Board Policy Updates, April 2016, seconded by Mrs. Brinkman. Motion carried, 5-0.

C. Curtis D. Pollock Consulting Contract – Mr. Morones stated that a third set of eyes is very helpful to see all of Measure P expenditures. He stated that Mr. Pollock is very knowledgeable.

The funds are not to exceed \$13,500. Mrs. Rose made a motion to approve the Curtis D. Pollock Consulting Contract, seconded by Mrs. Borrelli. Motion carried, 5-0.

D. 2016 Local Agency Biennial Notice - Mrs. Brinkman made a motion to approve the 2016 Local Agency Biennial Notice. Mrs. Rose seconded the motion. Motion carried, 5-0.

E. 2016-2017 Agreement for Independent Contractor, John Bernard – Mr. Morones stated that last year Dr. Bernard has worked and supported new teachers and administrators. Both administrators learn a lot from his mentorship. He will support Ms. Souza as well. Mr. Longoria made a motion to approve 2016-2017 Agreement for Independent Contractor, John Bernard, seconded by Mrs. Rose. Motion carried, 5-0.

F. Declaration of Surplus Equipment – Mrs. Brinkman motioned to approve the Declaration of Surplus Equipment, seconded by Mr. Longoria. Motion carried, 5-0.

G. Provisional Internship Program (PIPS) – Voting separately on each item.

1. Morrow, Chloe – 4th Grade, GES – Mr. Longoria motioned to approve Chloe Morrow, seconded by Mrs. Rose. Motion carried, 5-0.

2. Cabral, Meredith – Kinder, GES- Mr. Longoria motioned to approve Meredith Cabral, seconded by Mrs. Rose. Motion carried, 5-0.

3. Xiong, Linda – 4th Grade, GES - Mr. Longoria motioned to approve Linda Xiong, seconded by Mrs. Brinkman. Motion carried, 5-0.

4. Rodriguez, Devon – Kinder, RES - Mr. Longoria motioned to approve Devon Rodriguez, seconded by Mrs. Borrelli. Motion carried, 5-0

5. Varner, Aimee – 6th Grade, GMS - Mr. Longoria motioned to approve Amiee Varner, seconded by Mrs. Rose. Motion carried, 5-0.

6. Gonzalez, Victor – 6th Grade, GMS - Mr. Longoria motioned to approve Victor Gonzalez, seconded by Mrs. Brinkman. Motion carried, 5-0.

7. Cisneros, Yunuen - 6th Grade, GMS - Mr. Longoria motioned to approve Yunuen Cisneros, seconded by Mrs. Brinkman. Motion carried, 5-0

ADVANCED PLANNING

A. Regular Board Meeting, September 14, 2016, 6:00 p.m.

B. Saputo Legacy Grant, Gustine High School, September 20, 2016, 10:30 a.m.

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ADJOURNMENT

Mrs. Longoria made a motion to adjourn the meeting, seconded by Mrs. Rose. Motion carried, 5-0. Meeting adjourned at 8:32 p.m.

APPROVED AND ADOPTED

Crickett Brinkman, Clerk

**YEARLY
CONTRACT
RENEWALS**

Merced County Office of Education

Steven E. Gomes, Ed.D., Superintendent



Equal Opportunity Employer

Memorandum of Agreement
Between
Merced County Office of Education
Business Services Department/Information and Technology Services
And
Gustine Unified School District

Terms and Conditions:

1. Description of the Parties and Premises:

This Memorandum of Agreement ("MOA") is between the Merced County Office of Education, hereinafter called "MCOE", and Gustine Unified School District, hereinafter called "District", and together jointly referred to as "Parties".

2. Term:

The term of this MOA shall begin 7/1/2016, or upon execution of this MOA by the Parties, whichever date is later, and end 6/30/2017.

3. Payment:

MCOE agrees to provide the services described under Section 5.1 and any services selected by District under Section 5.2.1, 5.2.2, or 5.2.3 of this MOA. The rate to be charged for the services is enumerated under Section 5.

Services will be charged and paid for on a quarterly basis and be paid for via a cash transfer initiated by the MCOE Internal Fiscal Services Department unless stipulated otherwise in this MOA.

4. Termination:

Either Party may terminate services covered under Section 5.2.1, or 5.2.2 of this MOA at any time with thirty (30) days written notice, with or without cause. The District understands when contracting for optional services under 5.2.3, which require MCOE to enter into an annual or multi-year agreement with a third-party vendor, the district may not terminate services unless a mutually agreeable arrangement is made between MCOE and the District.

5. Services Provided:

5.1 WAN Port/ QSS Financial System:

- WAN Port connectivity from MCOE to the District.
\$611.59/ per quarter
- Connection to the QSS Financial System.
\$6,886.47/ per year

5.2 Description of Optional Services and Pricing

The list below is a summary of optional services offered by MCOE. The District will only be charged for the services utilized under sections 5.2.1, 5.2.2 or 5.2.3:

- **Continue** — services currently provided by MCOE and continuing in FY 2016-2017. (2016-2017 cost in Red)
- **Add** — services District would like to **add** to 2016-2017; an MCOE Information Technology Services (ITS) representative will contact you.
- **Cancel** — services the District would like to **cancel** in FY 2016-2017.

5.2.1 Please check the appropriate box below.

Email/Voicemail	Cost FY 2016-2017	Continue	Add	Cancel
VoIP Hosting Only \$15.00/per user	N/A			
Email/Archive/SPAM Hosting Only \$17.75/per user	N/A			
Email First time set-up fee is \$500				
Email/VoIP/Archive/SPAM Hosting Only \$21.75/per user	N/A			
VOIP First time set-up fee is TBD				

5.2.2 Please check the appropriate box below.

Help Desk/Tech Support	Continue	As Needed	Increase	Cancel
\$52.00 per hour (actual Time) * See custom services below*		X		

Custom Contracted Support Services				
Hourly Rate: \$52.00				
	Reservation:	Monthly Hours	10 month	12 month
A	1 day/mo	7	\$3,640.00	\$4,368.00
B	Two half days/mo	8	\$4,160.00	\$4,992.00
C	One half day/mo	4	\$2,080.00	\$2,496.00
D	2 days/mo	14	\$7,280.00	\$8,736.00
E	One half day/week	16	\$8,320.00	\$9,984.00

5.2.3 Description of Optional Services and Pricing – Third-Party Vendors

Please check the appropriate box below. See section 4 on page one of this Agreement.

Multi-Year Agreements	FY 14-15 Cost	FY 15-16	FY 16-17	Add 17-18
Spam Filtering \$3.75 per mailbox/year	N/A	N/A	N/A	
Antivirus \$3.50 per machine/year	N/A	N/A	N/A	
Content Filtering \$5.10 per ADA/year	N/A	N/A	N/A	

5.3 Video Surveillance Systems:

The MCOE ITS Department also has developed some expertise in the design and implementation of video surveillance systems. If the District is interested in MCOE ITS developing or supporting a video surveillance system, please check the box below and an ITS representative will contact the District with further information.

Video Surveillance	Request Quote
Requires a custom agreement.	

5.4 E-Rate Services

The MCOE ITS Department provides the following E-Rate support:

- Create Request For Proposal (RFP) if needed
 - Site-walk to determine needs for Internal Connections (equipment)
 - Create RFP with equipment specifications
 - Create RFP for telecommunication specifications based on current and future needs
 - Create RFP for Basic Maintenance of Internal Connections
 - Posting of RFP on Website or making available to vendors
 - Site-Walk with Vendors

File the necessary E-Rate forms and associated tasks for the forms as outlined below:

- File form 470 "Description of Services Requested Form"
- File form 471 "Description of Services Ordered Form"
 - Bid Evaluations
 - Binder Creation for document retention of forms
 - PIA (Program Integrity Assurance) Reviews
 - Appeals
- File form 486 "Receipt of Services Confirmation"
 - Service provider grids (telephone services)
 - Purchase Order guidance
 - Service Substitutions
- BEAR form "Billed Applicant Reimbursement Form"
- Service Delivery Certifications (SDC)
- Document Retention for ten years after start of receipt of services
- Time for E-Rate paperwork will be billed at \$52 an hour (Telecomm Only, 10 hours per year)

If the District is interested in MCOE ITS providing E-Rate support, please check the box below and an ITS representative will contact the District with further information.

E-Rate Services	Request a Quote
Requires a custom agreement.	

6. HOLD HARMLESS:

MCOE agrees to indemnify, defend, and hold harmless District from any and all claims, damages, liabilities, losses, and expenses arising out of or in any way resulting from the acts or omissions of MCOE, its officers, boards, agents, employees, servants or invitees, in performance of its obligations under this MOA or in connection with the use or occupancy of the premises which District may sustain because of bodily injury, including death, sustained by any person or persons, including employees of MCOE, or on account of damage to property of others thereof, except to the extent that injuries to person or damage to property are caused by the negligent acts or intentional misconduct of District, its officers, boards, agents, or employees.

District agrees to indemnify, defend, and hold harmless MCOE from any and all claims, damages, liabilities, losses, and expenses arising out of or in any way resulting from the acts or omissions of District, its officers, boards, agents, employees, servants or invitees, in connection with its obligations under this MOA, or in connection with its ownership of the premises and activities related thereto which MCOE may sustain because of bodily injury, including death, sustained by any person or persons, including employees of District, or on account of damage to property of others, including loss of use thereof, except to the extent that injuries to person or damage to property are caused by the negligent acts or intentional misconduct of MCOE, its officers, boards, agents, or employees.

Agreement Signature and Cash Transfer Budget Code Authorization

By signing below MCOE and District agree to the services and terms of this MOA. District agrees to provide appropriate budget codes authorizing a cash transfer to take place at the end of each billing period as compensation to MCOE for services within this MOA.

Merced County Office of Education

Gustine Unified School District

By: 
Janet Riley
Assistant Superintendent Business Services

By: Bill Morones

Authorized Signer's Name

Superintendent

Title

6/27/16

Date

Date

Budget Code(s) for services:

01-0000-0-5860-00-0000-7200-112-000-000 gf

Name of district representative authorized to schedule services

Lizett Aguilar, Chief Business Officer

Merced County Office of Education

Steven E. Gomes, Ed.D., Superintendent



Equal Opportunity Employer

E-Rate 2017-2018 Memorandum of Understanding

Entity: Gustine Unified School District Filing for 2017-2018 funding year & Prior Years

Project Description:

Filing for the next funding year of E-Rate: 7/1/2017 thru 6/30/2018

Filing for prior years forms if necessary

Assisting with past years Erate applications

Project Start Date: 10/1/2016

Project Finish Date: 12/31/2018 (approximately)

E-Rate Consultant:

Merced County Office of Education #16071545

Employee: Nanette Waggoner, Dick Chai, Candace Giles

Consultant employees shall have the authority to fill out and submit (but not certify) E-Rate forms on behalf of the Entity.

MCOE Objectives:

- Create Request For Proposal (RFP) if needed
 - Create RFP for telecommunication specifications based on current and future needs
 - Create RFP for Basic Maintenance of Internal Connections
 - Create RFP for Internal Connections
 - Posting of RFP on Website or making available to vendors
 - Answer Vendor Questions
 - Attend Site Walks
 - Create Addenda for RFP
- File 470 Description of Services Requested Form
- File 471 Description of Services Ordered Form
 - Bid Evaluations
 - Binder Creation for document retention of forms
 - PIA (Program Integrity Assurance) Reviews
 - Appeals
- File 486 Receipt of Services Confirmation
 - Service provider grids (telephone services)
 - Purchase Order guidance
 - Service Substitutions
- BEAR Billed Applicant Reimbursement Form
- Service Delivery Certifications (SDC)
- Document Retention for ten years after start of receipt of services
- Time for E-Rate paperwork will be billed at \$52 an hour (Telecomm & Basic Maint. Only, approximately 10 hours year)

Entity Objectives:

- Add Merced County Office of Education as a Consultant on Districts E-Rate Productivity Center (EPC) account
- Copies of all existing telecommunication services (local, long distance, cellular, Internet)
 - One month only (preferably October)
- Access to online vendor billing systems if available
- Copies of report that shows the enrollment and number of students receiving free and reduced Lunch (SNP Site Claim for Report).
 - One month only (preferably October)
- Certification of form 470, 471, 486, BEAR, SDC by electronic PIN or signature where applicable
- Approval of RFP specifications
- Approval of telecommunications specifications
- Posting of RFP notice in local newspaper
- Posting of RFP on Website or making available to vendors
- Bid Selection Approval
- Internet Safety Classes/Training/Cyber Bullying Awareness for students
- E-Rate Correspondence sent to E-Rate Consultant
- Copies of all original E-Rate forms to E-Rate Consultant
- Document Retention for ten years after start of receipt of services

Risks:

- All E-Rate funding is contingent upon approval of funding. There is no guarantee that funding will be approved for telecommunications, Internet, or internal connections.

Constraints and Assumptions:

- RFP will be created as soon as phone bills are received and scope of work defined
- 470 will be filed as soon as the RFP is created to allow sufficient time for bid evaluations.

Roles and Responsibilities: (Add additional District contacts to bottom of form)

Name	Role	Position	Contact Information
Bill Morones	<ul style="list-style-type: none">• Approve bid selection• Certify Forms	Superintendent	bmorones@gustineusd.org 209-854-3784
Lizett Aguilar	<ul style="list-style-type: none">• MCOE point of contact• Certify Forms	CBO	laguilar@gustineusd.org 209-854-3784
Dick Chai	<ul style="list-style-type: none">• Erate Consultant• Contact on forms• Bid Evaluations	Network Manager, MCOE	dchai@mcoe.org 209-381-6699 209-385-8465fax
Nanette Waggoner	<ul style="list-style-type: none">• Erate Consultant• Contact on forms• Bid Evaluations	Director Information Technology Services, MCOE	nwaggoner@mcoe.org 209-381-6697 209-385-8465fax

HOLD HARMLESS:

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Agreement Signature and Cash Transfer Budget Code Authorization

By signing below MCOE and District agree to the services and terms of this MOA. District agrees to provide appropriate budget codes authorizing a cash transfer to take place at the end of each billing period as compensation to MCOE for services within this MOA.

Janet Riley
Janet Riley, Assistant Superintendent of Business Services
Merced County Office of Education #16071545

Date 6/22/16

Authorized Signer's Name Bill Morones, Superintendent Date _____

Budget Code(s) for services:
01 0000-0.5860.00.0000-7200-112.000.000

Name of district representative authorized to schedule services
Lizett Aguilar, Chief Business Officer

ACTION ITEMS

GUSTINE UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees

MEETING DATE:

September 14, 2016

AGENDA ITEM TITLE: Warrants

AGENDA SECTION: Action

PRESENTED BY: Bill Morones, Superintendent

SUMMARY:

Monthly warrants are presented for approval.

FISCAL IMPACT: Total of Warrants

BUDGET CATEGORY: All District Funds

RECOMMENDED ACTION: Approve

MERCED COUNTY OFFICE OF EDUCATION
WARRANT REGISTER BATCH COVER

Gustine

DATE: 9/9/16
DISTRICT FUND: 01 - 5070 BATCH# 7
DISTRICT NAME: 14 - GUSTINE UNIFIED SCHOOL DISTRICT
TOTAL AMOUNT OF REGISTER: \$ 869,047.72

01-5070
11-5074
13-5077
14-5072
17-5071
21-5066
25-5075
35-5078
40-5065

CHECK LIST FOR WARRANT REGISTERS
(PLEASE CHECKMARK EACH)

- Verify cash for each fund
- Ensure deposits have been made at the County Treasurer by 11 a.m.
- Provide all pages of prelist and Cover Sheet for each fund on prelist (even if zero)
- Retain original prelist for your records
- Proper signed authorization for each batch

ALL BATCHES MUST BE RELEASED AND HELD FOR AUDIT

DISTRICT SERVICES USE ONLY

RECEIVED BY DISTRICT SERVICES: _____

AUDIT APPROVED: _____

CASH CHECKED: _____

RELEASED FOR PAYMENT: _____

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD-RESC-Y-OBJT.S0-GOAL-FUNC-SCH-DD1-DD2	T9MPS			
102323/00	A & A PORTABLES	INC					
170381	PO-170338	09/08/2016	1-655408	1	01-0000-0-5899.00-0000-7200-112-000-000	NN P	586.78
					OTHER SERVICES, FEES, OP EXPS		586.78
170381	PO-170338	09/08/2016	1-656593	1	01-0000-0-5899.00-0000-7200-112-000-000	NN P	516.90
					OTHER SERVICES, FEES, OP EXPS		516.90
170381	PO-170338	09/08/2016	1-659397	1	01-0000-0-5899.00-0000-7200-112-000-000	NN P	386.90
					OTHER SERVICES, FEES, OP EXPS		386.90
					TOTAL PAYMENT AMOUNT		1,490.58 *
000750/00	ACCREDITING COMMISSION		941529535				
170104	PO-170156	08/26/2016	901173	1	01-0824-0-5300.00-0000-2700-310-314-000	NN F	989.00
					DUES & MEMBERSHIPS		920.00
					TOTAL PAYMENT AMOUNT		920.00 *
103351/00	AFLAC						
	PV-170128	09/09/2016	563595		01-0100-0-9556.00-0000-0000-000-000-000	NN	1,786.71
					MISC DISTRICT VOL-DEDS (1)		1,786.71
					TOTAL PAYMENT AMOUNT		1,786.71 *
104160/00	AGUILAR, MYRA LIZETT						
	PV-170108	09/08/2016	FOOD SERVICE LEAD MEETING FOOD		01-0000-0-4300.00-0000-7200-112-000-000	NN	21.50
					SUPPLIES		21.50
	PV-170132	09/09/2016	CBO PRGRM & PAYROLL MILEAGE		01-0000-0-5200.00-0000-7200-112-000-000	NN	151.50
					TRAVEL & CONFERENCE		151.50
					TOTAL PAYMENT AMOUNT		173.00 *
102483/00	AIRGAS						
170288	PO-170282	09/08/2016	9938339500	1	01-7010-0-4300.00-1110-1000-310-000-000	NN P	154.20
					SUPPLIES		154.20
					TOTAL PAYMENT AMOUNT		154.20 *
101119/00	ALAMO, CHARLIE						
	PV-170065	08/26/2016	GARDEN EXPENSE REIMB		01-9059-0-4300.00-1110-1000-115-000-000	NN	1,143.31
					SUPPLIES		1,143.31
					TOTAL PAYMENT AMOUNT		1,143.31 *

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	T9MPS			
103972/00	ALHAMBRA						
PV-170102	09/08/2016	14376853 082116	01-0000-0-4300.00-0000-7200-112-000-000	NN		7.11	
			SUPPLIES				
PV-170102	09/08/2016	14376875 082116	01-0000-0-4300.00-0000-7200-112-000-000	NN		138.41	
			SUPPLIES				
PV-170102	09/08/2016	14376922 082116	01-0000-0-4300.00-0000-7200-112-000-000	NN		179.11	
			SUPPLIES				
PV-170102	09/08/2016	14376999 082116	01-0000-0-4300.00-0000-7200-112-000-000	NN		13.07	
			SUPPLIES				
PV-170102	09/08/2016	14403084 080716	01-0000-0-4300.00-0000-7200-112-000-000	NN		22.78	
			SUPPLIES				
TOTAL PAYMENT AMOUNT					360.48 *		360.48
102382/00	AMERIPRIDE UNIFORM SERVICES						
170338	PO-170295	09/08/2016	1501672689	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	30.00	30.00
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501682151	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	104.46	104.46
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501692180	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	30.00	30.00
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501702347	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	104.46	104.46
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501672691	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	17.95	17.95
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501682153	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	24.02	24.02
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501692181	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	17.95	17.95
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501702348	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	24.02	24.02
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501667264	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	30.00	30.00
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501677222	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	30.00	30.00
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501682147	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	113.63	113.63
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501687164	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	30.00	30.00
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501697242	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	30.00	30.00
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501702342	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	113.63	113.63
				LAUNDRY/DRY CLEANING			
170338	PO-170295	09/08/2016	1501707442	1 01-8150-0-5560.00-0000-8110-112-000-000	NN P	30.00	30.00
				LAUNDRY/DRY CLEANING			

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD-RESC-Y-0BJT.S0-GOAL-FUNC-SCH-DD1-DD2 T9MPS				
102382 (CONTINUED)							
170338	PO-170295	09/08/2016	1501672687	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	10.72	10.72
170338	PO-170295	09/08/2016	1501682150	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	10.72	10.72
170338	PO-170295	09/08/2016	1501692179	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	10.72	10.72
170338	PO-170295	09/08/2016	1501702345	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	10.72	10.72
170338	PO-170295	09/08/2016	1501667267	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	42.25	42.25
170338	PO-170295	09/08/2016	1501672684	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	73.05	73.05
170338	PO-170295	09/08/2016	1501677225	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	42.25	42.25
170338	PO-170295	09/08/2016	1501682149	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	73.05	73.05
170338	PO-170295	09/08/2016	1501687166	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	42.25	42.25
170338	PO-170295	09/08/2016	1501692178	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	73.05	73.05
170338	PO-170295	09/08/2016	1501697244	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	42.25	42.25
170338	PO-170295	09/08/2016	1501702344	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	73.05	73.05
170338	PO-170295	09/08/2016	1501707444	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	42.25	42.25
170338	PO-170295	09/08/2016	1501667736	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	110.01	110.01
170338	PO-170295	09/08/2016	1501678231	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	110.01	110.01
170338	PO-170295	09/08/2016	1501688147	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	110.01	110.01
170338	PO-170295	09/08/2016	1501698269	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	110.01	110.01
170338	PO-170295	09/08/2016	1501708508	1 01-8150-0-5560.00-0000-8110-112-000-000 NN P	LAUNDRY/DRY CLEANING	110.01	110.01
TOTAL PAYMENT AMOUNT						1,826.50 *	1,826.50

102886/00 ANDRADE, DIANA

170021	PO-170013	09/07/2016	AVID INSTITUTE REIMB	1 01-0824-0-5200.00-1110-1000-310-000-000 NN F	TRAVEL & CONFERENCE	327.05	191.56
170020	PO-170014	09/07/2016	PLC CONF REIMB	1 01-0824-0-5200.00-1110-1000-310-000-000 NN F	TRAVEL & CONFERENCE	281.30	231.64

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
102886 (CONTINUED)								
170005 PO-170029	08/26/2016	CLASSROOM SUPPLY REIMB 2016		1 01-0824-0-4300.00-1110-1000-310-000-000 NN F			125.00	125.00
		SUPPLIES						
170211 PO-170292	09/07/2016	SUPPLY REIMB		1 01-0824-0-5200.00-1110-1000-310-000-000 NN F			155.06	152.02
		TRAVEL & CONFERENCE						
		TOTAL PAYMENT AMOUNT			700.22 *			700.22
104859/00 APPLGATE TEEPLES DRILLING CO.								
170251 PO-170254	09/07/2016	14646		1 01-8150-0-4300.00-0000-8110-112-000-000 NN F			4,730.00	4,400.00
		SUPPLIES						
		TOTAL PAYMENT AMOUNT			4,400.00 *			4,400.00
102520/00 ASSOCIATED VALUATION SERVICES 770513973								
170215 PO-170169	09/09/2016	5299		1 01-0000-0-4300.00-0000-7200-112-000-000 NY F			540.00	435.00
		SUPPLIES						
		TOTAL PAYMENT AMOUNT			435.00 *			435.00
104020/00 AT&T								
PV-170073	08/29/2016	000008386787		01-0000-0-5922.00-0000-2700-112-000-000 NN				24.08
				COMMUNICATION - TELEPHONE SVCS				
PV-170079	09/07/2016	000008484254		01-0000-0-5922.00-0000-2700-112-000-000 NN				386.48
				COMMUNICATION - TELEPHONE SVCS				
PV-170079	09/07/2016	000008484041		01-0000-0-5922.00-0000-2700-112-000-000 NN				760.70
				COMMUNICATION - TELEPHONE SVCS				
PV-170117	09/08/2016	000008515850		01-0000-0-5922.00-0000-2700-112-000-000 NN				65.71
				COMMUNICATION - TELEPHONE SVCS				
		TOTAL PAYMENT AMOUNT			1,236.97 *			1,236.97
104361/00 ATHLETICS UNLIMITED								
PO-161099	09/07/2016	00990000027365		1 01-0815-0-4300.00-0000-2700-112-316-000 NN F			747.40	747.40
				SUPPLIES				
170031 PO-170003	09/07/2016	00990000027420		1 01-0815-0-4300.00-0000-2700-112-316-000 NN F			970.97	970.97
				SUPPLIES				
170029 PO-170005	09/07/2016	00990000027358		1 01-0815-0-4300.00-0000-2700-112-316-000 NN F			6,391.05	6,391.05
				SUPPLIES				
170028 PO-170006	09/07/2016	00990000027373		1 01-0815-0-4300.00-0000-2700-112-316-000 NN F			3,896.10	3,896.10
				SUPPLIES				
170158 PO-170129	08/26/2016	00990000027624		1 01-0815-0-4300.00-0000-2700-112-316-000 NN F			215.25	215.25
				SUPPLIES				

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD-RESC-Y-OBJT.S0-GOAL-FUNC-SCH-DD1-DD2 T9MPS				
104361 (CONTINUED)							
170157	PO-170130	08/26/2016	00990000027156	1 01-1100-0-4300.00-1801-4200-310-000-000	NN F	401.13	401.13
				SUPPLIES			
170190	PO-170179	08/26/2016	00990000027711	1 01-1100-0-4300.00-1801-4200-310-000-000	NN F	272.71	253.68
				SUPPLIES			
170191	PO-170180	08/26/2016	00990000028147	1 01-1100-0-4300.00-1801-4200-310-000-000	NN F	884.60	884.60
				SUPPLIES			
170192	PO-170181	08/26/2016	00990000028217	1 01-0824-0-4399.00-1110-1000-310-000-000	NN F	270.35	270.35
				MISCELLANEOUS SUPPLIES			
170234	PO-170193	08/26/2016	00990000028374	1 01-1100-0-4300.00-1801-4200-310-000-000	NN F	542.86	542.86
				SUPPLIES			
170362	PO-170319	09/09/2016	00990000027364	1 01-0815-0-4300.00-0000-2700-112-316-000	NN F	4,123.05	4,123.05
				SUPPLIES			
				TOTAL PAYMENT AMOUNT		18,696.44 *	18,696.44
006217/00 ATKINSON ANDELSON LOYA 953378600							
	PV-170081	09/07/2016	502927	01-0000-0-5801.00-0000-7100-112-000-000	NY		131.25
				LEGAL FEES			
	PV-170081	09/07/2016	502927	01-0000-0-5801.00-0000-7115-112-000-000	NY		647.07
				LEGAL FEES			
				TOTAL PAYMENT AMOUNT		778.32 *	778.32
104318/00 AVAYA INC							
	PV-170099	09/08/2016	2733720843	01-0000-0-5922.00-0000-7200-112-000-000	NN		118.66
				COMMUNICATION - TELEPHONE SVCS			
				TOTAL PAYMENT AMOUNT		118.66 *	118.66
100561/00 AZEVEDO, BARBARA							
	170128	PO-170149	08/26/2016	CLASSROOM SUPPLY REIMB	1 01-0824-0-4300.00-1110-1000-310-000-000	NN F	125.00
				SUPPLIES			
				TOTAL PAYMENT AMOUNT		125.00 *	125.00
006924/00 AZEVEDO, DENISE 000000000							
	170123	PO-170153	08/26/2016	AVID CONF REIMB	1 01-0824-0-5200.00-1110-1000-310-000-000	NN F	364.00
				TRAVEL & CONFERENCE			
				TOTAL PAYMENT AMOUNT		289.11 *	289.11

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD-RESC-Y-OBJT.S0-GOAL-FUNC-SCH-DD1-DD2 T9MPS				
101334/00	BAIR RUGS						
170049	PO-170048	09/09/2016	28224	1	01-8150-0-5565.00-0000-8110-112-000-000 NN F	10,743.88	10,187.91
					PEST CONTROL		
					TOTAL PAYMENT AMOUNT	10,187.91 *	10,187.91
104535/00	BARRIGA-PIMENTEL, ARACELI						
170010	PO-170024	09/08/2016	CLASSROOM SUPPLY REIMB	1	01-0824-0-4300.00-1110-1000-310-000-000 NN F	125.00	125.00
					SUPPLIES		
					TOTAL PAYMENT AMOUNT	125.00 *	125.00
102159/00	BEDFORD, TRACY						
170070	PO-170091	09/08/2016	ACCELERATED READER REIMB	1	01-1100-0-4300.00-1110-1000-110-000-000 NN F	20.75	20.75
					SUPPLIES		
170183	PO-170177	08/26/2016	MATH NOTEBOOK REIMB	1	01-0824-0-4300.00-1110-1000-110-000-000 NN F	29.11	26.95
					SUPPLIES		
					TOTAL PAYMENT AMOUNT	47.70 *	47.70
104815/00	BILL MORONES						
	PV-170119	09/09/2016	MCOE MILEAGE REIMB		01-0000-0-5200.00-0000-7150-112-000-000 NN		34.56
					TRAVEL & CONFERENCE		
					TOTAL PAYMENT AMOUNT	34.56 *	34.56
102527/00	BORBA, KATHLEEN A						
	PV-170083	09/07/2016	WHY TRY TRAINING REIMB		01-6500-0-5200.00-0000-7200-112-000-000 NN		203.26
					TRAVEL & CONFERENCE		
					TOTAL PAYMENT AMOUNT	203.26 *	203.26
104979/00	BROOKS, HEATHER						
	PV-170084	09/07/2016	WHY TRY CONF REIMB		01-6500-0-5200.00-0000-7200-112-000-000 NN		201.75
					TRAVEL & CONFERENCE		
					TOTAL PAYMENT AMOUNT	201.75 *	201.75

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD-RESC-Y-OBJT.S0-GOAL-FUNC-SCH-DD1-DD2	T9MPS			
104394/00	BUS WEST						
170276 PO-170240	08/26/2016	BN79918	1 01-0823-0-4344.00-0000-3600-112-000-000	NN P		25.66	25.66
			REPLACEMENT PARTS				
170276 PO-170240	08/26/2016	BN79876	1 01-0823-0-4344.00-0000-3600-112-000-000	NN P		747.76	747.76
			REPLACEMENT PARTS				
			TOTAL PAYMENT AMOUNT		773.42 *		773.42
103066/00	CADA & CASL						
170353 PO-170326	09/09/2016	CADA MEMBERSHIP RENEWAL 16-17	1 01-0000-0-5300.00-0000-2700-115-000-000	NN F		526.75	490.00
			DUES & MEMBERSHIPS				
			TOTAL PAYMENT AMOUNT		490.00 *		490.00
104825/00	CAMBRIUM LEARNING INC						
170214 PO-170183	08/29/2016	1663875	1 01-0824-0-4300.00-1110-1000-110-000-000	YN F		780.00	780.00
			SUPPLIES				
			TOTAL PAYMENT AMOUNT		780.00 *		780.00
			TOTAL USE TAX AMOUNT		58.50		
103250/00	CANO, ADAM						
170122 PO-170154	08/26/2016	ADMIN RETREAT REIMB	1 01-0000-0-5200.00-0000-2700-112-000-000	NN F		69.00	64.80
			TRAVEL & CONFERENCE				
			TOTAL PAYMENT AMOUNT		64.80 *		64.80
102253/00	CASBO						
170255 PO-170227	09/07/2016	585612	1 01-0000-0-5201.00-0000-7410-112-000-000	NN F		50.00	50.00
			PROFESSIONAL DEVLPMNT TRAINING				
PV-170135	09/09/2016	585046	01-0000-0-5200.00-0000-7200-112-000-000	NN			150.00
			TRAVEL & CONFERENCE				
			TOTAL PAYMENT AMOUNT		200.00 *		200.00
100027/00	CENTRAL CALIFORNIA IRRIGATION						
PV-170078	09/07/2016	101100	01-0000-0-5300.00-0000-7200-112-000-000	NN			82.14
			DUES & MEMBERSHIPS				
			TOTAL PAYMENT AMOUNT		82.14 *		82.14

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD-RESC-Y-OBJT.S0-GOAL-FUNC-SCH-DD1-DD2 T9MPS	ABA num	Account num	Liq Amt	Net Amount
016633/00	CENTRAL SANITARY SUPPLY CO		000000000					
170085 PO-170072	08/26/2016	15368		1 01-8150-0-4300.00-0000-8110-112-000-000 NN M			0.00	-329.78
				SUPPLIES				
170085 PO-170072	08/26/2016	724136		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			329.78	329.78
				SUPPLIES				
170085 PO-170072	08/26/2016	723514		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			321.27	321.27
				SUPPLIES				
170085 PO-170072	08/26/2016	725734		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			53.40	53.40
				SUPPLIES				
170085 PO-170072	08/26/2016	725732		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			156.84	156.84
				SUPPLIES				
170085 PO-170072	08/29/2016	15258		1 01-8150-0-4300.00-0000-8110-112-000-000 NN M			0.00	-432.75
				SUPPLIES				
170085 PO-170072	09/08/2016	15067		1 01-8150-0-4300.00-0000-8110-112-000-000 NN M			0.00	-130.09
				SUPPLIES				
170085 PO-170072	09/08/2016	715261		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			130.09	130.09
				SUPPLIES				
170085 PO-170072	09/09/2016	727720		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			61.06	61.06
				SUPPLIES				
170085 PO-170072	09/09/2016	729788		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			80.17	80.17
				SUPPLIES				
170085 PO-170072	09/09/2016	731752		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			2,007.07	2,007.07
				SUPPLIES				
170146 PO-170136	08/26/2016	721657		1 01-0000-0-4300.00-0000-8200-112-000-000 NN F			3,751.75	3,754.50
				SUPPLIES				
170203 PO-170206	09/08/2016	727901		1 01-8150-0-4300.00-0000-8110-112-000-000 NN F			1,074.17	1,090.28
				SUPPLIES				
TOTAL PAYMENT AMOUNT							7,091.84 *	7,091.84

104854/00 CERES WORLD TRAVEL

170294 PO-170277	09/07/2016	0000011939		1 01-3550-0-5200.00-1110-1000-310-000-000 NN F			266.20	266.20
				TRAVEL & CONFERENCE				
170361 PO-170320	09/09/2016	PLC ROOMS MONTEREY GMS		1 01-3010-0-5200.00-1110-1000-115-000-000 NN F			995.11	925.68
				TRAVEL & CONFERENCE				
170349 PO-170329	09/09/2016	PLC FLIGHTS SAN ANTONIO GES		1 01-0824-0-5200.00-1110-1000-110-000-000 NN F			2,738.54	2,738.54
				TRAVEL & CONFERENCE				
170343 PO-170331	09/09/2016	PLC ROOMS GMS SAN ANTONIO		1 01-3010-0-5200.00-1110-1000-115-000-000 NN F			3,038.90	2,826.98
				TRAVEL & CONFERENCE				
170342 PO-170332	09/09/2016	PLC FLIGHTS GMS SAN ANTONIO		1 01-3010-0-5200.00-1110-1000-115-000-000 NN F			3,323.79	3,091.90
				TRAVEL & CONFERENCE				
TOTAL PAYMENT AMOUNT							9,849.30 *	9,849.30

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
100295/00	CHEVRON AND TEXACO							
PV-170089	09/07/2016	48229918		01-7010-0-4300.00-1110-1000-310-000-000 NN SUPPLIES				297.85
TOTAL PAYMENT AMOUNT							297.85 *	297.85
019127/00	COAST HARDWARE		000000000					
PV-170090	09/07/2016	321766		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				21.29
PV-170090	09/07/2016	321815		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				44.22
PV-170090	09/07/2016	321816		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				6.03
PV-170090	09/07/2016	322103		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				15.11
PV-170090	09/07/2016	322111		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				13.58
PV-170090	09/07/2016	322430		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				5.32
PV-170090	09/07/2016	322489		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				7.54
PV-170090	09/07/2016	322734		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				16.80
PV-170090	09/07/2016	322789		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				4.28
PV-170090	09/07/2016	322897		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				32.93
PV-170090	09/07/2016	322906		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				17.79
PV-170090	09/07/2016	322935		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				37.72
PV-170090	09/07/2016	322941		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				34.54
PV-170090	09/07/2016	323003		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				74.50
PV-170090	09/07/2016	323045		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				8.63
PV-170090	09/07/2016	323160		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				16.19
PV-170090	09/07/2016	323164		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				11.33
PV-170090	09/07/2016	323173		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				1.17
PV-170090	09/07/2016	323348		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				71.26

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
019127 (CONTINUED)								
PV-170090	09/07/2016	323801		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				1.51
PV-170090	09/07/2016	323803		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				29.13
PV-170090	09/07/2016	323951		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				15.10
PV-170090	09/07/2016	324075		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				89.21
PV-170090	09/07/2016	324198		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				70.05
PV-170090	09/07/2016	324404		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				24.83
PV-170090	09/07/2016	324431		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				33.43
PV-170090	09/07/2016	324508		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				25.33
PV-170090	09/07/2016	324517		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				29.11
PV-170090	09/07/2016	324520		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				8.07
PV-170090	09/07/2016	324521		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				7.01
PV-170090	09/07/2016	324529		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				25.91
PV-170090	09/07/2016	324747		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				6.03
PV-170090	09/07/2016	324749		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				1.93
PV-170090	09/07/2016	324752		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				12.41
PV-170090	09/07/2016	324863		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				8.62
PV-170090	09/07/2016	324872		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				4.96
PV-170090	09/07/2016	324928		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				62.38
PV-170090	09/07/2016	324984		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				7.32
PV-170090	09/07/2016	325065		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				-71.23
PV-170090	09/07/2016	325281		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				22.63
PV-170090	09/07/2016	325448		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				63.04
PV-170090	09/07/2016	325503		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				14.03

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2 T9MPS	ABA num	Account num	Liq Amt	Net Amount
019127 (CONTINUED)								
PV-170090	09/07/2016	325530		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				53.95
PV-170090	09/07/2016	325571		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				6.46
PV-170090	09/07/2016	325608		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				80.29
PV-170090	09/07/2016	325801		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				17.26
PV-170090	09/07/2016	325816		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				5.01
PV-170090	09/07/2016	325853		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				32.39
PV-170090	09/07/2016	325865		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				-17.26
PV-170090	09/07/2016	325866		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				34.54
PV-170090	09/07/2016	325966		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				9.17
PV-170090	09/07/2016	326027		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				20.50
PV-170090	09/07/2016	326029		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				24.81
PV-170090	09/07/2016	326042		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				114.92
PV-170090	09/07/2016	326068		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				6.47
PV-170090	09/07/2016	326096		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				29.94
PV-170090	09/07/2016	326105		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				25.00
PV-170090	09/07/2016	326147		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				54.48
PV-170090	09/07/2016	326311		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				40.95
PV-170090	09/07/2016	326344		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				142.67
PV-170090	09/07/2016	326382		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				47.40
PV-170090	09/07/2016	326513		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				22.38
PV-170090	09/07/2016	326870		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				16.19
PV-170090	09/07/2016	326894		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				15.10
PV-170090	09/07/2016	327034		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				53.95

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	ABA num T9MPS	Account num	Liq Amt	Net Amount
019127 (CONTINUED)								
PV-170090	09/07/2016	327087		01-8150-0-4300.00-0000-8110-112-000-000	NN			3.23
				SUPPLIES				
PV-170090	09/07/2016	327109		01-8150-0-4300.00-0000-8110-112-000-000	NN			34.52
				SUPPLIES				
PV-170090	09/07/2016	327146		01-8150-0-4300.00-0000-8110-112-000-000	NN			1.78
				SUPPLIES				
PV-170090	09/07/2016	327149		01-8150-0-4300.00-0000-8110-112-000-000	NN			0.29
				SUPPLIES				
PV-170090	09/07/2016	327203		01-8150-0-4300.00-0000-8110-112-000-000	NN			36.71
				SUPPLIES				
PV-170090	09/07/2016	327204		01-8150-0-4300.00-0000-8110-112-000-000	NN			4.51
				SUPPLIES				
PV-170090	09/07/2016	327205		01-8150-0-4300.00-0000-8110-112-000-000	NN			49.83
				SUPPLIES				
PV-170090	09/07/2016	321819		01-0824-0-4300.00-1110-1000-310-000-000	NN			29.95
				SUPPLIES				
PV-170090	09/07/2016	321884		01-0824-0-4300.00-1110-1000-310-000-000	NN			9.70
				SUPPLIES				
PV-170090	09/07/2016	324314		01-0824-0-4300.00-1110-1000-310-000-000	NN			5.93
				SUPPLIES				
PV-170090	09/07/2016	325577		01-0824-0-4300.00-1110-1000-310-000-000	NN			75.51
				SUPPLIES				
PV-170090	09/07/2016	326708		01-0824-0-4300.00-1110-1000-310-000-000	NN			15.04
				SUPPLIES				
PV-170090	09/07/2016	322149		01-0823-0-4300.00-0000-3600-112-000-000	NN			14.56
				SUPPLIES				
PV-170090	09/07/2016	324893		01-0823-0-4300.00-0000-3600-112-000-000	NN			37.29
				SUPPLIES				
PV-170091	09/07/2016	321409		01-8150-0-4300.00-0000-8110-112-000-000	NN			6.16
				SUPPLIES				
PV-170091	09/07/2016	321457		01-8150-0-4300.00-0000-8110-112-000-000	NN			28.52
				SUPPLIES				
PV-170091	09/07/2016	321467		01-8150-0-4300.00-0000-8110-112-000-000	NN			36.16
				SUPPLIES				
PV-170091	09/07/2016	321569		01-8150-0-4300.00-0000-8110-112-000-000	NN			4.85
				SUPPLIES				
PV-170091	09/07/2016	321572		01-8150-0-4300.00-0000-8110-112-000-000	NN			-41.00
				SUPPLIES				
PV-170091	09/07/2016	321593		01-8150-0-4300.00-0000-8110-112-000-000	NN			10.79
				SUPPLIES				
PV-170091	09/07/2016	321647		01-8150-0-4300.00-0000-8110-112-000-000	NN			14.03
				SUPPLIES				
PV-170091	09/07/2016	321657		01-8150-0-4300.00-0000-8110-112-000-000	NN			24.81
				SUPPLIES				
PV-170091	09/07/2016	321687		01-8150-0-4300.00-0000-8110-112-000-000	NN			19.34
				SUPPLIES				

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
019127 (CONTINUED)								
PV-170091	09/07/2016	321712		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				46.93
PV-170091	09/07/2016	321733		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				14.01
PV-170091	09/07/2016	321756		01-8150-0-4300.00-0000-8110-112-000-000 NN SUPPLIES				7.55
TOTAL PAYMENT AMOUNT							2,258.61 *	2,258.61
104916/00 CONTERRA ULTRA BROADBAND LLC								
PV-170134	09/09/2016	010910		01-0000-0-5912.00-0000-2700-112-000-000 NN COMMUN - INTERNET SVCS/LINES				-740.56
PV-170134	09/09/2016	010349		01-0000-0-5912.00-0000-2700-112-000-000 NN COMMUN - INTERNET SVCS/LINES				1,926.28
TOTAL PAYMENT AMOUNT							1,185.72 *	1,185.72
103232/00 COSTCO								
170274 PO-170238	09/08/2016	OFFICE SUPPLIES		1 01-0823-0-4300.00-0000-3600-112-000-000 NN F SUPPLIES			300.00	182.26
TOTAL PAYMENT AMOUNT							182.26 *	182.26
104412/00 COUCHMAN, CAROL 557295059								
PV-170139	09/09/2016	816 *		01-0000-0-5866.00-0000-7700-112-000-000 NY PROFESSIONAL SERVICES				2,120.00
PV-170139	09/09/2016	716		01-0000-0-5866.00-0000-7700-112-000-000 NY PROFESSIONAL SERVICES				2,100.00
TOTAL PAYMENT AMOUNT							4,220.00 *	4,220.00
104965/00 CURRICULUM ASSOCIATES								
170171 PO-170160	09/09/2016	90428301		1 01-6500-0-4300.00-5770-1110-112-000-000 NN F SUPPLIES			155.84	144.97
TOTAL PAYMENT AMOUNT							144.97 *	144.97

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD-RESC-Y-OBJT.S0-GOAL-FUNC-SCH-DD1-DD2 T9MPS	ABA num	Account num	Liq Amt	Net Amount
103792/00	DATA PATH INC							
170047	PO-170046	09/07/2016 132634		1 01-0824-0-4300.00-1110-1000-110-000-000 NN F			33,695.88	33,676.68
				SUPPLIES				
170067	PO-170092	09/07/2016 132651		1 01-0824-0-4300.00-1110-1000-110-000-000 NN P			1,689.16	1,689.16
				SUPPLIES				
170067	PO-170092	09/07/2016 132493		1 01-0824-0-4300.00-1110-1000-110-000-000 NN F			968.56	968.56
				SUPPLIES				
170078	PO-170095	09/07/2016 132658		1 01-0824-0-4400.00-1110-1000-310-000-116 NN F			1,305.80	1,305.80
				NON-CAPITALIZED EQUIPMENT				
170119	PO-170114	09/07/2016 132660		1 01-0824-0-4400.00-1110-1000-115-000-116 NN F			21,825.12	21,825.12
				NON-CAPITALIZED EQUIPMENT				
170136	PO-170120	09/07/2016 132745		1 01-0824-0-4400.00-1110-1000-111-000-116 NN F			8,433.97	7,869.48
				NON-CAPITALIZED EQUIPMENT				
170140	PO-170123	09/07/2016 132744		1 01-0824-0-4400.00-1110-1000-111-000-116 NN F			1,231.96	1,231.96
				NON-CAPITALIZED EQUIPMENT				
170126	PO-170151	09/07/2016 132707		1 01-0000-0-4300.00-0000-2700-112-000-500 NN F			355.76	355.76
				SUPPLIES				
170121	PO-170155	09/07/2016 132706		1 01-0824-0-4400.00-1110-1000-115-000-116 NN F			4,977.25	4,999.20
				NON-CAPITALIZED EQUIPMENT				
170184	PO-170178	09/07/2016 132828		1 01-1100-0-4300.00-1110-1000-110-000-000 NN F			282.27	261.36
				SUPPLIES				
170236	PO-170191	09/09/2016 132827		1 01-0824-0-4300.00-1110-1000-111-000-000 NN F			2,004.48	2,004.00
				SUPPLIES				
	PV-170096	09/07/2016 132519		01-0000-0-5866.00-0000-7700-112-000-000 NN				11,882.00
				PROFESSIONAL SERVICES				
				TOTAL PAYMENT AMOUNT		88,069.08 *		88,069.08
104522/00	DELL FINANCIAL SERVICES							
	PV-170136	09/09/2016 78649047		01-0824-0-5620.00-1137-1000-311-000-000 NN				7,054.37
				RENTALS, LEASES OF EQUIPMENT				
	PV-170136	09/09/2016 78649048		01-0824-0-5620.00-1110-1000-112-000-100 NN				605.74
				RENTALS, LEASES OF EQUIPMENT				
	PV-170136	09/09/2016 78649049		01-0824-0-5620.00-1110-1000-115-000-000 NN				508.00
				RENTALS, LEASES OF EQUIPMENT				
				TOTAL PAYMENT AMOUNT		8,168.11 *		8,168.11
104673/00	DUARTE, KRISTA C.							
	PV-170085	09/07/2016 WHY TRY CONF REIMB		01-6500-0-5200.00-0000-7200-112-000-000 NN				210.17
				TRAVEL & CONFERENCE				
				TOTAL PAYMENT AMOUNT		210.17 *		210.17

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2 T9MPS	ABA num	Account num	Liq Amt	Net Amount
029390/00	E & M ELECTRIC COMPANY		000000000					
170151 PO-170258	09/07/2016	79502		1 01-8150-0-6400.00-0000-8110-112-000-000 NN P			1,464.93	1,464.93
				EQUIPMENT				
170151 PO-170258	09/07/2016	79566		1 01-8150-0-6400.00-0000-8110-112-000-000 NN P			80.00	80.00
				EQUIPMENT				
				TOTAL PAYMENT AMOUNT		1,544.93 *		1,544.93
104556/00	EAI EDUCATION							
170075 PO-170087	08/29/2016	INV0778847		1 01-0815-0-4100.00-1100-1000-112-000-000 YN F			234.84	234.84
				APPRVD TEXTBKS/CORE CURRICULA				
				TOTAL PAYMENT AMOUNT		234.84 *		234.84
				TOTAL USE TAX AMOUNT		17.61		
104737/00	EDGES ELECTRICAL GROUP							
170087 PO-170074	09/08/2016	S3861469.003		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			145.78	145.78
				SUPPLIES				
170087 PO-170074	09/08/2016	S3861469.002		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			482.81	482.81
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		628.59 *		628.59
104045/00	ELIZALDE, ANDREA N							
PV-170131	09/09/2016	PLC CONF REIMB		01-3010-0-5200.00-1110-1000-111-000-000 NN				173.48
				TRAVEL & CONFERENCE				
				TOTAL PAYMENT AMOUNT		173.48 *		173.48
103479/00	ESCRIBA, CARLA							
170014 PO-170020	09/07/2016	CLASSROOM SUPPLY REIMB		1 01-0824-0-4300.00-1110-1000-310-000-000 NN F			125.00	125.00
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		125.00 *		125.00
104814/00	ExploreLearning							
170181 PO-170175	09/09/2016	1670053		1 01-0824-0-4300.00-1110-1000-110-000-000 NN F			3,234.60	2,995.00
				SUPPLIES				
170242 PO-170215	09/09/2016	1672578		1 01-0824-0-4300.00-1110-1000-111-000-103 NN F			2,995.00	2,995.00
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		5,990.00 *		5,990.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount	
Req Reference	Date	Description	FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2 T9MPS					
104831/00	FRANKLIN BOOSTERS							
170208 PO-170202	08/29/2016	GUSTINE HIGH SCHOOL REG FEE	1 01-0824-0-5805.00-1275-1050-310-000-000 NN F			268.75	250.00	
		ADMISSION TIX COST/FIELD TRIPS						
		TOTAL PAYMENT AMOUNT		250.00 *			250.00	
104485/00	FREITAS, KAISA							
PV-170130	09/09/2016	PLC CONFERENCE REIMB	01-3010-0-5200.00-1110-1000-111-000-000 NN				58.67	
		TRAVEL & CONFERENCE						
		TOTAL PAYMENT AMOUNT		58.67 *			58.67	
035746/00	GILTON SOLID WASTE 000000000							
PV-170111	09/08/2016	SOLID WASTE	01-0000-0-5550.00-0000-8200-112-000-000 NN				4,838.43	
		DISPOSAL/GARBAGE REMOVAL						
		TOTAL PAYMENT AMOUNT		4,838.43 *			4,838.43	
103948/00	GOMEZ, SARA							
PV-170100	09/08/2016	DELIVERING BOARD PACKET MILEAG	01-0000-0-5230.00-0000-7200-112-000-000 NN				8.15	
		MILEAGE						
PV-170122	09/09/2016	PLC MEETING FOOD REIMB	01-0000-0-4300.00-0000-7200-112-000-000 NN				20.97	
		SUPPLIES						
PV-170122	09/09/2016	DONUTS PLC REIMB	01-0000-0-4300.00-0000-7200-112-000-000 NN				10.00	
		SUPPLIES						
		TOTAL PAYMENT AMOUNT		39.12 *			39.12	
036582/00	GOPHER SPORT 000000000							
170246 PO-170226	09/07/2016	9204110	1 01-0824-0-4300.00-1110-1000-115-000-000 NN F			326.57	325.07	
		SUPPLIES						
		TOTAL PAYMENT AMOUNT		325.07 *			325.07	
036649/00	GOTTSCHALK'S MUSIC CENTER 000000000							
170111 PO-170118	08/26/2016	557266	1 01-0824-0-5640.00-1154-1000-310-000-000 N P			202.92	202.92	
		REPAIRS/MAINT OF EQUIPMENT						
170111 PO-170118	08/26/2016	556692	1 01-0824-0-5640.00-1154-1000-310-000-000 N P			614.29	614.29	
		REPAIRS/MAINT OF EQUIPMENT						
		TOTAL PAYMENT AMOUNT		817.21 *			817.21	

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
103257/00	GOUDY, JEFF							
	PV-170082	09/07/2016 PLC CONF REIMB		01-3010-0-5200.00-1110-1000-115-000-000 NN				156.89
				TRAVEL & CONFERENCE				
				TOTAL PAYMENT AMOUNT		156.89 *		156.89
102132/00	GRAINGER							
170092	PO-170079	08/26/2016 9164698970		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			902.70	902.70
				SUPPLIES				
170092	PO-170079	08/26/2016 9177934537		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			197.62	197.62
				SUPPLIES				
170092	PO-170079	08/26/2016 9182471186		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			968.44	968.44
				SUPPLIES				
170092	PO-170079	08/29/2016 9192146810		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			969.07	969.07
				SUPPLIES				
170092	PO-170079	08/29/2016 9191300301		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			102.25	102.25
				SUPPLIES				
170092	PO-170079	08/29/2016 9191300319		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			144.49	144.49
				SUPPLIES				
170092	PO-170079	08/29/2016 9187789772		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			140.94	140.94
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		3,425.51 *		3,425.51
104960/00	GRAY STEP SOFTWARE							
170138	PO-170122	08/26/2016 2484		1 01-0000-0-4300.00-0000-7200-112-000-000 NN F			788.78	788.78
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		788.78 *		788.78
037831/00	GUSTINE HIGH SCHOOL		0000000000					
	PV-170071	08/29/2016 NATIONAL CONVENTION REIMB		01-3550-0-5200.00-1110-1000-310-000-000 NN				1,755.66
				TRAVEL & CONFERENCE				
				TOTAL PAYMENT AMOUNT		1,755.66 *		1,755.66
073088/00	GUSTINE SCHOOL DISTRICT		0000000000					
	RC-170005	09/08/2016 PLC INSTITUTE ROOM		01-0824-0-5200.00-1110-1000-115-000-000 N				554.12
				TRAVEL & CONFERENCE				
	RC-170006	09/08/2016 GHS STUDENT LUNCH		01-0000-0-4300.00-0000-2700-310-000-000 N				200.00
				SUPPLIES				
	RC-170007	09/08/2016 PAYROLL REQUEST		01-0000-0-9553.00-0000-0000-000-000-000 N				392.41
				REPAY				

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD-RESC-Y-OBJT.S0-GOAL-FUNC-SCH-DD1-DD2	T9MPS			
073088 (CONTINUED)							
RC-170008	09/08/2016	SP20043504	01-0824-0-4399.00-1110-1000-310-000-000	N			165.30
			MISCELLANEOUS SUPPLIES				
			TOTAL PAYMENT AMOUNT		1,311.83 *		1,311.83
037780/00	GUSTINE, CITY OF	000000000					
PV-170110	09/08/2016	WATER & SEWER	01-0000-0-5530.00-0000-8200-112-000-000	NN			6,382.39
			WATER&/OR SEWAGE				
			TOTAL PAYMENT AMOUNT		6,382.39 *		6,382.39
104962/00	HANNA, SIOBHAN						
PV-170121	09/09/2016	CSC FLIGHT REIMB	01-6500-0-5201.00-5770-7410-112-000-107	NN			196.20
			PROFESSIONAL DEVLPMNT TRAINING				
			TOTAL PAYMENT AMOUNT		196.20 *		196.20
101771/00	HELLNER, MARY LEE						
170296	PO-170275	09/07/2016	LEADERSHIP RETREAT MILEAGE	1 01-0824-0-5200.00-1110-1000-310-000-000	NN F	97.75	91.80
			TRAVEL & CONFERENCE				
			TOTAL PAYMENT AMOUNT		91.80 *		91.80
104501/00	HICKMAN, DENISE						
170012	PO-170022	09/07/2016	CLASSROOM SUPPLY REIMB	1 01-0824-0-4300.00-1110-1000-310-000-000	NN F	125.00	124.87
			SUPPLIES				
			TOTAL PAYMENT AMOUNT		124.87 *		124.87
104890/00	HOLT AG SOLUTIONS						
170306	PO-170339	09/08/2016	LATECH	1 01-8150-0-5620.00-0000-8110-112-000-000	NN P	19.58	19.58
			RENTALS, LEASES OF EQUIPMENT				
			TOTAL PAYMENT AMOUNT		19.58 *		19.58
100659/00	HOME DEPOT CREDIT SERVICES						
170088	PO-170075	09/09/2016	7011056	1 01-8150-0-4300.00-0000-8110-112-000-000	NN P	791.55	791.55
			SUPPLIES				
170088	PO-170075	09/09/2016	7011057	1 01-8150-0-4300.00-0000-8110-112-000-000	NN P	32.35	32.35
			SUPPLIES				

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2 T9MPS	ABA num	Account num	Liq Amt	Net Amount
TOTAL PAYMENT AMOUNT						823.90 *		823.90
104925/00	HONORS GRADUATION LLC							
	CL-160050	08/26/2016 ORDER # 48988		01-0824-0-4300.00-1110-1000-310-000-000 NN F			135.00	143.35
				SUPPLIES				
TOTAL PAYMENT AMOUNT						143.35 *		143.35
104968/00	HUDL							
	170297 PO-170274	09/07/2016 5849-3S-241632		1 01-1100-0-4300.00-1801-4200-310-000-000 NN F			1,799.00	1,799.00
				SUPPLIES				
TOTAL PAYMENT AMOUNT						1,799.00 *		1,799.00
104954/00	HUMBOLDT STATE UNIVERSITY							
	170097 PO-170103	08/29/2016 CLOSE		1 01-0824-0-5200.00-1110-1000-310-000-000 NN C			182.20	0.00
				TRAVEL & CONFERENCE				
TOTAL PAYMENT AMOUNT						0.00 *		0.00
104844/00	HYATT REGENCY MONTEREY							
	170232 PO-170194	09/08/2016 32GCR9Q7, 32GCSF38, 32GCRCT9		1 01-0824-0-5200.00-1110-1000-310-000-000 NN F			1,377.00	1,377.00
				TRAVEL & CONFERENCE				
TOTAL PAYMENT AMOUNT						1,377.00 *		1,377.00
042680/00	HYATT REGENCY-MONTEREY		0000000000					
	170356 PO-170323	09/09/2016 RES#32G7Z2HH		1 01-0824-0-5200.00-1110-1000-110-000-000 N F			4,367.85	4,367.85
				TRAVEL & CONFERENCE				
TOTAL PAYMENT AMOUNT						4,367.85 *		4,367.85
104587/00	IC REFRIGERATION							
	170254 PO-170251	09/07/2016 0065882-IN		1 01-8150-0-5640.00-0000-8110-112-000-000 NN P			460.00	460.00
				REPAIRS/MAINT OF EQUIPMENT				
	170254 PO-170251	09/07/2016 0066456-IN		1 01-8150-0-5640.00-0000-8110-112-000-000 NN F			764.30	695.59
				REPAIRS/MAINT OF EQUIPMENT				
TOTAL PAYMENT AMOUNT						1,155.59 *		1,155.59

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount

103512/00	IRON MOUNTAIN							
PV-170116	09/08/2016	MXW0697		01-0000-0-5550.00-0000-8200-112-000-000 NN				98.50
				DISPOSAL/GARBAGE REMOVAL				
PV-170116	09/08/2016	MXW0697		01-0824-0-4300.00-1110-1000-310-000-000 NN				70.77
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		169.27 *		169.27
104383/00	J & F FERTILIZER		770240546					
PV-170092	09/07/2016	6949		01-0823-0-5640.00-0000-3600-112-000-000 NY				80.00
				REPAIRS/MAINT OF EQUIPMENT				
PV-170092	09/07/2016	6951		01-0823-0-5640.00-0000-3600-112-000-000 NY				80.00
				REPAIRS/MAINT OF EQUIPMENT				
PV-170092	09/07/2016	6950		01-0823-0-5640.00-0000-3600-112-000-000 NY				968.00
				REPAIRS/MAINT OF EQUIPMENT				
PV-170092	09/07/2016	6952		01-0823-0-5640.00-0000-3600-112-000-000 NY				80.00
				REPAIRS/MAINT OF EQUIPMENT				
PV-170092	09/07/2016	6953		01-0823-0-5640.00-0000-3600-112-000-000 NY				80.00
				REPAIRS/MAINT OF EQUIPMENT				
PV-170092	09/07/2016	6956		01-0823-0-5640.00-0000-3600-112-000-000 NY				880.00
				REPAIRS/MAINT OF EQUIPMENT				
PV-170092	09/07/2016	6957		01-0823-0-5640.00-0000-3600-112-000-000 NY				1,672.00
				REPAIRS/MAINT OF EQUIPMENT				
PV-170092	09/07/2016	6958		01-0823-0-5640.00-0000-3600-112-000-000 NY				80.00
				REPAIRS/MAINT OF EQUIPMENT				
PV-170092	09/07/2016	6964		01-0823-0-5640.00-0000-3600-112-000-000 NY				264.00
				REPAIRS/MAINT OF EQUIPMENT				
PV-170092	09/07/2016	6955		01-0823-0-5640.00-0000-3600-112-000-000 NY				80.00
				REPAIRS/MAINT OF EQUIPMENT				
PV-170092	09/07/2016	6963		01-0823-0-5640.00-0000-3600-112-000-000 NY				176.00
				REPAIRS/MAINT OF EQUIPMENT				
PV-170092	09/07/2016	6954		01-0823-0-5640.00-0000-3600-112-000-000 NY				1,012.00
				REPAIRS/MAINT OF EQUIPMENT				
PV-170092	09/07/2016	6931		01-0823-0-5640.00-0000-3600-112-000-000 NY				440.00
				REPAIRS/MAINT OF EQUIPMENT				
PV-170092	09/07/2016	6948		01-0823-0-5640.00-0000-3600-112-000-000 NY				1,936.00
				REPAIRS/MAINT OF EQUIPMENT				
				TOTAL PAYMENT AMOUNT		7,828.00 *		7,828.00
104822/00	JACK L BOYD OUTDOOR SCHOOL							
170240 PO-170221	08/26/2016	5% 6TH GRADE CAMP DEPOSIT		1 01-9315-0-5865.00-1110-1000-115-000-000 NN F			1,155.63	1,155.63
				OUTDOOR SCHOOL / MCOE				
				TOTAL PAYMENT AMOUNT		1,155.63 *		1,155.63

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD-RESC-Y-OBJT.S0-GOAL-FUNC-SCH-DD1-DD2	ABA num	Account num T9MPS	Liq Amt	Net Amount
046052/00	JORGENSEN & COMPANY		0000000000					
170202 PO-170207	09/09/2016	5605384		1 01-0000-0-5570.00-0000-8200-112-000-000		N P	579.92	579.92
				ALARM MONITORING				
170202 PO-170207	09/09/2016	5605380		1 01-0000-0-5570.00-0000-8200-112-000-000		N P	383.41	383.41
				ALARM MONITORING				
170252 PO-170253	09/07/2016	5607421		1 01-0000-0-5570.00-0000-8200-112-000-000		N F	120.40	112.00
				ALARM MONITORING				
				TOTAL PAYMENT AMOUNT		1,075.33 *		1,075.33
101794/00	JOSTENS INC							
	CL-160063	09/07/2016	1051584		01-0824-0-4300.00-1110-1000-115-000-000	NN F	860.00	800.00
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		800.00 *		800.00
104713/00	JUAREZ, MARISOL							
	PV-170087	09/07/2016	MCOE & HEARING MILEAGE		01-0000-0-5230.00-0000-7200-112-000-000	NN		142.13
				MILEAGE				
				TOTAL PAYMENT AMOUNT		142.13 *		142.13
102602/00	JUNIOR LIBRARY GUILD							
170160 PO-170128	08/26/2016	325908		1 01-3010-0-4300.00-1110-1000-115-000-000		NN F	3,252.60	3,262.69
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		3,262.69 *		3,262.69
104113/00	KILLOUGH, KRISTY							
170007 PO-170027	09/08/2016	SCHOOL SUPPL REIMB		1 01-0824-0-4300.00-1110-1000-310-000-000		NN F	125.00	125.00
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		125.00 *		125.00
104440/00	KIMBALL MIDWEST							
170272 PO-170236	08/26/2016	5019727		1 01-0823-0-4344.00-0000-3600-112-000-000		NN P	241.61	241.61
				REPLACEMENT PARTS				
170272 PO-170236	08/26/2016	5019668		1 01-0823-0-4344.00-0000-3600-112-000-000		NN P	40.13	40.13
				REPLACEMENT PARTS				
170272 PO-170236	08/26/2016	5075088		1 01-0823-0-4344.00-0000-3600-112-000-000		NN P	322.23	322.23
				REPLACEMENT PARTS				

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount	
Req Reference	Date	Description	FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	T9MPS				
104440 (CONTINUED)								
170272	PO-170236	08/26/2016	5081794	1	01-0823-0-4344.00-0000-3600-112-000-000	NN P	35.09	35.09
					REPLACEMENT PARTS			
					TOTAL PAYMENT AMOUNT	639.06 *		639.06
104069/00 KING, PATRICIA								
	PV-170101	09/08/2016	CCACC CONF ROOM REIMB	01-0000-0-5200.00-0000-7200-112-000-000	NN			935.33
					TRAVEL & CONFERENCE			
					TOTAL PAYMENT AMOUNT	935.33 *		935.33
104945/00 KLOG								
170139	PO-170141	09/07/2016	16-274213-1	1	01-1100-0-4300.00-1110-1000-110-000-000	NN F	2,244.00	2,244.28
					SUPPLIES			
					TOTAL PAYMENT AMOUNT	2,244.28 *		2,244.28
104508/00 LINCOLN MUSIC BOOSTERS								
170209	PO-170201	08/29/2016	GUSTINE HIGH SCHOOL REG FEE	1	01-0824-0-5805.00-1275-1050-310-000-000	NN F	250.00	250.00
					ADMISSION TIX COST/FIELD TRIPS			
					TOTAL PAYMENT AMOUNT	250.00 *		250.00
102061/00 LOUCKS, MARGARET								
	PV-170067	08/29/2016	PLC CONF REIMB	01-0824-0-5200.00-1110-1000-111-000-000	NN			94.14
					TRAVEL & CONFERENCE			
					TOTAL PAYMENT AMOUNT	94.14 *		94.14
104856/00 LUNA, HUGO								
	PV-170069	08/29/2016	MILEAGE REIMB SCCOE & MCOE	01-0000-0-5200.00-0000-7200-112-000-000	NN			219.13
					TRAVEL & CONFERENCE			
					TOTAL PAYMENT AMOUNT	219.13 *		219.13
103555/00 LYMAN, NICOLE								
170383	PO-170341	09/08/2016	DRIVER PHYSICAL REIMB	1	01-0823-0-5845.00-0000-3600-112-000-000	NN F	90.00	90.00
					PHYSICAL EXAMS			
					TOTAL PAYMENT AMOUNT	90.00 *		90.00

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
104974/00	MANCHESTER GRAND HYATT							
170365 PO-170335	09/09/2016	SCS 2016 CONF ROOM		1 01-6500-0-5201.00-5770-7410-112-000-107 NN F			514.24	514.24
						PROFESSIONAL DEVLPMNT TRAINING		
						TOTAL PAYMENT AMOUNT		514.24 *
054938/00	MATTOS NEWSPAPERS INC.		000000000					
170056 PO-170055	08/29/2016	66066		1 01-0000-0-4399.00-0000-7200-112-000-000 NN P			34.98	34.98
						MISCELLANEOUS SUPPLIES		
170056 PO-170055	08/29/2016	66067		1 01-0000-0-4399.00-0000-7200-112-000-000 NN P			34.98	34.98
						MISCELLANEOUS SUPPLIES		
170056 PO-170055	08/29/2016	66068		1 01-0000-0-4399.00-0000-7200-112-000-000 NN F			107.42	34.98
						MISCELLANEOUS SUPPLIES		
PV-170074	08/29/2016	TR070516022		01-0000-0-5899.00-0000-7200-112-000-000 NN				31.44
						OTHER SERVICES, FEES, OP EXPS		
PV-170074	08/29/2016	PI070716031		01-0000-0-5899.00-0000-7200-112-000-000 NN				52.40
						OTHER SERVICES, FEES, OP EXPS		
PV-170074	08/29/2016	TR071216022		01-0000-0-5899.00-0000-7200-112-000-000 NN				26.20
						OTHER SERVICES, FEES, OP EXPS		
PV-170074	08/29/2016	PI071416030		01-0000-0-5899.00-0000-7200-112-000-000 NN				52.40
						OTHER SERVICES, FEES, OP EXPS		
PV-170074	08/29/2016	TR071916020		01-0000-0-5899.00-0000-7200-112-000-000 NN				26.20
						OTHER SERVICES, FEES, OP EXPS		
PV-170074	08/29/2016	PI072116028		01-0000-0-5899.00-0000-7200-112-000-000 NN				52.40
						OTHER SERVICES, FEES, OP EXPS		
PV-170074	08/29/2016	TR072616023		01-0000-0-5899.00-0000-7200-112-000-000 NN				26.20
						OTHER SERVICES, FEES, OP EXPS		
PV-170112	09/08/2016	TR080916027		01-0000-0-5841.00-0000-7200-112-000-000 NN				350.00
						ADVERTISING, N.O.E.		
						TOTAL PAYMENT AMOUNT		722.18 *
104129/00	MCGRAW HILL EDUCATION							
PO-161122	09/09/2016	92538037001		1 01-0815-0-4100.00-1100-1000-112-000-000 NN F			91,980.84	94,662.66
						APPRVD TEXTBKS/CORE CURRICULA		
						TOTAL PAYMENT AMOUNT		94,662.66 *
102224/00	MEDEIROS, KIMBERLEY							
PV-170141	09/09/2016	REIMBURSEMENT FOR STAFF DEV		01-0000-0-5201.00-0000-7410-112-000-000 NN				340.59
						PROFESSIONAL DEVLPMNT TRAINING		
						TOTAL PAYMENT AMOUNT		340.59 *

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
056357/00	MERCED COUNTY SCHOOL		0000000000					
	PV-170075	08/29/2016 ANNUAL DUES 2016-2017		01-0000-0-5300.00-0000-7110-112-000-000 NN				75.00
				DUES & MEMBERSHIPS				
				TOTAL PAYMENT AMOUNT		75.00 *		75.00
104877/00	MITCHELL, STEVEN							
	170180 PO-170174	08/26/2016 PLC CONF REIMB		1 01-3010-0-5200.00-1110-1000-115-000-000 NN F			206.29	196.29
				TRAVEL & CONFERENCE				
				TOTAL PAYMENT AMOUNT		196.29 *		196.29
104889/00	Marzano Research, LLC							
	PO-160884	09/07/2016 51179		1 01-4035-0-5201.00-0000-7410-112-100-000 NN P			5,200.00	5,200.00
				PROFESSIONAL DEVLPMNT TRAINING				
	PO-160884	09/07/2016 51178		1 01-4035-0-5201.00-0000-7410-112-100-000 NN P			3,900.00	3,900.00
				PROFESSIONAL DEVLPMNT TRAINING				
	170120 PO-170115	09/08/2016 50440		1 01-0000-0-4300.00-0000-7150-112-000-000 NN F			571.13	571.14
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		9,671.14 *		9,671.14
104247/00	NCS PEARSON INC.							
	170384 PO-170342	09/08/2016 10830376		1 01-6500-0-4300.00-5770-3120-112-000-000 NN F			99.00	99.00
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		99.00 *		99.00
102031/00	OFFICE DEPOT							
	PO-161124	09/09/2016 853773840001		1 01-0815-0-4100.00-1100-1000-112-000-000 NN P			10,323.27	10,323.27
				APPRVD TEXTBKS/CORE CURRICULA				
	PO-161124	09/09/2016 853771920001		1 01-0815-0-4100.00-1100-1000-112-000-000 NN P			24,470.50	24,470.50
				APPRVD TEXTBKS/CORE CURRICULA				
	PO-161124	09/09/2016 853773020001		1 01-0815-0-4100.00-1100-1000-112-000-000 NN F			15,609.06	15,656.85
				APPRVD TEXTBKS/CORE CURRICULA				
				TOTAL PAYMENT AMOUNT		50,450.62 *		50,450.62

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
064370/00	OFFICE SUPPLY EXPRESS		770446496					
170225 PO-170188	09/09/2016	120641		1 01-0000-0-4350.00-0000-7200-112-000-000 NN P			153.37	153.37
				OFFICE SUPPLIES				
170385 PO-170343	09/08/2016	120286		1 01-0000-0-4350.00-0000-7200-112-000-000 NN P			49.89	49.89
				OFFICE SUPPLIES				
170385 PO-170343	09/08/2016	119704		1 01-0000-0-4350.00-0000-7200-112-000-000 NN P			121.19	121.19
				OFFICE SUPPLIES				
170385 PO-170343	09/08/2016	119402		1 01-0000-0-4350.00-0000-7200-112-000-000 NN P			412.13	412.13
				OFFICE SUPPLIES				
170385 PO-170343	09/08/2016	120086		1 01-0000-0-4350.00-0000-7200-112-000-000 NN P			11.34	11.34
				OFFICE SUPPLIES				
170385 PO-170343	09/08/2016	120650		1 01-0000-0-4350.00-0000-7200-112-000-000 NN P			237.43	237.43
				OFFICE SUPPLIES				
170385 PO-170343	09/08/2016	120568		1 01-0000-0-4350.00-0000-7200-112-000-000 NN P			133.02	133.02
				OFFICE SUPPLIES				
170385 PO-170343	09/08/2016	120139		1 01-0000-0-4350.00-0000-7200-112-000-000 NN P			84.77	84.77
				OFFICE SUPPLIES				
				TOTAL PAYMENT AMOUNT		1,203.14 *		1,203.14
103616/00	OPENING TECHNOLOGIES							
170149 PO-170214	08/29/2016	16-1-0599		1 01-8150-0-4400.00-0000-8300-112-000-000 NN F			255.85	266.74
				NON-CAPITALIZED EQUIPMENT				
				TOTAL PAYMENT AMOUNT		266.74 *		266.74
101310/00	ORIENTAL TRADING COMPANY							
CL-160091	09/07/2016	677956727-01		01-0824-0-4300.00-1110-1000-111-000-000 NN F			63.26	63.26
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		63.26 *		63.26
101470/00	P G & E							
PV-170072	08/29/2016	ELECTRIC CHARGES AUG 16		01-0000-0-5520.00-0000-8200-112-000-000 NN				17,590.11
				ELECTRICITY				
PV-170107	09/08/2016	6065175391-9		01-0000-0-5520.00-0000-8200-112-000-000 NN				14.57
				ELECTRICITY				
PV-170107	09/08/2016	5283038560-6		01-0000-0-5520.00-0000-8200-112-000-000 NN				31,416.13
				ELECTRICITY				
PV-170107	09/08/2016	7032494767-3		01-0000-0-5520.00-0000-8200-112-000-000 NN				152.86
				ELECTRICITY				
PV-170107	09/08/2016	5283038560-6		01-0000-0-5510.00-0000-8200-112-000-000 NN				211.11
				HEATING BUTANE, OIL				

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			TOTAL PAYMENT AMOUNT				49,384.78 *	49,384.78
104768/00	PARREIRAS AUTO REPAIR							
170262 PO-170250	09/07/2016 29729		1	01-8150-0-5640.00-0000-8110-112-000-000 NN P			18.14	18.14
			REPAIRS/MAINT OF EQUIPMENT					
			TOTAL PAYMENT AMOUNT				18.14 *	18.14
104531/00	PIONEER ATHLETICS							
170309 PO-170263	09/07/2016 INV608080		1	01-1100-0-4300.00-1801-4200-310-000-000 NN F			1,533.62	1,533.62
			SUPPLIES					
			TOTAL PAYMENT AMOUNT				1,533.62 *	1,533.62
100631/00	POMETTA, CHERYL							
170266 PO-170230	09/07/2016 REIMBUSREMENT FOR SUPPLIES		1	01-0823-0-4300.00-0000-3600-112-000-000 NN F			6.48	6.48
			SUPPLIES					
			TOTAL PAYMENT AMOUNT				6.48 *	6.48
103140/00	PRUDENTIAL INSURANCE							
PV-170129	09/09/2016 0000028436			01-0100-0-9556.00-0000-0000-000-000 NN				21.12
			MISC DISTRICT VOL-DEDS (1)					
			TOTAL PAYMENT AMOUNT				21.12 *	21.12
102865/00	PTM DOCUMENT SOLUTIONS							
170018 PO-170016	08/26/2016 0038318		1	01-0824-0-4300.00-1110-1000-310-000-000 NN F			660.72	703.92
			SUPPLIES					
			TOTAL PAYMENT AMOUNT				703.92 *	703.92
103983/00	PURCHASE POWER							
PV-170115	09/08/2016 ACCT 8000-9090-0031-8266			01-0000-0-5930.00-0000-7200-112-000-000 NN				3,062.97
			COMMUNICATION - POSTAGE/METER					
			TOTAL PAYMENT AMOUNT				3,062.97 *	3,062.97

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	T9MPS			
103560/00	REALLY GOOD STUFF						
170132	PO-170145	09/08/2016	5726656	1	01-3010-0-4300.00-1110-1000-110-000-000	NN F	197.97 200.00
					SUPPLIES		
	PV-170097	09/08/2016	5726656		01-3010-0-4300.00-1110-1000-110-000-000	NN	29.61
					SUPPLIES		
					TOTAL PAYMENT AMOUNT	229.61 *	229.61
102406/00	REALLY GOOD STUFF INC						
170115	PO-170111	09/08/2016	5656084	1	01-1100-0-4300.00-1110-1000-111-000-000	NN F	157.56 164.14
					SUPPLIES		
170169	PO-170172	09/09/2016	5730756	1	01-3010-0-4300.00-1110-1000-110-000-000	NN F	121.85 119.88
					SUPPLIES		
					TOTAL PAYMENT AMOUNT	284.02 *	284.02
104981/00	ROADLANDER, JACQUELYN						
	PV-170143	09/09/2016	PAYROLL REQUEST		01-0000-0-9553.00-0000-0000-000-000-000	NN	857.71
					REPAY		
					TOTAL PAYMENT AMOUNT	857.71 *	857.71
103265/00	ROMERO, LEIGH ANN						
	PV-170080	09/07/2016	PLC CONF REIMB		01-0824-0-5200.00-1110-1000-110-000-000	NN	152.41
					TRAVEL & CONFERENCE		
					TOTAL PAYMENT AMOUNT	152.41 *	152.41
104686/00	SAENZ PEST CONTROL						
	PV-170142	09/09/2016	PEST CONTROL SERVICES		01-8150-0-5565.00-0000-8110-112-000-000	NN	1,885.00
					PEST CONTROL		
					TOTAL PAYMENT AMOUNT	1,885.00 *	1,885.00
104026/00	SAN JOAQUIN COUNTY						
170313	PO-170262	08/26/2016	47563	1	01-0000-0-5300.00-0000-7200-112-000-000	NN F	450.00 450.00
					DUES & MEMBERSHIPS		
					TOTAL PAYMENT AMOUNT	450.00 *	450.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2 T9MPS				
104245/00	SAN JOAQUIN PEST CONTROL						
PV-170098	09/08/2016	0276742	01-8150-0-5565.00-0000-8110-112-000-000 NN PEST CONTROL				100.00
PV-170098	09/08/2016	0276741	01-8150-0-5565.00-0000-8110-112-000-000 NN PEST CONTROL				100.00
PV-170098	09/08/2016	0276744	01-8150-0-5565.00-0000-8110-112-000-000 NN PEST CONTROL				250.00
PV-170098	09/08/2016	0276743	01-8150-0-5565.00-0000-8110-112-000-000 NN PEST CONTROL				100.00
PV-170098	09/08/2016	0276740	01-8150-0-5565.00-0000-8110-112-000-000 NN PEST CONTROL				100.00
TOTAL PAYMENT AMOUNT				650.00 *			650.00
076660/00	SANTA NELLA		000000000				
PV-170068	08/29/2016	COM031 AUGUST 16	01-0000-0-5530.00-0000-8200-112-000-000 NN WATER&/OR SEWAGE				1,581.29
TOTAL PAYMENT AMOUNT				1,581.29 *			1,581.29
104746/00	SANTANDER LEASING LLC						
PV-170140	09/09/2016	1867137	01-0823-0-7438.00-0000-9100-112-000-000 NN DEBT SERVICE - INTEREST				312.91
PV-170140	09/09/2016	1867137	01-0823-0-7439.00-0000-9100-112-000-000 NN OTHER DEBT SERVICE - PRINCIPAL				32,187.09
TOTAL PAYMENT AMOUNT				32,500.00 *			32,500.00
104203/00	SCANTRON						
170017 PO-170017	08/26/2016	6324641	1 01-0824-0-4300.00-1110-1000-310-000-000 NN F SUPPLIES			3,149.04	3,022.51
TOTAL PAYMENT AMOUNT				3,022.51 *			3,022.51
077420/00	SCHOLASTIC INCORPORATED		000000000				
170364 PO-170318	09/09/2016	13615957	1 01-0000-0-4300.00-0000-7150-112-000-000 NN P SUPPLIES			23.44	23.44
170364 PO-170318	09/09/2016	13628848	1 01-0000-0-4300.00-0000-7150-112-000-000 NN P SUPPLIES			11.72	11.72
PV-170120	09/09/2016	13629739	01-0000-0-4300.00-0000-7150-112-000-000 NN SUPPLIES				10.75
TOTAL PAYMENT AMOUNT				45.91 *			45.91

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
104880/00	SCHOLASTIC BOOK CLUBS							
170248 PO-170219	09/08/2016	FAIR 3548438 TRANS	1741	1 01-0824-0-4300.00-1110-1000-111-000-000		NN F	200.00	199.69
		SUPPLIES						
		TOTAL PAYMENT AMOUNT					199.69 *	199.69
101566/00	SCHOOL HEALTH CORPORATION							
170071 PO-170090	09/09/2016	3167191-01		1 01-0000-0-4300.00-1110-3140-112-000-000		NN P	234.92	234.92
170071 PO-170090	09/09/2016	3178137-00		1 01-0000-0-4300.00-1110-3140-112-000-000		NN P	266.22	266.22
		TOTAL PAYMENT AMOUNT					501.14 *	501.14
103496/00	SCHOOL INNOVATIONS &							
	PV-170106	09/08/2016 013559-IN		01-0000-0-5866.00-0000-7200-112-000-000		NN		12,400.00
		TOTAL PAYMENT AMOUNT					12,400.00 *	12,400.00
103784/00	SCHOOL OUTFITTERS							
	CL-160093	09/08/2016 INV11847208		01-0824-0-4300.00-1110-1000-111-000-000		NN F	741.75	741.75
		TOTAL PAYMENT AMOUNT					741.75 *	741.75
101568/00	SCHOOL SERVICES OF CALIFORNIA							
	PV-170103	09/08/2016 0107016-IN		01-0000-0-5899.00-0000-7200-112-000-000		NN		230.00
		TOTAL PAYMENT AMOUNT					230.00 *	230.00
104137/00	SCHOOLYARD COMMUNICATIONS		202434841					
	170103 PO-170097	09/07/2016 16-9427		1 01-0000-0-5899.00-0000-7200-112-000-000		NY F	4,158.81	4,312.92
		TOTAL PAYMENT AMOUNT					4,312.92 *	4,312.92

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD-RESC-Y-OBJT.S0-GOAL-FUNC-SCH-DD1-DD2	T9MPS			
104015/00	SHERWIN WILLIAMS						
170091	PO-170078	09/09/2016	3965-5	1	01-8150-0-4300.00-0000-8110-112-000-000 NN P	167.69	167.69
					SUPPLIES		
					TOTAL PAYMENT AMOUNT	167.69 *	167.69
104328/00	SHIMANOFF, PERRY	225645446					
170195	PO-170209	09/08/2016	GUSTINE UNIFIED SOFTWARE RENEW	1	01-8150-0-4313.00-0000-8110-112-000-000 NY F	2,150.00	2,000.00
					SOFTWARE - NON CURRICULA		
					TOTAL PAYMENT AMOUNT	2,000.00 *	2,000.00
104270/00	SHOES FOR CREWS						
170223	PO-170185	09/09/2016	7420579	1	01-9418-0-4300.00-0000-7405-112-000-000 NN P	770.54	770.54
					SUPPLIES		
170223	PO-170185	09/09/2016	7448072	1	01-9418-0-4300.00-0000-7405-112-000-000 NN P	48.16	48.16
					SUPPLIES		
					TOTAL PAYMENT AMOUNT	818.70 *	818.70
103946/00	SISC FLEX						
	PV-170123	09/09/2016	INSURANCE		01-0100-0-9555.00-0000-0000-000-000 NN		1,200.26
					125 DEP CARE & MED REIMBURSE		
					TOTAL PAYMENT AMOUNT	1,200.26 *	1,200.26
104826/00	SISC GASB 45 TRUST						
	PV-170133	09/09/2016	EIN 94-6002379		01-0000-0-3751.00-0000-7209-112-000-000 NN		61,845.00
					OPEB, ACTIVE EMP CERTIFICATED		
					TOTAL PAYMENT AMOUNT	61,845.00 *	61,845.00
080530/00	SISC III DENTAL	000000000					
	PV-170126	09/09/2016	INSURANCE AUG 16		01-0000-0-3402.00-0000-7110-112-000-000 NN		280.00
					HEALTH & WELFARE CLASSIFIED		
	PV-170126	09/09/2016	INSURANCE AUG 16		01-0100-0-9554.00-0000-0000-000-000 NN		12,416.30
					INSURANCE		
	PV-170126	09/09/2016	INSURANCE AUG 16		01-0000-0-3701.00-0000-7209-112-000-000 NN		112.00
					OPEB, ALLOCATED CERTIFICATED		
	PV-170126	09/09/2016	INSURANCE AUG 16		01-0000-0-9565.00-0000-7209-112-000-000 NN		1,568.00
					RETIREE INSURANCE LIAB/HOLDG		

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
080530 (CONTINUED)								
PV-170126	09/09/2016	INSURANCE AUG 16		01-0000-0-3702.00-0000-7209-112-000-000 NN				280.00
				OPEB, ALLOCATED CLASSIFIED				
PV-170126	09/09/2016	INSURANCE AUG 16		01-0000-0-9565.00-0000-7209-112-000-000 NN				427.00
				RETIREE INSURANCE LIAB/HOLDG				
				TOTAL PAYMENT AMOUNT		15,083.30 *		15,083.30
080531/00 SISC III HEALTH 000000000								
PV-170127	09/09/2016	INSURANCE AUG 16		01-0000-0-3402.00-0000-7110-112-000-000 NN				2,724.20
				HEALTH & WELFARE CLASSIFIED				
PV-170127	09/09/2016	INSURANCE AUG 16		01-0100-0-9554.00-0000-0000-000-000-000 NN				174,159.80
				INSURANCE				
PV-170127	09/09/2016	INSURANCE AUG 16		01-0000-0-3701.00-0000-7209-112-000-000 NN				12,150.00
				OPEB, ALLOCATED CERTIFICATED				
PV-170127	09/09/2016	INSURANCE AUG 16		01-0000-0-9565.00-0000-7209-112-000-000 NN				10,580.60
				RETIREE INSURANCE LIAB/HOLDG				
PV-170127	09/09/2016	INSURANCE AUG 16		01-0000-0-3702.00-0000-7209-112-000-000 NN				10,605.00
				OPEB, ALLOCATED CLASSIFIED				
PV-170127	09/09/2016	INSURANCE AUG 16		01-0000-0-9565.00-0000-7209-112-000-000 NN				1,916.00
				RETIREE INSURANCE LIAB/HOLDG				
				TOTAL PAYMENT AMOUNT		212,135.60 *		212,135.60
080532/00 SISC III VISION 000000000								
PV-170125	09/09/2016	INSURANCE AUG 16		01-0000-0-3402.00-0000-7110-112-000-000 NN				62.00
				HEALTH & WELFARE CLASSIFIED				
PV-170125	09/09/2016	INSURANCE AUG 16		01-0100-0-9554.00-0000-0000-000-000-000 NN				2,789.10
				INSURANCE				
PV-170125	09/09/2016	INSURANCE AUG 16		01-0000-0-3701.00-0000-7209-112-000-000 NN				24.80
				OPEB, ALLOCATED CERTIFICATED				
PV-170125	09/09/2016	INSURANCE AUG 16		01-0000-0-9565.00-0000-7209-112-000-000 NN				285.20
				RETIREE INSURANCE LIAB/HOLDG				
PV-170125	09/09/2016	INSURANCE AUG 16		01-0000-0-3702.00-0000-7209-112-000-000 NN				62.00
				OPEB, ALLOCATED CLASSIFIED				
PV-170125	09/09/2016	INSURANCE AUG 16		01-0000-0-9565.00-0000-7209-112-000-000 NN				111.60
				RETIREE INSURANCE LIAB/HOLDG				
				TOTAL PAYMENT AMOUNT		3,334.70 *		3,334.70

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
103613/00	SOLUTION TREE							
170162	PO-170126	08/29/2016 2008607		1 01-3010-0-5200.00-1110-1000-115-000-000	YN F		3,894.00	3,894.00
					TRAVEL & CONFERENCE			
170163	PO-170127	08/29/2016 2008606		1 01-3010-0-5200.00-1110-1000-115-000-000	YN F		2,876.70	2,596.00
					TRAVEL & CONFERENCE			
170174	PO-170164	09/07/2016 870241		1 01-0824-0-5200.00-1110-1000-110-000-000	NN F		2,474.85	2,007.00
					TRAVEL & CONFERENCE			
170218	PO-170170	09/08/2016 871008		1 01-0824-0-5200.00-0000-7410-310-000-108	NN F		3,245.00	3,245.00
					TRAVEL & CONFERENCE			
				TOTAL PAYMENT AMOUNT		11,742.00 *		11,742.00
				TOTAL USE TAX AMOUNT		486.75		
102511/00	SOUTHWEST SCHOOL & OFFICE							
	CL-160094	09/07/2016 PINV0153720		01-3010-0-4300.00-1110-1003-112-000-000	NN F		73.50	73.50
					SUPPLIES			
	CL-160095	09/07/2016 PINV0153136		01-3010-0-4300.00-1110-1003-112-000-000	NN C		1.72	0.00
					SUPPLIES			
	CL-160096	09/07/2016 PINV0153970		01-3010-0-4300.00-1110-1003-112-000-000	NN F		19.97	19.97
					SUPPLIES			
	CL-160097	09/07/2016 PINV0153618		01-3010-0-4300.00-1110-1003-112-000-000	NN P		51.01	51.01
					SUPPLIES			
	CL-160097	09/07/2016 PINV0153619		01-3010-0-4300.00-1110-1003-112-000-000	NN P		75.23	75.23
					SUPPLIES			
	CL-160097	09/07/2016 PINV0094823		01-3010-0-4300.00-1110-1003-112-000-000	NN P		16.88	16.88
					SUPPLIES			
	CL-160097	09/07/2016 PINV0149767		01-3010-0-4300.00-1110-1003-112-000-000	NN P		145.42	145.42
					SUPPLIES			
170001	PO-170001	08/26/2016 PINV0164852		1 01-3010-0-4300.00-1110-1000-110-000-000	NN P		398.48	398.48
					SUPPLIES			
170001	PO-170001	08/26/2016 PINV0161854		1 01-3010-0-4300.00-1110-1000-110-000-000	NN P		276.90	276.90
					SUPPLIES			
170001	PO-170001	08/26/2016 PINV0161656		1 01-3010-0-4300.00-1110-1000-110-000-000	NN P		280.62	280.62
					SUPPLIES			
170001	PO-170001	08/26/2016 PINV0161658		1 01-3010-0-4300.00-1110-1000-110-000-000	NN P		238.12	238.12
					SUPPLIES			
170001	PO-170001	08/26/2016 PINV0161660		1 01-3010-0-4300.00-1110-1000-110-000-000	NN P		248.52	248.52
					SUPPLIES			
170001	PO-170001	08/26/2016 PINV0161663		1 01-3010-0-4300.00-1110-1000-110-000-000	NN P		400.70	400.70
					SUPPLIES			
170001	PO-170001	08/26/2016 PINV0161675		1 01-3010-0-4300.00-1110-1000-110-000-000	NN P		257.50	257.50
					SUPPLIES			
170001	PO-170001	08/26/2016 PINV0161721		1 01-3010-0-4300.00-1110-1000-110-000-000	NN P		9.08	9.08
					SUPPLIES			
170001	PO-170001	08/26/2016 PINV0161737		1 01-3010-0-4300.00-1110-1000-110-000-000	NN P		344.77	344.77
					SUPPLIES			

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
102511 (CONTINUED)								
170001 PO-170001	08/26/2016	PINV0161801		1 01-3010-0-4300.00-1110-1000-110-000-000 NN P			400.47	400.47
				SUPPLIES				
170001 PO-170001	08/26/2016	PINV0161802		1 01-3010-0-4300.00-1110-1000-110-000-000 NN P			395.18	395.18
				SUPPLIES				
170001 PO-170001	08/26/2016	PINV0161803		1 01-3010-0-4300.00-1110-1000-110-000-000 NN P			399.77	399.77
				SUPPLIES				
170001 PO-170001	08/26/2016	PINV161804		1 01-3010-0-4300.00-1110-1000-110-000-000 NN P			240.36	240.36
				SUPPLIES				
170001 PO-170001	08/26/2016	PINV0161850		1 01-3010-0-4300.00-1110-1000-110-000-000 NN P			102.36	102.36
				SUPPLIES				
170001 PO-170001	08/26/2016	PINV0161851		1 01-3010-0-4300.00-1110-1000-110-000-000 NN P			205.80	205.80
				SUPPLIES				
170001 PO-170001	08/26/2016	PINV0163466		1 01-3010-0-4300.00-1110-1000-110-000-000 NN P			2.46	2.46
				SUPPLIES				
170001 PO-170001	08/26/2016	PINV0164797		1 01-3010-0-4300.00-1110-1000-110-000-000 NN P			51.58	51.58
				SUPPLIES				
170001 PO-170001	08/26/2016	PINV0165585		1 01-3010-0-4300.00-1110-1000-110-000-000 NN P			2.15	2.15
				SUPPLIES				
170001 PO-170001	08/26/2016	PINV0166020		1 01-3010-0-4300.00-1110-1000-110-000-000 NN P			399.07	399.07
				SUPPLIES				
170001 PO-170001	08/26/2016	PINV0166021		1 01-3010-0-4300.00-1110-1000-110-000-000 NN P			248.78	248.78
				SUPPLIES				
170001 PO-170001	08/26/2016	PINV0166022		1 01-3010-0-4300.00-1110-1000-110-000-000 NN P			229.48	229.48
				SUPPLIES				
170001 PO-170001	08/29/2016	CM107620		1 01-3010-0-4300.00-1110-1000-110-000-000 NN M			0.00	-51.58
				SUPPLIES				
170045 PO-170044	08/29/2016	PINV0161662		1 01-3010-0-4300.00-1110-1003-112-000-000 NN F			58.47	58.47
				SUPPLIES				
170048 PO-170047	08/29/2016	PINV0161664		1 01-0824-0-4300.00-1110-1000-115-000-000 NN P			109.09	109.09
				SUPPLIES				
170048 PO-170047	08/29/2016	PINV0161673		1 01-0824-0-4300.00-1110-1000-115-000-000 NN P			249.75	249.75
				SUPPLIES				
170048 PO-170047	08/29/2016	PINV0161712		1 01-0824-0-4300.00-1110-1000-115-000-000 NN P			242.83	242.83
				SUPPLIES				
170048 PO-170047	08/29/2016	PINV0161776		1 01-0824-0-4300.00-1110-1000-115-000-000 NN P			117.59	117.59
				SUPPLIES				
170048 PO-170047	08/29/2016	PINV0161786		1 01-0824-0-4300.00-1110-1000-115-000-000 NN P			246.94	246.94
				SUPPLIES				
170048 PO-170047	08/29/2016	PINV0161791		1 01-0824-0-4300.00-1110-1000-115-000-000 NN P			183.49	183.49
				SUPPLIES				
170048 PO-170047	08/29/2016	PINV0157515		1 01-0824-0-4300.00-1110-1000-115-000-000 NN P			281.92	281.92
				SUPPLIES				
170048 PO-170047	08/29/2016	PINV0168861		1 01-0824-0-4300.00-1110-1000-115-000-000 NN P			13.74	13.74
				SUPPLIES				
170048 PO-170047	09/07/2016	PINV0177583		1 01-0824-0-4300.00-1110-1000-115-000-000 NN P			20.16	20.16
				SUPPLIES				

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2	ABA num T9MPS	Account num	Liq Amt	Net Amount
102511 (CONTINUED)								
170131 PO-170146	09/07/2016	PINV0170681		1 01-3010-0-4300.00-1110-1000-110-000-000	NN F		208.44	208.44
				SUPPLIES				
170179 PO-170173	09/07/2016	PINV0179604		1 01-0824-0-4300.00-1110-1000-115-000-000	NN P		246.88	246.88
				SUPPLIES				
				TOTAL PAYMENT AMOUNT			7,441.88 *	7,441.88
103885/00 STANDARD INSURANCE COMPANY								
PV-170124	09/09/2016	CT 501236 AUG 16		01-0100-0-9556.00-0000-0000-000-000-000	NN			1,781.14
				MISC DISTRICT VOL-DEDS (1)				
				TOTAL PAYMENT AMOUNT			1,781.14 *	1,781.14
100968/00 STANISLAUS COUNTY								
PV-170137	09/09/2016	ADA FOR STUDENTS		01-0000-0-7142.00-0000-9200-000-000-000	NN			11,211.38
				OTH TUIT,EXC CST PMT TO COE				
				TOTAL PAYMENT AMOUNT			11,211.38 *	11,211.38
102154/00 STAPLES								
170193 PO-170211	09/09/2016	1623478181		1 01-8150-0-4300.00-0000-8110-112-000-000	NN F		1,425.24	1,112.36
				SUPPLIES				
				TOTAL PAYMENT AMOUNT			1,112.36 *	1,112.36
103447/00 SYNCB/AMAZON								
CL-160035	09/09/2016	290485207956		01-0000-0-4350.00-0000-7200-112-000-000	NN P		648.94	660.79
				OFFICE SUPPLIES				
CL-160036	09/09/2016	154362084583		01-0824-0-4300.00-1110-1000-310-000-000	NN P		113.37	113.37
				SUPPLIES				
CL-160036	09/09/2016	154360648084		01-0824-0-4300.00-1110-1000-310-000-000	NN P		161.99	161.99
				SUPPLIES				
CL-160036	09/09/2016	084453034488		01-0824-0-4300.00-1110-1000-310-000-000	NN P		223.53	223.53
				SUPPLIES				
CL-160036	09/09/2016	154363418240		01-0824-0-4300.00-1110-1000-310-000-000	NN P		309.99	309.99
				SUPPLIES				
CL-160036	09/09/2016	248419345314		01-0824-0-4300.00-1110-1000-310-000-000	NN P		83.11	83.11
				SUPPLIES				
CL-160036	09/09/2016	CLOSE OUT		01-0824-0-4300.00-1110-1000-310-000-000	NN C		179.04	0.00
				SUPPLIES				
CL-160060	09/09/2016	NOT NEEDED		01-0824-0-4300.00-1110-1000-115-000-000	NN C		1,943.00	0.00
				SUPPLIES				

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD-RESC-Y-OBJT.S0-GOAL-FUNC-SCH-DD1-DD2 T9MPS	ABA num	Account num	Liq Amt	Net Amount
103447 (CONTINUED)								
170113	PO-170109	09/09/2016	171769730123	1 01-8150-0-4300.00-0000-8110-112-000-000 NN F			357.30	357.30
				SUPPLIES				
170124	PO-170116	09/09/2016	145558037814	1 01-0000-0-4300.00-0000-7200-112-000-000 NN P			17.92	17.92
				SUPPLIES				
170124	PO-170116	09/09/2016	042050050053	1 01-0000-0-4300.00-0000-7200-112-000-000 NN P			33.12	33.12
				SUPPLIES				
170124	PO-170116	09/09/2016	087051149938	1 01-0000-0-4300.00-0000-7200-112-000-000 NN P			57.09	57.09
				SUPPLIES				
170124	PO-170116	09/09/2016	095129290291	1 01-0000-0-4300.00-0000-7200-112-000-000 NN P			77.83	77.83
				SUPPLIES				
170124	PO-170116	09/09/2016	034069640331	1 01-0000-0-4300.00-0000-7200-112-000-000 NN P			29.98	29.98
				SUPPLIES				
170124	PO-170116	09/09/2016	034063683024	1 01-0000-0-4300.00-0000-7200-112-000-000 NN P			27.00	27.00
				SUPPLIES				
	PV-170144	09/09/2016	171769730123	01-8150-0-4300.00-0000-8110-112-000-000 NN				36.58
				SUPPLIES				
TOTAL PAYMENT AMOUNT							2,189.60 *	2,189.60

104696/00 SYNCB/AMAZON

170019	PO-170015	09/09/2016	112022967034	1 01-0824-0-4300.00-1110-1000-310-000-000 NN P			168.60	168.60
				SUPPLIES				
170019	PO-170015	09/09/2016	018619381185	1 01-0824-0-4300.00-1110-1000-310-000-000 NN P			56.97	56.97
				SUPPLIES				
170019	PO-170015	09/09/2016	018610642244	1 01-0824-0-4300.00-1110-1000-310-000-000 NN P			664.65	664.65
				SUPPLIES				
170019	PO-170015	09/09/2016	018614763119	1 01-0824-0-4300.00-1110-1000-310-000-000 NN P			664.65	664.65
				SUPPLIES				
170019	PO-170015	09/09/2016	018613630820	1 01-0824-0-4300.00-1110-1000-310-000-000 NN P			702.63	702.63
				SUPPLIES				
170019	PO-170015	09/09/2016	295089778943	1 01-0824-0-4300.00-1110-1000-310-000-000 NN P			66.95	66.95
				SUPPLIES				
170019	PO-170015	09/09/2016	018615905218	1 01-0824-0-4300.00-1110-1000-310-000-000 NN P			132.93	132.93
				SUPPLIES				
170019	PO-170015	09/09/2016	018619590074	1 01-0824-0-4300.00-1110-1000-310-000-000 NN P			303.84	303.84
				SUPPLIES				
170019	PO-170015	09/09/2016	018616084792	1 01-0824-0-4300.00-1110-1000-310-000-000 NN P			702.63	702.63
				SUPPLIES				
170019	PO-170015	09/09/2016	278368132371	1 01-0824-0-4300.00-1110-1000-310-000-000 NN P			87.99	87.99
				SUPPLIES				
170019	PO-170015	09/09/2016	042743626266	1 01-0824-0-4300.00-1110-1000-310-000-000 NN P			65.39	65.39
				SUPPLIES				
170019	PO-170015	09/09/2016	300359630726	1 01-0824-0-4300.00-1110-1000-310-000-000 NN P			80.61	80.61
				SUPPLIES				

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
TOTAL PAYMENT AMOUNT					3,697.84 *			3,697.84
103271/00	TAYLOR, KIMBERLEE							
PV-170070	08/29/2016	PLC CONF REIMB		01-3010-0-5200.00-1110-1000-115-000-000	NN			255.70
				TRAVEL & CONFERENCE				
TOTAL PAYMENT AMOUNT					255.70 *			255.70
104599/00	TAYLOR, PAULINA							
170281 PO-170288	09/07/2016	LINK CREW REIMB	1	01-0824-0-4300.00-1110-1000-310-000-000	NN F		167.22	167.22
				SUPPLIES				
TOTAL PAYMENT AMOUNT					167.22 *			167.22
104288/00	TESEI PETROLEUM							
PV-170076	08/29/2016	58135		01-0823-0-4341.00-0000-3600-112-000-000	NN			689.37
				GAS, OIL LUBE, ETC				
PV-170077	08/29/2016	58041		01-0000-0-4341.00-0000-8200-112-000-000	NN			296.04
				GAS, OIL LUBE, ETC				
PV-170077	08/29/2016	58041		01-8150-0-4341.00-0000-8110-112-000-000	NN			101.99
				GAS, OIL LUBE, ETC				
PV-170094	09/07/2016	58983		01-7010-0-4300.00-1110-1000-310-000-000	NN			85.59
				SUPPLIES				
PV-170094	09/07/2016	58983		01-1100-0-4300.00-1801-4200-310-000-000	NN			24.29
				SUPPLIES				
PV-170094	09/07/2016	58983		01-0000-0-4341.00-0000-8200-112-000-000	NN			214.42
				GAS, OIL LUBE, ETC				
PV-170094	09/07/2016	58983		01-8150-0-4341.00-0000-8110-112-000-000	NN			231.07
				GAS, OIL LUBE, ETC				
PV-170094	09/07/2016	58983		01-0823-0-4341.00-0000-3600-112-000-000	NN			85.20
				GAS, OIL LUBE, ETC				
PV-170095	09/07/2016	59287		01-0823-0-4341.00-0000-3600-112-000-000	NN			2,085.28
				GAS, OIL LUBE, ETC				
TOTAL PAYMENT AMOUNT					3,813.25 *			3,813.25
020571/00	THE OFFICE CITY		000000000					
170003 PO-170031	08/26/2016	1372789	1	01-0824-0-4300.00-1110-1000-310-000-000	NN P		226.07	226.07
				SUPPLIES				
170003 PO-170031	08/26/2016	1373003	1	01-0824-0-4300.00-1110-1000-310-000-000	NN F		141.13	121.69
				SUPPLIES				
170002 PO-170104	08/26/2016	1372788	1	01-0824-0-4300.00-1110-1000-310-000-000	NN F		388.97	388.97
				SUPPLIES				

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
020571 (CONTINUED)								
170125 PO-170152	08/26/2016	1376127		1 01-0824-0-4300.00-1110-1000-310-000-000		NN F	140.40	140.40
						SUPPLIES		
				TOTAL PAYMENT AMOUNT		877.13 *		877.13
104931/00 THE PLAZA SUITES								
170141 PO-170124	08/29/2016	GUSTINE UNIFIED ROOMS		1 01-0000-0-5200.00-0000-7200-112-000-000		NN F	1,099.11	921.51
						TRAVEL & CONFERENCE		
				TOTAL PAYMENT AMOUNT		921.51 *		921.51
102207/00 TIDMORE FLAGS								
170142 PO-170140	09/09/2016	163123		1 01-1100-0-4300.00-1110-1000-110-000-000		NN F	47.40	47.40
						SUPPLIES		
				TOTAL PAYMENT AMOUNT		47.40 *		47.40
104126/00 TIME FOR KIDS								
170135 PO-170142	09/09/2016	1740846272		1 01-6300-0-4300.00-1110-1000-110-000-000		NN F	446.00	446.00
						SUPPLIES		
				TOTAL PAYMENT AMOUNT		446.00 *		446.00
102278/00 TRAVIS, LISA								
PO-160918	09/08/2016	AVID CONF REIMB		1 01-3010-0-5200.00-1110-1000-115-000-000		NN F	310.68	255.61
						TRAVEL & CONFERENCE		
PV-170105	09/08/2016	PLC CONF REIMB		01-3010-0-5200.00-1110-1000-115-000-000		NN		283.80
						TRAVEL & CONFERENCE		
				TOTAL PAYMENT AMOUNT		539.41 *		539.41
104836/00 TWO WAY DIRECT								
170133 PO-170144	08/29/2016	26535		1 01-0824-0-4300.00-1110-1000-110-000-000		NN F	2,332.80	2,332.80
						SUPPLIES		
				TOTAL PAYMENT AMOUNT		2,332.80 *		2,332.80

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount

104936/00	U.S. BANK							
PV-170088	09/07/2016	ADMIN RETREAT EXPENSES		01-0000-0-5200.00-0000-2700-112-000-000 NN				2,927.39
				TRAVEL & CONFERENCE				
		TOTAL PAYMENT AMOUNT			2,927.39 *			2,927.39
104323/00	U.S. BANK EQUIPMENT FINANCE							
PV-170109	09/08/2016	312080757		01-0000-0-5620.00-0000-2700-112-000-000 NN				1,144.08
				RENTALS, LEASES OF EQUIPMENT				
PV-170113	09/08/2016	312079478		01-1100-0-5620.00-1110-1000-110-000-000 NN				234.97
				RENTALS, LEASES OF EQUIPMENT				
PV-170114	09/08/2016	312079809		01-0000-0-5620.00-0000-2700-112-000-000 NN				917.14
				RENTALS, LEASES OF EQUIPMENT				
PV-170114	09/08/2016	312079809		01-1100-0-5620.00-1110-1000-110-000-000 NN				917.14
				RENTALS, LEASES OF EQUIPMENT				
PV-170114	09/08/2016	312079809		01-3010-0-5620.00-1110-1000-111-000-000 NN				917.14
				RENTALS, LEASES OF EQUIPMENT				
PV-170114	09/08/2016	312079809		01-1100-0-5620.00-1110-1000-115-000-000 NN				1,375.71
				RENTALS, LEASES OF EQUIPMENT				
PV-170114	09/08/2016	312079809		01-1100-0-5620.00-1110-1000-310-000-000 NN				2,292.83
				RENTALS, LEASES OF EQUIPMENT				
		TOTAL PAYMENT AMOUNT			7,799.01 *			7,799.01
092087/00	VALLEY PARTS SERVICE		770001024					
170241	PO-170224	09/08/2016	267005	1	01-0823-0-4344.00-0000-3600-112-000-000 NN P		104.35	104.35
					REPLACEMENT PARTS			
170275	PO-170239	08/26/2016	267004	1	01-0823-0-5650.00-0000-3600-112-000-000 NN F		130.64	131.56
					REPAIRS/MAIN - VEHICLES			
		TOTAL PAYMENT AMOUNT				235.91 *		235.91
104503/00	VERIZON WIRELESS							
PV-170086	09/07/2016	9770689389		01-0000-0-5922.00-0000-2700-112-000-000 NN				603.35
				COMMUNICATION - TELEPHONE SVCS				
PV-170093	09/07/2016	9770689390		01-0000-0-5912.00-0000-7110-112-000-000 NN				326.04
				COMMUN - INTERNET SVCS/LINES				
		TOTAL PAYMENT AMOUNT				929.39 *		929.39

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2 T9MPS	ABA num	Account num	Liq Amt	Net Amount
104677/00	WHITFIELD, KERRY							
170153 PO-170133	09/07/2016	AVID CONF REIMB		1 01-0824-0-5200.00-1110-1000-310-000-000 NN F			239.01	221.15
				TRAVEL & CONFERENCE				
				TOTAL PAYMENT AMOUNT		221.15 *		221.15
098817/00	YANCEY HOME CENTER		000000000					
CL-160059	09/07/2016	A2016021058		01-8150-0-4300.00-0000-8110-112-000-000 NN P			7.51	7.51
				SUPPLIES				
CL-160059	09/07/2016	A2016022272		01-8150-0-4300.00-0000-8110-112-000-000 NN P			32.28	32.28
				SUPPLIES				
CL-160059	09/07/2016	A2016023357		01-8150-0-4300.00-0000-8110-112-000-000 NN P			9.63	9.63
				SUPPLIES				
CL-160059	09/07/2016	A2016023463		01-8150-0-4300.00-0000-8110-112-000-000 NN P			23.65	23.65
				SUPPLIES				
CL-160059	09/07/2016	R2016001245		01-8150-0-4300.00-0000-8110-112-000-000 NN P			6.42	6.42
				SUPPLIES				
CL-160059	09/07/2016	A2016024073		01-8150-0-4300.00-0000-8110-112-000-000 NN P			9.67	9.67
				SUPPLIES				
CL-160059	09/07/2016	A2016024580		01-8150-0-4300.00-0000-8110-112-000-000 NN P			43.43	43.43
				SUPPLIES				
CL-160059	09/07/2016	R2016001351		01-8150-0-4300.00-0000-8110-112-000-000 NN P			55.11	55.11
				SUPPLIES				
CL-160059	09/07/2016	R2016001399		01-8150-0-4300.00-0000-8110-112-000-000 NN P			19.44	19.44
				SUPPLIES				
CL-160059	09/07/2016	A2016026906		01-8150-0-4300.00-0000-8110-112-000-000 NN P			20.76	20.76
				SUPPLIES				
CL-160059	09/07/2016	R2016001560		01-8150-0-4300.00-0000-8110-112-000-000 NN P			9.68	9.68
				SUPPLIES				
CL-160059	09/07/2016	A2016027663		01-8150-0-4300.00-0000-8110-112-000-000 NN P			8.91	8.91
				SUPPLIES				
CL-160059	09/07/2016	A2016028584		01-8150-0-4300.00-0000-8110-112-000-000 NN P			3.64	3.64
				SUPPLIES				
CL-160059	09/07/2016	FCH215969		01-8150-0-4300.00-0000-8110-112-000-000 NN P			1.60	1.60
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016029039		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			17.00	17.00
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016030908		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			23.75	23.75
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016031096		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			15.06	15.06
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016031617		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			376.01	376.01
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016032033		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			81.52	81.52
				SUPPLIES				

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2 T9MPS	ABA num	Account num	Liq Amt	Net Amount
098817 (CONTINUED)								
170185 PO-170255	09/07/2016	A2016032773		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			1.82	1.82
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016032833		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			14.81	14.81
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016032875		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			9.10	9.10
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016034069		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			9.10	9.10
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016034125		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			9.47	9.47
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016034181		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			28.91	28.91
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016034750		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			31.43	31.43
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016034866		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			16.15	16.15
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016034925		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			32.23	32.23
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016035297		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			617.00	617.00
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016035326		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			23.65	23.65
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016035420		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			57.22	57.22
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016035859		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			18.87	18.87
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016036775		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			26.06	26.06
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016037022		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			431.41	431.41
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016037226		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			18.19	18.19
				SUPPLIES				
170185 PO-170255	09/07/2016	A2016037813		1 01-8150-0-4300.00-0000-8110-112-000-000 NN P			2.68	2.68
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		2,113.17 *		2,113.17
104319/00 YARD MASTERS INC.								
170114 PO-170110	09/09/2016	4417		1 01-0000-0-5802.00-0000-8110-112-000-000 NN F			651.50	651.50
				MAINTENANCE AGRMTS-NONEQUIP				
PV-170118	09/09/2016	4124		01-0000-0-5802.00-0000-8110-112-000-000 NN				8,490.00
				MAINTENANCE AGRMTS-NONEQUIP				
				TOTAL PAYMENT AMOUNT		9,141.50 *		9,141.50

014 Gustine Unified School Dist. J33796
SEPTEMBER 16 WARRANT REGISTER

ACCOUNTS PAYABLE PRELIST
BATCH: 0007 SEPTEMBER 16 WARRANT REG 1 << Open >>
FUND : 01 GENERAL FUND/COUNTY SSF

APY500 L.00.12 09/09/16 10:20 PAGE 41

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD-RESC-Y-OBJT.S0-GOAL-FUNC-SCH-DD1-DD2	T9MPS			

		TOTAL FUND	PAYMENT	869,047.72	**		869,047.72
		TOTAL USE TAX AMOUNT		562.86			

MERCED COUNTY OFFICE OF EDUCATION
WARRANT REGISTER BATCH COVER

Gustine

DATE: 9/9/16
DISTRICT FUND: 11 - 5074 BATCH# 7
DISTRICT NAME: 14 - GUSTINE UNIFIED SCHOOL DISTRICT
TOTAL AMOUNT OF REGISTER: \$ 1,057.50

01-5070
11-5074
13-5077
14-5072
17-5071
21-5066
25-5075
35-5078
40-5065

CHECK LIST FOR WARRANT REGISTERS
(PLEASE CHECKMARK EACH)

- Verify cash for each fund
- Ensure deposits have been made at the County Treasurer by 11 a.m.
- Provide all pages of prelist and Cover Sheet for each fund on prelist (even if zero)
- Retain original prelist for your records
- Proper signed authorization for each batch

ALL BATCHES MUST BE RELEASED AND HELD FOR AUDIT

DISTRICT SERVICES USE ONLY

RECEIVED BY DISTRICT SERVICES: _____

AUDIT APPROVED: _____

CASH CHECKED: _____

RELEASED FOR PAYMENT: _____

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description			FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2 T9MPS		
101122/00	RAY MORGAN COMPANY						
CL-160092	09/08/2016	1288265		11-3926-0-5620.00-0000-2700-312-000-000	NN P	79.23	79.23
				RENTALS, LEASES OF EQUIPMENT			
CL-160092	09/08/2016	1286907		11-3926-0-5620.00-0000-2700-312-000-000	NN F	519.69	519.69
				RENTALS, LEASES OF EQUIPMENT			
			TOTAL PAYMENT AMOUNT		598.92 *		598.92
104323/00	U.S. BANK EQUIPMENT FINANCE						
PV-170114	09/08/2016	312079809		11-3926-0-5620.00-0000-2700-312-000-000	NN		229.29
				RENTALS, LEASES OF EQUIPMENT			
PV-170114	09/08/2016	312079809		11-3905-0-5620.00-0000-2700-312-000-000	NN		229.29
				RENTALS, LEASES OF EQUIPMENT			
			TOTAL PAYMENT AMOUNT		458.58 *		458.58
			TOTAL FUND	PAYMENT	1.057.50 **		1,057.50

MERCED COUNTY OFFICE OF EDUCATION
WARRANT REGISTER BATCH COVER

Gustine

DATE: 9/9/16
DISTRICT FUND: 13 - 5077 BATCH# 7
DISTRICT NAME: 14 - GUSTINE UNIFIED SCHOOL DISTRICT
TOTAL AMOUNT OF REGISTER: \$ 16,475.17

01-5070
11-5074
13-5077
14-5072
17-5071
21-5066
25-5075
35-5078
40-5065

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DISTRICT SERVICES USE ONLY

RECEIVED BY DISTRICT SERVICES: _____

AUDIT APPROVED: _____

CASH CHECKED: _____

RELEASED FOR PAYMENT: _____

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2 T9MPS	ABA num	Account num	Liq Amt	Net Amount
016633/00	CENTRAL SANITARY SUPPLY CO		000000000					
170108 PO-170106	08/29/2016	727719		1 13-5310-0-4300.00-0000-3700-112-000-000 NN P			386.57	386.57
				SUPPLIES				
170108 PO-170106	08/29/2016	727693		1 13-5310-0-4300.00-0000-3700-112-000-000 NN P			711.71	711.71
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		1,098.28 *		1,098.28
104773/00	CHARTWELLS DINING SERVICES							
PV-170138	09/09/2016	K29439024		13-5310-0-4700.00-0000-3700-112-000-000 NN				9,209.12
				FOOD				
PV-170138	09/09/2016	K29439024		13-5310-0-4700.00-0000-3700-112-000-000 NN				-1,396.00
				FOOD				
PV-170138	09/09/2016	K29439024		13-5310-0-4300.00-0000-3700-112-000-000 NN				649.32
				SUPPLIES				
PV-170138	09/09/2016	K29439024		13-5310-0-5866.00-0000-3700-112-000-000 NN				1,955.46
				PROFESSIONAL SERVICES				
PV-170138	09/09/2016	K29439024		13-5310-0-5899.00-0000-3700-112-000-000 NN				673.05
				OTHER SERVICES, FEES, OP EXPS				
				TOTAL PAYMENT AMOUNT		11,090.95 *		11,090.95
019127/00	COAST HARDWARE		000000000					
PV-170090	09/07/2016	323675		13-5310-0-4300.00-0000-3700-112-000-000 NN				17.24
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		17.24 *		17.24
102122/00	FEDEX KINKO'S							
170118 PO-170113	08/26/2016	ACCT 0000280485		1 13-5310-0-4300.00-0000-3700-112-000-000 NN P			687.08	687.08
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		687.08 *		687.08
073088/00	GUSTINE SCHOOL DISTRICT		000000000					
RC-170004	09/08/2016	CAFETERIA STAFF MEETING LUNCH		13-5310-0-4300.00-0000-3700-112-000-000 N				147.83
				SUPPLIES				
				TOTAL PAYMENT AMOUNT		147.83 *		147.83

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
104966/00	KNG INTERNATIONAL							
170224	PO-170186	08/29/2016 UPDATED AMOUNT		1	13-5310-0-4300.00-0000-3700-112-000-000	NN C	150.06	0.00
					SUPPLIES			
					TOTAL PAYMENT AMOUNT	0.00 *		0.00
104324/00	MACIEL, NANCY							
	PV-170104	09/08/2016 BANNER PICKUP MILEAGE REIMB		13	5310-0-5230.00-0000-3700-112-000-000	NN		67.50
					MILEAGE			
					TOTAL PAYMENT AMOUNT	67.50 *		67.50
104327/00	MODESTO REFRIGERATION INC							
170109	PO-170107	08/29/2016 0000017414		1	13-5310-0-5640.00-0000-3700-112-000-000	NN P	216.64	216.64
					REPAIRS/MAINT OF EQUIPMENT			
170199	PO-170166	09/07/2016 0000017582		1	13-5310-0-4400.00-0000-3700-112-000-000	NN F	3,259.08	3,036.58
					NON-CAPITALIZED EQUIPMENT			
					TOTAL PAYMENT AMOUNT	3,253.22 *		3,253.22
104288/00	TESEI PETROLEUM							
	PV-170094	09/07/2016 58983		13	5310-0-4341.00-0000-3700-112-000-000	NN		113.07
					GAS, OIL LUBE, ETC			
					TOTAL PAYMENT AMOUNT	113.07 *		113.07
					TOTAL FUND PAYMENT	16,475.17 **		16,475.17

MERCED COUNTY OFFICE OF EDUCATION
WARRANT REGISTER BATCH COVER

Gustine

DATE: 9/9/16
DISTRICT FUND: 14 - 5072 BATCH# 7
DISTRICT NAME: 14 - GUSTINE UNIFIED SCHOOL DISTRICT
TOTAL AMOUNT OF REGISTER: \$ 43,307.98

01-5070
11-5074
13-5077
14-5072
17-5071
21-5066
25-5075
35-5078
40-5065

CHECK LIST FOR WARRANT REGISTERS
(PLEASE CHECKMARK EACH)

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ALL BATCHES MUST BE RELEASED AND HELD FOR AUDIT

DISTRICT SERVICES USE ONLY

RECEIVED BY DISTRICT SERVICES: _____

AUDIT APPROVED: _____

CASH CHECKED: _____

RELEASED FOR PAYMENT: _____

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
013997/00	CAL COATING ASPHALT		000000000					
170094	PO-170081	08/26/2016 4355		1 14-0000-0-6170.00-0000-8500-112-000-000	NN F		11,931.00	11,931.00
				LAND IMPROVEMENTS -				
170095	PO-170082	08/26/2016 4356		1 14-0000-0-6170.00-0000-8500-112-000-000	NN F		16,983.00	16,983.00
				LAND IMPROVEMENTS -				
170096	PO-170083	08/26/2016 4357		1 14-0000-0-6170.00-0000-8500-112-000-000	NN F		10,983.00	10,983.00
				LAND IMPROVEMENTS -				
170143	PO-170139	08/26/2016 4354		1 14-0000-0-6170.00-0000-8500-112-000-000	NN F		3,410.98	3,410.98
				LAND IMPROVEMENTS -				
				TOTAL PAYMENT AMOUNT			43,307.98 *	43,307.98
				TOTAL FUND PAYMENT			43,307.98 **	43,307.98

MERCED COUNTY OFFICE OF EDUCATION
WARRANT REGISTER BATCH COVER

Gustine

DATE: 9/9/16
DISTRICT FUND: ~~01-5070~~ 21-5066 BATCH# 7
DISTRICT NAME: 14 - GUSTINE UNIFIED SCHOOL DISTRICT
TOTAL AMOUNT OF REGISTER: \$ 337,395.10

01-5070
11-5074
13-5077
14-5072
17-5071
21-5066
25-5075
35-5078
40-5065

CHECK LIST FOR WARRANT REGISTERS
(PLEASE CHECKMARK EACH)

- Verify cash for each fund
- Ensure deposits have been made at the County Treasurer by 11 a.m.
- Provide all pages of prelist and Cover Sheet for each fund on prelist (even if zero)
- Retain original prelist for your records
- Proper signed authorization for each batch

ALL BATCHES MUST BE RELEASED AND HELD FOR AUDIT

DISTRICT SERVICES USE ONLY

RECEIVED BY DISTRICT SERVICES: _____

AUDIT APPROVED: _____

CASH CHECKED: _____

RELEASED FOR PAYMENT: _____

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD-RESC-Y-OBJT.SO-GOAL-FUNC-SCH-DD1-DD2 T9MPS				
103183/00	BOVEE ENVIRONMENTAL MANAGEMENT						
170253	PO-170252	09/07/2016	22924	1 21-0000-6-6290.00-0000-8500-310-000-438	NN P	325.00	325.00
				INSPECTION			
170253	PO-170252	09/07/2016	22793	1 21-0000-6-6290.00-0000-8500-310-000-438	NN P	550.00	550.00
				INSPECTION			
170253	PO-170252	09/07/2016	22584	1 21-0000-6-6290.00-0000-8500-310-000-438	NN P	550.00	550.00
				INSPECTION			
170253	PO-170252	09/07/2016	22645	1 21-0000-6-6290.00-0000-8500-310-000-438	NN P	175.00	175.00
				INSPECTION			
				TOTAL PAYMENT AMOUNT		1,600.00 *	1,600.00
104863/00	CALIFORNIA DESIGN WEST INC.						
	CL-160098	09/08/2016	191503-10	21-0000-6-6215.00-0000-8500-310-000-434	NN F	11,287.50	11,287.50
				ARCHITECT/ ENGINEERING FEES			
	CL-160099	09/08/2016	191502-10	21-0000-6-6215.00-0000-8500-310-000-433	NN F	83,325.00	83,325.00
				ARCHITECT/ ENGINEERING FEES			
	CL-160100	09/08/2016	191501-10	21-0000-6-6215.00-0000-8500-310-000-438	NN F	9,225.00	9,225.00
				ARCHITECT/ ENGINEERING FEES			
	CL-160101	09/08/2016	191601-3	21-0000-6-6215.00-0000-8500-115-000-337	NN F	36,060.00	36,060.00
				ARCHITECT/ ENGINEERING FEES			
	PO-161128	08/29/2016	191501-11	1 21-0000-6-6215.00-0000-8500-310-000-438	NN P	11,531.25	11,531.25
				ARCHITECT/ ENGINEERING FEES			
				TOTAL PAYMENT AMOUNT		151,428.75 *	151,428.75
104921/00	CT BRAYTON & SONS, INC.						
170382	PO-170340	09/08/2016	MANUNI1	1 21-0000-6-6200.00-0000-8500-310-000-438	NN P	176,605.35	176,605.35
				BUILDINGS & IMPROVEMNT OF BLDG			
				TOTAL PAYMENT AMOUNT		176,605.35 *	176,605.35
104946/00	TECHNICON ENGINEERING SERVICES						
	PO-161134	09/08/2016	11584	1 21-0000-6-6240.00-0000-8500-310-000-400	NN P	481.00	481.00
				PRELIMINARY TESTING			
				TOTAL PAYMENT AMOUNT		481.00 *	481.00
102107/00	UNITED INSPECTION INC		568472939				
	PO-161129	09/09/2016	11846	1 21-0000-7-6290.00-0000-8500-310-000-438	NN P	3,640.00	3,640.00
				INSPECTION			
	PO-161130	08/29/2016	11815	1 21-0000-6-6290.00-0000-8500-310-000-438	NN F	3,640.00	3,640.00
				INSPECTION			

014 Gustine Unified School Dist. J33796
SEPTEMBER 16 WARRANT REGISTER

ACCOUNTS PAYABLE PRELIST APY500 L.00.12 09/09/16 10:20 PAGE 47
BATCH: 0007 SEPTEMBER 16 WARRANT REG 1 << Open >>
FUND : 21 BUILDING FUND - BOND PROCEEDS

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD-RESC-Y-OBJT.S0-GOAL-FUNC-SCH-DD1-DD2	T9MPS			
TOTAL PAYMENT AMOUNT				7,280.00 *			7,280.00
TOTAL FUND			PAYMENT	337,395.10 **			337,395.10

MERCED COUNTY OFFICE OF EDUCATION
WARRANT REGISTER BATCH COVER

Gustine

DATE: 9/9/16
DISTRICT FUND: 25 - 5075 BATCH# 7
DISTRICT NAME: 14 - GUSTINE UNIFIED SCHOOL DISTRICT
TOTAL AMOUNT OF REGISTER: \$ 269.38

01-5070
11-5074
13-5077
14-5072
17-5071
21-5066
25-5075
35-5078
40-5065

CHECK LIST FOR WARRANT REGISTERS
(PLEASE CHECKMARK EACH)

- Verify cash for each fund
- Ensure deposits have been made at the County Treasurer by 11 a.m.
- Provide all pages of prelist and Cover Sheet for each fund on prelist (even if zero)
- Retain original prelist for your records
- Proper signed authorization for each batch

ALL BATCHES MUST BE RELEASED AND HELD FOR AUDIT

DISTRICT SERVICES USE ONLY

RECEIVED BY DISTRICT SERVICES: _____

AUDIT APPROVED: _____

CASH CHECKED: _____

RELEASED FOR PAYMENT: _____

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
006217/00	ATKINSON ANDELSON LOYA		953378600					
	PV-170081	09/07/2016 502927		25-0000-0-5801.00-0000-8500-112-000-000 NY				196.88
				LEGAL FEES				
				TOTAL PAYMENT AMOUNT	196.88 *			196.88
077948/00	JACK SCHREDER & ASSOCIATES INC		680119963					
	PV-170066	08/29/2016 28146		25-0000-0-5866.00-0000-8500-112-000-000 NN				72.50
				PROFESSIONAL SERVICES				
				TOTAL PAYMENT AMOUNT	72.50 *			72.50
				TOTAL FUND PAYMENT	269.38 **			269.38
				TOTAL BATCH PAYMENT	1,267,552.85 ***	0.00		1,267,552.85
				TOTAL USE TAX AMOUNT	562.86			
				TOTAL DISTRICT PAYMENT	1,267,552.85 ****	0.00		1,267,552.85
				TOTAL USE TAX AMOUNT	562.86			
				TOTAL FOR ALL DISTRICTS:	1,267,552.85 ****	0.00		1,267,552.85
				TOTAL USE TAX AMOUNT	562.86			

Number of checks to be printed: 168, not counting voids due to stub overflows.
 Number of zero dollar checks: 2, will be printed.

GUSTINE UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees

MEETING DATE:

September 14, 2016

AGENDA ITEM TITLE: Board Policy Updates

AGENDA SECTION: Action

PRESENTED BY: Bill Morones, Superintendent

SUMMARY:

The attached CSBA Manual Maintenance Service Checklists listing the policies which need to be updated as of May 2016. Once approved by the Board, CSBA will return a paper for inclusion in the hard-copy manual and will post the updates on GAMUT Online, available from the District's website.

FISCAL IMPACT: None

BUDGET CATEGORY: None

RECOMMENDED ACTION: Approve

CSBA MANUAL MAINTENANCE SERVICE CHECKLIST – May 2016

District Name: _____

Contact Name: _____ Phone: _____ Email: _____

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
E 0420.41	Charter School Oversight		
BP 1230	School-Connected Organizations		
AR 1230	School-Connected Organizations		
BP 3311	Bids		
BP 3541.2	Transportation for Students with Disabilities		
AR 3541.2	Transportation for Students with Disabilities	Delete AR <input type="checkbox"/> Yes <input type="checkbox"/> No	
BP 3580	District Records		
BP 4112.24	Teacher Qualifications Under the No Child Left Behind Act	Delete BP <input type="checkbox"/> Yes <input type="checkbox"/> No	
AR 4112.24	Teacher Qualifications Under the No Child Left Behind Act	Delete AR <input type="checkbox"/> Yes <input type="checkbox"/> No	
E(1) / E(2) 4112.24	Teacher Qualifications Under the No Child Left Behind Act	Delete E(1)/E(2) <input type="checkbox"/> Yes <input type="checkbox"/> No	
AR 4217.11	Preretirement Part-Time Employment		
E 5145.6	Parental Notifications		
BP 6200	Adult Education	OPTION 1: <input type="checkbox"/> OPTION 2: <input type="checkbox"/>	
AR 6200	Adult Education		
BB 9222	Resignation		
BB 9270	Conflict of Interest		
E 9270	Conflict of Interest		

POLICY GUIDE SHEET

May 2016

Page 1 of 3

Note: Descriptions below identify major revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

E 0420.41 - Charter School Oversight

(E revised)

Exhibit updated to reflect **NEW LAWS** (2015) which add requirements for charter schools to adopt a math placement policy (SB 359), provide lactation accommodations for students (AB 302), comply with law pertaining to the education of foster youth (SB 445), and retroactively grant a diploma to students who met all graduation requirements except the high school exit examination (SB 172). Item also added to reflect requirement of California Constitution to annually issue a school accountability report card, applicable to charter schools pursuant to Education Code 47612(c). Exhibit deletes items related to the qualifications of teachers and paraprofessionals under the No Child Left Behind Act, repealed by **NEW FEDERAL LAW** (Every Student Succeeds Act, P.L. 114-95), and revises item related to student assessment to reflect the suspension of the high school exit examination through the 2017-18 school year (SB 172).

BP/AR 1230 - School-Connected Organizations

(BP/AR revised)

Policy and regulation updated to clarify the relationship between the district and a school-connected organization, such as a booster club, parent-teacher organization, or other nonstudent organization. Policy adds material regarding the establishment of such organizations as separate legal entities subject to their own bylaws and rules, delegates the responsibility to approve organizations' fundraisers to the superintendent or designee, and reflects legal requirement that donations and participation in fundraising activities be voluntary. Regulation adds authority of the district to revoke an organization's authorization to conduct activities in the district when necessary, and adds rules designed to maintain the organization's status as a separate entity from the district based on recommendations in the Fiscal Crisis and Management Assistance Team's guidebook updated in 2015.

BP/AR 3311 - Bids

(BP/AR revised)

Policy and regulation updated to include requirements for districts that choose to use the alternative Uniform Public Construction Cost Accounting Act (UPCCAA) for contracting for public works projects. Policy and regulation also updated to reflect **NEW LAW** (AB 1358, 2015) which authorizes a district to award a design-build contract for a public works project in excess of \$1 million on the basis of either low bid or "best value," as defined. Regulation also reflects new 2016 bid limit established by the Superintendent of Public Instruction for specified projects, and adds new section on "Lease-Leaseback Contract" reflecting legal requirements and **NEW COURT DECISION** (McGee v. Balfour Beatty Construction LLC).

BP/AR 3541.2 - Transportation for Students with Disabilities

(BP revised; AR deleted)

Policy updated to clarify the policy's applicability to students receiving services pursuant to Section 504 of the federal Rehabilitation Act of 1973, add sample criteria for individualized education program (IEP) teams to use when determining a student's transportation needs, and add material re: the provision of information to IEP teams. Regulation deleted and material moved to BP re: provision of alternative transportation when a student is excluded from school bus transportation for a disciplinary or other reason, assurance that a contract with a nonpublic, nonsectarian school or agency addresses transportation as necessary, and transportation of service animals.

POLICY GUIDE SHEET

May 2016

Page 2 of 3

BP 3580 - District Records

(BP revised)

Policy updated to reflect legal requirement to disclose any breach of security of district records that contain personal information, as defined, by providing a written or electronic notification that meets the content and formatting requirements specified in law.

BP/AR/E(1)/E(2) 4112.24 - Teacher Qualifications Under the No Child Left Behind Act

(BP/AR/E deleted)

Policy, regulation, and exhibits deleted since **NEW FEDERAL LAW** (P.L. 114-95) repealed requirements that teachers meet criteria of "highly qualified" teachers, as defined.

AR 4217.11 - Preretirement Part-Time Employment

(AR revised)

Regulation updated to clarify that the regulation is mandated for districts that choose to offer a reduced workload program, which allows classified employees who are members of the Public Employees' Retirement System to reduce their workload to part time while continuing to receive the service credit and other benefits they would have received as full-time employees. Eligibility criteria revised to more directly reflect law. New material reflects requirements re: verification of employee's eligibility, and clarifies that other employees may be allowed to work part time without the benefits of the reduced workload program.

E 5145.6 - Parental Notifications

(E revised)

Exhibit updated to delete parental notification related to the high school exit examination, suspended through the 2017-18 school year pursuant to **NEW LAW** (SB 172), and notifications repealed by **NEW FEDERAL LAW** (P.L. 114-95) including notices related to the identification of a school or district for program improvement, availability of supplemental educational services to eligible students in schools identified for program improvement, and failure to make "adequate yearly progress." Item revised to reflect P.L. 114-95 requirement to notify parents/guardians when their child is taught for four or more weeks by a teacher who does not meet state certification requirements. Exhibit also adds notices related to a breach of security of district records containing personal information, exemption of a homeless student from local graduation requirements, and child care and development program operations including approval/denial of subsidized services, a change in the level of service, and fees.

BP/AR 6200 - Adult Education

(BP/AR revised)

Policy and regulation updated to reflect **NEW LAW** (AB 104, 2015) which establishes the Adult Education Block Grant to fund specified types of programs and coordinate services through regional consortia. Policy also describes other possible funding sources for adult education, clarifies that adult education courses must be approved by the California Department of Education as well as the district board, adds material on teacher qualifications, moves material from AR to BP re: graduation requirements, and adds material on program evaluation. Regulation also deletes prohibition against enrolling students with an F-1 visa, reflects law prohibiting offering a course exclusively through adult education if the course is required for high school graduation or academic progress, and condenses and moves material on community service classes into section on "Programs and Courses."

BB 9222 - Resignation

(BB revised)

Bylaw updated to clarify the effective date of a resignation of a member of the board, the need for the board to fill the vacancy by ordering an election or making a provisional appointment as appropriate, and the need for the resigning member to file a revised Statement of Economic Interest/Form 700.

POLICY GUIDE SHEET

May 2016

Page 3 of 3

BB/E 9270 - Conflict of Interest

(BB/E revised)

Bylaw reorganized and updated to reflect requirement to submit the conflict of interest code to the code reviewing body (i.e., county board of supervisors or Fair Political Practices Commission, as appropriate) by the deadline established by the code reviewing body, merge material on the "rule of necessity" into the section "Conflict of Interest under the Political Reform Act," expand material on "noninterests" in the section "Conflict of Interest under Government Code 1090 - Financial Interest in a Contract" to include additional examples of noninterests, and include the exceptions to the gift limitation. Exhibit revised to update legal citations.

CSBA Sample Exhibit

Philosophy, Goals, Objectives, and Comprehensive Plans

E 0420.41(a)

CHARTER SCHOOL OVERSIGHT

REQUIREMENTS FOR CHARTER SCHOOLS

Note: Pursuant to Education Code 47610, charter schools are exempt from Education Code provisions governing school districts unless otherwise specified in law. The following Exhibit lists some, but not necessarily all, legal requirements that apply to charter schools and may be used by the district to monitor a charter school's compliance with law. Violation of any law may subject the charter school to revocation pursuant to Education Code 47607; see BP 0420.43 - Charter School Revocation.

~~Charter schools are exempt from provisions of the Education Code unless they are expressly included in the law. However,~~ Charter schools are **shall be** subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements **that expressly include charter schools**, including, but not limited to, requirements that each charter school:

- 3.1. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
- 4.2. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
- 5.3. Not charge tuition (Education Code 47605)

Note: Education Code 47605 specifically prohibits a charter school from charging tuition, but does not mention fees or other charges. As clarified in the California Department of Education's (CDE) advisory Pupil Fees, Deposits, and Other Charges, because charter schools are subject to the California Constitution, the free school guarantee of the California Constitution, Article IX, Section 5, applies to charter schools. Charter schools may only charge fees authorized by law that have been made explicitly applicable to charter schools. For example, charter schools may charge fees for meals and field trips pursuant to Education Code 35330, 38082, and 38084 because those provisions apply to charter schools, but charter schools may not necessarily charge other fees authorized by law for school districts. In addition, Education Code 49011 prohibits all public schools from requiring services or donations as a condition of enrollment or continued enrollment.

- 6.4. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
- 7.5. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
- 8.6. Serve students who are California residents and who, if over 19 years of age, are

CHARTER SCHOOL OVERSIGHT (continued)

continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)

Note: Education Code 56145 requires charter schools to serve students with disabilities in the same manner as other public schools. Pursuant to Education Code 47646, districts must ensure that each charter school that is deemed to be a public school of the district and is not its own local educational agency for special education purposes receives an equitable share of state and federal special education funding and/or any necessary special education services provided by the district on behalf of disabled students in the charter school.

If a charter school is operating as a public school of the district for purposes of providing special education, the district retains responsibility and must determine how best to ensure that all special education students receive a free appropriate public education (FAPE). However, the California Office of Administrative Hearings has ruled (Student v. Horizon Instructional Systems Charter School) that a charter school operating as its own local educational agency for purposes of special education, including a charter school offering an independent study program, is solely responsible for providing special education students with FAPE.

~~9.7.~~ Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)

~~10.8.~~ Admit all students who wish to attend the school, according to the following criteria and procedures:

- a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)

If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing. However, preference shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
- c. Other admissions preferences may be permitted by the chartering district on an individual school basis consistent with law. (Education Code 47605)

CHARTER SCHOOL OVERSIGHT (continued)

- ~~11.9.~~ Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)

Note: Education Code 48859, as amended by SB 445 (Ch. 289, Statutes of 2015), requires all charter schools to comply with state law regarding the enrollment and placement of foster youth.

- ~~12.10.~~ If the school participates as a member of a special education local plan area (SELPA), Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)

- ~~13.11.~~ If the school offers a kindergarten program: (Education Code 48000)

- a. Offer a transitional kindergarten (TK) program to students whose fifth birthday is from September 2 through December 2

~~Note: Pursuant to Education Code 48000, as amended by SB 876 (Ch. 687, Statutes of 2014), as a condition of receiving apportionments for transitional kindergarten (TK) students, charter schools must ensure that credentialed teachers who are first assigned to a TK class after July 1, 2015 possess certain qualifications by August 1, 2020. These requirements include at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the Commission on Teacher Credentialing (CTC).~~

- b. Ensure that any credentialed teacher first assigned to teach a TK class after July 1, 2015 meets the qualifications specified in Education Code 48000 by August 1, 2020

Note: The Every Student Succeeds Act (P.L. 114-95) repealed 20 USC 6319 to eliminate the requirement that teachers who teach core academic subjects meet requirements for "highly qualified" teachers, as defined. Guidance from the U.S. Department of Education (USDOE), Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, clarifies that local educational agencies, including charter schools, will not be required to comply with "highly qualified" teacher requirements beginning in the 2016-17 school year. Thus, hiring practices should be based solely upon state licensure requirements.

- ~~14.12.~~ Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)

~~Note: According to U.S. Department of Education (USDOE) nonregulatory guidance, The Impact of the New Title I Requirements on Charter Schools, teachers who teach core academic subjects in charter schools, in addition to meeting state charter school laws regarding teacher qualifications, must meet the requirements for "highly qualified" teachers pursuant to 20 USC 6319; see BP/AR/E 4112.24 – Teacher Qualifications Under the No Child Left Behind Act. 34 CFR 300.18 clarifies that, with regard to special education teachers in a charter school, "highly qualified" means that the teacher meets the certification requirements set forth in the state's charter school law.~~

CHARTER SCHOOL OVERSIGHT (continued)

- ~~15.~~ Require its teachers of core academic subjects to satisfy requirements for "highly qualified teachers" as defined by the State Board of Education (SBE) (20 USC 6319; 34 CFR 300.18)

Note: Education Code 44691, as amended by AB 1432 (Ch. 797, Statutes of 2014), adds the following requirement for charter schools:

- ~~16.~~**13.** Provide annual training on child abuse and neglect reporting requirements to employees and persons working on their behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)

Note: Education Code 44830.1 and 45122.1 prohibit charter schools from hiring any person who has been convicted of a violent or serious felony as defined in Penal Code 667.5 and 1192.7, unless that person has received a certificate of rehabilitation and a pardon. Schools also may not retain in employment any temporary, substitute, or probationary employee who has been convicted of a violent or serious felony. See AR 4112.5/4212.5/4312.5 - Criminal Record Check.

- ~~17.~~**14.** Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law (Education Code 44830.1, 45122.1)

Note: Education Code 44030.5 requires charter schools to report to the CTC any change in employment status due to an allegation of misconduct. See AR 4117.7/4317.7 - Employment Status Reports for further information about these reports.

- ~~18.~~**15.** Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)

- ~~19.~~**16.** Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)

- ~~20.~~**17.** Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)

Note: According to USDOE nonregulatory guidance, The Impact of the New Title I Requirements on Charter Schools, charter schools that receive Title I funds and have paraprofessionals working in programs supported by Title I funds must comply with requirements of 20 USC 6319 regarding paraprofessional qualifications; see BP/AR/E 4222 - Teacher Aides/Paraprofessionals.

- ~~21.~~ If the school receives Title I funds, meet federal requirements for qualifications of paraprofessionals working in programs supported by Title I funds (20 USC 6319)

CHARTER SCHOOL OVERSIGHT (continued)

Note: Education Code 51224.7, as added by SB 359 (Ch. 508, Statutes of 2015), requires charter schools that serve students in grade 9 to adopt a mathematics placement policy with specified components.

- 18. If the school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy, with specified components (Education Code 51224.7)**

Note: Education Code 47605 requires charter schools to conduct statewide assessments, including, but not limited to, the California High School Exit Examination (Education Code 60850-60859). However, Education Code 60851.5, as added by SB 172 (Ch. 572, Statutes of 2015), suspends the administration of the exit examination through the 2017-18 school year.

- ~~22.~~**19. Meet all statewide standards and conduct the student assessments required by Education Code 60605 and 60851 and any other statewide standards or any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605, 60850-60859)**

Note: Education Code 60851.6, as added by SB 172 (Ch. 572, Statutes of 2015), requires charter schools to retroactively grant diplomas to students who met all graduation requirements except for passage of the high school exit examination, as provided in item #20 below.

- 20. Until July 31, 2018, grant a high school diploma to any student who completed grade 12 in the 2003-04 school year or a subsequent school year and who has met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 60851.6)**

Note: Education Code 47612.5 specifies, by grade level, the minimum number of instructional minutes that must be offered each fiscal year. Any charter school that fails to meet the requirement will have its state apportionment reduced in proportion to the percentage of instructional minutes that the school fails to offer. Education Code 47612.5 and 47612.6 provide that neither the State Board of Education nor the Superintendent of Public Instruction may waive the required number of instructional minutes but may waive the fiscal penalties under specified conditions.

- ~~23.~~**21. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 46201.2, 47612.5)**

Note: Education Code 47612.5 provides that charter schools offering independent study are subject to Education Code 51745-51749.3. Education Code 51745 requires that no course included among the courses required for graduation may be offered solely through independent study. However, pursuant to 5 CCR 11705, a charter school offering grades 9-12 shall be deemed to be an "alternative school" for purposes of independent study and thus, according to the CDE, would comply with this provision because students in such alternative schools are enrolled voluntarily and, if they wished, could attend any other district high school in which the courses were offered via classroom instruction.

- ~~24.~~**22. If the school provides independent study, meet the requirements of Education Code**

CHARTER SCHOOL OVERSIGHT (continued)

51745-51749.3, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)

- 25.23.** Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)

Note: Education Code 221.9, as added by SB 1349 (Ch. 258, Statutes of 2014), adds the following requirement for charter schools beginning in the 2015-16 school year.

- 26.24.** If the school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)
- 27.25.** If the school offers an athletic program, annually provide an information sheet about concussion and head injury to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider and receives written clearance to return to the activity. (Education Code 49475)
- 28.26.** On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)

Note: Education Code 48907 requires charter schools to establish a written "publications code" related to students' rights to freedom of speech and of the press. These written rules and regulations must include reasonable provisions for the time, place, and manner in which free expression may take place within the charter school's jurisdiction.

- 29.27.** Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)
- 30.28.** Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)

CHARTER SCHOOL OVERSIGHT (continued)

- ~~31.29.~~ If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)

~~Note: Education Code 69432.9, as amended by AB 2160 (Ch. 679, Statutes of 2014), adds the following requirement for charter schools that offer grade 12.~~

- ~~32.30.~~ Electronically submit the grade point average of all students in grade 12 to the Student Aid Commission each academic year for use in the Cal Grant program, after notifying the students and their parents/guardians as applicable, by October 15 of each year, of the opportunity to opt out of being deemed a Cal Grant applicant within a specified period of time of at least 30 days (Education Code 69432.9)
- ~~33.31.~~ Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
- a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
 - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

~~Note: Education Code 222, as added by AB 302 (Ch. 690, Statutes of 2015), requires charter schools to provide reasonable lactation accommodations to students as provided in item #32 below.~~

- 32. Provide reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding (Education Code 222)**

~~Note: Education Code 49414, as amended by SB 1266 (Ch. 321, Statutes of 2014), adds the following requirement for charter schools. For further information, see AR 5141.21 – Administering Medication and Monitoring Health Conditions.~~

- ~~34.33.~~ Ensure the availability and proper use of emergency epinephrine auto-injectors by: (Education Code 49414)
- a. Providing school nurses or other voluntary, trained personnel with at least one

CHARTER SCHOOL OVERSIGHT (continued)

regular and one junior device for elementary schools and, for secondary schools, one regular device if there are no students who require a junior device

- b. Distributing a notice at least once per school year to all staff requesting volunteers and describing the training that volunteers will receive
 - c. Providing defense and indemnification to volunteers for any and all civil liability from such administration
- 35.34.** Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the school's financial records (Education Code 47604.3)
- 36.35.** Annually prepare and submit financial reports to the district Governing Board and the County Superintendent of Schools in accordance with the following reporting cycle:
- a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
 - b. By July 1 each year, an update of the school's goals and the actions to achieve those goals as identified in the charter, developed using the **SBE local control and accountability plan** template in accordance with Education Code ~~47606.5~~ **5 CCR 15497.5**. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to the specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions. (Education Code 47604.33, 47606.5; **5 CCR 15497.5**)
- When conducting this review, the governing body of the school may consider qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. To the extent practicable, data shall be reported in a manner consistent with how information is reported on a school accountability report card. The update shall be developed in consultation with teachers, principals, administrators, other school personnel, parents/guardians and students. (Education Code 47606.5)
- c. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)

CHARTER SCHOOL OVERSIGHT (continued)

- d. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
- e. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
- f. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the state Controller and the California Department of Education. (Education Code 47605)

Note: Pursuant to 5 CCR 4600, direct-funded charter schools are subject to state requirements to adopt uniform complaint procedures for investigating and resolving specified types of complaints in accordance with 5 CCR 4600-4670. See BP/AR 1312.3 - Uniform Complaint Procedures for further information about types of complaints addressed through these procedures, required notifications, timelines, and other requirements.

- 36. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)**
- 37. Annually adopt a school accountability report card containing the information specified in state law, and notify parents/guardians that a hard copy will be provided upon request (Education Code 33126-33126.15, 35256-33258, 41409.3, 47612; California Constitution, Article XVI, Section 8.5)**

Note: Districts should consult with legal counsel regarding the applicability of state law other than the Education Code to charter schools.

In addition, charter schools shall comply with the state and federal constitutions, applicable federal laws, and state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963 **and the conflict of interest laws in Government Code 1090-1099 and 87100-91014.**

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CSBA Sample Board Policy

Community Relations

BP 1230(a)

SCHOOL-CONNECTED ORGANIZATIONS

Note: The following optional policy should be revised to reflect district practice.

For purposes of this Board policy, the term "school-connected organization" includes booster clubs, parent-teacher associations aligned with the California State PTA, or other parent-teacher organizations. These organizations generally raise ~~money~~ funds for classroom activities or activities at specific schools. For policy ~~language about a district's relationship with a foundation~~ regarding educational foundations, see BP 1260 - Educational Foundation. For policy regarding associated student body organizations, see BP 3452 - Student Activity Funds.

~~Generally, the funds raised by school-connected organizations benefit a single school.~~ In some districts, there may be legal or equity concerns that result from the benefit provided to a particular school while other schools in the district do not receive the benefit from the additional resources. For example, pursuant to state and federal law (Education Code 200-262.4; 5 CCR 4900-4965; 20 USC 1681-1688), the Governing Board is responsible for ensuring that the district's athletic program provides equivalent opportunities for both males and females. Booster club activities must be included in the district's analysis of the equivalent opportunities provided by each school. See BP/AR 6145.2 - Athletic Competition. Because school-connected organizations are generally separate legal entities, if a concern arises regarding the equitable distribution of funds, the Superintendent or designee should consult with the leadership of such organizations and district legal counsel. For language regarding acceptance of gifts and grants, see BP 3290 - Gifts, Grants, and Bequests.

The Governing Board recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting **the district's educational** and extracurricular programs, ~~such as athletic teams, debate teams, or musical groups.~~ The Board appreciates the contributions made by such organizations and encourages their interest and participation in supporting district activities and helping to achieve the district's ~~toward the Board's~~ vision for student learning **and for providing all district students with high-quality educational opportunities.**

(cf. 0200 - Goals for the School District)

(cf. 6020 - Parent Involvement)

Note: The following optional paragraph may be revised to reflect district practice. See the accompanying administrative regulation for details regarding the types of information that the district might require to be included in a school-connected organization's request to operate within the district or school.

Persons proposing to establish a school-connected organization shall submit a request to the Board for authorization to operate **within the district or at a district school.**

Note: Generally, booster and parent clubs are separate legal entities from the district and thus are not under the control or the responsibility of district personnel. **The district should consult legal counsel if it has any questions about its appropriate relationship with school-connected organizations.**

SCHOOL-CONNECTED ORGANIZATIONS (continued)

Certain tax-exempt organizations may be required to register with the state Attorney General's Registry of Charitable Trusts. As part of this registration, the organization may also be required to file copies of the organization's articles of incorporation and other documents governing its operations.

The Board recognizes that school-connected organizations are separate legal entities, independent of the district. **A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that does not include an associated student body or other student organization, shall be established and maintained as a separate entity from the school or district. Each school-connected organization shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable.**

Note: School-connected organizations are required to comply with law. For example, pursuant to ~~Education Code 51520~~, food sales by outside organizations may **must** not compete with the district's school nutrition program and must comply with the ~~state and/or federal~~ nutritional standards ~~specified in~~ (Education Code 49431-49431.2 **49431.7**; **5 CCR 15500-15501, 15575-15578**; **7 CFR 210.11, 220.12**). See BP/AR 3554 - Other Food Sales.

The Board encourages school-connected organizations to consider the impact of fund-raising activities on the overall school and district program. **In addition**, activities by school-connected organizations shall ~~not conflict~~ **be conducted in accordance** with law, Board policies, administrative regulations, ~~or~~ **and** any rules of the sponsoring school.

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

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Note: The following optional paragraph may be revised to reflect district practice. The Fiscal Crisis and Management Assistance Team (FCMAT), in its 2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference, suggests rules governing the relationship between the district and booster clubs and other school-connected organizations. For examples of such rules, see the accompanying administrative regulation.

~~In addition~~, The Superintendent or designee shall establish appropriate ~~internal controls~~ **rules** for the relationship between school-connected organizations and the district.

Note: Education Code 51521 requires that any fundraising activity ~~by a school-connected organization~~, designed to raise money to benefit a school or its students receive approval from the Board ~~or the Board's designee~~. **The following paragraph delegates this authority to the Superintendent or designee and may be revised to reflect district practice.**

However, in order to help the Board fulfill its legal and fiduciary responsibility to manage

SCHOOL-CONNECTED ORGANIZATIONS (continued)

~~district operations, any school-connected organization that desires to raise money to benefit any district students shall submit a request for authorization to the Board, in accordance with Board policy and administrative regulation.~~ **A school-connected organization shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at that school. (Education Code 51521)**

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 1330 - Use of School Facilities)

(cf. 3452 - Student Activity Funds)

A school-connected organization may consult with the principal to determine school needs and priorities.

Note: Pursuant to Education Code 49011, the district is permitted to solicit voluntary donations, participate in fundraising activities, or provide prizes or other recognition for participants in fundraising activities. However, the district must not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student and shall not remove, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student. See BP 3260 - Fees and Charges.

Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary. (Education Code 49011)

(cf. 3260 - Fees and Charges)

Legal Reference: (see next page)

SCHOOL-CONNECTED ORGANIZATIONS (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex
35160 Authority of governing boards
38130-38138 Civic Center Act, use of school property for public purposes
48931 Authorization for sale of food by student organization
48932 Authorization for fund-raising activities by student organization
49011 Student fees
~~49431 Sale of food to elementary students during the school day~~
~~49431.2 Sale of food to middle, junior, or high school students~~
~~49431.5 Sale of beverages at elementary, middle, or junior high schools~~
49431-49431.7 Nutritional standards
51520 Prohibited solicitation on school premises
51521 Fund-raising project

BUSINESS AND PROFESSIONS CODE

17510-17510.95 Solicitations for charitable purposes
25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

12580-12599.7 Fundraisers for Charitable Purposes Act

PENAL CODE

319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs
15500 Food sales in elementary schools
15501 Food sales in high schools and junior high schools
15575-15578 Requirements for foods and beverages outside the federal meals program

CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 7

210.11 Competitive food services

220.12 Competitive food services

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

~~1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89~~

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference

WEB SITES

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

California Office of the Attorney General, charitable trust registry: <http://caag.state.ca.us/charities>

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

Fiscal Crisis and Management Assistance Team (FCMAT); <http://www.fcmat.org>

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Policy Reference UPDATE Service

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CSBA Sample Administrative Regulation

Community Relations

AR 1230(a)

SCHOOL-CONNECTED ORGANIZATIONS

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

Although school-connected organizations are generally separate legal entities and in some cases may be subject to the financial policies and bylaws of a state or national organization, districts have the authority to approve the ability of a school-connected organization to operate within the district or a district school. ~~Items #1-10 below are based on internal control procedures for booster clubs, foundations, and other parent-teacher associations developed by The Fiscal Crisis and Management Assistance Team (FCMAT), in its 2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference, recommends that persons be required to complete an application, containing at least the information reflected in items #1-10 below, in order to form a school-connected organization. A sample application form is available in the FCMAT manual. However, districts may consider establishing different procedures for different types of entities depending on an entity's fiscal controls and organizational structure. For example, local units of the PTA that are chartered by the state PTA are subject to the internal financial policies and bylaws of the statewide PTA; therefore a different level of district oversight may be sufficient.~~

~~Persons proposing to establish a school-connected organization shall submit a request to the Governing Board for authorization to operate at the school. The~~ **A school-connected organization's request for authorization to operate within the district or at a district school shall contain, as appropriate:**

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination

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

4. The names, addresses, and phone numbers of all officers
5. A list of specific objectives
6. An agreement to grant the district the right to audit the group's financial records ~~at any time~~, either by district personnel or a certified public accountant, **whenever any concern is raised regarding the use of the funds**
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
8. The signature of the principal of the supporting school

SCHOOL-CONNECTED ORGANIZATIONS (continued)

9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future

Note: Education Code 38134 requires school-connected organizations to insure against any liability resulting from the organization's negligence during an organization-sponsored event on school facilities. See BP/AR 1330 - Use of School Facilities.

10. An agreement to provide evidence of liability **and/or directors and officers** insurance **as when and in the manner** required by law

(cf. 1330 - Use of School Facilities)

Note: The following **optional** paragraph requires an organization to request renewal of the authorization from the Superintendent or designee on an annual basis. Districts that allow for an automatic renewal or that require approval from the Governing Board should modify the following paragraph accordingly.

Requests for subsequent authorization shall be **presented annually submitted** to the Superintendent or designee **annually**, along with a financial statement showing all income and expenditures from fundraisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his/**her** recommendation to the **Governing** Board for approval.

When deemed necessary by the Board or the Superintendent or designee, the authorization for a school-connected organization to conduct activities in the district may be revoked at any time.

Note: ~~The following paragraph should be modified to reflect district practice. Items #1-5 below reflect recommendations in FCMAT's 2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference and may be revised to reflect district practice.~~

~~Upon consent of the Superintendent or designee, school-connected organizations may use the school's name, school team's name, or any logo attributable to the school or district.~~

Each school-connected organization shall abide by the following rules:

1. **The organization shall not act as an agent of the district or school.**
2. **The organization shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.**
3. **The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.**

SCHOOL-CONNECTED ORGANIZATIONS (continued)

4. **Funds of the school-connected organization shall not be co-mingled with district funds, including associated student body funds.**
5. ~~The school-connected organizations are prohibited from hiring~~ **shall not hire** or directly paying **any** district employees. ~~Organizations may make donations to the district to cover the costs of additional employees, but only if such positions are approved in advance by the Board.~~ **If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position.** At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

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CSBA Sample Board Policy

Business and Noninstructional Operations

BP 3541.2(a)

TRANSPORTATION FOR STUDENTS WITH DISABILITIES

Note: Education Code 56195.8 **mandates** that entities providing special education adopt a policy which describes how special education transportation is coordinated with regular home-to-school transportation and sets forth criteria for meeting the transportation needs of special education students. The district should revise the following policy for consistency with the policy and regulations of the **special education local plan area** (SELPA) in which the district participates.

Pursuant to the federal Individuals with Disabilities Education Act (IDEA) (20 USC 1400-1482) and Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), districts are required to provide bus service to students with disabilities equivalent to that provided for students without disabilities. **According to the U.S. Department of Education's (USDOE) Questions and Answers on Serving Children with Disabilities Eligible for Transportation**, special education transportation may include travel to and from school and between schools, travel in and around school buildings, and specialized equipment such as special or adapted buses, lifts, and ramps. A student's individualized education program (IEP) team is responsible for determining if transportation is required to assist a student with a disability to benefit from special education and related services, and how the transportation services should be implemented. The California Department of Education's (CDE) Special Education Transportation Guidelines provides assistance to IEP teams with these decisions.

In addition, Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794; 34 CFR 104.4) requires districts to provide a free, appropriate public education to each qualified student with a disability. According to Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, available on the web site of the USDOE's Office for Civil Rights, an appropriate education for a student with a disability under Section 504 could consist of special education and related services, which might include transportation. The CDE's Special Education Transportation Guidelines recommends that district policy on the transportation of special education students also address the needs of students who may be eligible for transportation services under Section 504.

The Governing Board desires to meet the transportation needs of students with disabilities to enable them to benefit from special education and related services. The Governing Board shall ensure that The district shall provide appropriate transportation services are provided for a students with disabilities as specified in when the district is the student's district of residence and the transportation services are required by their his/her individualized education program (IEP) or Section 504 accommodation plan. The district shall make home-to-school transportation available for students at no cost to parents/guardians as specified in the student's IEP.

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 3540 - Transportation)

(cf. 6159 - Individualized Education Program (IEP))

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

TRANSPORTATION FOR STUDENTS WITH DISABILITIES (continued)

~~The Superintendent or designee shall establish criteria and procedures for determining the most appropriate mode of transportation for an individual student based on identified needs as determined in the IEP or accommodation plan.~~

Note: Education Code 56195.8 mandates that the district's policy set forth criteria for meeting the transportation needs of special education students. The CDE's Special Education Transportation Guidelines recommends that the IEP team give primary consideration to the specific needs of the student when making decisions about transportation services to be provided, and presents possible considerations which include, but are not limited to, those specified in the following paragraph. The following paragraph may be revised to reflect district practice.

The specific needs of the student shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs, extended-year services, and, as necessary, implementation of a behavioral intervention plan.

Note: Because the authority to make decisions regarding services for students with disabilities rests with the IEP team, the CDE's Special Education Transportation Guidelines recommends that IEP team leaders and members be provided with information regarding available district transportation resources. The guidelines also recommend that the IEP team identify with specificity the mode of transportation (e.g., walking/wheeling, riding the regular school bus, utilizing available public transportation, riding a special bus, being transported by parent/guardian) and when, from where, and to where transportation will be provided.

The Superintendent or designee shall provide IEP teams with information about district transportation services in order to assist them in making decisions as to the mode, schedule, and location of transportation services that may be available to each student with disabilities. The IEP team may communicate with district transportation staff and/or invite transportation staff to attend IEP team meetings where the student's transportation needs will be discussed.

~~Note: If a district charges transportation fees, the State Board of Education recommends, in Program Advisory LO:2-95, that Boards exempt from the fee only those special education students served under the IDEA whose IEP requires that transportation be provided. This policy reflects the interpretation offered in that advisory. Pursuant to Education Code 56040, a student who is eligible to receive special education instruction and related services must be provided such instruction and services at no cost. Special education transportation is defined in 34 CFR 300.34 as a related service. Thus, transportation fees may not be charged to students whose IEP requires the provision of transportation services, even if the district charges transportation fees to other students. See BP 3250 - Transportation Fees.~~

Transportation services specified in a student's IEP or Section 504 plan shall be provided at no cost to the student or his/her parent/guardian.

(cf. 3250 - Transportation Fees)

TRANSPORTATION FOR STUDENTS WITH DISABILITIES (continued)

Note: Education Code 48915.5 provides that the district must provide alternative transportation at no cost whenever a disabled student is excluded from school bus transportation for any reason, such as suspension, expulsion, or other reason. ~~Alternative transportation could be provided by contracting with a private carrier, by reimbursing mileage expenses to the parent/guardian who transports the student to and from school, or any other appropriate method; see BP/AR 3540 - Transportation.~~ **If a student receiving special education services is excluded from transportation as a disciplinary measure and is not provided another mode of transportation, it may constitute a significant change of placement which would require a meeting of the IEP team to review the student's IEP.**

~~If the disabled~~ a student **whose IEP or accommodation plan specifies transportation needs** is excluded from school bus transportation **for any reason, such as suspension, expulsion, or other reason**, the district shall provide alternative transportation at no cost to the student or parent/guardian ~~provided that transportation is specified in the student's IEP.~~ (Education Code 48915.5)

(cf. 5131.1 - Bus Conduct)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Note: The following paragraph is for use by single-district SELPAs or districts that contract individually with nonpublic, nonsectarian schools or agencies.

When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services if specified in the student's IEP. (Education Code 56366)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

Note: ~~Federal regulations (34 CFR 104.4)~~ provides that no qualified disabled person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance. The following **optional** paragraph is intended to prevent such discrimination in the area of transportation.

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis.

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

(cf. 3541 - Transportation Routes and Services)

Note: Education Code 56195.8 **mandates** the Board's policy to include procedures ensuring compatibility between mobile seating devices, when used, and the securement systems required by ~~federal law (49 CFR 571.222)~~. The following paragraph ~~directs the Superintendent or designee to develop such procedures~~ **may be revised to reflect district practice.**

Education Code 56195.8 also requires the Board's policy to ensure that bus drivers are trained in the proper installation of mobile seating devices; see AR 3542 - School Bus Drivers for language fulfilling this mandate.

TRANSPORTATION FOR STUDENTS WITH DISABILITIES (continued)

The Superintendent or designee shall ~~establish procedures to ensure compatibility between~~ **that any mobile seating devices used on district buses and are compatible with bus** securement systems **required by 49 CFR 571.222. (Education Code 56195.8)**

(cf. 3542 - School Bus Drivers)

As necessary, a student with disabilities may be accompanied on school transportation by a service animal, as defined in 28 CFR 35.104, including a specially trained guide dogs, signal dogs, and or service dogs trained to provide assistance to disabled persons may be transported in a school bus when accompanied by disabled students, disabled teachers, or persons training the dogs. (Education Code 39839; Civil Code 54.1-54.2; 28 CFR 35.136)

(cf. 6163.2 - Animals at School)

When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the rules and policies regarding regular transportation offerings within the district.

Legal Reference:

EDUCATION CODE

39807.5 *Payment of transportation cost*

39839 *Guide dogs, signal dogs, and service dogs on bus*

41850-41854 *Allowances for transportation*

48300-48315 *Alternative interdistrict attendance program*

48915.5 *Expulsion of students with exceptional needs*

56040 *No cost for special education and related services*

56195.8 *Adoption of policies*

56327 *Assessment for special education and related services*

56345 *Individualized education program*

56366 **56365-56366.1 *Nonpublic nonsectarian schools or agencies***

~~56366.1 *Waiver of requirements under section 56365 and 56366*~~

CIVIL CODE

54.1-54.2 *Service animals*

CODE OF REGULATIONS, TITLE 5

~~15050 *Transfer of funds to child development fund and development center for handicapped pupils fund*~~

15243 *Physically handicapped minors*

15271 *Exclusion from report*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

794 *Section 504 of the Rehabilitation Act of 1973*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 *Definitions*

35.136 *Service animals*

Legal Reference continued: (see next page)

TRANSPORTATION FOR STUDENTS WITH DISABILITIES (continued)

Legal Reference: (continued)

CODE OF FEDERAL REGULATIONS, TITLE 34

104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504

300.1-300.818 Individuals with Disabilities Education Act, especially:

300.34 Transportation defined as related service

CODE OF FEDERAL REGULATIONS, TITLE 49

571.222 Federal requirements for bus securement systems

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Special Education Transportation Guidelines

Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

0609.95 School transportation fee exemption for handicapped children and pupils whose parents or guardians are indigent (LO: 2-95)

0500.92 Implementation of Special Education Transportation Apportionment (#92-02)

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Protecting Students with Disabilities: Frequently Asked Questions About Section 504 and the

Education of Children with Disabilities, 2009

Questions and Answers on Serving Children with Disabilities Eligible for Transportation, 2009

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

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

CSBA Sample Administrative Regulation

Business and Noninstructional Operations

AR 3541.2

TRANSPORTATION FOR STUDENTS WITH DISABILITIES

Transportation for students with disabilities shall be provided in accordance with a student's Individualized Education Program (IEP) or Section 504 accommodation plan.

(cf. 3540 – Transportation)

(cf. 6159 – Individualized Education Program (IEP))

(cf. 6164.4 – Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 – Identification and Education Under Section 504)

Note: Education Code 48915.5 provides that the district must provide alternative transportation at no cost whenever a disabled student is excluded from school bus transportation for any reason, such as suspension, expulsion, conduct or other reasons. Alternative transportation could be provided by contracting with a private carrier, by reimbursing mileage expenses to the parent/guardian who transports the student to and from school, or any other appropriate method; see BP/AR 3540 – Transportation.

If a disabled student is excluded from school bus transportation, the district shall provide alternative transportation at no cost to the student or parent/guardian provided that transportation is specified in the student's IEP. (Education Code 48915.5)

(cf. 5131.1 – Bus Conduct)

(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))

Note: The following paragraph is for use by single-district SELPAs or other districts that contract individually with nonpublic, nonsectarian schools or agencies:

When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services if specified in the student's IEP. (Education Code 56366)

(cf. 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education)

Guide dogs, signal dogs and service dogs trained to provide assistance to disabled persons may be transported in a school bus when accompanied by disabled students, disabled teachers or persons training the dogs. (Education Code 39839)

(2/95 10/97) 7/03

CSBA Sample Board Policy

Business and Noninstructional Operations

BP 3580(a)

DISTRICT RECORDS

Note: The following **optional** policy and accompanying administrative regulation address the classification and retention of district records pursuant to 5 CCR 16020-16027 and may be modified to reflect district practice. For more information about personnel records, including the contents and retention of such records pursuant to 5 CCR 16023, see AR 4112.6/4212.6/4312.6 - Personnel Files. For additional requirements pertaining to student records, including the contents and retention of such records pursuant to Education Code 49069, 5 CCR 430-433, and the Family Educational Rights and Privacy Act (20 USC 1232g and 34 CFR 99.1-99.8), see BP/AR 5125 - Student Records. For requirements pertaining to public access to certain records in accordance with the California Public Records Act (Government Code 6251-6270), see BP/AR 1340 - Access to District Records.

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

(cf. 3440 - Inventories)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 5125 - Student Records)

Note: 5 CCR 16020 defines a "record" as any paper or document which the district is required to maintain or which the district prepares or maintains as necessary to the discharge of official duty. 5 CCR 16022 requires the Superintendent or designee to annually review and classify these records in order to determine the length of time for which they must be retained. Depending on their content, electronic communications such as email, voicemail, and text messages may also be considered "records" and thus are subject to the same classification and retention schedule as paper documents.

Code of Civil Procedure 1985.8 (the California Electronic Discovery Act) and 2031.010 make the procedural rules requiring the disclosure of documents to the opposing party in litigation applicable to electronically stored information. These state rules are similar to federal Rules of Civil Procedure that apply to actions in federal courts and which also include provisions related to electronically stored information. In general, the rules require parties in litigation to identify and disclose potentially relevant electronic information and, upon notification by district legal counsel of pending or anticipated litigation, halt the routine destruction of paper or electronic records (e.g., suspend automatic monthly erasure of back-up tapes) that could be potentially relevant (a "litigation hold").

It is important that districts have an efficient and consistent system in place for discarding those documents, including email, that are not considered "records." Such a system may help reduce storage costs and prevent unnecessary disclosure. For example, Government Code 6254 exempts from disclosure "preliminary drafts" not retained by the district. The purpose of this exemption is to allow a measure of confidentiality for pending district action. However, if preliminary drafts are not regularly discarded, then they may be considered a "record" that has been retained by the district and thus subject to disclosure under the Public Records Act.

DISTRICT RECORDS (continued)

The following **optional** paragraph, which may be revised to reflect district practice, directs the Superintendent or designee to create a document management system which includes a process for the storage and destruction of electronic materials. Each district will need to do an analysis of the type of system needed based on the size of the district, number of school sites, number of employees, and the type, practice, and capability of the district's information technology system.

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

(cf. 0440 - District Technology Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 9011 - Board Member Electronic Communications)

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

~~Note: Since districts collect and retain personal information of students, parents/guardians, and employees in the normal conduct of district business, it is important to establish some safeguards against unauthorized release of such personal information and to prevent crimes such as identity theft, as provided in the following **optional** paragraph, which may be revised to reflect district practice.~~

~~In the event of any known or reasonably suspected breach of the security of district records containing confidential personal information including, but not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account, the Superintendent or designee shall immediately notify local law enforcement agencies and any affected persons. Notification of affected individuals may be delayed if a law enforcement agency determines that the notification would impede a criminal investigation.~~

DISTRICT RECORDS (continued)

Note: Pursuant to Civil Code 1798.29, districts are required to disclose any breach of security of any records that contain personal information, as defined. The required formatting and contents of the notification are detailed in Civil Code 1798.29. A district may maintain its own notification procedure as part of an information security policy provided that the notification is consistent with the requirements in Civil Code 1798.29 regarding timing of the notification.

If the district discovers or is notified that a breach of security of district records containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

Safe at Home Program

Note: The Secretary of State's Safe at Home program creates a confidential address and mail-forwarding program for victims of domestic violence, stalking, or sexual assault. Government Code 6207 provides that, when creating a public record, the district must not include actual residences of students, parents/guardians, or employees when a substitute address is designated through the Safe at Home program. Districts are required to accept the program participation card issued by the Secretary of State and to substitute a post office box as the participant's address.

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

Note: According to the Secretary of State, a participant's confidential, actual address may only be used to establish student enrollment eligibility and for school emergency purposes. Pursuant to Government Code 6207, a participant's confidential, actual address is not a public record and should not be made available to anyone under any circumstances. See also AR 5111.1 - District Residency.

DISTRICT RECORDS (continued)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journal

35250-35255 Records and reports

44031 Personnel file contents and inspection

49065 Reasonable charge for transcripts

49069 Absolute right to access

CIVIL CODE

1798.29 Breach of security involving personal information

CODE OF CIVIL PROCEDURE

1985.8 Electronic Discovery Act

2031.010-2031.060 Civil Discovery Act, scope of discovery demand

2031.210-2031.320 Civil Discovery Act, response to inspection demand

GOVERNMENT CODE

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6252-6265 Inspection of public records

12946 Retention of employment applications and records for two years

PENAL CODE

11170 Retention of child abuse reports

CODE OF REGULATIONS, TITLE 5

430 Individual student records; definition

432 Varieties of student records

16020-16022 Records, general provisions

16023-16027 Retention of records

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 Family Educational Rights and Privacy Act

Management Resources:

WEB SITES

California Secretary of State: <http://www.sos.ca.gov/safeathome>

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Policy Reference UPDATE Service

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CSBA Sample Administrative Regulation

Classified Personnel

AR 4217.11(a)

PRERETIREMENT PART-TIME EMPLOYMENT

Note: ~~The following regulation is based on Education Code 45139, reenacted by AB 3060 (Ch. 658, Statutes of 1990). It is provided for districts that choose to offer their employees the opportunity to work part time prior to retirement without losing retirement benefits. The following administrative regulation is for use only by districts that choose to offer a reduced workload program as authorized by Education Code 45139 and Government Code 20905. In such districts, classified employees who are members of the Public Employees' Retirement System may reduce their workload from full time to part time while continuing to receive the service credit and other benefits they would have received as full-time employees and having their retirement allowance calculated based on their final compensation as if employed on a full-time basis, provided that the district and employee both contribute to the retirement fund the amount that would have been contributed if the employee was employed on a full-time basis. For any district that chooses to allow classified employees to reduce their workload in this manner, Education Code 45139 mandates that its regulation include at least the conditions specified in items #1-9 below.~~

When the Governing Board has adopted the reduced workload program, any classified employee may reduce his/her workload from full time to part time in accordance with applicable law, district regulations, and collective bargaining agreement.

Note: ~~Time periods specified in the following regulation are those required by law.~~

~~Regulations allowing employees to reduce their workload include but are not limited to the following (Education Code 45139):~~

When so authorized, any classified employee who is a member of the Public Employees' Retirement System may reduce his/her workload from full time to part time without losing retirement benefits, if all of the following conditions are met: (Education Code 45139)

- ~~1. Employees must be 55 of age before they may reduce their workload. The employee shall have reached the age of 55 prior to the workload reduction.~~
- ~~2. The employees must shall have completed been employed full time in a classified position for at least 10 years of full-time service to the district, of which the immediately preceding five years were full-time employment.~~
- ~~3. Employees must have completed five years of full-time service immediately prior to requesting a reduction in workload.~~
- ~~4 3. The five years required in #3 must have passed without a break in service. During the period immediately preceding a request for reduction in workload, the~~

PRERETIREMENT PART-TIME EMPLOYMENT (continued)

employee shall have been employed full time in a classified position for a total of at least five years without a break in service.

- ~~5~~ 4. The **option of part-time employment option is available at the employee's request shall be exercised at the request of the employee** and ~~may~~ **can** be revoked only with the mutual consent of the employee and the ~~Governing Board~~ **district.**
- 6 5. ~~Employees will be paid a pro rata share of their full-time salary~~ **The employee shall be paid a salary that is the pro rata share of the salary he/she would be earning had the employee not elected to exercise the option of part-time employment.**

Note: Education Code 45139 requires the district to provide health insurance benefits pursuant to **Government Code 53201** to an employee who reduces his/her workload, in the same manner as full-time employees. Thus, if full-time employees are required to make payments towards their health insurance, then an employee who wishes to reduce his/her workload must make the payment to receive the health insurance benefit. In Praiser v. Biggs Unified School District, the court held that a certificated employee who reduced his workload was entitled to receive the district-provided health insurance benefit for free since he would not have had to pay if he was a full-time employee.

6. The employee shall retain all other rights and benefits ~~as long as for which~~ **he/she makes the payments for them that would be required if he/she still worked full-time remained in full-time employment.** The employee shall receive ~~the same~~ **health benefits in the same manner** as a full-time classified employee.

(cf. 4154/4254/4354 - Health and Welfare Benefits)

7. **The minimum part-time employment shall be the equivalent of one-half of the number of days hours of service required by the employee's contract during the his/her final year of full-time service in a full-time classified position.**
8. The period of the ~~reduced workload~~ **part-time employment** shall not exceed five years.
- ~~10~~ 9. The period of part-time employment shall not extend beyond the end of the school year during which the employee reaches his/her 70th birthday.

Prior to the reduction of an employee's workload, the Superintendent or designee shall verify the employee's eligibility for the reduced workload program. (Government Code 20905)

The Superintendent or designee shall maintain the necessary records to separately identify each employee who participates in the reduced workload program. (Government Code 20905)

PRERETIREMENT PART-TIME EMPLOYMENT (continued)

(cf. 3580 - District Records)

Note: The following optional paragraph allows the Board to enter into an agreement for reducing the workload of classified employees who do not satisfy the provisions of Education Code 45139. Districts that do not wish to allow reduction in workload other than as specified under Education Code 45139 should delete this paragraph.

The district may allow any classified employee who is not eligible for the reduction of workload pursuant to Education Code 45139 to reduce his/her workload from full time to part time after determining that it is in the best interest of the district. In any such case, the Board shall specify the terms and conditions under which the reduction in workload shall take place.

Legal Reference:

EDUCATION CODE

45139 *Reduced workload for classified employees*

GOVERNMENT CODE

20000-21703 *Public Employees' Retirement System, especially:*

20905 *Reduced workload program, classified employees*

53201 *Health and welfare benefits*

COURT DECISIONS

Praiser v. Biggs Unified School District (2001) 87 Cal.App.4th 398

Management Resources:

WEB SITES

California Public Employees' Retirement System: <http://www.calpers.ca.gov>

CSBA Sample Exhibit

Students

E 5145.6(a)

PARENTAL NOTIFICATIONS

Cautionary Notice: Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2015 (AB 93, Ch. 10, Statutes of 2015) extends the suspension of these requirements through the 2015-16 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

Note: The following exhibit lists notices which the law explicitly requires be provided to parents/guardians. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements. **For example, see AR 1312.3 - Uniform Complaint Procedures for the contents of the annual notice regarding uniform complaint procedures (UCP) as mandated by 5 CCR 4622. Pursuant to Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015), the district is required to include information about specified educational rights of foster youth and homeless students in its annual UCP notification.**

~~However~~**In addition to the notices required by law, there are other notices that districts are recommended to distribute. (e.g., the notice included in For example, AR 5145.3 - Nondiscrimination/Harassment includes an optional notice regarding the rights of transgender and gender-nonconforming students. and the opportunity for a student to inform the district whenever his/her participation in a sex-segregated program or activity with a student of the opposite biological sex would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy). Furthermore, although the California High School Exit Examination is suspended through the 2017-18 school year pursuant to Education Code 60851.5, as added by SB 172 (Ch. 572, Statutes of 2015), and therefore the notice described in Education Code 60850 is not currently required, districts may choose to notify parents/guardians of the suspension of the exam and the possibility that it could subsequently be reinstated.**

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually			
Beginning of each school year	Education Code 17611.5, 17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information, and, if district has no web site and uses certain pesticides, integrated pest management plan
By February 1	Education Code 35256, 35258	BP 0510	School Accountability Report Card provided
Beginning of each school year	Education Code 35291, 48980	AR 5144 AR 5144.1	District and site discipline rules
Beginning of each school year	Education Code 46010.1	BP 5113	Absence for confidential medical services

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	Education Code 48980	BP 6111	Schedule of minimum days
Beginning of each school year	Education Code 48980, 231.5; 5 CCR 4917	AR 5145.7	Sexual harassment policy as related to students
Beginning of each school year	Education Code 48980, 32255-32255.6	AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	Education Code 48980, 35160.5, 46600-46611, 48204, 48301, 48350-48361	AR-BP 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process
Beginning of each school year, if Board allows such absence	Education Code 48980, 46014	BP 5113 AR 5113	Absence for religious exercises or purposes
Beginning of each school year	Education Code 48980, 48205	BP 5113 AR 5113 AR 6154	Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed
Beginning of each school year	Education Code 48980, 48206.3, 48207, 48208	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	Education Code 48980, 49403	BP 5141.31	Consent to School immunization program
Beginning of each school year	Education Code 48980, 49423, 49480	AR 5141.21	Administration of prescribed medication
Beginning of each school year	Education Code 48980, 49451; 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
Beginning of each school year	Education Code 48980, 49471, 49472	BP 5143	Availability of insurance

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year 4622	Education Code 49013; 5 CCR	AR 1312.3 remedies	Uniform complaint procedures, available appeals, civil law
Beginning of each school year	Education Code 49063	AR 5125 AR 5125.3	Challenge, review, and expunging of records
Beginning of each school year	Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7	AR 5125	Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability
Beginning of each school year	Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37	AR 5125.1	Release of directory information
Beginning of each school year	Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5	AR 3553	Free and reduced price meals
Beginning of each school year	Education Code 51513; 20 USC 1232h	AR 5022 BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities
Beginning of each school year	Education Code 56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	Education Code 58501, 48980	AR 6181	Alternative schools

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	Health and Safety Code 104855	AR 5141.6	Availability of dental fluoride treatment; opportunity to accept or deny treatment
Annually	5 CCR 852; Education Code 60615	AR 6162.51	Student's participation in state assessments; option to request exemption from testing
Beginning of each school year, if district receives Title I funds	20 USC 6311 6312; 34 CFR 200.61	AR 4112.24 BP 4112.2 AR 4222	Right to request information re: professional qualifications of child's teacher and paraprofessional
Beginning of each school year, if any district school has been identified for program improvement or corrective action	20 USC 6316	AR 0520.2	Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers
Beginning of each school year	34 CFR 104.8, 106.9	BP 0410 BP 6178	Nondiscrimination
Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
II. At Specific Times During the Student's Academic Career			
Beginning in grade 7, at least once prior to course selection and career counseling	Education Code 221.5, 48980	BP 6164.2	Course selection and career counseling
When child first enrolls in a public school, if the school offers a fingerprinting program	Education Code 32390, 48980	AR 5142.1	Fingerprinting program
When participating in driver training courses under the jurisdiction of the district	Education Code 35211	None	Civil liability, insurance coverage

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. At Specific Times During the Student's Academic Career (continued)			
Upon registration in K-6, if students have not previously been transported	Education Code 39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
Beginning of each school year for high school students, if high school is open campus	Education Code 44808.5, 48980	AR 5112.5	Open campus
Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement	Education Code 48980, 51225.3	AR 6146.1	How each graduation requirement does or does not satisfy college entrance a-g course criteria; district CTE courses that satisfy a-g criteria
Beginning of each school year in grades 9-12 and when high school student transfers into the district	Education Code 48980, 60850	AR 6162.52	Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation
When students entering grade 7	Education Code 49452.7	AR 5141.3	Specified information on type 2 diabetes
When in kindergarten, or first grade if not previously enrolled in public school	Education Code 49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights
Beginning of each school year for students in grades 9-12	Education Code 51229, 48980	AR 6143	College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12 education ; right to view A/V materials, who's teaching,	Education Code 51938, 48980	AR 6142.1	Explanation of sex and HIV/AIDS instruction, Sexual health and HIV prevention request specific Education Code sections, right to excuse

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. At Specific Times During the Student's Academic Career (continued)			
Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, 20 days of start of next school year	Education Code 60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
By October 15 for students in grade 12	Education Code 69432.9	AR 5121 AR 5125	Forwarding of student's grade point average to Cal Grant program; timeline to opt out
When child is enrolled in kindergarten	Health and Safety Code 124100, 124105	AR 5141.32	Health screening examination
To students in grades 11-12, early enough to enable registration for fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
To secondary students, if district receives Title I funds	20 USC 7908	AR 5125.1	Request that district not release name, address, phone number of child to military recruiters without prior written consent
III. When Special Circumstances Occur			
In the event of a breach of security of district records, to affected persons	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, contact information for credit reporting agencies
Upon receipt of a complaint alleging discrimination	Education Code 262.3	AR 1312.3	Civil law remedies available to complainants
When student has been placed in structured English immersion program	Education Code 310-311; 5 CCR 11309	AR 6174	Student's placement in program, opportunity to apply for parental exception waiver, other rights of student relative to such placements
When determining whether an English learner should be reclassified as fluent English proficient	Education Code 313; 5 CCR 11303	AR 6174	Description of reclassification process, opportunity for parent/guardian to participate

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year	Education Code 440; 20 USC 7012	AR 6174	Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate, exit requirements of program
Before high school student attends specialized secondary program on a university campus	Education Code 17288	None	University campus buildings may not meet Education Code requirements for structural safety
At least 72 hours before use of pesticide product not included in annual list	Education Code 17612	AR 3514.2	Intended use of pesticide product
To members of athletic teams	Education Code 32221.5	AR 5143	Offer of insurance; no-cost and low-cost program options
If school has lost its WASC accreditation status	Education Code 35178.4	BP 6190	Loss of status, potential consequences
When district has contracted for electronic products or services that disseminate advertising	Education Code 35182.5	BP 3312	Advertising will be used in the classroom or learning center
At least six months before implementing uniform policy	Education Code 35183	AR 5132	Dress code policy requiring schoolwide uniform
Before implementing a year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round schedule
When interdistrict transfer is requested and not approved or denied within 30 days	Education Code 46601	AR 5117	Appeal process
Before early entry to kindergarten, if offered	Education Code 48000	AR 5111	Effects, advantages and disadvantages of early entry
When student identified as being at risk of retention	Education Code 48070.5	AR 5123	Student at risk of retention

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	Education Code 48213	AR 5112.2 BP 5141.33	Student has been excluded from school
Before already admitted student is excluded for lack of immunization	Education Code 48216; 17 CCR 6040	AR 5141.31	Need to submit evidence of immunization or exemption within 10 school days; referral to medical care
When a student is classified a truant	Education Code 48260.5, 48262	AR 5113.1	Truancy, parental obligation, availability of alternative programs, student consequences, need for conference
When a truant is referred to a SARB or probation department	Education Code 48263	AR 5113.1	Name and address of SARB or probation department and reason for referral
When a school is identified on the state's Open Enrollment List	Education Code 48354; 5 CCR 4702	AR 5118	Student's option to transfer to another school
Within 60 days of receiving application for transfer out of open enrollment school	Education Code 48357; 5 CCR 4702	AR 5118	Whether student's transfer application is accepted or rejected; reasons for rejection
When student requests to voluntarily transfer to continuation school	Education Code 48432.3	AR 6184	Copy of district policy and regulation on continuation education
Prior to involuntary transfer to continuation school	Education Code 48432.5	AR 6184	Right to request meeting prior to involuntary transfer to continuation school
To person holding educational rights, prior to recommending placement of foster youth outside school of origin	Education Code 48853.5	AR 6173.1	Basis for the placement recommendation
When student is removed from class and teacher requires parental attendance at school	Education Code 48900.1	AR 5144.4	Parental attendance required; timeline for attendance

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
Prior to withholding grades, diplomas, or transcripts	Education Code 48904	AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	Education Code 48904.3	AR 5125.2	Next school will continue withholding grades, diplomas, or transcripts
When student is released to peace officer	Education Code 48906	BP 5145.11	Release of student to peace officer for the purpose of removing minor from school premises
At time of suspension	Education Code 48911	BP 5144.1 AR 5144.1	Notice of suspension
When original period of suspension is extended	Education Code 48911	AR 5144.1	Extension of suspension
At the time a student is assigned to a supervised suspension classroom	Education Code 48911.1	AR 5144.1	The student's assignment to a supervised suspension classroom
Before holding a closed session re: suspension	Education Code 48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	Education Code 48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	Education Code 48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	Education Code 48916	AR 5144.1	Readmission procedures
At least 10 calendar days before expulsion hearing	Education Code 48918	AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	Education Code 48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
One month before the scheduled minimum day	Education Code 48980	BP 6111	When minimum days are scheduled after beginning of the school year
When parents/guardians request guidelines for filing complaint of child abuse at a school site	Education Code 48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	Education Code 49067	AR 5121	Student in danger of failing a course
When student transfers from another district or private school	Education Code 49068	AR 5125	Right to receive copy of student's record and to challenge its content
When district is considering program to gather safety-related information from students' social media activity	Education Code 49073.6	BP 5125	Opportunity for input on proposed program
When district adopts program to gather information from students' social media activity, and annually thereafter	Education Code 49073.6	AR 5125	Information is being gathered, access to records, process for removal or corrections, destruction of records
Within 24 hours of release of information to a judge or probation officer	Education Code 49076	AR 5125	Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition
Before release of information pursuant to court order or subpoena	Education Code 49077	AR 5125	Release of information pursuant to court order or subpoena
When screening results in suspicion that student has scoliosis	Education Code 49452.5	AR 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	Education Code 49456; 17 CCR 2951	AR 5141.3	Vision or hearing test results

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
Annually to parents/guardians of student athletes before their first practice or competition	Education Code 49475	AR 6145.2	Information on concussions and head injuries
To person holding educational rights, within 30 days of foster or homeless youth's transfer between high schools	Education Code 51225.1	AR 6173 AR 6173.1	Exemption from local graduation requirements, effect on college admission, option for fifth year of high school
Before any test/survey questioning personal beliefs	Education Code 51513	AR 5022	Permission for test, survey questioning personal beliefs
Within 14 days of instruction if arrangement made for guest speaker after beginning of school year	Education Code 51938	AR 6142.1	Instruction in HIV/ AIDS or prevention or sexual health education by guest speaker or outside consultant
Prior to administering survey regarding health risks and behaviors to students in 7-12	Education Code 51938	AR 5022	Notice that the survey will be administered
Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency	Education Code 52164.1, 52164.3; 5 CCR 11511.5	AR 6174	Results of state test of English proficiency
When migrant education program is established	Education Code 54444.2	BP 6175 AR 6175	Parent advisory council membership composition
When child participates in licensed child care and development program	Health and Safety Code 1596.857	AR 5148	Parent/guardian right to enter facility
When district receives Tobacco-Use Prevention Education Funds	Health and Safety Code 104420	AR 3513.3	The district's tobacco-free schools policy and enforcement procedures
When sharing student immunization information with an immunization system	Health and Safety Code 120440	AR 5125	Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share
At least 14 days prior to sex offender coming on campus as volunteer	Penal Code 626.81	AR 1240 BP 1250	Dates and times permission granted; obtaining information from law enforcement

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When hearing is requested by person asked to leave school premises	Penal Code 627.5	AR 3515.2	Notice of hearing
When responding to complaint re: discrimination, special education, or noncompliance with law	5 CCR 4631	AR 1312.3	Findings, disposition of complaint, any corrective actions, appeal rights and procedures
When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies re: excused and unexcused absences
Within 30 days of application for subsidized child care or preschool services	5 CCR 18094, 18118	AR 5148 AR 5148.3	Approval or denial of services
Upon recertification or update of application for child care or preschool services	5 CCR 18095, 18119	AR 5148 AR 5148.3	Any change in service, such as in fees, amount of service, termination of service
Upon child's enrollment in child care program	5 CCR 18114	AR 5148	Policy on fee collection
When payment of child care fees is seven days late	5 CCR 18114	AR 5148	Notice of delinquent fees
When district substantively changes policy on student privacy rights	20 USC 1232h	AR 5022	Notice of any substantive change in policy or regulation
For districts receiving Title I funds, when child has been assigned or taught for four or more consecutive weeks by a teacher who is not "highly qualified" does not meet state certification requirements for the grade level/subject taught	20 USC 6311 6312	AR 4112.24	Timely notice to parent/ guardian of child's assignment
When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress, to parents/ guardians of English learners	20 USC 6312	AR 0520.2	Notice of failure to make adequate yearly progress

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program
When school identified for program improvement or corrective action	20 USC 6316	AR 0520.2 AR 5116.1	Explanation of identification, reasons, how problem will be addressed, how parents/guardians can become involved, transfer option, availability of supplemental services
When district identified for program improvement	20 USC 6316	AR 0520.3	Explanation of status, reasons for identification, how parents/guardians can participate in upgrading district
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318; 6316	AR 6020	Notice of policy
For districts receiving Title III funds, within 30 days of the annual release of state Title III accountability report	20 USC 7012	AR 6174	Notification of any failure to make progress on state's measurable achievement objectives for English learners
When household is selected for verification of eligibility for free or reduced-price meals	42 USC 1758; 7 CFR 245.6a	AR 3553	Notice of Need to submit verification information; any subsequent change in benefits; right to appeal appeals
When student is homeless or unaccompanied minor	42 USC 11432; Education Code 48852.5	AR 6173	Educational and related opportunities; transportation services; placement decision and right to appeal
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to review records

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When district receives federal funding assistance for nutrition program	USDA FNS Instruction 113-1	BP 3555	Rights and responsibilities, nondiscrimination policy, complaint procedures
IV. Special Education Notices			
Prior to conducting initial evaluation	Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415(d); 34 CFR 300.502, 300.503	BP 6159.1 AR 6159.1 AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards
Before functional behavioral assessment begins	Education Code 56321	AR 6159.4	Notification and consent
24 hours before IEP when district intending to record	Education Code 56341.1	AR 6159	Intention to audio-record IEP meeting
Early enough to ensure opportunity for parent/guardian to attend IEP meeting	Education Code 56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate
When parent/guardian orally requests review of IEP	Education Code 56343.5	AR 6159	Need for written request
Within one school day of emergency intervention or serious property damage	Education Code 56521.1	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c); 34 CFR 300.300, 300.503	AR 6159 AR 6159.1	Prior written notice
Upon filing of state complaint	20 USC 1415(d); 34 CFR 300.504	AR 6159.1	Procedural safeguards notice
When disciplinary measures are taken or change in placement	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. Special Education Notices (continued)			
Upon requesting a due process hearing	20 USC 1415(k); 34 CFR 300.508	AR 6159.1	Student's name, address, school, description of problem, proposed resolution
Eligibility for services under Section 504	34 CFR 104.32, 104.36	AR 6164.6	District responsibilities, district actions, procedural safeguards
V. Classroom Notices			
In each classroom in each school	Education Code 35186	AR 1312.4 E 1312.4	Complaints re: sufficiency of instructional materials, teacher vacancy or misassignment, maintenance of facilities

CSBA Sample Board Policy

Instruction

BP 6200(a)

ADULT EDUCATION

Note: The following Board policy is for use by any high school district or unified school district that maintains an adult education school or program or that participates in a program offered by the county office of education.

Education Code 84900-84920, as added by AB 104 (Ch. 13, Statutes of 2015), establish the Adult Education Block Grant to provide adult education services through a regional consortium of school districts, county offices of education, community college districts, and joint powers authorities consisting of those entities. Other funding for adult education may be available through local control funding formula apportionments, California Work Opportunity and Responsibility to Kids (CalWORKs) funds for education and job training (Welfare and Institutions Code 11320-11329.5), the federal Workforce Innovation and Opportunity Act (29 USC 3101-3255), Adult Education and Literacy Act (29 USC 3271-3333), and/or Carl D. Perkins Career and Technical Education Act (20 USC 2301-2415). The district may revise the following policy to reflect requirements of the program(s) it offers.

The Governing Board ~~recognizes~~ **believes** that education is a lifelong process and that it is important for individuals to continuously develop new skills. **Eligible adults shall be offered opportunities to enroll in programs and courses that develop academic and workforce skills and, as appropriate, lead to completion of requirements for high school graduation.**

~~Note: Education Code 52501 authorizes districts maintaining secondary schools to establish and maintain classes for adults for specified purposes. Education Code 52616.21 authorizes the county office of education in geographically isolated, sparsely populated areas to administer an adult education program in which eligible school districts within its jurisdiction may participate and specifies conditions for receiving related apportionments. Option 2 below is offered for use by districts that may participate in a county-administered program. Option 1 below is for use by districts that maintain classes for adults as authorized by Education Code 52501. Option 2 is for use by districts whose students may participate in an adult education program administered by a county office of education in geographically isolated, sparsely populated areas as authorized by Education Code 52616.21.~~

~~Education Code 51056 and 52515 require approval by the California Department of Education (CDE) of courses offered in adult education programs. See the accompanying administrative regulation and the CDE's Adult Education Handbook for California.~~

~~OPTION 1: The Superintendent or designee shall develop and oversee the district's adult education program. The Board shall approve all courses to be offered in this program. shall recommend, for approval by the Board and the California Department of Education, courses to be offered through the district's adult education program.~~

~~(cf. 0410 *Nondiscrimination in District Programs and Activities*)~~

OPTION 2: The district ~~may~~ **shall** participate in the adult education program administered by the county office of education. **District** students enrolled in this program shall be under the immediate supervision of a certificated district employee.

ADULT EDUCATION (continued)

Note: The following two optional paragraphs may be used by districts that select either Option 1 or 2 above and participate in the regional consortium established for purposes of the Adult Education Block Grant pursuant to Education Code 84900-84920, as added by AB 104 (Ch. 13, Statutes of 2015). The consortium is required to approve an adult education plan containing the components specified in Education Code 84906 at least once every three years and to update the plan at least once each year based on available data.

Funds allocated through this block grant may be used in accordance with Education Code 84913, including to provide support for adult education programs related to elementary and secondary basic skills, entry or reentry into the workforce, career technical education, pre-apprenticeship training, knowledge and skills to assist K-12 students to succeed academically, and programs for immigrants and adults with disabilities. See the accompanying administrative regulation.

To ensure efficient and coordinated adult education services, the district shall collaborate with other local educational agencies and the community college district in the region's adult education consortium. The district shall participate in the consortium's identification of the educational needs of adults in the region, identification of available funding and services, development and approval of an adult education plan pursuant to Education Code 84906, and implementation of strategies to address the identified needs, improve the effectiveness of district services, and improve students' transitions into postsecondary education and the workforce.

The district's representative to the region's adult education consortium shall be designated by the Board. (Education Code 84905)

(cf. 9140 - Board Representatives)

Note: The remainder of this policy is for use by districts selecting Option 1 above, but may be adapted for use by districts selecting Option 2.

Classes organized primarily for adults may be taught by holders of the designated subjects adult teaching credential pursuant to Education Code 44260.2-44260.3. See the Commission on Teacher Credentialing's web site for further information and credential requirements.

The Superintendent or designee shall ensure that all teachers of adult education classes possess an appropriate credential issued by the Commission on Teacher Credentialing and have access to high-quality professional development to continuously enhance their knowledge and skills.

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

Adult education classes may be offered any day or evening, including weekends, for such length of time during the school year as determined by the Board. (Education Code 52505, 52513)

ADULT EDUCATION (continued)

Note: Education Code 52516 authorizes any school district maintaining an adult school or program, with the approval of the CDE, to establish a prescribed ~~If the district's adult school or program offers a course in elementary subjects appropriate to the needs of adults, as authorized by Education Code 52516 and 84913, the Board is mandated pursuant to Education Code 52510~~ **mandates the Board of such a district to prescribe requirements for eighth-grade graduation. Items #1-2 below should be revised to reflect district practice.**

A certificate of completion of the eighth grade shall be awarded through the adult school upon successful completion of **both of** the following:

1. ~~At least one term in the adult elementary program which includes reading, writing, arithmetic, spelling, current events, geography, California and U.S. history, civics, and natural science~~
2. ~~Overall eighth-grade placement on a recognized standard~~ **standardized** achievement test
3. ~~Successful passage of a district test in U.S. history and Constitution~~

Note: Education Code 52509 **mandates** the Board of any district maintaining an adult school or program to prescribe requirements for the granting of a **high school diploma**. Courses required for a high school diploma in California are **specified** in Education Code 51225.3; **see BP 6146.1 - High School Graduation Requirements**. ~~and include two courses in physical education. Adult students may be exempted from the physical education requirement in pursuant to Education Code 51241 or 51246. For Students obtaining seeking their high school diploma through adult education must meet those course requirements. However, the district also may revise waive any high school graduation requirements established by the district. Districts that have so revised their local graduation requirements for adult education students should modify the following sentence~~ **paragraph** as appropriate.

Adult education students who fulfill the district's graduation requirements shall receive a diploma of high school graduation.

(cf. 6142.7 - Physical Education and Activity)

(cf. 6146.1 - High School Graduation Requirements)

Note: The following paragraph may be revised to reflect indicators of program effectiveness identified by the district and/or adult education regional consortium in which the district participates. Education Code 84920, as added by AB 104 (Ch. 13, Statutes of 2015), requires the Superintendent of Public Instruction and California Community College Chancellor to identify common measures for determining the effectiveness of school districts and other consortium members in meeting the educational needs of adults. In addition, for districts participating in the federal Adult Education and Family Literacy Act, the CDE requires the use of the Comprehensive Adult Student Assessment Systems (CASAS), a set of standardized assessment instruments developed by the nonprofit organization CASAS, to track the progress of adult students.

The Superintendent or designee shall regularly report to the Board on the effectiveness

ADULT EDUCATION (continued)

of the district's adult education program. This report shall include, but not be limited to, the number of adults and high school students participating in the program, student participation in each type of adult education course or class, and the extent to which students successfully completed these programs, including, as applicable, the completion of requirements for the high school diploma or certificate of equivalency.

(cf. 0500 - Accountability)

*Legal Reference:*EDUCATION CODE

8500-8538 *Adult education*

10200 *CalWORKs education and job training plan*

41975-41976.2 *Adult education; authorized classes and courses*

44260.2-44260.3 *Credential requirements, designated subjects adult education credential*

44865 *Qualifications for home teachers and teachers in special classes*

46190-46192 *Adult school; days of attendance*

46300.1-46300.4 *Independent study in adult education*

~~46351-46352~~ *Adult classes*

51040 *Prescribed courses*

51056 *Adult education course of study*

51225.3 *Requirements for graduation*

51241 *Physical education exemptions*

~~51246~~ *Exemption from attendance* **Physical education exemptions**

51730-51732 *Elementary school special day and evening classes*

51745-51749.6 *Independent study*

51810-51815 *Community service classes*

~~51938~~ *Parental excuse from sexual education or HIV/AIDS prevention education*

52500-52523 *Adult schools*

52530-52531 *Use of hospitals*

52540-52544 *Adult English classes*

52550-52556 *Classes in citizenship*

52570-52572 *Disabled adults*

52610-52616.24 *Adult schools, finances*

52651-52656 *Immigrant Workforce Preparation Act*

60410 *Books for adult classes*

84830 *Adult education consortium*

84900-84920 *Adult Education Block Grant*

WELFARE AND INSTITUTIONS CODE

11320-11329.5 *CalWORKs, including education and job training*

CODE OF REGULATIONS, TITLE 5

10501 *Adult education*

10508 *Records and reports*

10530-1056034 *Standards*

80034 *Teaching credentials, adult education*

80034.5 *Adult education, substitute teachers*

80036-80036.4 *Requirements for designated subjects adult education credential*

Legal Reference continued: (see next page)

ADULT EDUCATION (continued)

Legal Reference: (continued)

CODE OF REGULATIONS, TITLE 5 (continued)

80040.2-80040.2.7 Programs of personalized preparation for the designated subjects adult education teaching credentialing

UNITED STATES CODE, TITLE 8

1184 Foreign students

UNITED STATES CODE, TITLE 20

2301-2415 Carl D. Perkins Career and Technical Education Act

UNITED STATES CODE, TITLE 29

3101-3255 Workforce Innovation and Opportunity Act

3271-3333 Adult Education and Family Literacy Act

Management Resources:

CDE CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Adult Education Handbook for California, 1997 2005

Pupil Fees, Charges, and Other Deposits, Fiscal Management Advisory 12-02, April 24, 2013

WEB SITES

California Council for Adult Education: <http://www.ccaestate.org>

California Department of Education: <http://www.cde.ca.gov/sp/ae>

California Department of Industrial Relations, Division of Apprenticeship Standards:

<https://www.dir.ca.gov/das>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Comprehensive Adult Student Assessment Systems: <https://www.casas.org>

CSBA Sample Administrative Regulation

Instruction

AR 6200(a)

ADULT EDUCATION

Note: The following administrative regulation may be revised for consistency with the adult education plan adopted by the regional consortium established for the Adult Education Block Grant, pursuant to Education Code 84906, as added by AB 104 (Ch. 13, Statutes of 2015). In addition, districts that participate in a county-operated adult education program (Option 2 in the accompanying Board policy) should tailor the following administrative regulation to delete references to district programs.

Enrollment

With the exception of programs specified in Education Code 52570, adult education classes ~~The class shall be located in a facility which clearly identifies the class as being open to the general public., with the exception of apprenticeship training classes, classes designed to serve the needs of disabled adults, classes in state hospitals and classes in jails and prisons (Education Code 52517, 52570)~~

Adults shall have first priority for enrollment in any adult education class, provided they enroll during the regular enrollment period. (Education Code 52523)

Note: The following paragraph may be revised to reflect programs in which the district participates.

For purposes of the Adult Education Block Grant pursuant to Education Code 84900-84920, adults include persons 18 years of age or older. ~~For purposes of these other adult education programs, adults include persons age 18 or older and other persons not concurrently enrolled in a regular high school program. However, high school students may be concurrently enrolled in adult education under the conditions specified in the section "Concurrent Enrollment of High School Students" below.~~ (Education Code 52610, 84901)

Note: Pursuant to federal immigration law, 8 USC 1184, foreign students can no longer ~~cannot~~ obtain an F-1 visa ~~in order~~ to attend publicly funded adult education schools. ~~Students currently enrolled with an F-1 visa may continue to attend adult schools until those visas expire or until those students leave the United States. These students must continue to pay tuition in accordance with state law. See the section entitled "Fees" below. The law does not affect persons using any visa other than the F-1. The district is not authorized or required to determine the visa status of students. This issue will arise only when the student requests an I-20 certification from the district or if the district is contacted by the U.S. Immigration and Customs Enforcement.~~

~~Students possessing or seeking an F-1 visa designation shall not be enrolled in district adult school programs. Students currently enrolled with an F-1 visa designation shall continue to be eligible for enrollment in district adult schools until their visas expire or until they leave the United States. (8 USC 1184)~~

~~(cf. 5111.2 Nonresident Foreign Students)~~

ADULT EDUCATION (continued)**Concurrent Enrollment of High School Students**

High school students shall be permitted to enroll in an adult education program, course, or class for sound educational purposes, **including** ~~Sound educational purposes include~~, but are not limited to, the following: (Education Code 52523)

1. The adult education program, course, or class is not offered in the regular high school curriculum.
2. The student needs the adult education program, course, or class in order to make up deficient credits for graduation from high school.

(cf. 6146.1 - High School Graduation Requirements)

3. The adult education program, course, or class allows the student to gain vocational and technical skills beyond that provided by the regular high school's ~~vocational and~~ **career** technical education program.

(cf. 6178 - Career Technical Education)

4. The adult education program, course, or class supplements and enriches the high school student's educational experience.

Note: The following paragraph is **optional**.

High school students are expected to enroll in regular high school classes before seeking admission to any similar classes offered in the adult education program. A failed course, however, may be repeated through adult education.

~~Note: The CDE has taken the position that the counseling session described below need not be satisfied by a face-to-face meeting.~~

Before enrolling in an adult education class, the high school student shall complete a counseling session that includes his/her parent/guardian and a certificated representative of the high school. The certificated high school representative shall ensure that the student's school record includes written documentation of the ~~meeting~~ **counseling session** and both of the following statements: (Education Code 52500.1, 52523)

1. That the student is enrolling voluntarily in the adult education **course or** class
2. That this enrollment will enhance the student's progress toward meeting educational requirements for high school graduation

ADULT EDUCATION (continued)

Note: **The following paragraph is optional.** Education Code 52500.1 does not require that the above statement be signed. **However, obtaining the signature of all parties is one way to document the student's voluntary participation in the program and the high school representative's determination that the program will enhance the student's progress toward graduation.** ~~for coordinated compliance review purposes, the CDE requires the following signatures:~~

The above statement shall be signed by the student, the parent/guardian, and the certificated high school representative.

(*cf. 6164.2 - Guidance/Counseling Services*)

Classes offered in the district's adult education program shall supplement and not supplant the regular high school curriculum. No course required by the district for high school graduation or necessary for students to maintain satisfactory academic progress shall be offered exclusively through the adult education program. (Education Code 52523)

Programs and Courses

~~Note: Education Code 52515 states that no funds shall be apportioned for adult school attendance unless the courses have been approved by the CDE. The CDE's approval criteria reflected in items #1-4 below are set forth in the CDE's Adult Education Handbook for California. Pursuant to Education Code 52506, this handbook also includes course approval criteria.~~

~~A proposed adult education class shall have an educational purpose and meet the following criteria required for approval by the California Department of Education:~~

- ~~1. The class shall be located in a facility which clearly identifies the class as being open to the general public, with the exception of apprenticeship training classes, classes designed to serve the needs of disabled adults, classes in state hospitals and classes in jails and prisons. (Education Code 52517, 52570)~~
- ~~2. Class time shall be devoted to instruction.~~
- ~~3. Course content shall be educational and intended to teach a skill or knowledge unrelated to repetitive practices.~~
- ~~4. The course title shall clearly indicate its educational nature.~~

Note: Pursuant to Education Code 41976, adult education courses for which apportionment is claimed must also fall within categories specified below. The following list should be revised to reflect the types of adult education programs offered by the district. Education Code 84913, as added by AB 104 (Ch. 13, Statutes of 2015), authorizes the use of Adult Education Block Grant funds to support the programs listed in items #1-7 below. Education Code 41976, as amended by AB 104, authorizes the use of local control funding formula and/or other district funds for many of these same purposes, as well as the purposes listed in items #8-12 below.

ADULT EDUCATION (continued)

Adult education classes or courses shall offer instruction in one or more of the following categories: (Education Code 41976, **84913**)

~~Note: Apportionments for classes described in item #2 below may be generated only by students who do not possess a high school diploma, except for remedial academic courses or classes in reading, mathematics and language arts.~~

- ~~2.~~ **1. Programs in elementary and secondary basic skills, and other courses and classes required for the including programs leading to a high school diploma or high school equivalency certificate**

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

~~Note: Education Code 52550-52556 set conditions for establishing citizenship programs in high school districts when 25 or more persons residing in the district apply for such training. In addition, pursuant to Education Code 52613, F-1 visa students may not be counted for apportionment purposes in a class in elementary subjects or English and citizenship for foreigners.~~

- ~~4.~~ **2. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation classes in the basic skills of speaking, listening, reading, writing, mathematics, decision making, and problem solving, and other classes required for preparation to participate in job specific technical training**
- 3. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce**
- 4. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary students to succeed academically in school**
- 5. Programs for ~~substantially disabled persons~~ adults with disabilities**
- 6. Short-term ~~vocational~~ career technical education programs with high employment potential**

Note: Education Code 84913, as added by AB 104 (Ch. 13, Statutes of 2015), authorizes the use of Adult Education Block Grant funds to support pre-apprenticeship training activities, as provided in item #7 below. Pre-apprenticeship training activities must be conducted in coordination with apprenticeship programs approved by the California Department of Industrial Relations' Division of Apprenticeship Standards for the occupation and geographic area.

- ~~8.~~ **7. Programs for apprentices offering pre-apprenticeship training activities in coordination with one or more approved apprenticeship programs**

ADULT EDUCATION (continued)

Note: The types of programs listed in optional items #8-12 below are not authorized uses of the Adult Education Block Grant. However, Education Code 41976 authorizes the use of other district funds for these purposes, as well as the purposes listed in items #1-2 and #5-7 above.

8. Programs in parenting, including parent cooperative preschools, and classes in child growth and development, parent-child relationships, and parenting

Note: Education Code 52540-52544 set conditions for establishing ESL classes in high school districts when 20 or more adults residing in the district apply for such classes.

9. English as a second language
10. Programs for older adults
11. Home economics
12. Health and safety education

Note: Pursuant to Education Code 51056 and 52515, adult education courses must be approved by the CDE. According to the CDE's Adult Education Handbook for California, districts must annually submit a list of course titles to the CDE for approval. Authorized courses are listed in the Adult Education Course Approval System (A-22) on the CDE's web site.

The Superintendent or designee shall annually submit to the California Department of Education for approval the titles of classes that have been approved by the Governing Board to be offered in any of the program areas listed above.

Note: Education Code 52518 prohibits districts from receiving apportionments for adult classes in dancing or recreational physical education. In addition, Education Code 41976, 52500.1 and 52523 identify programs and classes for which high school students may not be counted for adult education apportionment purposes.

Note: The following optional paragraph is for use by districts that offer community service classes; see BP 6146.4 - Service Learning/Community Service Classes. Pursuant to Education Code 51810, the district may provide community service classes in specified subjects without the approval of the CDE.

Adults also may be enrolled in community service classes offered by the district. (Education Code 51811)

(cf. 6146.4 - Service Learning/Community Service Classes)

All adult education programs, courses, and classes and their enrollment period shall be listed **published** in the district's catalog of adult education classes provided to the public. (Education Code 52523)

ADULT EDUCATION (continued)

Community Service Classes

Note: Education Code 51810 authorizes districts maintaining secondary schools to establish and maintain community service classes without CDE approval. Education Code 51815 allows the Board to charge fees not to exceed the cost of maintaining the classes.

As part of the adult education program, the Board may establish and maintain community service classes to provide instruction that contributes to the physical, mental, moral, economic or civil development of any persons who may wish to enroll. (Education Code 51810)

Certificates of skill or accomplishment may be provided upon the satisfactory completion of community service classes. (Education Code 51813)

Independent Study

The Superintendent or designee may make independent study available as an instructional strategy for students enrolled in adult education as appropriate to meet their individual needs.

(cf. 6158 - Independent Study)

Participation in independent study shall be voluntary. (Education Code 51747)

Note: Pursuant to Education Code 46300.4, for certain students age 19 or older participating in independent study, attendance credit is eligible for apportionment only for courses required for high school graduation.

For students 21 years of age or older, or students 19 years of age or older who have not been continuously enrolled in school since their 18th birthday, Any course taken through independent study must **shall** be a course listed in Education Code 51225.3 or otherwise required by the Board as a prerequisite to receiving a diploma for high school graduation. (Education Code 46300.4)

An adult who has been continuously enrolled in K-12 education since his/her 18th birthday may remain engaged in K-12 independent study until his/her 21st birthday. (Education Code 46300.1)

Note: A CDE Program Advisory of June 1992 states that certain restrictions that apply to independent study in K-12 schools do not apply in an adult education program. For example, the teacher-student ratio in adult education independent study is not limited, and the general supervision of adult education independent study students is not restricted to employees certificated pursuant to Education Code 44865.

Fees

Note: Education Code 52612-52613 authorizes the district to charge fees for adult education classes, with

ADULT EDUCATION (continued)

certain exceptions. The total of these fees plus revenues derived from ADA must not exceed the estimated cost of all such classes. **The following section should be revised to reflect district practice.**

~~The district may charge adult education students a registration fee for each adult education class, with the following exceptions. No fee shall be charged for the following adult education classes or programs: (Education Code 52612, 52613)~~

1. ~~No fee shall be charged for~~ A class for which high school credit is granted, if the class is taken by an individual who does not hold a high school diploma. ~~(Education Code 52612)~~

~~Note: Districts are required by Education Code 52613 to charge students with an F-1 visa designation tuition for study in adult education programs. However, pursuant to federal immigration law, 8 USC 1184, foreign students can no longer obtain an F-1 visa to attend publicly funded adult education schools. Therefore, districts should continue to charge tuition to adult students currently enrolled who are known to be in the United States on an F-1 visa, but as those visas expire, district officials must decline to complete the student's required I-20 certification.~~

2. ~~No charge shall be made for~~ A class in an elementary subject or a class in English **as a second language** or citizenship, ~~for foreigners~~ unless the student is a nonimmigrant alien with an F-1 visa status. Any nonimmigrants enrolled in these classes shall be charged a fee to cover the full cost of the instruction, not to exceed actual costs. The fee shall be adopted by the Board at a regular meeting at least 90 days before the beginning of the class for which the fee is charged. ~~(Education Code 52612, 52613)~~

Note: The following paragraph is **optional**.

Except for those fees required by law, ~~at the recommendation of the Superintendent or designee,~~ the payment of fees may be waived in cases of ~~unusual~~ hardship at the recommendation of the Superintendent or designee.

The Board may fix a charge, not to exceed costs, for books furnished to adult education students. In some cases books may be obtained from the district at cost or may be obtained on loan with the payment of a refundable deposit. In addition, materials purchased from the incidental expense account may be sold to adult school students for use in their classes. (Education Code 52615, 60410)

(cf. 3260 - Fees and Charges)

(6/97 7/99) 5/16

CSBA Sample Board Bylaw

Board Bylaws

BB 9222(a)

RESIGNATION

Note: Pursuant to Education Code 5090, a Governing Board member who wishes to resign must file a written resignation with the County Superintendent of Schools having jurisdiction over the district. The resignation results in a vacancy on the Board which, pursuant to Government Code 1770 and Education Code 5091-5093, requires the Board to either order an election or make a provisional appointment as appropriate, unless the vacancy occurs within four months of the end of the Board member's term in which case the Board will take no action. See BB 9223 - Filling Vacancies for information about timelines, processes, and eligibility requirements for filling vacancies.

A member of the Governing Board ~~member~~ who wishes to resign ~~from the Board~~ ~~may do so by filing~~ shall file a written resignation with the County Superintendent of Schools. (Education Code 5090)

Note: The following paragraph is optional.

~~A copy shall be given~~ The resigning Board member shall also notify the Board and give a copy of his/her written resignation to the Board secretary.

The ~~written~~ resignation is shall become effective when filed with the County Superintendent, except when a deferred effective date is specified in the resignation. A Board member may not defer the effective date of his/her resignation for more than 60 days after ~~filing~~ he/she files the resignation with the County Superintendent. (Education Code 5090, 5091)

Once filed, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable ~~upon being filed~~. (Education Code 5090)

~~Upon resignation, the Board member may continue to exercise all his/her powers, save that of voting for a successor, until the effective date of resignation.~~ A Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office, except that he/she shall not have the right to vote for his/her successor in an action taken by the Board to make a provisional appointment. (Education Code 5091, 35178)

(cf. 9223 - Filling Vacancies)

Note: ~~When leaving office, the Board member is required to file a financial disclosure statement within 30 days. See BB 9270 - Conflict of Interest.~~

A Board member who resigns shall file, within 30 days of leaving office, a revised Statement of Economic Interest/Form 700 covering the period of time between the

RESIGNATION (continued)

**closing date of the last statement required to be filed and the date he/she leaves office.
(Government Code 87302, 87500)**

(cf. 9270 - Conflict of Interest)

Legal Reference:

EDUCATION CODE

5090 - Definition (vacancy)

5091 - Special election

5090-5095 Vacancies on the board

35178 Resignation with deferred effective date

GOVERNMENT CODE

1770 Vacancy on the board

87300-87313 Conflict of interest code

87500 Statement of economic interests

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

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

CSBA Sample Board Bylaw

Board Bylaws

BB 9270(a)

CONFLICT OF INTEREST

Note: The determination as to whether a conflict of interest exists must be analyzed under two separate sets of statutes: (1) the conflict of interest provisions of the Political Reform Act (PRA) (Government Code 87100-87505), detailed in the section below entitled "Conflict of Interest under the Political Reform Act," and (2) Government Code 1090-1098, detailed in the section below entitled "~~Financial Interest in Contracts~~ **Conflict of Interest** under Government Code 1090 - **Financial Interest in a Contract.**" ~~However,~~ Even when a conflict does not exist pursuant to those statutes, ~~the Attorney General has found that special situations may still exist~~ **a violation might still occur** under the common law doctrine against conflict of interest; see the section below entitled "Common Law Doctrine Against Conflict of Interest."

Because the law and definitions are quite complex, it is strongly recommended that districts consult with legal counsel and staff from the Fair Political Practices Commission (FPPC) as soon as a potential conflict is presented.

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. ~~In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.~~ **Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.**

(cf. 9005 - Governance Standards)

Even if ~~there is not~~ a prohibited conflict of interest **does not exist**, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. *Relative* means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

Note: The following paragraph reflects the common law definition of "relative within the third degree."

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

Note: The Governing Board is required to adopt a conflict of interest code in compliance with Government Code 87300-87313. Board members and employees designated in the district's conflict of interest code are required by Government Code 87500 to annually file a Statement of Economic Interest/Form 700 to

CONFLICT OF INTEREST (continued)

disclose any assets and income which may be materially affected by official actions. Under the PRA, there are two separate categories of Form 700 disclosure requirements. For the first category pursuant to Government Code 87302, which is applicable to most school districts, the disclosure requirements are determined by the district and set forth in the district's conflict of interest code. The second category, pursuant to Government Code 87200, is only applicable to Board members and designated employees who "manage public investments"; see section below entitled "Additional Requirements for Boards that Manage Public Investments." Those Board members and designated employees, referred to by the FPPC as Government Code 87200/Article 2 filers, must file broader disclosure statements pursuant to the disclosure requirements specified in law and FPPC regulation.

Pursuant to Government Code 87303, the district's conflict of interest code must be approved by the appropriate code reviewing body. For districts located entirely in one county, the code reviewing body is the board of supervisors of the county in which the district is located. The FPPC is the code reviewing body for those school districts located in more than one county.

Pursuant to 2 CCR 18730, the requirements of the Government Code are satisfied if a district adopts a conflict of interest code that incorporates 2 CCR 18730 by reference, along with a list of designated positions and disclosure categories. The accompanying exhibit (E 9270) contains a sample resolution that includes an appendix with designated positions and disclosure categories which, once adopted by the Board, will comprise the terms of the district's conflict of interest code that should be submitted to the code reviewing body. ~~Districts that do not wish to adopt a resolution as their conflict of interest code should modify the following paragraph accordingly.~~

The Board shall adopt ~~a resolution that specifies the terms of~~ **for** the district's a conflict of interest code; **that incorporates the provisions of 2 CCR 18730 by reference, specifies** the district's designated positions, and **provides** the disclosure categories required for each position. **The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)**

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body **or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)**

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days **after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)**

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

CONFLICT OF INTEREST (continued)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last **required** statement and the date of leaving office or district employment. (Government Code 87302, **87500-87302.6**)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

Conflict of Interest under the Political Reform Act

Note: The FPPC has adopted an eight-step analysis, detailed in Government Code 87100-87500, 2 CCR 18700-18755, and interpretive opinions, to determine whether a conflict of interest exists under the PRA. When such a conflict exists, the affected Board member must disclose the interest and disqualify himself/herself from participating in the decision, as specified below. Because Family Code 297.5 grants a registered domestic partner the same rights, protections, and benefits as a spouse under state law, analysis of a conflict of interest with regards to a Board member's spouse is also applicable to a registered domestic partner.

A Board member, ~~or~~ designated employee, **or other person in a designated position** shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A **disqualifying** conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," **which is distinguishable from the effect on the public generally**, ~~on one or more of the Board member's or designated employee's, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700.~~ **economic interests,** ~~unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required.~~ (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member, ~~or~~ designated employee, **or other person in a designated position** makes a governmental decision when; **he/she**, acting within the authority of his/her office or position, ~~he/she votes on a matter, appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district. (2 CCR 18702.1)~~ **authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.**

Note: 2 CCR 18705 permits a Board member who is financially interested in a contract to participate in making a decision on the contract if (1) he/she discloses the existence of the conflict and describes with particularity the nature of his/her economic interest in the contract; (2) gives a summary description of the circumstances under which he/she believes the conflict may arise; and (3) either

CONFLICT OF INTEREST (continued)

he/she, another Board member, or a district employee discloses the legal basis for concluding that no alternative source of decision exists for the district. In general, this rule will permit a district to acquire an essential supply or service. CSBA strongly recommends that legal counsel be consulted when situations arise involving the rule of necessity, as strict compliance is required.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

~~A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)~~

Additional Requirements for Boards that Manage Public Investments

Note: The following optional section is for use only by districts in which the Board and/or ~~the Superintendent or designee~~ designated employees are considered to be "officials who manage public investments" and who are required to file a full financial disclosure statement in accordance with Government Code 87200. It should be deleted by all other districts. See the accompanying exhibit for further information.

According to the FPPC, officials who manage public investments are boards or designated employees who manage the investment of district surplus or special reserve funds in permitted securities and investments pursuant to Education Code 41015. Those boards that direct the investment of these funds, formulate or approve policies for the investment of these funds, **even if they delegate day-to-day investment decisions to staff**, or approve investment transactions involving these funds are considered officials who manage public investments. ~~Even if the Board delegates day-to-day investment decisions to district staff, Board members are considered officials who manage public investments if they set or approve policy as to the investment of these funds.~~

The Board does not manage public investments when the district does not have any surplus or special reserve funds to invest and merely deposits all funds it receives (1) in the county treasury pursuant to Education Code 41001-41002.5 or (2) in a fund where a Tax and Revenue Anticipation Note (TRANS) is issued. Board members and superintendents in these types of situations are not considered to have discretion regarding the investment of the district's money and are therefore not officials who manage public investments.

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR ~~18702.5~~ **18707**)

1. Publicly identify each financial interest that gives rise to the conflict or potential

CONFLICT OF INTEREST (continued)

conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.

2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion **and deliberations** of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

(cf. 3430 - Investing)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Note: Pursuant to Government Code 1090, if a Board member has a financial interest in a contract, it is an absolute bar for that district to enter into the contract. The Attorney General has opined in 69 Ops.Cal.Atty.Gen. 255 (1986) that, unlike the PRA, the prohibitions in Government Code 1090 cannot be resolved by having the financially interested Board member abstain from participating in the matter. However, there are two categories of exceptions. If a financial interest meets the definition of a "noninterest" as specified in Government Code 1091.5, then the restrictions in Government Code 1090 do not apply and the district can enter into the contract. Secondly, if a Board member's interest is deemed a "remote interest" pursuant Government Code 1091, then the district can enter into the contract as long as certain conditions are satisfied, as specified below.

While the prohibitions in the PRA only apply to designated employees, the prohibitions in Government Code 1090 apply to all district employees and consultants. **California appellate courts have ruled in**

CONFLICT OF INTEREST (continued)

McGee v. Balfour Beatty Construction LLC and Davis v. Fresno Unified School District that Government Code 1090 applies to consultants, including corporate consultants, who fill the roles and positions of officers, employees, and agents of the district. However, the Attorney General has opined in 63 Ops. Cal. Atty. Gen. 868 (1980) that an employee's financial interest would not prohibit the district from entering into a contract as long as the employee has not participated in the making of the contract, such as in discussions and planning, as detailed below.

Government Code 1090 does not define financial interest, but courts have held that, for the purposes of this statute, the definition of "financial interest" is not the same as the definition in the PRA which requires a "material financial effect" in order for a conflict to exist. Because the determination of whether a financial interest exists involves a review of statutes, court decisions, and Attorney General opinions as they apply to the particular facts at issue, the analysis can be complex and legal counsel should be consulted as appropriate.

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest **in a contract made by the Board**, ~~the district is barred from entering into the contract is void.~~ (Government Code 1090; Klistoff v. Superior Court, (2007) 157 Cal.App. 4th 469)

Note: The district may enter into a contract when a Board member's interest is a "remote interest" as defined in Government Code 1091. Generally, this issue arises when the district wishes to enter into a contract with the Board member's employer. When the conditions specified in Government Code 1091 are satisfied (e.g., Board member is an employee of a nonprofit organization, the employer has at least 10 employees, and the Board member has been employed more than three years), then the district may enter into the contract as long as the affected Board member discloses the remote interest and abstains from the matter.

Board members who willfully fail to disclose a remote interest in a contract may be subject to a fine or imprisonment pursuant to Government Code 1097.

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member **or district official** to enter into the contract. (Government Code 1091)

Note: Pursuant to Government Code 1091.5, certain financial interests are defined as "noninterests," meaning a conflict of interest does not exist and the district can enter into the contract. One of the noninterests listed in Government Code 1091.5 is when a Board member's spouse has been employed by the district for at least one year prior to the Board member's election or appointment. If the spouse has not been employed by the district for at least one year prior to the Board member's election or appointment, the exception does not apply and Government Code 1090 prohibits the district from entering into a new contract to hire the spouse. (80 Ops. Cal. Atty. Gen. 320 (1997))

Attorney General opinions and case law have further clarified the application of this noninterest exception when a previously employed spouse changes to a different position during the Board member's term. Generally, these opinions have held that a lateral transfer or change of classification that does not require

CONFLICT OF INTEREST (continued)

Board approval (e.g., second year probationary teacher automatically achieving permanent status, step increase) is the same employment not requiring a new contract and thus constitutes a noninterest. (92 Ops.Cal.Atty.Gen. 26 (2009), 87 Ops.Cal.Atty.Gen. 23 (2004)) However, when a new contract is involved (e.g., promotion from classroom teacher to principal, substitute employee becoming a probationary employee), the exception in Government Code 1091.5 does not apply and the action would be prohibited under Government Code 1090 because Board approval of the contract is required. (Thorpe v. Long Beach Community College District, 69 Ops.Cal.Atty.Gen. 255 (1986))

Because this area of law is complex, it is strongly recommended that district legal counsel be consulted if a Board member's spouse is an employee of the district or when analyzing whether an interest is a noninterest or remote interest.

In addition, a Board member shall not be considered to be financially interested in a contract ~~if in which~~ his/her interest is a "noninterest" as defined in Government Code 1091.5. ~~One such~~ **Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, is when a Board member's in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in** (Government Code 1091.5).

Common Law Doctrine Against Conflict of Interest

Note: Even when there is not a conflict pursuant to the PRA (Government Code 87100-~~87505~~) or Government Code 1090, the Attorney General has found that special situations may still exist under the common law doctrine against conflict of interest which, unlike the statutes, extends to noneconomic interests. In 92 Ops.Cal.Atty.Gen. 19 (2009), the Attorney General opined that a redevelopment board member should abstain from voting on a loan agreement where the recipient of the loan was a corporation owned by the board member's adult son. Although the board member was not financially interested in the contract under the PRA or Government Code 1090, the Attorney General determined that abstention was necessary in order to avoid a conflict between the member's official and personal interests and to avoid the appearance of impropriety.

Districts are encouraged to consult legal counsel if situations arise that raise the question as to whether such a conflict exists.

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Rule of Necessity or Legally Required Participation

Note: Pursuant to Government Code 87101, when a conflict exists under the PRA, the district may still enter into a contract if the rule of necessity or legally required participation applies. In general, this rule will permit a district to acquire an essential supply or service. The rule also permits a Board member to carry out an essential duty of his/her office in accordance with 2 CCR 18708, where he/she is the only one who may legally act and there is no alternative source of decision-making authority. **It is recommended that legal counsel be consulted when situations arise involving the rule of necessity.**

CONFLICT OF INTEREST (continued)

~~On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.~~

Incompatible Offices and Activities

Note: Government Code 1099 and 1126 prohibit Board members and employees from engaging in any employment or activity which is inconsistent, incompatible, in conflict with, or inimical to their duties with the district. Government Code 1126 **mandates** the district to adopt procedures regarding this prohibition. See BP 4136/4236/4336 - Nonschool Employment for language implementing this mandate relative to employees.

Attorney General opinions have indicated that it would be incompatible for Board members to serve on other elected or appointed boards, councils, or commissions that have interests which may conflict with the interests of the district (85 Ops.Cal.Atty.Gen. 60 (2002); 68 Ops.Cal.Atty.Gen. 171 (1985); 65 Ops.Cal.Atty.Gen. 606 (1982)). If a Board member is sworn into an incompatible office, then his/her position in the prior office is automatically terminated.

Pursuant to Education Code 35107, an employee of a school district may not be sworn into office as an elected or appointed member of that district's Board unless he/she resigns as an employee. If the employee does not resign, the employment automatically terminates when he/she is sworn into office. See BB 9220 - Governing Board Elections.

The determination as to whether an activity or office is incompatible is complex and requires a case-by-case analysis of the particular activities or duties of the office; therefore, it is recommended that district legal counsel be consulted as appropriate.

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

(cf. 4136/4236/4336 - Nonschool Employment)

Gifts

Note: Pursuant to 2 CCR 18730, the gift limitation is currently \$460. This amount is adjusted in odd-numbered years by the FPPC. ~~However, this limit may not be applicable to gifts from every source.~~ **Pursuant to Government Code 89503, Board members and candidates are subject to gift limitation for gifts from all sources except when exempted by law or regulation.** For those Board members who file a Form 700 based on the disclosure categories specified in the district's conflict of interest code pursuant to Government Code 87302 (see the accompanying exhibit), the gift limit is only applicable as to those individuals and entities that are disclosed on the Form 700.

Several exceptions exist within the Government Code's definitions of gifts, income, interest in real property, and investment; see Government Code 82028, 82030, 82033, and 82034. **If questions arise as to such exceptions, the district may seek clarification from the FPPC through email to advice@fppc.ca.gov or consult legal counsel.**

CONFLICT OF INTEREST (continued)

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Note: Board members and designated employees may, in the circumstances described in Government Code 89506, receive payments, advances, or reimbursements for travel and related lodging and subsistence, which will not be subject to the gift limit set in Government Code 89503.

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, ~~except as described in Government Code 89506~~**except when: (Government Code 89506)**

1. **The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.**
2. **The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.**

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private **conference, convention, meeting, social event, meal, or like gathering.** ~~in accordance with law~~ (Government Code 89501, 89502)

The term *honorarium* does not include: (Government Code 89501)

CONFLICT OF INTEREST (continued)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

*Legal Reference:*EDUCATION CODE*1006 Qualifications for holding office**35107 School district employees**35230-35240 Corrupt practices, especially:**35233 Prohibitions applicable to members of governing boards**41000-41003 Moneys received by school districts***41015 Investments**FAMILY CODE*297.5 Rights, protections, and benefits of registered domestic partners*GOVERNMENT CODE*1090-1099 Prohibitions applicable to specified officers**1125-1129 Incompatible activities**81000-91014 Political Reform Act of 1974, especially:**82011 Code reviewing body***82019 Definition, designated employee****82028 Definition, gift****82030 Definition, income****82033 Definition, interest in real property****82034 Definition, investment***87100-87103.6 General prohibitions**87200-87210 Disclosure**87300-87313 Conflict of interest code**87500 Statements of economic interests**89501-89503 Honoraria and gifts***89506 Ethics; travel***91000-91014 Enforcement*PENAL CODE*85-88 Bribes*REVENUE AND TAXATION CODE**203 Taxable and exempt property - colleges**CODE OF REGULATIONS, TITLE 2*18110-18997 Regulations of the Fair Political Practices Commission, especially:**18702.5 Public identification of a conflict of interest for Section 87200 filers***18700-18707 General prohibitions****18722-18740 Disclosure of interests****18750.1-18756 Conflict of interest codes***Legal Reference continued: (see next page)*

CONFLICT OF INTEREST (continued)

Legal Reference: (continued)

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261

Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

92 Ops. Cal. Atty. Gen. 26 (2009)

92 Ops. Cal. Atty. Gen. 19 (2009)

89 Ops. Cal. Atty. Gen. 217 (2006)

86 Ops. Cal. Atty. Gen. 138 (2003)

85 Ops. Cal. Atty. Gen. 60 (2002)

82 Ops. Cal. Atty. Gen. 83 (1999)

81 Ops. Cal. Atty. Gen. 327 (1998)

80 Ops. Cal. Atty. Gen. 320 (1997)

69 Ops. Cal. Atty. Gen. 255 (1986)

68 Ops. Cal. Atty. Gen. 171 (1985)

65 Ops. Cal. Atty. Gen. 606 (1982)

63 Ops. Cal. Atty. Gen. 868 (1980)

Management Resources:

CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

WEB SITES

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

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

(11/03 7/10) 5/16

CSBA Sample Exhibit

Board Bylaws

E 9270(a)

CONFLICT OF INTEREST

RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE

Note: The Governing Board is required to adopt a conflict of interest code in compliance with Government Code 87300-87313 of the Political Reform Act (PRA). Pursuant to 2 CCR 18730, the requirements of the Government Code are satisfied if a district adopts a conflict of interest code that incorporates 2 CCR 18730 by reference along with a list of designated positions and disclosure categories. Board members and designated employees must annually file a Statement of Economic Interest/Form 700 pursuant to the disclosure requirements of the district's conflict of interest code.

Government Code 87303 requires a district's conflict of interest code to be approved by a code reviewing body. For school districts located entirely in one county, the code reviewing body is the board of supervisors of the county in which the district is located. The Fair Political Practices Commission (FPPC) is the code reviewing body for school districts with jurisdiction in more than one county.

The code reviewing body needs to review only the portion of the district's conflict of interest code that specifies the district's designated positions and the disclosure categories as detailed in the following sample Resolution, including its Appendix, and not the other legal requirements related to conflict of interest reflected in the accompanying sample bylaw. The Resolution, including the Appendix, should be adopted by the Board and, as necessary, forwarded to the code reviewing body. Pursuant to Government Code 87306.5, the code reviewing body is required to notify the district in even-numbered years of the need to review the district's conflict of interest code. Upon such notification, the district should review the Appendix and make any necessary changes. In some counties, the code reviewing body requires that a resolution be adopted during each review and that the Board's resolution and amended appendix be submitted to that body. In other counties, only the appendix needs to be submitted. In both cases, districts need not submit BB 9270 - Conflict of Interest to the code reviewing body. In addition to the biannual review, districts should modify the Appendix and submit it, and the resolution if required, to the code reviewing body when any changed circumstances within the district require amendments to the Appendix, such as the creation of new designated positions or a change of duties assigned to existing positions.

The following resolution should be modified to reflect district practice as well as any specific requirements of the district's code reviewing body.

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the _____ School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

CONFLICT OF INTEREST (continued)

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the _____ School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the _____ School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary/President

CONFLICT OF INTEREST (continued)

Conflict of Interest Code of the
 _____ **School District**

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

<p>Note: The following list must be modified to reflect the specific disclosure categories in the district.</p>

1. **Category 1:** A person designated Category 1 shall disclose:
 - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
 - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. **Category 2:** A person designated Category 2 shall disclose:
 - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
 - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

CONFLICT OF INTEREST (continued)

Note: Item #3 below is for use only by districts in which the Board and Superintendent "manage public investments." All other districts must delete item #3.

Government Code 87500 requires public officials and designated employees to annually file a Statement of Economic Interest/Form 700 to disclose any assets and income which may be materially affected by official actions. Under the PRA, there are two separate categories of Form 700 disclosure requirements. For the first category pursuant to Government Code 87302, which is applicable to most school districts, the disclosure requirements are determined by the district and set forth in the district's conflict of interest code. The second category, pursuant to Government Code 87200, is only applicable to Board members and Superintendents who "manage public investments." Those Board members and designated employees, referred to by the FPPC as Government Code 87200/Article 2 filers, must file broader disclosure statements pursuant to the disclosure requirements specified in law and FPPC regulation. See section in accompanying bylaw entitled "Additional Requirements for Boards that Manage Public Investments" for a further discussion of this issue.

3. **Full Disclosure:** Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:
- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
 - b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

Designated Positions

Note: The following list must be modified to reflect the specific designated positions and applicable disclosure categories in the district. For districts in which the Board and Superintendent "manage public investments," the disclosure category for Board members and the Superintendent in the list below must be modified to "Full Disclosure."

<u>Designated Position</u>	<u>Disclosure Category</u>
Governing Board Members	1
Superintendent of Schools	1
Assistant/Associate Superintendent	1
Purchasing Agent	1
Director	2
Principal	2
Assistant Principal	2
Maintenance and Operations Director	2
Program Coordinator	2
Project Specialist	2
Supervisor	2
Dean of Students	2

CONFLICT OF INTEREST (continued)**Disclosures for Consultants**

Note: The definition of designated employees in Government Code 82019 includes consultants. To preclude amending the code whenever retaining a consultant in a decision-making capacity, the following section provides that the Superintendent or designee shall make case-by-case determinations of the disclosures necessary, depending on the range of duties to be performed by the consultant.

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR ~~18701~~**18700.3**)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke a **any** permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR ~~18702.2~~ **18704, subsections (a) and (b)**, or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR ~~18701~~ **18700.3**)

(7/10) 5/16

CSBA MINOR REVISION CHECKLIST – May 2016

District Name: _____

Contact Name: _____ Phone: _____ Email: _____

Tell us what to use, please below:

CSBA sample

Incorporate change in current materials as appropriate

POLICY	TITLE	ADOPT DATE
AR 3314	Payment for Goods and Services	
AR 3515.5	Sex Offender Notification	
AR 4112	Appointment and Conditions of Employment	
AR 4112.21	Interns	
AR 4112.23	Special Education Staff	
E 4112.9 4212.9 4312.9	Employee Notifications	
BP 4117.13 4317.13	Early Retirement Option	
AR 5141.4	Child Abuse Prevention and Reporting	
	Fill in Blanks	
AR 6158	Independent Study	
AR 6171	Title I Programs	
E(1) 9323.2	Actions by the Board	

Please fill in all OPTIONS/BLANKS before return to CSBA

MINOR REVISIONS

May 2016

Page 1 of 4

Note: From time to time, relatively minor changes occur that affect the text of CSBA sample board policies, administrative regulations, and board bylaws but do not warrant reissuing the entire sample because the changes are limited. Such changes are highlighted in the following document, with strikeout indicating material to be deleted and boldface type indicating material to be inserted.

It is recommended that districts review the revisions and incorporate them in district materials as appropriate. **Although the changes are minor, the district should still use its normal adoption process to adopt the board policies, administrative regulations, and/or board bylaws affected by these revisions.**

This document is separate from the Technical Revisions that are periodically issued by CSBA based on renumbering of laws, changes in cross-references, or corrections in Notes, legal references, or management resources. Those nonsubstantive revisions generally can be made in district materials without formal adoption.

AR 3314 - Payment for Goods and Services

Revise 4th paragraph to reflect Public Contract Code 7201, as amended by AB 1705 (Ch. 670, Statutes of 2014), as follows:

The proceeds to be withheld by the district may exceed five percent when the Board has made a finding, prior to the bid and during a properly noticed and regularly scheduled **public** meeting, that the project is substantially complex and requires a higher retention amount than five percent. In such cases, the Board's finding **shall include a description of the specific project and why it is a unique project that is not regularly, customarily, or routinely performed by the district or licensed contractors. The bid documents shall include details explaining the basis for the finding** and the actual amount to be withheld ~~shall be included in the bid documents.~~
(Public Contract Code 7201)

AR 3515.5 - Sex Offender Notification

Add paragraph to end of AR as follows:

Whenever the principal has granted permission to a person who is required to register as a sex offender pursuant to Penal Code 290 to come into a school building or upon school grounds to volunteer at the school, he/she shall notify the parent/guardian of each student at that school, at least 14 days in advance using one of the methods specified in Education Code 48981, that a registered sex offender has been granted such permission, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency.
(Penal Code 626.81)

(cf. 1240 - Volunteer Assistance)

(cf. 5145.6 - Parental Notifications)

MINOR REVISIONS

May 2016

Page 2 of 4

BP 4030 - Nondiscrimination in Employment

In 1st paragraph, add prohibited discrimination against an employee or job applicant on the basis of his/her association with a person or group with one or more of the listed characteristics, as follows:

The Governing Board is determined to provide district employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation, **or association with a person or group with one or more of these actual or perceived characteristics.**

AR 4112 - Appointment and Conditions of Employment

Delete item #3 to reflect repeal of 20 USC 6319 pursuant to the Every Student Succeeds Act (P.L. 114-95), and renumber the remaining items:

- ~~3. — When required by the federal No Child Left Behind Act for teachers of core academic subjects, possess the qualifications of "highly qualified" teachers as defined in law, Board policy and administrative regulations (20 USC 6319)~~

~~(cf. 4112.24 — Teacher Qualifications Under the No Child Left Behind Act)~~

~~(cf. 6171 — Title I Programs)~~

BP 4112.21 - Interns

Delete 6th paragraph to reflect repeal of 20 USC 6319 pursuant to the Every Student Succeeds Act (P.L. 114-95), as follows:

~~An intern may be assigned to teach core academic subjects, as defined in law, if he/she meets the definition of a "highly qualified" teacher adopted by the State Board of Education. (20 USC 6319, 7801; 5 CCR 6100-6112)~~

~~(cf. 4112.24 — Teacher Qualifications Under the No Child Left Behind Act)~~

AR 4112.23 - Special Education Staff

Delete 2nd paragraph to reflect repeal of 20 USC 6319 pursuant to the Every Student Succeeds Act (P.L. 114-95), as follows:

MINOR REVISIONS

May 2016

~~Special education teachers who teach core academic subjects shall possess the qualifications required by the No Child Left Behind Act. (5 CCR 6100-6126; 20 USC 1401, 6319, 7801; 34 CFR 200.55-200.57, 300.18)~~

~~(cf. 4112.24 – Teacher Qualifications Under the No Child Left Behind Act)~~

E 4112.9/4212.9/4312.9 - Employee Notifications

In section I (To All Employees), revise item on automated external defibrillators to reflect Health and Safety Code 1797.196, as amended by SB 658 (Ch. 264, Statutes of 2015), as follows:

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
Upon placement of automated external defibrillator (AED) in sudden school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, cardiac arrest, school's emergency response plan

In section V (To Individual Employees Under Special Circumstances), add new 1st item at top of section, as follows:

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
In the event of a breach date of security of district incident, records, to affected employees reporting	Civil Code 1798.21	BP 3580	Types of records affected, of breach, description of and, as applicable, contact information for credit agencies

BP 4117.13/4317.13 - Early Retirement Option

In section "Two Years of Service Credit Retirement Incentive," revise 3rd paragraph to reflect repeal of 20 USC 6319 pursuant to the Every Student Succeeds Act (P.L. 114-95), as follows:

The Board may also consider the impact of the early retirement option on the staffing needs of district schools ~~and the ability to satisfy federal requirements for highly qualified teachers pursuant to 20 USC 6319.~~

~~(cf. 4112.24 – Teacher Qualifications Under the No Child Left Behind Act)~~

MINOR REVISIONS

May 2016

Page 4 of 4

AR 5141.4 - Child Abuse Prevention and Reporting

In section "Training," consider adding optional paragraph at end of section to reflect AB 1058 (Ch. 748, Statutes of 2015), as follows:

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

AR 6158 - Independent Study

In section "Course-Based Independent Study," revise item #1 to reflect repeal of 20 USC 6319 pursuant to the Every Student Succeeds Act (P.L. 114-95), as follows:

1. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential, ~~meet the requirements for highly qualified teachers pursuant to 20 USC 6301,~~ and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

AR 6171 - Title I Programs

In section "Schoolwide Programs," delete item #3 to reflect repeal of 20 USC 6319 pursuant to the Every Student Succeeds Act (P.L. 114-95), and renumber remaining items:

- ~~3. — Instruction by highly qualified teachers~~

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

E(1) 9323.2 - Actions by the Board

In section "Actions Requiring a Four-Fifths Vote of the Board," add new item #5 as follows:

5. **Resolution to award a contract for a public works project at \$187,500 or less to the lowest responsible bidder, when the district is using the informal process authorized under the Uniform Public Construction Cost Accounting Act for projects of \$175,000 or less, all bids received are in excess of \$175,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)**

CSBA Sample Administrative Regulation

Business and Noninstructional Operations

AR 3314(a)

PAYMENT FOR GOODS AND SERVICES

Note: The following administrative regulation is **optional** and may be revised to reflect district practice.

Payment for Construction Contracts

Note: Various provisions of the Public Contract Code govern how payments are made when public entities, including school districts, receive goods and services provided by contractors. Specifically, Public Contract Code 9203 requires the Governing Board to approve the process to be used when the district is to pay for any contract involving the creation, construction, alteration, repair, or improvement of any public structure, building, or facility which costs over \$5,000. In addition, Public Contract Code 7107 and, as added by SB 293 (Ch. 700, Statutes of 2011), Public Contract Code 7201 prescribe the rules that a district must follow to withhold contract payments.

Payment on any contract for the creation, construction, alteration, repair, or improvement of any district property or facility or other public works project shall be made in accordance with the estimates, process, and/or schedule approved by the Governing Board.

Note: Public Contract Code 9203 allows districts to make progress payments to contractors for actual work completed or value of materials delivered and to withhold a portion of the contract price until final completion of the project or delivery of the materials. Public Contract Code 9203 requires progress payments to not exceed 95 percent of the actual work completed or value of materials delivered or stored and the amount withheld to be **not less than five percent** of the contract price. However, as added by SB 293 (Ch. 700, Statutes of 2011), Public Contract Code 7201 provides that, for contracts entered into on or after January 1, 2012, the proceeds that can be lawfully withheld by districts for completed work **cannot exceed five percent** of the contract price, except when there has been a finding by the Board, at a regularly scheduled public hearing prior to accepting bids on the project, that the project is "substantially complex." Because the applicability of these provisions to specific situations is unclear, districts should consult with legal counsel as necessary.

Pursuant to Public Contract Code 20104.50, a district must pay any undisputed, properly submitted progress payment request within 30 days of receiving it, to avoid having to pay interest as specified in Code of Civil Procedure 685.010.

As necessary, the Superintendent or designee may make progress payments as actual work is completed or materials are delivered. When a payment request is properly submitted by a contractor, any undisputed portion of the payment request shall be paid within 30 days. If the Superintendent or designee determines any payment request to be improper, he/she shall return the payment request to the contractor with a written statement of reasons why the request is not proper. (Public Contract Code 9203, 20104.50)

(cf. 3312 - Contracts)

The district may withhold up to five percent of the proceeds due to the contractor until completion and acceptance of the project. (Public Contract Code 7201)

PAYMENT FOR GOODS AND SERVICES (continued)

Note: Pursuant to Public Contract Code 7201, "substantially complex" projects are unique projects that are not regularly, customarily, or routinely performed by the district or licensed contractors. As necessary to determine whether a project is substantially complex, districts may need to consult with legal counsel and/or regulatory agencies such as the Division of State Architect.

The proceeds to be withheld by the district may exceed five percent when the Board has made a finding, prior to the bid and during a properly noticed and regularly scheduled public meeting, that the project is substantially complex and requires a higher retention amount than five percent. In such cases, the Board's finding **shall include a description of the specific project and why it is a unique project that is not regularly, customarily, or routinely performed by the district or licensed contractors. The bid documents shall include details explaining the basis for the finding** and the actual amount to be withheld ~~shall be included in the bid documents.~~ (Public Contract Code 7201)

(cf. 3311 - Bids)

(cf. 9320 - Meetings and Notices)

(cf. 9324 - Minutes and Recordings)

At any time after 50 percent of the work has been completed, the Board may release the withheld proceeds if it finds that satisfactory progress is being made. (Public Contract Code 9203)

Note: Public Contract Code 7107 authorizes districts to retain a percentage of final payment in the event of a dispute with a contractor, as specified below. However, because the determination as to whether a contract has been completed is complex, districts should consult legal counsel as appropriate.

Proceeds withheld by the district from payments to contractors for public works contracts shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150 percent of the disputed amount. (Public Contract Code 7107)

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CSBA Sample Administrative Regulation

Business and Noninstructional Operations

AR 3515.5(a)

SEX OFFENDER NOTIFICATION

Note: Pursuant to Penal Code 290.45, a law enforcement agency may notify the general public, by whatever means it deems necessary, about the presence of a sex offender in the community. As amended by AB 1323 (Ch. 722, Statutes of 2005), Penal Code 290, 290.4, and 290.45 no longer distinguish between "high risk" and "serious" sex offenders, and instead authorize notification whenever law enforcement determines that it is necessary to ensure public safety. As amended by AB 1323, Penal Code 290.45 allows this community notification to be made by whatever means the law enforcement agency considers appropriate, including television, newspaper, or the Internet.

The following **optional** regulation provides a plan for communicating information received from law enforcement. CSBA recommends that districts work closely with local law enforcement in order to help develop a coordinated response to the situation, and revise this regulation accordingly to reflect district practice.

The Superintendent or designee shall develop a plan for receiving and communicating information about registered sex offenders residing within district boundaries. He/she shall ensure, at a minimum, that the following components are part of the plan:

1. The Superintendent or designee shall appoint a staff member to serve as liaison with law enforcement regarding these matters.
2. The Superintendent or district liaison shall, at the beginning of each school year, contact local law enforcement to coordinate the receipt of information. Law enforcement shall be informed that all notifications and correspondence should be directed to the liaison as well as the individual school sites. A letter shall be sent annually to local law enforcement, identifying the name, phone number, and address of the liaison.
3. The Superintendent or district liaison shall collaborate with law enforcement in order to alert children to the dangers of sex offenders, develop a system for distributing information about sex offenders, and train school staff and parents/guardians about the roles and responsibilities of both the district and law enforcement.
4. The Superintendent or liaison shall, at the beginning of each school year, notify parents/guardians of the district's willingness and intention to work with law enforcement on this matter and shall explain the appropriate roles and responsibilities of both the district and law enforcement.

This communication shall also explain:

- a. The reporting requirements pursuant to Penal Code 290 and 290.45, including the fact that law enforcement is the agency best able to assess the relative danger of a sex offender

SEX OFFENDER NOTIFICATION (continued)

- b. The ability of the parents/guardians to contact law enforcement for additional information and to view the information on the Megan's Law Internet website

Note: Penal Code 290.45, as amended by AB 1323 (Ch. 634, Statutes of 2005), provides that law enforcement may authorize school districts to disclose sex offender information to additional persons upon a determination by law enforcement that this further disclosure will enhance public safety. Penal Code 290.45, as amended, requires law enforcement to identify the appropriate scope of further disclosure, which may not include placement of the information on a district Internet website.

- 5. When law enforcement notifies the district of the residency or employment of a sex offender within district boundaries, the Superintendent or district liaison shall consult with law enforcement about the appropriate scope of the disclosure. When authorized by law enforcement, the Superintendent or liaison may disclose information about a sex offender to the following staff:

- a. The principal of the school which is in the attendance area of the sex offender's residence or place of employment
- b. Teachers and classified personnel at that school, including staff responsible for visitor registration

(cf. 1250 - Visitors/Outsiders)

- c. Principals and staff at adjacent schools, as appropriate
- d. Security staff
- e. Bus drivers
- f. Yard supervisors

- 6. Any staff member who receives information directly from law enforcement regarding registered sex offenders shall immediately contact the Superintendent or liaison in order to help ensure that the district is able to respond appropriately.

Note: AB 113 (Ch. 463, Statutes of 2005) amended Penal Code 3003 to prohibit certain sex offenders released on parole from residing within one-half mile of school grounds. Previously, Penal Code 3003 had prohibited such offenders from living within one-quarter mile of a school.

- 7. If an identified sex offender is seen on or near school grounds or around any student, staff shall immediately contact the district liaison. A staff member may also inform local law enforcement.

SEX OFFENDER NOTIFICATION (continued)

Note: Pursuant to Penal Code 290.45, any person who convicted of using sex offender information to commit a felony will receive a five-year prison term; any person who uses this information to commit a misdemeanor will be fined at least \$500 and not more than \$1000.

Notification to Parents/Guardians

Note: Pursuant to Penal Code 290.45, as amended by AB 1323 (Ch. 634, Statutes of 2005), law enforcement determines the appropriate scope of the disclosure of sex offender information when necessary to protect public safety. In some circumstances, law enforcement may determine that notification should be provided to the parents/guardians of students attending a specific school. In order to help ensure that parents promptly receive the information and that students are not unduly alarmed, CSBA recommends that notifications not be sent home with students. District should also consult legal counsel as appropriate.

The following **optional** section should be modified to reflect district practice.

When law enforcement has determined that parents/guardians should be notified regarding the presence of a sex offender in the community, the Superintendent or district liaison shall collaborate with local law enforcement in order to determine an appropriate response. This response may include:

1. An article in a school or parent council newsletter notifying parents/guardians that law enforcement information about registered sex offenders is available at the local law enforcement agency headquarters and/or at the school office. This article shall encourage parents/guardians to contact local law enforcement and access the Department of Justice's (DOJ) Megan's Law Internet website for additional information.
2. A mailing, at law enforcement's expense, prepared by law enforcement, and printed on law enforcement letterhead and envelopes, notifying parents/guardians of the presence of registered sex offenders. This notification shall encourage parents/guardians to contact local law enforcement and access the DOJ's Megan's Law Internet website for additional information.
3. A mailing of a letter, at district expense, prepared by law enforcement and printed on law enforcement letterhead and envelopes, notifying parents/guardians of the presence of registered sex offenders. This notification shall encourage parents/guardians to contact local law enforcement and access the DOJ's Megan's Law Internet website for additional information.

Whenever the principal has granted permission to a person who is required to register as a sex offender pursuant to Penal Code 290 to come into a school building or upon school grounds to volunteer at the school, he/she shall notify the parent/guardian of each student at that school, at least 14 days in advance using one of the methods specified in Education Code

SEX OFFENDER NOTIFICATION (continued)

48981, that a registered sex offender has been granted such permission, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. (Penal Code 626.81)

(cf. 1240 - Volunteer Assistance)

(cf. 5145.6 - Parental Notifications)

CSBA Sample Board Policy

All Personnel

BP 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

Note: The following Board policy and accompanying administrative regulation are **mandated** pursuant to Government Code 11138. The California Fair Employment and Housing Act (FEHA) (Government Code 12900-12996) prohibits employers from discriminating against employees and job applicants on the basis of actual or perceived race, color, ancestry, national origin, age, sex, sexual orientation, gender, gender identity, gender expression, religious creed, physical or mental disability, medical condition, marital status, or genetic information. The same or similar protections are available to employees and job applicants under various provisions of federal law, including Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7), Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), the Americans with Disabilities Act (42 USC 12101-12213), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Genetic Information Nondiscrimination Act (42 USC 2000ff-2000ff-11).

For policy addressing sexual harassment of and by employees, see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.

The Governing Board is determined to provide district employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation **or association with a person or group with one or more of these actual or perceived characteristics..**

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

Note: The following paragraph illustrates unlawful discriminatory practices as specified in Government Code 12940.

The Board also prohibits discrimination against any employee or job applicant in compensation, terms, conditions, and other privileges of employment and the taking of any adverse employment action, including, but not limited to, termination or the denial of employment, promotion, job assignment, or training, against an employee or job applicant based on any of the categories listed above.

(cf. 4032 - Reasonable Accommodation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

Note: Government Code 12940 provides that a district may not discriminate against an employee or job applicant based on the person's religious beliefs, observances, or dress or grooming practices unless it can

NONDISCRIMINATION IN EMPLOYMENT (continued)

demonstrate that it has explored available reasonable alternative means of accommodating the person but is unable to reasonably accommodate him/her. In addition, Government Code 12926 clarifies the definitions of "religious creed" and "sex," as stated below.

Prohibited discrimination on the basis of religious creed includes discrimination based on an employee's or job applicant's religious belief or observance, including his/her religious dress or grooming practices. In accordance with Government Code 12940, prohibited discrimination on the basis of religious creed also includes the district's failure or refusal to use reasonable means to accommodate an employee's or job applicant's religious belief, observance, or practice which conflicts with an employment requirement. However, the district shall not accommodate an employee's religious dress practice or religious grooming practice if it requires segregation of the individual from other employees or the public or if it would result in a violation of this policy or any law prohibiting discrimination.

Prohibited sex discrimination includes discrimination based on an employee's or job applicant's pregnancy, childbirth, breastfeeding, or any related medical condition.

(cf. 4033 - Lactation Accommodation)

Harassment consists of unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Note: Retaliation against complainants or other participants in the grievance procedures is prohibited by Government Code 12940 and 34 CFR 110.34. In addition to the general prohibition against retaliation, Government Code 12940, as amended by AB 987 (Ch. 122, Statutes of 2015), provides that an employee or job applicant who requests accommodation for his/her physical or mental disability or religious belief is protected from retaliation as specified below. CSBA recommends that this protection be extended to all protected characteristics and has modified the policy accordingly.

In Thompson v. North American Stainless LP, the U.S. Supreme Court held that a third party may file an anti-retaliation suit.

The Board also prohibits retaliation against any district employee or job applicant who opposes any discriminatory employment practice by the district or its employee, agent, or representative or who complains, testifies, assists, or in any way participates in the district's complaint procedures pursuant to this policy. No employee or job applicant who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Note: Pursuant to 2 CCR 11019, in certain instances, an employee's (especially a supervisor's) knowledge or notice of harassment of another employee or individual may subject the district to liability. Therefore, it is recommended that the district require its employees with knowledge of harassment or discrimination to report the incident to the appropriate district authorities. In addition, Government Code 12940 provides that an employer may be responsible for the sexual harassment of employees by nonemployees where the employer knows or should have known of the conduct and failed to take immediate and corrective action. See BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.

See the accompanying administrative regulation for requirements related to the identification of the employee who will be responsible for compliance with the nondiscrimination laws.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who does report such incidents from retaliation.

Note: Government Code 12940 requires districts to take all reasonable steps, including training, to prevent prohibited discrimination and harassment. The U.S. Equal Employment Opportunity Commission, in its April 2006 New Compliance Manual Section 15: Race and Color Discrimination, suggests proactive preventive measures for employers, including the adoption of transparent recruitment, hiring, and promotion processes; provision of training to employees; and periodic review of employment practices. For details of such measures, see the accompanying administrative regulation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

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

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

Legal Reference: (see next page)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11019 Terms, conditions and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment, December 2014

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

New Compliance Manual Section 15: Race and Color Discrimination, April 2006

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

Management Resources continued: (see next page)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Management Resources: (continued)

WEB SITES

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

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

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CSBA Sample Administrative Regulation

Certificated Personnel

AR 4112(a)

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

Note: The following **optional** regulation summarizes the legal conditions for appointment of certificated staff. The list below should be modified to reflect any additional conditions as determined by the Governing Board and upon consultation with legal counsel.

Upon recommendation from the Superintendent or designee, the Governing Board shall approve the appointment of all certificated personnel. The position and the salary classification shall be reported to the Board at a regular meeting.

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4121 - Temporary/Substitute Personnel)

Individuals appointed to the certificated staff shall:

1. Possess the appropriate certification qualifications and register the certification document in accordance with law and Board policy (Education Code 44250-44279, 44330)

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

2. Demonstrate proficiency in basic skills as required by law and Board policy (Education Code 44252.5, 44830)

Note: The No Child Left Behind Act (20 USC 6319, 7801; 34 CFR 200.55-200.57) requires that all teachers hired after the first day of the 2002-03 school year to teach core academic subjects in a program supported with Title I funds be "highly qualified." All teachers of core academic subjects, including those in non-Title I programs, must be "highly qualified" by the end of the 2005-06 school year. See BP/AR 4112.24 - Teacher Qualifications Under the No Child Left Behind Act.

3. ~~When required by the federal No Child Left Behind Act for teachers of core academic subjects, possess the qualifications of "highly qualified" teachers as defined in law, Board policy and administrative regulations (20 USC 6319)~~

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 6171 - Title I Programs)

3. Submit to fingerprinting as required by law (Education Code 44830.1)
4. Not have been convicted of a violent or serious felony as defined in Penal Code 667.5 or 1192.7, unless the individual has received a certificate of rehabilitation and pardon (Education Code 44830.1)

APPOINTMENT AND CONDITIONS OF EMPLOYMENT (continued)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

5. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 44836)
6. Not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)

(cf. 3515.5 - Sex Offender Notification)

7. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 44837)
8. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 44836)
9. Submit to a physical examination, tuberculosis testing and/or provide a medical certificate as required by law and Board policy (Education Code 44839, 49406)

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

Note: Optional item #11 below is for use by districts that require pre-employment drug and alcohol testing for employees.
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10. Submit to drug and alcohol testing as required by Board policy

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

11. Furnish a statement of military service and, if any was rendered, a copy of the discharge or release from service or, if no such document is available, other suitable evidence of the termination of service (Education Code 44838)

12. File the oath or affirmation of allegiance required by Government Code 3100-3109

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

13. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

APPOINTMENT AND CONDITIONS OF EMPLOYMENT (continued)

Legal Reference:

EDUCATION CODE

- 35161 Powers and duties
- 44008 Effect of termination of probation
- 44009 Conviction of specified crimes; definitions
- 44010 Sex offense
- 44011 Controlled substance offense
- 44066 Limitation on certification requirements
- 44250-44277 Credential types
- 44330 Effect of registration of certification document
- 44830.1 Felons; certificated positions; criminal record summary; fingerprints
- 44836 Employment of person convicted of sex offenses or controlled substance offenses
- 44837 Employment of sexual sociopath
- 44838 Statement of military service
- 44839 Medical certificate
- 44839.5 Medical certificate for retirant
- 49406 Examination for tuberculosis

GOVERNMENT CODE

- 3100-3109 Oaths or affirmations of allegiance for disaster service workers and public employees
- 12940-12950 Unlawful employment practices

PENAL CODE

- 290 Registration of sex offenders
- 290.95 Disclosure by persons required to register as sex offenders
- 667.5 Prior prison terms, enhancement of prison terms
- 1192.7 Plea bargaining limitation

WELFARE AND INSTITUTIONS CODE

- 6300-6332 Sexual psychopaths

CODE OF REGULATIONS, TITLE 5

- 6100-6125 Teacher qualifications, No Child Left Behind Act

UNITED STATES CODE, TITLE 20

- 6319 Highly qualified teachers
- 7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

- 200.55-200.57 Highly qualified teachers

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CSBA Sample Board Policy

Certificated Personnel

BP 4112.21(a)

INTERNS

Note: The following **optional** policy is for use by districts that employ interns through one or more intern programs approved by the Commission on Teacher Credentialing (CTC).

Intern programs allow individuals to be employed as fully paid teachers of record while completing a teacher preparation program. "University intern programs" are administered by colleges and universities in partnership with school districts pursuant to Education Code 44450-44468, and "district intern programs" are administered by school districts in consultation with colleges or universities pursuant to Education Code 44325-44328 and 44830.3.

AB 97 (Ch. 47, Statutes of 2013) eliminated the alternative certification program which was designed to address teacher shortages in geographic or subject matter areas (Education Code 44380-44387) and the enhanced intern program (Education Code 44387) and redirected the funding for those programs into the local control funding formula.

The district may employ interns as necessary to fulfill the need for sufficient instructional staff and to provide future teachers an opportunity to link teaching theory with practice in order to meet state credentialing requirements. In addition, the district may employ teachers who already possess a preliminary or clear credential and are pursuing a credential in a different specialization as interns for positions that require such other credential.

(cf. 4112.2 - Certification)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

Note: The following paragraph may be revised to reflect the type(s) of intern programs available through the district. All intern programs are subject to CTC program standards and preconditions for program approval. These are available on the CTC web site and in its handbooks [SB 2042 Multiple Subject and Single Subject Preliminary Credential Program Standards](#) and [Education Specialist Teaching and Other Related Services Credential Program Standards](#).

The district may enter into partnership agreements with one or more approved teacher preparation programs sponsored by colleges or universities and/or may provide a district intern program with approval of the Commission on Teacher Credentialing (CTC). Any intern program in which the district participates shall be aligned with the preconditions and program standards adopted by the CTC.

Note: When the district is unable to hire a "fully prepared" teacher who has completed a teacher preparation program (i.e., a teacher who holds a clear or preliminary teaching credential), Education Code 44225.7 permits the district to hire a teacher without those credentials. Education Code 44225.7 establishes a hierarchy for such hires which gives priority to individuals who are enrolled in an approved intern program in the region of the district; see BP 4112.2 - Certification. CTC Coded Correspondence 13-01 clarifies that such an individual must possess a CTC-issued intern credential.

INTERNS (continued)

The Superintendent or designee shall make reasonable efforts to recruit an intern from an approved program within the region whenever a teacher with a preliminary or clear credential is not available for a position requiring certification. (Education Code 44225.7)

(cf. 4111/4211/4311 - Recruitment and Selection)

Note: Before recommending a candidate for the intern credential, the intern program must certify that the candidate possesses the required qualifications pursuant to Education Code 44325 and 44453 and 5 CCR 80033, as added by Register 2014, No. 7.

Pursuant to Education Code 44455-44456, candidates participating in a university intern program may be granted an intern credential of any type for a period of two years, which may subsequently be extended for one year if the CTC determines that the intern needs additional time to complete the requirements for the preliminary credential due to extenuating circumstances. Pursuant to Education Code 44325, candidates participating in a district intern program may be granted a multiple subject or single subject intern credential for two years or an education specialist intern credential for three years, and may seek a one-year extension.

The Superintendent or designee shall ensure that any intern employed by the district possesses an appropriate intern credential and is adequately prepared for the responsibilities of the position.

An intern may be assigned to provide the same service as a holder of a regular multiple subject, single subject, or education specialist credential in accordance with the authorizations and grade/age level specified on the intern credential. (Education Code 44454, 44325, 44326, 44830.3)

(cf. 4113 - Assignment)

~~Note: Pursuant to 20 USC 6319, districts must employ only "highly qualified" teachers, as defined in 20 USC 7801, to teach core academic subjects. Pursuant to CFR 34 CFR 200.56 and 5 CCR 6100-6112, persons who are currently enrolled in an approved intern program will be considered to have met this requirement. See BP/AR/E 4112.24 Teacher Qualifications Under the No Child Left Behind Act.~~

~~In Renee v. Duncan, the court of appeals held that the federal regulation allowing intern teachers to meet the definition of a "highly qualified" teacher (34 CFR 200.56) violated the text of the No Child Left Behind Act, except that action by Congress temporarily amended federal law to permit that federal regulation to go into effect. 20 USC 7801 Note, as amended by Public Law 113-46, Sec. 144, extends the applicability of that federal regulation through 2015-16.~~

~~An intern may be assigned to teach core academic subjects, as defined in law, if he/she meets the definition of a "highly qualified" teacher adopted by the State Board of Education. (20 USC 6319, 7801; 5 CCR 6100-6112)~~

~~*(cf. 4112.24 Teacher Qualifications Under the No Child Left Behind Act)*~~

Note: Pursuant to Education Code 44466 and 44885.5, an employee shall be classified as a probationary

INTERNS (continued)

employee while serving as an intern and for one succeeding school year following completion of the intern program if he/she is reelected to serve in a position requiring certification qualifications. In districts that grant permanent status to certificated staff, the employee would then be granted permanent status if reelected to a certificated position for the subsequent school year. See AR 4116 - Probationary/Permanent Status. Because this area of law is complex, the district should consult with legal counsel as to the appropriate terms of employment for interns.

Terms of employment for interns shall be consistent with law and the district's collective bargaining agreement, as applicable.

(cf. 4116 - Probationary/Permanent Status)
(cf. 4141/4241 - Collective Bargaining Agreement)

Note: Pursuant to Education Code 44326, 44465, and 44830.3 and 5 CCR 80033, as added by Register 2014, No. 7, interns participating in any district or university intern program must be provided support and guidance by qualified district and college/university personnel; see the accompanying administrative regulation.

Interns shall receive intensive, structured supervision and ongoing support by qualified personnel in order to enhance their instructional skills and knowledge. The Superintendent or designee shall ensure that district staff serving as supervisors, mentor teachers, or other support providers receive appropriate training to fulfill their responsibilities and that they maintain frequent communication with the interns they are assigned to assist.

(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)

Interns shall be provided with ongoing feedback regarding their performance and shall be formally evaluated in accordance with Board policy and the district's collective bargaining agreement.

(cf. 4115 - Evaluation/Supervision)

Note: Pursuant to Education Code 44328 and 44830.3, after an intern has completed service sufficient to meet program standards and performance assessments, the Governing Board may recommend to the CTC that the district intern be awarded a preliminary teaching credential. Education Code 44468 contains similar provisions for interns who fulfill the early completion option for either the university or district intern program; see the accompanying administrative regulation.

Upon receiving notification from the Superintendent or designee that an intern has successfully completed the program, the Governing Board may recommend to the CTC that the intern be awarded a preliminary credential. (Education Code 44328, 44468, 44830.3)

The Board shall regularly evaluate the effectiveness of the intern program(s) to determine whether changes are needed in the support and/or assignment of interns. The Board's evaluation shall be based on a report by the Superintendent or designee, including, but not

INTERNS (continued)

limited to, data on student performance in classes taught by interns, feedback from interns and supervisors, and the number of interns who successfully complete the program and obtain general education or education specialist credentials.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

- 300-340 English language education for immigrant children
- 44225 Credentials, responsibilities of Commission on Teacher Credentialing
- 44225.7 Priority for hiring fully prepared teacher
- 44253.3-44253.4 Certificate to provide services to English learners
- 44253.10 Qualifications to provide specially designed academic instruction in English
- 44259 Minimum requirements for teaching credential
- 44314 Diversified or liberal arts program
- 44321 CTC approval of intern programs
- 44325-44328 District interns
- 44339-44341 Teacher fitness
- 44450-44468 Teacher Education Internship Act of 1967 (university interns)
- 44830.3 Employing district interns
- 44885.5 District interns classified as probationary employees

CODE OF REGULATIONS, TITLE 5

- 6100-6126 No Child Left Behind teacher requirements
- 80021.1 Provisional internship permit
- 80033 Intern teaching credential
- 80055 Intern credential, extension for extenuating circumstances

UNITED STATES CODE, TITLE 20

- 6319 Highly qualified teachers
- 7801 Definitions, highly qualified teacher
- 7801 Note Applicability of federal regulation defining interns as highly qualified teachers

COURT DECISIONS

- Renee v. Duncan, 686 F.3d 1002 (2012)

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

- CL-840 Early Completion Option
- SB 2042 Multiple Subject and Single Subject Preliminary Credential Program Standards, rev. February 2014
- Intern Preservice, Support and Supervision Requirements: Preparation to Teach English Learners, Program Sponsor Alert 13-06, June 3, 2013
- Education Specialist Teaching and Other Related Services Credential Program Standards, rev. May 2013
- California Standards for the Teaching Profession, October 2009
- Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
- Administrator's Assignment Manual, 2008

Management Resources continued: (see next page)

INTERNS (continued)

Management Resources: (continued)

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS (continued)

*Preparation of Intern Credential Holders Prior to Service as Teacher of Record as an Intern, Coded
Correspondence 08-03, March 3, 2008*

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants, rev. October 5, 2006

WEB SITES

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

Commission on Teacher Credentialing, Interns: <http://www.ctc.ca.gov/educator-prep/intern>

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

CSBA Sample Administrative Regulation

Certificated Personnel

AR 4112.23(a)

SPECIAL EDUCATION STAFF

Qualifications/Assignment of Special Education Teachers

Note: Individuals providing instruction in special education must possess an appropriate credential or added authorization issued by the Commission on Teacher Credentialing (CTC) permitting such service, including the (1) education specialist credential, which includes specializations in mild/moderate disabilities, moderate/severe disabilities, deaf and hard of hearing, visual impairments, physical and health impairments, early childhood special education, and language and academic development; (2) previously issued special education credential; (3) speech-language pathology services credential; or (4) clinical or rehabilitative services credential authorizing the provision of audiology and/or orientation and mobility services.

Teachers who receive an added authorization may be assigned to serve students in the broad specialty area pursuant to their credential and in the specific area of the added authorization. 5 CCR 80048.7 allows credential holders to obtain added authorizations in the following areas: autism spectrum disorders (ASD), deaf-blind, emotional disturbance, orthopedically impaired, other health impaired, and traumatic brain injury. In addition, holders of a valid prerequisite teaching credential authorizing the teaching of physical education in any grade K-12 or a credential authorizing instruction or services in special education may obtain an added authorization pursuant to 5 CCR 80046.1 to provide adapted physical education to students with special needs who are unable to participate in a general physical education program. Holders of a special education teaching credential may obtain an added authorization pursuant to 5 CCR 80048.5 to provide early childhood special education to children from birth through prekindergarten. An added authorization to provide resource specialist services may be granted pursuant to 5 CCR 80070.1-80070.5 to a person who holds a special education credential, but is unnecessary for holders of education specialist credentials issued since September 1997 since that credential already includes an authorization to provide resource specialist services.

An option that allowed districts, under certain conditions, to assign teachers who possess the mild/moderate disabilities specialization to provide instruction to students with ASD expired in 2013. Preliminary education specialist credential programs now include ASD content for all specialty areas, and preliminary and clear credentials authorize the holder to provide ASD services within their specialty areas.

Any teacher assigned to serve students with disabilities shall possess an appropriate credential or other authorization issued by the Commission on Teacher Credentialing (CTC) that specifically authorizes him/her to teach students with the primary disability within the program placement recommended in the students' individualized education program (IEP). (5 CCR 80046.1-80048.9.4)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

Note: The No Child Left Behind Act (20 USC 6319; 34 CFR 200.55-200.57) requires all teachers of core academic subjects, including special education teachers, to be "highly qualified" as defined in 20 USC 7801 and 5 CCR 6100-6126; see AR 4112.24 - Teacher Qualifications Under the No Child Left Behind Act.

SPECIAL EDUCATION STAFF (continued)

~~Special education teachers who teach core academic subjects shall possess the qualifications required by the No Child Left Behind Act. (5 CCR 6100-6126; 20 USC 1401, 6319, 7801; 34 CFR 200.55-200.57, 300.18)~~

~~(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)~~

Note: Pursuant to Education Code 44325, the CTC issues special education district intern credentials which authorize their holders to provide classroom instruction to students with disabilities. For requirements pertaining to internship programs, see BP/AR 4112.21 - Interns.

The district may employ a person with an appropriate district intern credential to provide classroom instruction to students with disabilities, provided he/she has met the subject matter requirement specified in Education Code 44325 and receives guidance, supervision, and professional development through an established district intern program. (Education Code 44325, 44326, 44830.3)

(cf. 4112.21 - Interns)

Note: 5 CCR 80027.1 establishes the special education limited assignment teaching permit which allows a special education credential holder to serve outside his/her specialty area while completing the coursework for an added authorization in special education or an additional full specialty area in another special education area. The permit is valid for up to one year from the date of issuance but may be renewed twice, for a total of three years in the specialty area, if renewal requirements are met.

The Superintendent or designee may request that the CTC issue a special education limited assignment teaching permit which authorizes a qualified special education teacher, with his/her written consent, to serve outside the specialty area of his/her credential. If the teacher has not yet obtained permanent status, the Superintendent or designee shall assign one or more experienced educators in the special education subject area(s) of the permit, who have at least three years of full-time teaching experience in each of the subject area(s) of the permit, to provide guidance and assistance to the permit holder. (5 CCR 80026, 80027.1)

As needed, the district may apply to the CTC for an emergency permit for resource specialist services pursuant to 5 CCR 80023.2 and 80024.3.1.

Note: When requesting that the CTC issue a special education limited assignment teaching permit or an emergency resource specialist permit, the district must submit a Declaration of Need for Fully Qualified Educators in accordance with 5 CCR 80026. The form for the Declaration of Need is available in the CTC's online [Credential Information Guide](#), which may be accessed only by employers. Pursuant to 5 CCR 80026, the Declaration of Need is valid for up to 12 months, but expires no later than June 30 following its submission to the CTC. See BP 4112.2 - Certification for additional information regarding the Declaration of Need.

When requesting either a limited assignment teaching permit or an emergency resource specialist permit, the Superintendent or designee shall submit a Declaration of Need for Fully

SPECIAL EDUCATION STAFF (continued)

Qualified Educators that satisfies the requirements of 5 CCR 80026 and has been approved by the Board at a regularly scheduled Board meeting. (5 CCR 80026)

Note: Pursuant to 5 CCR 80021.1, if the district is unable to employ a suitable credentialed teacher after a diligent search, it may request that the CTC issue a provisional internship permit (PIP) to a qualified candidate for one year. Pursuant to 5 CCR 80021, the district may request that the CTC issue a short-term staff permit (STSP) when there is a need to immediately fill a classroom vacancy. See BP/AR 4112.2 - Certification for requirements related to these permits. When the district is unable to hire a person with the STSP or PIP, the district may request that the CTC issue a short-term or variable term waiver.

Before the district applies for the STSP, PIP, or a waiver, the CTC recommends that the district first seek a special education limited assignment permit if an individual meets the requirements for that permit. See the CTC's Special Education Teaching and Services Credentials, Added Authorizations in Special Education, and Limited Assignment Permits for California Prepared Teachers: Frequently Asked Questions, available on its web site.

If there is a need to immediately fill a classroom vacancy or a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may, as appropriate, apply to the CTC for a short-term staff permit pursuant to 5 CCR 80021, a provisional internship permit pursuant to 5 CCR 80021.1, or, as a last resort, a credential waiver.

Individuals providing related services to students with disabilities, including developmental, corrective, and other supportive and related services, shall meet the applicable qualifications specified in 5 CCR 3051-3051.24. (5 CCR 3051; 34 CFR 300.34, 300.156)

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)

The Superintendent or designee shall provide ongoing professional development as needed to assist special education staff in updating and improving their knowledge and skills.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Note: Pursuant to 5 CCR 80048.8.1, completion of a CTC-approved induction program offered by either a district or a college/university is a requirement to earn a clear credential. Also see BP 4131.1 - Teacher Support and Guidance.

Whenever a candidate for a clear education specialist credential is employed by the district, the Superintendent or designee shall, within 60 days of employment, collaborate with the candidate and, as applicable, with the college or university to develop an individualized induction plan including supported induction and job-related course of advanced preparation. (5 CCR 80048.8.1)

(cf. 4131.1 - Teacher Support and Guidance)

SPECIAL EDUCATION STAFF (continued)

Resource Specialists

Note: Education Code 56195.8 **mandates** entities providing special education to adopt policy related to resource specialists. The following section fulfills this mandate and should be revised for consistency with the policy and regulations of the Special Education Local Plan Area (SELPA) in which the district participates. Also see language on caseloads for resource specialists in the section "Caseloads" below.

The duties of resource specialists shall include, but are not limited to: (Education Code 56362; 5 CCR 80070.5)

1. Providing instruction and services for students with disabilities whose needs have been identified in an IEP
2. Conducting educational assessments
3. Providing information and assistance for students with disabilities and their parents/guardians
4. Providing consultation, resource information, and material regarding students with disabilities to staff members in the regular education program and the students' parents/guardians
5. Coordinating special education services with the regular school program for each student with disabilities enrolled in the resource specialist program
6. Monitoring student progress on a regular basis, participating in the review and revision of IEPs as appropriate, and referring students who do not demonstrate appropriate progress to the IEP team

Note: Item #7 below should be deleted by districts that do not maintain secondary schools.

7. Providing services for secondary students that emphasize academic achievement, career and vocational development, and preparation for adult life

Any student who receives resource specialist services shall be assigned to regular classroom teacher(s) for a majority of the school day, unless his/her IEP team approves enrollment in the resource specialist program for a majority of the school day. (Education Code 56362; 5 CCR 80070.5)

Resource specialists shall not simultaneously be assigned to serve as resource specialists and to teach regular classes. (Education Code 56362)

SPECIAL EDUCATION STAFF (continued)

The district's resource specialist program shall be under the direction of a resource specialist who possesses the qualifications specified in Education Code 56362.

Caseloads

Note: The following section should be revised to reflect district practice. Education Code 56362 specifies maximum caseloads for resource specialists. Education Code 56363.3 and 56441.7 specify caseloads for language, speech, and hearing specialists. Other special education caseloads are not set by law and may be determined through collective bargaining agreements or the policies and regulations of the SELPA in which the district participates.

The Superintendent or designee shall ensure that caseloads for special education teachers are within the maximum caseloads established by law, the collective bargaining agreement, and/or the comprehensive plan of the Special Education Local Plan Area (SELPA) in which the district participates.

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4141/4241 - Collective Bargaining Agreement)

Note: Education Code 56195.8 and 56362 **mandate** that each entity providing special education adopt policy that includes caseloads for resource specialists. Such caseloads must not exceed 28 students per resource specialist except as provided below. The following paragraph should be revised as necessary for consistency with SELPA and district practice.

In addition, pursuant to Education Code 56362, at least 80 percent of the resource specialists within a SELPA must be provided with an instructional aide.

No resource specialist shall have a caseload which exceeds 28 students. As necessary and with the agreement of the resource specialist, the Governing Board may request a waiver from the State Board of Education to increase the caseload to no more than 32 students, provided that an individual resource specialist does not have a caseload exceeding 28 students for more than two school years and has the assistance of an instructional aide at least five hours daily during the period of the waiver. (Education Code 56362, 56362.1; 5 CCR 3100)

(cf. 1431 - Waivers)

The average caseload for language, speech, and hearing specialists shall not exceed 55 cases, unless the SELPA plan specifies a higher average caseload and states the reasons for the higher average caseload. The maximum caseload for speech and language specialists exclusively serving children with disabilities age 3-5 years shall not exceed 40. (Education Code 56363.3, 56441.7)

Legal Reference: (see next page)

SPECIAL EDUCATION STAFF (continued)

Legal Reference:

EDUCATION CODE

- 8264.8 Staffing ratios
- 44250-44279 Credentials, especially:
- 44256 Credential types, specialist instruction
- 44258.9 Assignment monitoring
- 44265-44265.9 Special education credential
- 44325-44328 District interns
- 44830.3 District interns, supervision and professional development
- 56000-56865 Special education, especially:
- 56195.8 Adoption of policies
- 56361 Program options
- 56362-56362.5 Resource specialist program
- 56363.3 Maximum caseload; language, speech, and hearing specialists
- 56440-56441.7 Programs for individuals between the ages of three and five years; caseloads

CODE OF REGULATIONS, TITLE 5

- 3051.1-3051.24 Staff qualifications to provide related services to students with disabilities
- 3100 Waivers of maximum caseload for resource specialists
- 6100-6126 Teacher qualifications, No Child Left Behind Act
- 80021 Short-term staff permit
- 80021.1 Provisional internship permit
- 80023.2 Emergency permits
- 80025.4 Substitute teaching, special education
- 80026 Declaration of need for fully qualified educators
- 80027.1 Special education limited assignment teaching permit
- 80046.1 Adapted physical education specialist
- 80046.5 Credential holders authorized to serve students with disabilities
- 80047-80047.9 Credentials to provide instructional services to students with disabilities
- 80048-80048.9.4 Credential requirements and authorizations
- 80070.1-80070.6 Resource specialists

UNITED STATES CODE, TITLE 20

- 1400-1482 Individuals with Disabilities Education Act, especially:
- 1401 Definition of highly qualified special education teacher
- 6319 Highly qualified teachers
- 7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

- 200.55-200.57 Highly qualified teachers
- 300.8 Definition of autism
- 300.18 Highly qualified special education teachers
- 300.34 Related services
- 300.156 Special education personnel requirements

Management Resources: (see next page)

SPECIAL EDUCATION STAFF (continued)

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Special Education Teaching and Services Credentials, Added Authorizations in Special Education, and Limited Assignment Permits for California Prepared Teachers: Frequently Asked Questions, May 26, 2014

Education Specialist Teaching and Other Related Services Credential Program Standards, 2012

WEB SITES

California Association of Resource Specialists and Special Education Teachers:

<http://www.carsplus.org>

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

California Speech-Language-Hearing Association: <http://www.csha.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Association of Special Education Teachers: <http://www.naset.org>

CSBA Sample Exhibit

All Personnel

E 4112.9(a)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950; 2 CCR 11023	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually to all employees, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
To all employees, prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
To all employees, prior to implementing alternative schedule	Education Code 46162	AR 6112	Public hearing on alternative schedule
Annually to all employees	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator fees and local control and accountability plan
Annually to all employees	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
Electronically to all employees, no more than twice per school year per child needing medication	Education Code 49414.7	AR 5141.21	Request for volunteers to administer emergency antiseizure medication; training to be provided
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

E 4112.9(b)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Prior to beginning employment	Government Code 3102	AR 4112.3 4212.3 4312.3	Oath or affirmation of allegiance required of disaster service workers
To all employees	Government Code 8355; 41 USC 8102	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
To all employees, if the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually to all employees, or more frequently if there is new information	Health and Safety Code 120875, 120880	AR 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To all employees, with each paycheck	Labor Code 246	AR 4161.1 4361.1 AR 4261.1	Amount of sick leave available
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	BP 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

E 4112.9(c)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees via employee handbook, or to each new employee	2 CCR 11096; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees and job applicants	34 CFR 104.8, 106.9	BP 0410 BP 4030	District's policy on nondiscrimination and related complaint procedures
Annually to all employees	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress
II. To Certificated Employees			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation

E 4112.9(d)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To certificated employees upon employment, and to nonpermanent employees in July of each school year	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employees in district with ADA of 250 or more by March 15 of employee's second consecutive year of employment	Education Code 44929.21	AR 4117.6	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/ dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing

E 4112.9(e)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
On or before June 30, to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
To teachers when school is identified for Title I program improvement restructuring	20 USC 6316	AR 0520.2	School identified for restructuring; opportunity to comment and participate
III. To Classified Employees			
To classified employee charged with mandatory leave of absence offense, in merit system district	Education Code 44940.5	AR 4218	Notice of intent to dismiss in 30 days
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, procedures, and employee rights

E 4112.9(f)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff and reemployment rights
To classified employees upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.601	BP 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
IV. To Administrative/Supervisory Personnel			
To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the release or reassignment

E 4112.9(g)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. To Administrative/Supervisory Personnel (continued)			
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
V. To Individual Employees Under Special Circumstances			
In the event of a breach of security of district records, to affected employees	Civil Code 1798.21	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	BP 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204, 5193	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

E 4112.9(h)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

(4/14 4/15) 5/16

CSBA Sample Board Policy

Certificated Personnel

BP 4117.13(a)
4317.13

EARLY RETIREMENT OPTION

When it is beneficial to the district, the Governing Board may offer certificated employees the option to retire early in accordance with law.

Two Years of Service Credit Retirement Incentive

Note: Education Code 44929 allows districts to offer an additional two years of service credit as an incentive for early retirement.

As an incentive to early retirement for certificated employees participating in the State Teachers' Retirement System (STRS), the Board may offer such employees an additional two years of service credit. (Education Code 22714, 44929)

Note: Prior to adopting this incentive, Education Code 22714 requires the Board to determine that encouraging early retirement would be in the best interest of the district and result in net savings, as specified below. In addition, Education Code 22714 requires that the County Superintendent certify to the Superintendent of Public Instruction, who then must certify to STRS, that net savings can be demonstrated.

Before taking formal action to approve this service incentive, the Board shall determine that encouraging early retirement would be in the best interest of the district due to the curtailment of services or changes in the manner in which services are performed and that the retirement will result in a net savings to the district. The Board shall demonstrate and certify to the County Superintendent of Schools that the formal action taken would result in a net savings to the district. (Education Code 22714, 44929)

Note: The following ~~optional~~ paragraph is consistent with the legislature's intent, as detailed in AB 1207 (Ch. 313, Statutes of 2003), that the Board consider the impact of early retirement programs on the district's ability to meet state teacher credentialing requirements and the district's ability to meet "highly-qualified teacher" requirements specified in the No Child Left Behind Act (20 USC 6319).

The Board may also consider the impact of the early retirement option on the staffing needs of district schools ~~and the ability to satisfy federal requirements for highly-qualified teachers pursuant to 20 USC 6319.~~

(cf. 4112.24 Teacher Qualifications Under the No Child Left Behind Act)

To be eligible for the two years of service credit option, the employee must have five or more years of service credit and must retire during a period of 60 to 120 days after the Board takes formal action to implement the option. (Education Code 22714)

EARLY RETIREMENT OPTION (continued)

Note: In addition to reimbursing related administrative costs to the STRS and the County Superintendent, the district must transmit to STRS amounts specified in Education Code 22714 and 44929.

In providing the early retirement option, the district shall meet all conditions as specified in Education Code 22714 and 44929.

Two + Two Retirement Incentive: 2 Years of Service Credit + 2 Years of Age Credit

Note: The following section is for use by districts that, prior to January 1, 2005, entered into a Memorandum of Understanding (MOU) with the district's employee organization or took Board action to grant an additional two years of age credit and two years of service credit (2+2) as an early retirement incentive. According to STRS, the MOU may have established one or more "window periods" that specify the dates by which an employee must retire in order to be eligible for the incentive. These "window periods" may allow for the 2+2 incentive option to be offered to employees after January 1, 2005, but only if the MOU or official Board action to establish the "window period" occurred prior to January 1, 2005, the date at which Education Code 22714.5 was repealed by its own terms. The following section should be deleted by districts that (1) did not take action to establish a "window period" prior to January 1, 2005 or (2) when such action was taken, did not establish a "window period" to allow this retirement incentive to apply to employees retiring after January 1, 2005 and established window periods in the future.

As an incentive to early retirement for certificated employees participating in the State Teachers' Retirement System, the Board may offer an additional two years of service credit and two years of age credit to employees who retire within the "window period" established by the Board in a Memorandum of Understanding or by Board action prior to January 1, 2005 pursuant to repealed Education Code 22714.5.

Legal Reference: (see next page)

EARLY RETIREMENT OPTION (continued)

Legal Reference:

EDUCATION CODE

22714 *Service credit under STRS; additional two years*

44929 *Service credit under STRS; additional two years*

UNITED STATES CODE, TITLE 20

6319 *Highly qualified teachers*

COURT DECISIONS

United Teacher of Los Angeles v. Los Angeles Unified School District (1994) 24 Cal.App. 4th 1510

Management Resources:

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM PUBLICATIONS

Retirement Incentive Program, Frequently Asked Questions

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

(3/04 7/06) 5/16

CSBA Sample Administrative Regulation

Students

AR 5141.4(a)

CHILD ABUSE PREVENTION AND REPORTING

Note: Pursuant to Education Code 44691, as amended by AB 1432 (Ch. 797, Statutes of 2014), the California Department of Education (CDE) is required to disseminate information to all school districts regarding the detection and reporting of child abuse and to provide guidance on the responsibilities of mandated reporters. See the CDE web site for information and resources.

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person

Note: AB 1775 (Ch. 264, Statutes of 2014) amended Penal Code 11165.1 to revise the definition of sexual exploitation to also include knowingly downloading, streaming, or accessing through any electronic or digital media a film, photograph, videotape, video recording, negative, or slide in which a child is engaged in an act of obscene sexual conduct.

2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

(*cf.* 4119.21/4219.21/4319.21 - *Professional Standards*)
(*cf.* 5145.7 - *Sexual Harassment*)

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(*cf.* 3515.3 - *District Police/Security Department*)

Note: Education Code 44807 provides that physical control of a student under the conditions specified in item #3 below is not subject to criminal prosecution or penalties.

CHILD ABUSE PREVENTION AND REPORTING (continued)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

Note: Pursuant to Penal Code 11165.15, as added by AB 652 (Ch. 486, Statutes of 2013), the fact that a child is homeless or is classified as an unaccompanied minor, as defined in the federal McKinney-Vento Homeless Assistance Act (42 USC 11434a), is not, in and of itself, a sufficient basis for reporting child abuse or neglect.

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Note: The following definition of "mandated reporters" does not list non-school persons (e.g., physicians, clergy members) who are also mandated to report suspected child abuse or neglect and may be revised to reflect additional positions applicable to the district as specified in Penal Code 11165.7.

Penal Code 11165.7 clarifies that volunteers whose duties require direct contact with and supervision of children are not mandated reporters. However, the law encourages volunteers to obtain training in the identification and reporting of child abuse and neglect and to report known or suspected incidents of child abuse or neglect.

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

CHILD ABUSE PREVENTION AND REPORTING (continued)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, *reasonable suspicion* does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

Note: Penal Code 11166 specifies that a mandated reporter has a duty to report when acting in his/her professional capacity or within the scope of employment. When a mandated reporter is acting in a private capacity, like other private citizens, he/she has the discretion whether or not to make a report.

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Note: Pursuant to Penal Code 152.3, it may be a misdemeanor, with specified exceptions, for a witness to not report a murder, rape, or lewd or lascivious act as defined in Penal Code 288 where the victim is under age 14. Persons who fail to report such offenses may be subject to a fine and/or imprisonment.

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

CHILD ABUSE PREVENTION AND REPORTING (continued)

Note: Penal Code 11166.01 provides that it may be a crime, punishable by a fine and/or imprisonment, for a supervisor or administrator to knowingly inhibit or impede a mandated reporter from making a report.

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

(cf. 1240 - Volunteer Assistance)

Reporting Procedures

1. Initial Telephone Report

Note: Penal Code 11165.9 specifies the agencies that are authorized to receive reports of suspected child abuse and neglect, as detailed in the following paragraph. The agency must accept a report even if it lacks subject matter or geographical jurisdiction to investigate the case; the agency is then responsible for referring the case to an agency with proper jurisdiction.

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Note: It is recommended that the district's administrative regulation include the name, address, and phone number of the appropriate agencies in its area.

(Name of appropriate agency)

(Address)

(Phone number)

Note: The following paragraph is **optional**.

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

CHILD ABUSE PREVENTION AND REPORTING (continued)

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

Note: Pursuant to Penal Code 11168, the Department of Justice form shall be distributed by the police department, sheriff's department, county probation department, or county welfare department as appropriate and is available on the Department of Justice's web site. It may also be made available at the district office or school site. The following **optional** paragraph should be revised to reflect district practice.

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Note: Penal Code 11167 requires the mandated reporter to give his/her name when reporting known or suspected child abuse. However, the reporter's name and the report are confidential and are only disclosed in limited circumstances provided by law.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

CHILD ABUSE PREVENTION AND REPORTING (continued)

Note: Item #3 below is **optional** and may be revised to reflect district practice. Pursuant to Penal Code 11166, school districts may establish internal reporting procedures encouraging employees to notify supervisors and administrators of reports that are made. These internal procedures must not inhibit or impede immediate and direct reporting by employees to appropriate agencies. Penal Code 11166 prohibits internal procedures from requiring the employee to make a report to the district or requiring that the identity of the mandated reporter be disclosed to the district.

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Note: As amended by AB 1432 (Ch. 797, Statutes of 2014), Education Code 44691 and Penal Code 11165.7 require districts to annually train their employees and any other mandated reporters working on their behalf regarding the duties of mandated reporters. Education Code 44691, as amended, also requires the CDE to develop an online training module to be provided to the California Department of Social Services for use by districts.

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

CHILD ABUSE PREVENTION AND REPORTING (continued)

Note: Education Code 44691 requires school districts to use the online training module provided by the California Department of Social Services. However, if the online training module is not used, the Superintendent or designee is required to report to the CDE regarding the training being used in its place.

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

Note: Education Code 44691, as amended by AB 1432 (Ch. 797, Statutes of 2014), requires districts to develop a process by which all persons required to receive training must provide proof of receiving the training (e.g., the use of a sign-in sheet, submission of a certificate of completion). The following paragraph may be revised to reflect district practice.

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

Note: The following optional paragraph may be revised to reflect district practice. Education Code 44691, as amended by AB 1058 (Ch. 748, Statutes of 2015), encourages districts to provide training to all school employees, at least once every three years, on the prevention of child abuse on school grounds, by school personnel, or in school-sponsored programs. As amended, Education Code 44691 also requires the CDE to establish best practices for prevention of abuse and to provide links on its web site to training resources.

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

Victim Interviews by Social Services

Note: Penal Code 11174.3 authorizes a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect to interview a student during school hours, on school grounds, concerning a report of child abuse or neglect that occurred at home or in an out-of-home care facility. However, there is no clear guidance regarding the procedures to be followed if a social worker is accompanied by law enforcement. In Greene v. Camreta, the 9th Circuit Court of Appeals had ruled that, absent exigent circumstances, a social worker and sheriff could not question a student in school without obtaining a warrant, court order, or parent/guardian consent. Subsequently, that ruling was vacated by the U.S. Supreme Court on appeal (Camreta v. Greene) since the case was then moot. Districts should proceed with caution and consult with legal counsel as necessary.

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care

CHILD ABUSE PREVENTION AND REPORTING (continued)

facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Parent/Guardian Complaints

Note: Education Code 48987 requires the district to disseminate guidelines, upon request, advising parents/guardians of procedures for filing child abuse complaints. As required by Education Code 33308.1, the CDE has prepared sample guidelines for this purpose, which were updated in March 2014 and are available on the CDE's web site.

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate

CHILD ABUSE PREVENTION AND REPORTING (continued)

agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

Note: Parents/guardians of special education students also may file a complaint with the CDE as provided in the following paragraph. The CDE does not investigate allegations of child abuse or neglect, but may investigate conditions that may involve immediate physical danger or threaten the health, safety, or welfare of the child and which may result in denial of a free appropriate public education.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

Note: The remainder of this section is **optional** and should be deleted by districts that do not provide these additional notifications.

CHILD ABUSE PREVENTION AND REPORTING (continued)

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

(11/10 12/14) 5/16

CSBA Sample Administrative Regulation

Instruction

AR 6158(a)

INDEPENDENT STUDY

Educational Opportunities

Note: The following section is **optional**. Education Code 51745 lists educational opportunities that may be provided through independent study. The district may revise or expand items #1-5 below to reflect district practice.

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction
(cf. 6143 - Courses of Study)
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel
(cf. 5112.3 - Student Leave of Absence)
5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement

(cf. 0420.4 - Charter School Authorization)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6181 - Alternative Schools/Programs of Choice)

In addition, when requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

(cf. 5113 - Absences and Excuses)

Note: The following paragraph is for use by districts maintaining high schools.

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

(cf. 6146.1 - High School Graduation Requirements)

INDEPENDENT STUDY (continued)**Equivalency**

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

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

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

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

Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

Note: The following paragraph limits eligibility for independent study to those students for whom state apportionments can be claimed. Education Code 46300.2 provides that districts will receive state funding for independent study for students who are residents of the county or an adjacent county. Pursuant to Education Code 51747.3, students whose residency status is based on parent/guardian employment within district boundaries (Education Code 48204(b)) are not eligible for funds apportioned for average daily attendance (ADA).

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

(cf. 5111.1 - District Residency)

INDEPENDENT STUDY (continued)

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

(cf. 6183 - Home and Hospital Instruction)

Note: Education Code 46300.1 provides that the district may not receive apportionments pursuant to Education Code 42238 for independent study for students age 21 or older, or for students 19 or older who have not been continuously enrolled in grades K-12 since their 18th birthday. However, pursuant to Education Code 46300.4, these students may be eligible for independent study through the adult education program for courses required for high school graduation; see BP/AR 6200 - Adult Education.

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

(cf. 6200 - Adult Education)

Note: The following paragraph limits enrollment in independent study to those students for whom state apportionments can be claimed. Pursuant to Education Code 51745, no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program are eligible for apportionment credit for independent study. A pregnant student or a parenting student who is the primary caregiver for his/her child(ren) are not included in this cap.

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

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

(cf. 6184 - Continuation Education)

Master Agreement

Note: Education Code 51747 **mandates** that, in order for the district to receive apportionments for independent study, the district must adopt and implement policy providing for a signed written independent study agreement which contains the components listed in the following section. Because apportionments are provided only for independent study of five or more consecutive school days pursuant to Education Code 46300, written agreements are required only in such instances.

INDEPENDENT STUDY (continued)

A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but not be limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources, including materials and personnel, that will be made available to the student

Note: Pursuant to Education Code 51747, the written agreement must contain statements reflecting Board policy pertaining to (1) the maximum length of time, by grade level and type of program, which may elapse between the time an independent study assignment is made and the date by which the student must complete the assignment and (2) the number of missed assignments allowed before an evaluation would be required to determine whether it is in a student's best interest to remain in independent study. See the accompanying Board policy.

4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments, by grade level and type of program, which will trigger an evaluation of whether the student should be allowed to continue in independent study

Note: SB 858 (Ch. 32, Statutes of 2014) amended Education Code 51747 to change the maximum duration of the agreement from one semester to one school year.

5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement that independent study is an optional educational alternative in which no student may be required to participate

INDEPENDENT STUDY (continued)

8. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Note: Education Code 46300.7 states that apportionments shall be received for a student in independent study only if the district receives written permission from the parent/guardian, before the independent study begins, specifying the actual dates of participation, methods of study and evaluation, and resources to be made available for the student's independent study. Since all these components are included in the written agreement which the parent/guardian must sign, the parent/guardian's signature on the agreement satisfies the requirement to obtain his/her written permission.

9. Signatures of the student, the parent/guardian or caregiver of the student if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Note: Education Code 51747, as amended by SB 858 (Ch. 32, Statutes of 2014), provides that the agreement may be maintained on file electronically.

The signed, dated agreement may be maintained on file electronically. (Education Code 51747)

Course-Based Independent Study

Note: Education Code 51749.5-51749.6, as added by SB 858 (Ch. 32, Statutes of 2014), establish a course-based independent study option that may be offered beginning with the 2015-16 school year if certain requirements are met, as described below. As a condition of offering this option, Education Code 51749.5 **mandates** that the district adopt policy or regulations that comply with the legal requirements listed in the following section and any applicable regulations adopted by the State Board of Education.

The following paragraph may be revised to reflect the grade levels offered by the district.

The district shall offer a course-based independent study program for students in grades K-12 subject to the following requirements: (Education Code 51749.5)

1. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential, ~~meet the requirements for highly qualified teachers pursuant to 20 USC 6301~~, and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

INDEPENDENT STUDY (continued)

(cf. 4112.2 - Certification)

(cf. 4112.24—Teacher Qualifications Under the No Child Left Behind Act)

2. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality as equivalent classroom-based courses and shall be aligned to all relevant local and state content standards. This certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses.
3. Students enrolled in these courses shall meet the applicable age requirements established pursuant to Education Code 46300.1 and 46300.4 and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 48204, and 51747.3.
4. Teachers shall communicate with each student in person, by telephone, or by any other live visual or audio connection at least twice per calendar month to assess whether the student is making satisfactory educational progress. For this purpose, satisfactory educational progress includes, but is not limited to, applicable statewide accountability measures and the completion of assignments, examinations, or other indicators that the student is working on assignments, learning required concepts, and progressing toward successful completion of the course, as determined by the teacher providing instruction.

Written or computer-based evidence of satisfactory educational progress shall be retained for each course and student, including, at a minimum, a grade book or summary document that lists all assignments, examinations, and associated grades for each course.

If satisfactory educational progress is not being made, the teacher shall notify the student and, if the student is under age 18 years, his/her parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether he/she should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

(cf. 5125 - Student Records)

5. Examinations shall be administered by a proctor.

INDEPENDENT STUDY (continued)

6. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.

(cf. 6162.51 - State Academic Achievement Tests)

7. A student shall not be required to enroll in courses included in this program.
8. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.
9. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

10. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.
11. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.

(cf. 3260 - Fees and Charges)

12. A student shall not be prohibited from participating in independent study solely on the basis that he/she does not have the materials, equipment, or Internet access necessary to participate in the course.

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, his/her parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to this program
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #2 above

INDEPENDENT STUDY (continued)

3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources, including materials and personnel, that will be made available to the student
6. A statement that the student is not required to enroll in courses in this program
7. Signatures of the student, the student's parent/guardian if the student is under age 18 years, and all teachers providing instruction

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

Monitoring Student Progress

Note: The following optional section may be revised to reflect district practice.
--

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

INDEPENDENT STUDY (continued)

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

Note: The CDE, in its Frequently Asked Questions available on its web site, clarifies that students in independent study are not subject to truancy laws. The determination of excused and unexcused absences is irrelevant because independent study students may complete assignments at any time and attendance is not the basis for credit.

Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant.

Responsibilities of Independent Study Administrator

Note: The following **optional** section may be revised to reflect district practice.

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Note: The federal No Child Left Behind Act (20 USC 6319, 7801; 34 CFR 200.55-200.57; 5 CCR 6100-6126) requires teachers to demonstrate subject matter competency for each core academic subject they teach. Thus, middle and high school independent study programs may choose to assign subject matter specialists to oversee student work related to their subject, while assigning supervising teachers to oversee matters of student attendance, work samples, parent/guardian communications, and other duties of "homeroom" teachers. Districts that implement such a model may revise the following section to specify the duties of both supervising teachers and subject matter specialists assigned to work with independent study students.

INDEPENDENT STUDY (continued)

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

Note: Pursuant to Education Code 51745.6, the equivalency of teacher-student ratios as described below is a necessary condition for the district to receive apportionments for independent study. The district may exceed these ratios, but those additional units of independent study ADA would not be funded. AB 104 (Ch. 13, Statutes of 2015) amended Education Code 51745.6 to eliminate grade span as a factor in the computation of the ratios.

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

Note: The remainder of this section is **optional** and may be revised to reflect district practice.

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress

Note: Pursuant to Education Code 51747.5, the district may only claim apportionment credit for independent study based on the time value of student work products as personally judged in each instance by a certificated teacher. SB 858 (Ch. 32, Statutes of 2014) amended Education Code 51747.5 to clarify that the teacher is not required to sign and date the work products.

7. Determining the time value of assigned work or work products completed and submitted by the student

INDEPENDENT STUDY (continued)

8. Assessing student work and assigning grades or other approved measures of achievement

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

Records

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

(cf. 3580 - District Records)

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

(12/14 10/15) 5/16

CSBA Sample Administrative Regulation

Instruction

AR 6171(a)

TITLE I PROGRAMS

Schoolwide Programs

Note: Title I funds may be used and consolidated with other federal, state, and local program funds to upgrade the entire educational program in schools that meet eligibility criteria pursuant to 20 USC 6314 and 34 CFR 200.25. Schools participating in schoolwide programs are not required to identify particular children as eligible. The following **optional** section is for use by districts with eligible school(s).

A school may operate a Title I schoolwide program in order to upgrade the entire educational program of the school when at least 40 percent of the students in the school attendance area, or at least 40 percent of the students enrolled in the school, are from low-income families. The Superintendent or designee shall inform any such eligible school and the school's parents/guardians of the school's eligibility and its ability to consolidate funds from federal, state, and local sources for program purposes. (20 USC 6312, 6314)

Any participating school shall develop, annually review, and update a single plan for student achievement which incorporates the plan required by 20 USC 6314 for reforming the school's total instructional program and plans required by other categorical programs included in the state's consolidated application. (Education Code 64001; 20 USC 6314)

(cf. 0420 - School Plans/Site Councils)

A schoolwide program shall include: (20 USC 6314)

1. A comprehensive needs assessment of the entire school, including the needs of migrant students, which includes the achievement of students in relation to state academic content and achievement standards

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

(cf. 6175 - Migrant Education Program)

2. Schoolwide reform strategies that:

- a. Provide opportunities for all students to meet the state's proficient and advanced levels of achievement
- b. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the school's core academic program, increase

TITLE I PROGRAMS (continued)

the amount and quality of learning time, help provide an enriched and accelerated curriculum, and include strategies for meeting the educational needs of historically underserved populations

(cf. 5148.2 - Before/After School Programs)
(cf. 6111 - School Calendar)
(cf. 6112 - School Day)
(cf. 6177 - Summer School)

- c. Include strategies to address the needs of all students in the school, but particularly the needs of low-achieving students and those at risk of not meeting state achievement standards who are members of the target population of any program that is part of the schoolwide program

Such strategies may include counseling, student services, mentoring services, college and career awareness and preparation, and the integration of vocational and technical education programs.

(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)

- d. Address how the school will determine if student needs have been met
- e. Are consistent with and designed to implement state and local improvement plans, if any

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)

~~3. — Instruction by highly qualified teachers~~

~~*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*~~

4. High-quality and ongoing professional development for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff, and parents/guardians to enable all students in the school to meet state academic achievement standards

(cf. 4131 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

5. Strategies to attract high-quality, highly qualified teachers to high-need schools

(cf. 4111 - Recruitment and Selection)

TITLE I PROGRAMS (continued)

6. Strategies to increase parent involvement

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

7. Plans for assisting preschool children in the transition from early childhood programs to elementary school programs

(cf. 5148.3 - Preschool/Early Childhood Education)

8. Measures to include teachers in decisions regarding the use of academic assessments to provide information on and to improve the achievement of individual students and the overall instructional program

9. Activities to ensure that students who experience difficulty mastering the proficient and advanced levels of academic standards shall be provided with effective, timely additional assistance, which shall include measures for timely identification of students' difficulties and provision of sufficient information on which to base effective assistance

(cf. 6179 - Supplemental Instruction)

10. Coordination and integration of federal, state, and local services and programs

Targeted Assistance Programs

Note: Items #1-2 below may be revised to reflect grade levels offered by the district.
--

Any school that receives Title I funds but does not operate a schoolwide program shall use Title I funds to provide services to: (20 USC 6315)

1. Students in grades 3-12 identified by the school as failing, or most at risk of failing, to meet the state's academic achievement standards on the basis of criteria established by the district and supplemented by the school
2. Students in preschool through grade 2 selected solely on the basis of such criteria as teacher judgment, interviews with parents/guardians, and developmentally appropriate measures

A targeted assistance program shall: (20 USC 6315)

1. Use program resources to help participating students meet state academic achievement standards expected for all students

TITLE I PROGRAMS (continued)

2. Ensure that program planning is incorporated into existing school planning
3. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the core academic program, give primary consideration to providing extended learning time, help provide an accelerated, high-quality curriculum, and minimize removing students from the regular classroom during regular school hours for instruction provided by Title I
4. Coordinate with and support the regular education program, which may include services to assist preschool students in the transition to elementary school programs
5. Provide instruction by highly qualified teachers
6. Provide opportunities for professional development for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff, and parents/guardians who work with participating students
7. Provide strategies to increase parent involvement
8. Coordinate and integrate federal, state, and local services and programs

Participation of Private School Students

The Superintendent or designee shall provide or contract to provide special educational services or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis with participating public school students. (20 USC 6320, 7881)

Teachers, other educational personnel, and families of participating private school students shall have an opportunity to participate, on an equitable basis, in parent involvement activities and professional development pursuant to 20 USC 6318 and 6319. (20 USC 6320, 7881)

Note: The following **optional** paragraph reflects California Department of Education (CDE) guidance, Provisions for Private School Students, Teachers, and Other Education Personnel in the No Child Left Behind Act of 2001, and U.S. Department of Education non-regulatory guidance, Title I Services to Eligible Private School Students.

Each year the Superintendent or designee shall contact officials of private schools with students who reside within district boundaries, regardless of whether the private school they attend is located within the district or whether or not those officials have previously indicated any interest in program participation.

TITLE I PROGRAMS (continued)

Note: 20 USC 6320 requires meaningful and timely consultation with private school officials as described below. Pursuant to 20 USC 6320, a private school official has the right to complain to the CDE that the district did not engage in consultation that was meaningful and timely or did not give due consideration to the views of the private school official.

The Superintendent or designee shall consult, in a meaningful and timely manner, with appropriate private school officials during the design and development of the district's Title I programs. Such consultation shall occur before the district makes any decision that affects the opportunities of eligible private school students to participate in Title I programs and shall include a discussion of: (20 USC 6320, 7881; 34 CFR 200.63)

1. How the needs of private school students will be identified
2. What services will be offered
3. How, where, and by whom the services will be provided
4. How the services will be academically assessed and how assessment results will be used to improve those services
5. The size and scope of the equitable services to be provided to private school students and the proportion of funds that is allocated for such services

Note: Pursuant to 20 USC 6320, the district has the final authority to calculate, each year or every two years, the number of private school students, ages 5-17, who are from low-income families. The district may use the same measure of low income used to determine eligibility for public school students or any other measure listed in 20 USC 6320(c)(1).

6. The method or sources of data that are used to determine the number of students from low-income families in participating school attendance areas who attend private schools
7. How and when the district will make decisions about the delivery of service to such students, including a thorough consideration and analysis of the views of private school officials on the provision of services through a third-party provider
8. How, if the district disagrees with the views of private school officials on the provision of services through a third-party provider, the district will provide to private school officials a written analysis of the reasons that the district has chosen not to use a contractor

Meetings between district and private school officials shall continue throughout implementation and assessment of services. (20 USC 6320)

TITLE I PROGRAMS (continued)

The Superintendent or designee shall maintain, and shall provide to the California Department of Education upon request, a written affirmation signed by officials of each participating private school that consultation has occurred. (20 USC 6320)

Note: The following paragraph is **optional**. CDE and U.S. Department of Education guidance on the participation of private school students address actions that should be taken if private school officials fail to sign the above affirmation in a reasonable period of time, as provided below.

If the private school officials do not provide such affirmation within a reasonable period of time, the Superintendent or designee shall maintain records of the consultation or the offer of consultation.

(cf. 3580 - District Records)

Note: In addition to the records described above, CDE guidance on the participation of private school students suggests that the following records be maintained. **Optional** items #1-4 below may be revised or expanded to reflect district practice.

The Superintendent or designee also shall maintain records documenting that:

1. The needs of private school teachers and/or private school students were identified.
2. The funds made available were equitable to those allocated for public school students and teachers.
3. The district's program met the needs of the private school teachers and/or private school students.
4. The district made efforts to resolve any complaints made by private school representatives.

(11/02 8/06) 5/16

CSBA Sample Exhibit

Board Bylaws

E(1) 9323.2(a)

ACTIONS BY THE BOARD

ACTIONS REQUIRING A SUPER MAJORITY VOTE

Note: The following exhibit lists some of the Governing Board actions that require more than a simple majority vote. Other such actions may exist and may be identified in the future.

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring intention to sell or lease real property (Education Code 17466)
(cf. 3280 - Sale or Lease of District-Owned Real Property)
2. Resolution declaring intent of Governing Board to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)

Note: Item #5 below is different from temporary borrowing pursuant to Government Code 53850-53858 which requires only a majority vote of the Board.

5. Request for temporary borrowing pursuant to Government Code 53820-53833, to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)
(cf. 7150 - Site Selection and Development)
(cf. 7160 - Charter School Facilities)

Note: Items #7-9 below are for use by districts seeking to establish a community day school on an existing school site.

ACTIONS BY THE BOARD (continued)

7. When the district has an average daily attendance (ADA) of 2,500 or less and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)
8. When the district is organized to serve only grades K-8 and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)
9. When the district desires to operate a community day school to serve any of grades K-6 (and no higher grades) on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

(cf. 6185 - Community Day School)

10. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

11. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

12. Resolution to place a parcel tax on the ballot (Government Code 53724)

<p>Note: Code of Civil Procedure 1245.240 requires that, prior to commencing an eminent domain action, the Board adopt a resolution of necessity approved by a two-thirds vote of the Board unless a greater vote is required by statute, charter, or ordinance. In addition, if the Board desires to use the property for a different purpose than stated in the resolution of necessity, then pursuant to Code of Civil Procedure 1245.245, the Board must adopt, by two-thirds vote, another resolution authorizing the different use unless a greater vote is required by statute, charter, or ordinance.</p>

13. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

ACTIONS BY THE BOARD (continued)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)
2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

1. Expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

2. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)
3. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on ADA for the preceding school year (Government Code 53823-53824)
4. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

5. Resolution to award a contract for a public works project at \$187,500 or less to the lowest responsible bidder, when the district is using the informal process authorized under the Uniform Public Construction Cost Accounting Act for projects of \$175,000 or less, all bids received are in excess of \$175,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)

ACTIONS BY THE BOARD (continued)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a community lease for extraction of gas (Education Code 17510-17511)
2. Waiver of the competitive bid process pursuant to Public Contract Code 20111 when the Board determines that an emergency exists and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local dump or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

(11/07 8/14) 5/16

GUSTINE UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees

MEETING DATE:

September 14, 2016

AGENDA ITEM TITLE: Sufficiency of Instructional Materials

AGENDA SECTION: Public Hearing/Action

PRESENTED BY: Bill Morones, Superintendent

SUMMARY:

Education Code (E.C.) 60242.5 states that all purchases of instructional materials from state instructional materials funds shall conform to the law and applicable rules and regulations adopted by the State Board of Education. In order to be eligible to receive instructional materials funds from any state source, school districts must also ensure that they have fully complied with the requirements of E.C. 60119 which requires the local governing board to hold a public hearing and make a determination through a resolution as to whether each pupil and each school in the District has sufficient textbooks or instructional materials or both. The school district must provide a written assurance of conformance to the Superintendent of Public Instruction.

The Gustine Unified School District meets all of these qualifications. During the Williams Case review of both elementary schools, the Merced County Office of Education also documented that there are sufficient textbooks for every student.

FISCAL IMPACT: None

BUDGET CATEGORY: None

APPROVAL: Pass Resolution

PUBLIC NOTICE

LEGAL NOTICE
PUBLIC HEARING ON THE SUFFICIENCY
OF INSTRUCTIONAL MATERIALS
GUSTINE UNIFIED SCHOOL DISTRICT
SEPTEMBER 14, 2016

A Public Hearing will be held on September 14, 2016 at 7:00 p.m. in the Board Room at 1500 Meredith Avenue, Gustine, California to discuss the sufficiency of instructional materials during the 2016/17 school year. Education Code 60119 requires such a meeting in order for the District to make application to the state for additional funding that can be used for instructional materials.

Immediately following the meeting, the Board will be asked to pass a resolution declaring the sufficiency of instructional materials within the Gustine Unified School District.

BEFORE THE GOVERNING BOARD
OF THE
GUSTINE UNIFIED SCHOOL DISTRICT
MERCED COUNTY, CALIFORNIA

IN THE MATTER OF
TEXTBOOKS AND INSTRUCTIONAL
MATERIALS

RESOLUTION NO. 2016-17-01

WHEREAS, the governing Board of the Gustine Unified School District, in order to comply with the requirements of Education Code Section 60119 held a public hearing on August 10, 2016, which is before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

WHEREAS, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district, and;

WHEREAS, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics
- Science
- History-social science
- English/language arts, including English language development component of an adopted program

WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades 9-12, and;

THEREFORE, BE IT RESOLVED that for the 2016/17 school year, the Gustine Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED this 14th day of September, 2016.

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

STATE OF CALIFORNIA)

) ss

COUNTY OF MERCED)

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

Signed: _____
Crickett Brinkman, Clerk of the Board

GUSTINE UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees

MEETING DATE:

September 14, 2016

AGENDA ITEM TITLE: Gann Limit Resolution

AGENDA SECTION: Public Hearing/Action

PRESENTED BY: Bill Morones, Superintendent

SUMMARY:

A yearly public hearing is required to allow public input on the Gann Spending Limit. The Gann Spending Limit is a ceiling or limit on each year's appropriation of tax dollars by the state, cities, counties or school districts. The Gann Spending Limit is adjusted annually for the change in the California Consumer Price Index or per capita personal income, whichever is smaller and also a change in the state's population. This is an annual requirement of all public institutions.

The County has prepared a calculation which indicates that the District's appropriations in the budget do not exceed those allowed by Proposition 4, the Gann Amendment.

FISCAL IMPACT: None

BUDGET CATEGORY: None

RECOMMENDED ACTION: Pass Resolution

PUBLIC NOTICE

LEGAL NOTICE
PUBLIC HEARING ON THE GANN LIMIT
GUSTINE UNIFIED SCHOOL DISTRICT
SEPTEMBER 14, 2016

A Public Hearing will be held on September 14, 2016 at 7:00 p.m. in the Board Room at 1500 Meredith Avenue, Gustine, California, to obtain community input regarding the following:

1. Gann Limit

* * * * *

**BEFORE THE GOVERNING BOARD
OF THE
GUSTINE UNIFIED SCHOOL DISTRICT
MERCED COUNTY, CALIFORNIA**

IN THE MATTER OF

ADOPTING THE "GANN" LIMIT

RESOLUTION #2016-17-02

(Normal, no increase to Limit pursuant to G.C. 7902.1 [nothing on line K{COE line P}])

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and

WHEREAS, the District must establish a revised Gann limit for the 2016/17 fiscal year and a projected Gann Limit for the 2017/18 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED, that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2015/16 and 2016/17 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2016/17 and 2017/18 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provide copies of this resolution along with the appropriate attachments to interested citizens of this District.

PASSED AND ADOPTED this 14th day of September 2016.

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Signed: _____

Crickett Brinkman, Clerk

	2015-16 Calculations			2016-17 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2014-15 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2014-15 Actual			2015-16 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	11,518,722.38		11,518,722.38			12,219,438.05
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	1,754.79		1,754.79			1,793.11
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2014-15			Adjustments to 2015-16		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2015-16 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2015-16 P2 Report			2016-17 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	1,793.11		1,793.11	1,793.11		1,793.11
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			1,793.11			1,793.11
C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED TAXES AND SUBVENTIONS (Funds 01, 09, and 62)	2015-16 Actual			2016-17 Budget		
1. Homeowners' Exemption (Object 8021)	30,614.09		30,614.09	0.00		0.00
2. Timber Yield Tax (Object 8022)	2.79		2.79	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	12,980.17		12,980.17	0.00		0.00
4. Secured Roll Taxes (Object 8041)	2,714,228.04		2,714,228.04	2,935,626.00		2,935,626.00
5. Unsecured Roll Taxes (Object 8042)	218,915.56		218,915.56	0.00		0.00
6. Prior Years' Taxes (Object 8043)	4,061.50		4,061.50	0.00		0.00
7. Supplemental Taxes (Object 8044)	40,225.84		40,225.84	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(30,109.96)		(30,109.96)	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	30,698.92		30,698.92	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	0.00		0.00	0.00		0.00
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	3,021,616.95	0.00	3,021,616.95	2,935,626.00	0.00	2,935,626.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	3,021,616.95	0.00	3,021,616.95	2,935,626.00	0.00	2,935,626.00

	2015-16 Calculations			2016-17 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs, 3301 & 3302; do not include negotiated amounts)			146,519.00			166,416.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			146,519.00			166,416.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	13,350,527.00		13,350,527.00	14,460,892.00		14,460,892.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	5,938.00		5,938.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	13,356,465.00	0.00	13,356,465.00	14,460,892.00	0.00	14,460,892.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	20,032,458.65		20,032,458.65	20,353,705.00		20,353,705.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	22,165.49		22,165.49	10,000.00		10,000.00
APPROPRIATIONS LIMIT CALCULATIONS						
D. PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			11,518,722.38			12,219,438.05
2. Inflation Adjustment			1.0382			1.0537
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0218			1.0000
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			12,219,438.05			12,875,621.87
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			3,021,616.95			2,935,626.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			215,173.20			215,173.20
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			9,344,340.10			10,106,411.87
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			9,344,340.10			10,106,411.87
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			13,697.83			6,410.85
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			3,035,314.78			2,942,036.85
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			9,330,642.27			10,100,001.02
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			3,035,314.78			
b. State Subventions (Line D8)			9,330,642.27			
c. Less: Excluded Appropriations (Line C23)			146,519.00			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			12,219,438.05			

GUSTINE UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees

MEETING DATE:

September 14, 2016

AGENDA ITEM TITLE: 2015-2016 Unaudited Actuals

AGENDA SECTION: Action

PRESENTED BY: Bill Morones, Superintendent

SUMMARY:

This is the time of year when the actual budget of the District is compared with the expenditures. These Unaudited Actuals are the actual result of revenue and expenditures for school year 2015-2016.

FISCAL IMPACT: None

BUDGET CATEGORY: None

RECOMMENDED ACTION: Approve Unaudited Actuals

GUSTINE

UNIFIED SCHOOL DISTRICT



2015-2016 Unaudited Actuals



Governing Board of Trustees

{ Preparing students for the future...Today! }

2015-2016

Pat Rocha, President

Crickett Brinkman, Clerk

Linetta Borrelli, Trustee

Ernie Longoria, Trustee

Loretta Rose, Trustee

Bill Morones, Superintendent

2015-2016 Unaudited Actuals – General Fund

This report includes the District's financial and operational revenues, expenditures and all necessary disclosures through June 30, 2016. The District Governing Board of Education shall approve, in a format prescribed by the SSPI, an annual statement of all receipts and expenditures of the district for the preceding fiscal year and shall file the statement with the county superintendent of schools pursuant to Ed Code section 42100(a).

Executive Summary

This summary consolidates the most important financial information for the Board of Trustees and consists of: Narratives, Actuals & Budgets, Ending Balances & Reserves, Budget Assumptions/Highlights, and Enrollment Projections. In addition, detailed budget information and additional supplemental reporting are also available for further reference.

General Fund Combined (Unrestricted & Restricted Funds) Highlights

- 1 year of actuals and 3 years of budgets and projections with categorized totals of Revenue, Expenses, Surplus or Deficit Spending, and Beginning and Ending Balances.
- Revenues: All years show steady growth and stability in LCFF revenues State Revenues drop substantially in 2017-18 due to the elimination of one time revenues.
- Expenses: Substantial increase budgeted in 2016-17 with relative stability in the following 2 years. 2017-18 expenses drop for the corresponding elimination of the one time expenses.
- Surplus Revenues in all years in all years except 2016-17. The deficit spending in 2016-17 is temporary due to large carryover balances of one time funds.
- This projection continues to be a favorable financial outlook for the District's future years.

**Gustine Unified School District
Multi-Year Projections - 2016-2019
2015-2016 Unaudited Actuals
EXECUTIVE SUMMARY**

FINAL

General Fund-Combined	2015-2016 UNAUDITED ACTUALS	2016-2017 ADOPTED BUDGET	2017-2018 PROJECTED	2018-2019 PROJECTED
REVENUE				
LCFF Revenue	\$ 16,372,759	\$ 17,396,518	\$ 18,409,951	\$ 18,742,227
Federal Revenue	939,150	1,058,290	1,058,290	1,058,290
Other State Revenue	2,534,938	1,762,014	1,351,888	1,384,604
Other Local Revenue	185,611	136,883	136,883	136,883
Total Revenue	\$ 20,032,459	\$ 20,353,705	\$ 20,957,012	\$ 21,322,004
EXPENSES				
Certificated Salaries	\$ 7,512,940	\$ 8,637,823	\$ 8,743,881	\$ 8,851,117
Classified Salaries	2,097,435	2,391,674	2,463,021	2,535,160
Employee Benefits	3,672,737	3,745,615	3,992,735	4,230,258
Books & Supplies	1,258,762	1,738,397	1,239,846	1,135,334
Services & Other Operating Expenditures	2,622,916	2,670,702	2,494,170	2,556,275
Capital Outlay	122,448	509,924	378,554	178,432
Other Outgo	953,144	938,747	962,670	966,658
Direct Support/Indirect Costs	(38,777)	(42,919)	(43,889)	(44,982)
Total Expenses	\$ 18,201,604	\$ 20,589,964	\$ 20,230,990	\$ 20,408,254
Surplus/(Deficiency) before Other Financing Sources	\$ 1,830,854	\$ (236,259)	\$ 726,023	\$ 913,750
OTHER FINANCING SOURCES & USES				
Transfers Out	(128,164)	(192,697)	(192,697)	(192,697)
Other Sources	-	-	-	-
	\$ -	\$ -	\$ -	\$ -
SURPLUS REVENUE / (DEFICIT SPENDING)	\$ 1,702,691	\$ (428,956)	\$ 533,326	\$ 721,053
BEGINNING FUND BALANCE	\$ 2,266,595	\$ 3,969,286	\$ 3,540,330	\$ 4,073,656
ENDING FUND BALANCE	\$ 3,969,286	\$ 3,540,330	\$ 4,073,656	\$ 4,794,709

The Executive Summary has fund balances for 2015-16 Unaudited Actuals, 2016-17 Budget and 2017-19 Projections.

General Fund - Unrestricted Fund Balance Highlights

- Totals for the Unrestricted funds that are in the General Fund.
- Most of the Unrestricted funds come from LCFF funding.
- Surplus Revenues in all years except 2016-17. The deficit spending in 2016-17 is temporary due to carryover balances of one-time funds.
- Eliminating UnRestricted deficit spending in our projections is a very critical and positive step to improve the district's financial position.



Gustine Unified School District
Multi-Year Projections - 2016-2019
2015-2016 Unaudited Actuals
EXECUTIVE SUMMARY

FINAL

GENERAL FUND

	2015-2016 UNAUDITED ACTUALS	2016-2017 ADOPTED BUDGET	2017-2018 PROJECTED	2018-2019 PROJECTED
UNRESTRICTED				
SURPLUS REVENUE / (DEFICIT SPENDING)	\$1,530,587	(\$206,394)	\$513,126	\$531,556
BEGINNING FUND BALANCE	1,782,839	3,313,426	3,107,032	3,620,158
ENDING FUND BALANCE	\$3,313,426	\$3,107,032	\$3,620,158	\$4,151,714

General Fund – Restricted Fund Balance Highlights



- Restricted funds consist of programs such as Title I, II, and III, Special Education, Ag Pathways, Maintenance, and other local grants.
- Deficit Spending projected in 2016-17 is typical of restricted funds as carry-over funds usually need to be spent the following year.
- The fund balance evens out in the following 2017-18 year and grows in the last year of 2018-19.

RESTRICTED

SURPLUS REVENUE / (DEFICIT SPENDING)	\$172,104	(\$222,562)	\$20,200	\$189,497
BEGINNING FUND BALANCE	506,937	655,860	433,298	453,498
ENDING FUND BALANCE	\$655,860	\$433,298	\$453,498	\$642,995
GENERAL FUND DESIGNATIONS				
Legally Restricted	\$655,860	\$433,298	\$453,498	\$642,995

Total General Fund: Unrestricted and Restricted Funds Combined

- Surplus/Deficit: As noted previously, as the LCFF funding increases, deficit spending is eliminated all the projected years except 2016-17 due to carryover balances of one-time funds.
- Ending Fund Balance:
2015-16 Ending Fund Balance increased \$499,390.
 \$430,743 of this increase is in one-time, restricted, and site carryover.
 \$68,647 of the increase is in Reserve for Economic Uncertainties.
- Reserve levels: **2015-16 Estimated Actuals reserves increased .55% to a closing reserve of 11.68%** (previously 11.13%). Reserve Levels for 2016-17 to 2018-19 also increased about 1% in all years to current projections of 12.39%, 15.12%, and 17.57% (previously 11.34%, 14.05%, and 16.51%)
- Recommended Reserve: It is strongly recommended and fiscally prudent to have a reserve that exceeds the 3% state required minimum reserve, which for our district averages \$601,000 over the 4 years . This 3% minimum reserve requirement is barely just over half of our average monthly payroll, currently at approximately \$1,100,000.
- Fiscal Outlook: With a 2015-16 projected reserve of 11.68% and growing, our district shows fiscal stability and growth to be in a favorable position and continue seeking improvements in the quality of education to our students.

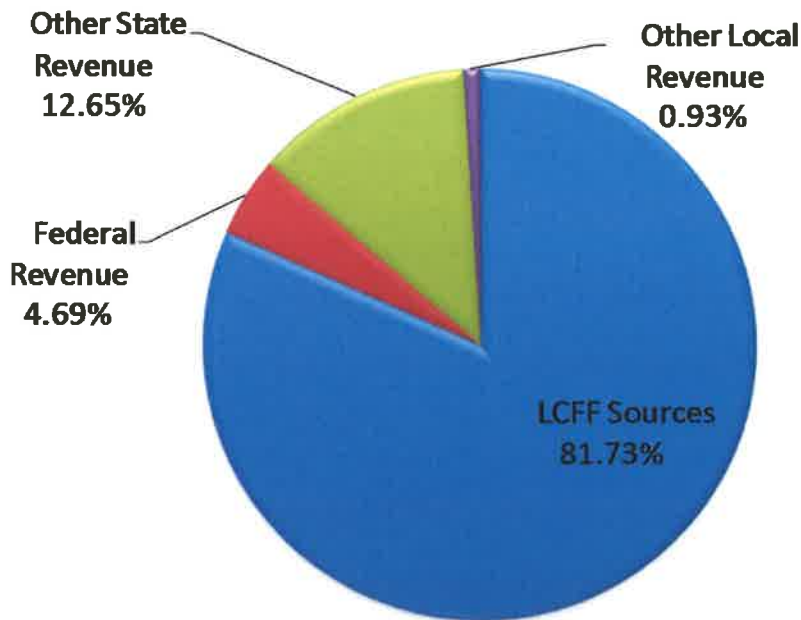


Gustine Unified School District Multi-Year Projections - 2016-2019 2015-2016 Unaudited Actuals				
				FINAL
EXECUTIVE SUMMARY				
GENERAL FUND	2015-2016 UNAUDITED ACTUALS	2016-2017 ADOPTED BUDGET	2017-2018 PROJECTED	2018-2019 PROJECTED
UNRESTRICTED & RESTRICTED COMBINED				
SURPLUS REVENUE / (DEFICIT SPENDING)	\$1,702,691	(\$428,956)	\$533,326	\$721,053
BEGINNING FUND BALANCE	2,266,595	3,969,286	3,540,330	4,073,656
ENDING FUND BALANCE	<u>\$3,969,286</u>	<u>\$3,540,330</u>	<u>\$4,073,656</u>	<u>\$4,794,709</u>
GENERAL FUND DESIGNATIONS				
Reserve for Economic Uncertainties - Dollars	\$2,141,441	\$2,575,747	\$3,088,873	\$3,620,429
Reserve for Economic Uncertainties - Percent	11.68%	12.39%	15.12%	17.57%
Assigned for Site & Other Designations	531,285	531,285	531,285	531,285
Mandate Discretionary (AKA "LCFF One-Time") Funding	640,700			
Legally Restricted	655,860	433,298	453,498	642,995
UNDESIGNATED FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Minimum Reserve Requirement @ 3%	\$549,893	\$623,480	\$612,711	\$618,029

2015-2016 Unaudited Actuals

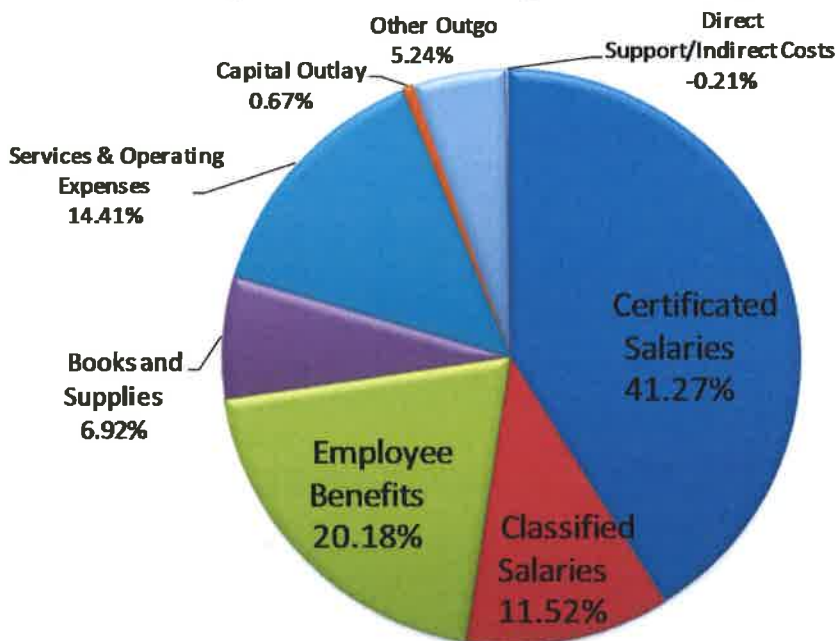
General Fund Revenue & Expenses

Revenue Sources



The Local Control Funding Formula is 82%, or \$16.37M, of the Total Revenue in 2015-16

Expenses by Category



Salaries & Benefits are 73%, or \$13.3M, of the Total Expenses in 2015-16

Budget Assumptions & Highlights:

- Budget Assumptions are very important and can cause budget projections to change
- Enrollment and Average Daily Attendance (ADA) are one of the most significant factors affecting funding. Slight decreases are projected to enrollment and ADA, these are detailed on page 10.
- Unduplicated Pupil Percentage (UPP) is another significant factor for funding. Our UPP generates additional funding to provide additional or improved services to low income, English learner, homeless, and foster students. This represented 80.85% of Gustine Unified's students in 2015-2016. Our Local Control and Accountability Plan (LCAP) is an important tool that has guided the discussion and decisions on how those services will be provided to best serve our students.
- Salary Schedule Increases for all staff are included in actuals and all projected years. These increases are 5% in the 2015-16 year (retro to Jan. 1, 2016) and an additional 5% in 2016-2017.
- Retirement Expense Increases for rising STRS/PERS pension system rates are also included and continued to be an added budget pressure each year. They represent a state-wide concern for all districts. For Gustine, these increases total \$770,000 over 4 years.



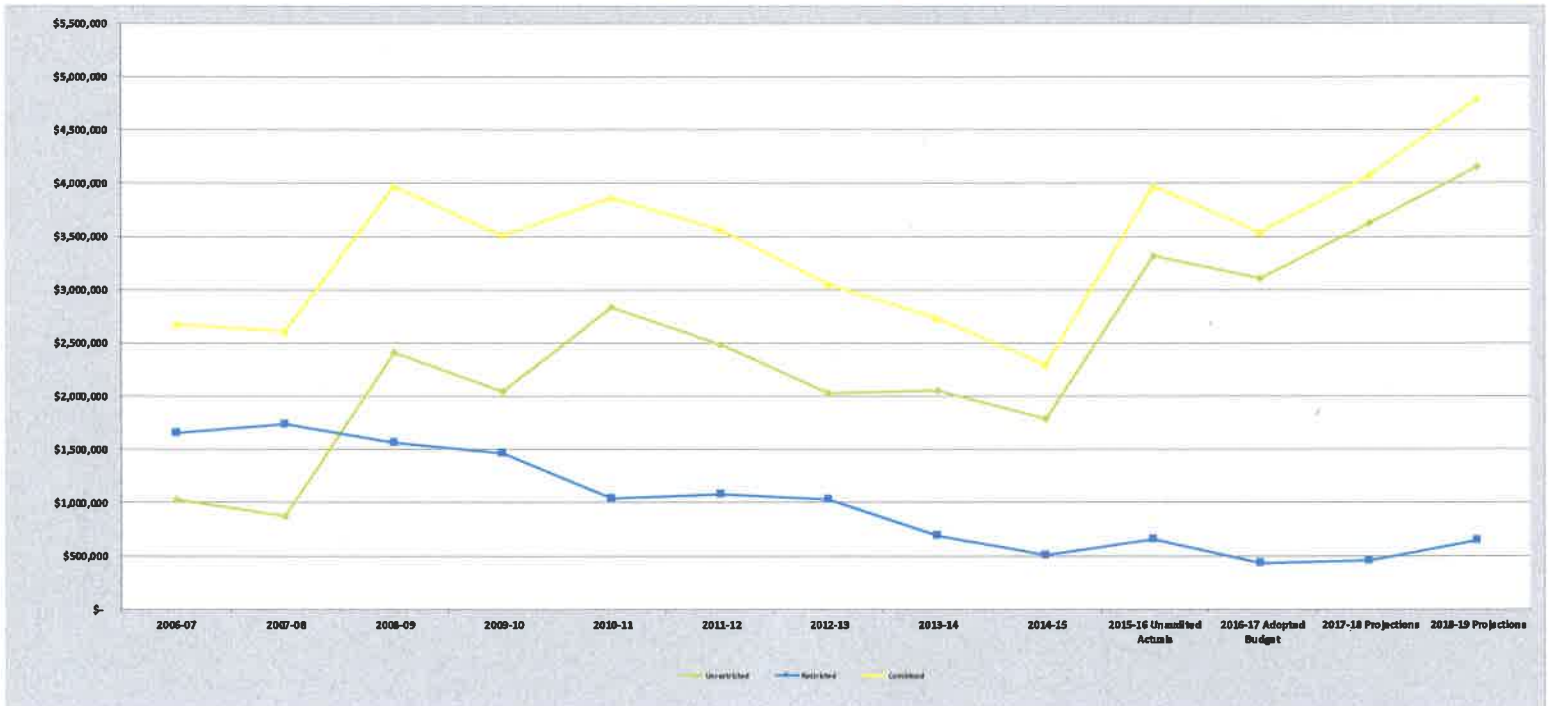
BUDGET ASSUMPTIONS / HIGHLIGHTS	2015-2016 UNAUDITED ACTUALS	2016-2017 ADOPTED BUDGET	2017-2018 PROJECTED	2018-2019 PROJECTED
<u>Enrollment/ADA Projections</u>				
District CBEDS Enrollment (Actual/Projected)	1,888	1,887	1,878	1,860
LCFF Funded ADA	1795.28	1793.11	1793.11	1793.11
<u>LCFF, COLA & CPI Projections</u>				
LCFF Funding	\$16,372,759	\$17,396,518	\$18,409,951	\$18,742,227
LCFF: COLA	1.02%	0.000%	1.11%	2.420%
LCFF: GAP Funding Rate	52.560%	54.840%	73.960%	41.220%
LCFF: Funded 3yr Unduplicated Pupil Percentage (UPP)-Free/Reduced & EL's	78.79%	77.93%	80.85%	80.85%
Single Year Unduplicated Pupil Percentage (UPP)	80.85%	80.85%	80.85%	80.85%
State Categorical COLA	1.020%	0.000%	1.110%	2.420%
California Consumer Price Index Per SSC Projections	2.02%	2.15%	2.26%	2.49%
STRS Employer Rates	10.730%	12.580%	14.430%	16.280%
PERS Employer Rates	11.847%	13.888%	15.500%	17.100%
<u>LCAP Actions</u>				
STRS/PERS rate increases	\$ 150,000	\$ 210,000	\$ 210,000	\$ 200,000
<u>Other Adjustments</u>				
Special Education Program Cost Increase & District Contribution Increase-MCOE	\$ -	\$ -	\$ 20,766	\$ -
MCOE transfer for District referred ADA	\$ -	\$ -	\$ 679	\$ 679

Historical Fund Balances



- Remained fiscally solvent during the most difficult financial times
- As LCFF funding increases, we should continue to strengthen our financial position.
- Prepares us for potential volatility in funding as we have experienced in the past.

Historical Fund Balance	Unrestricted	Restricted	Combined
2006-07	\$ 1,027,440	\$ 1,649,325	\$ 2,676,765
2007-08	\$ 873,523	\$ 1,737,938	\$ 2,611,461
2008-09	\$ 2,408,835	\$ 1,560,940	\$ 3,969,775
2009-10	\$ 2,043,659	\$ 1,464,085	\$ 3,507,744
2010-11	\$ 2,829,419	\$ 1,035,382	\$ 3,864,801
2011-12	\$ 2,483,526	\$ 1,081,729	\$ 3,565,255
2012-13	\$ 2,022,902	\$ 1,025,373	\$ 3,048,275
2013-14	\$ 2,048,533	\$ 685,776	\$ 2,734,309
2014-15	\$ 1,782,839	\$ 506,937	\$ 2,289,776
2015-16 Unaudited Actuals	\$ 3,313,426	\$ 655,860	\$ 3,969,286
2016-17 Adopted Budget	\$ 3,107,032	\$ 433,298	\$ 3,540,330
2017-18 Projections	\$ 3,620,158	\$ 453,498	\$ 4,073,656
2018-19 Projections	\$ 4,151,714	\$ 642,995	\$ 4,794,709





SALARIES: THEY PROVIDE SERVICES TO OUR STUDENTS

Our staff is one of our most important assets and in turn they are the largest portion of expenses in the budget. Union negotiations for the 2015-2016 and 2016-17 years are concluded for all groups, including CSEA agreements being presented at this meeting. Cost increases of 5% for 2015-16 (retro to Jan. 1, 2016) and 2016-17 **have been** included. As a point of reference, a 1% salary increase is detailed and highlighted in green below for each employee group.

Also below are the costs of Step & Column Increases to all staff, an average of \$214,000/year over each of the next 3 years. These Step & Column increases **are** included in the budget projections for all 3 years.

	2015-2016	2016-2017	2017-2018	2018-2019
Step & Column Increases Included				
Certificated Teachers	\$140,723	\$91,132	\$93,612	\$94,651
Classified Staff	24,596	80,572	82,528	83,436
Administrators & Confidential/Management Staff	15,803	37,388	38,386	38,811
TOTAL	\$181,121	\$209,092	\$214,526	\$216,898
Cost of Projected 1% Salary Increase (2016-17)				
		2016-2017		
Certificated Teachers		\$74,281		
Classified Staff		21,416		
Administrators & Confidential/Management Staff		20,284		
TOTAL		\$115,981		



OTHER FUNDS COMPARISON

- Adult Education received a new grant that was fully spent.
- Cafeteria Fund balance decrease is not significant in relation to the 2015-16 expenses that are over one million.
- Bond Interest & Redemption Fund is managed by Merced County and is used to pay bondholders.

ALL FUNDS: FUND BALANCE COMPARISONS

	2015-16 Unaudited Actuals	2015-16 Estimated Actuals	% Change
FUND 01 - General Fund	\$3,969,286	\$3,469,896	12.58%
FUND 11 - Adult Education	\$13,114	\$89,445	-582.08%
FUND 13 - Cafeteria	\$8,071	\$28,399	-251.85%
FUND 14 - Deferred Maintenance	\$262,190	\$255,717	2.47%
FUND 17 - Special Reserves	\$0	\$0	0.00%
FUND 21 - Building Fund (Bond)	\$3,151,382	\$2,842,571	9.80%
FUND 25 - Capital Facilities	\$478,503	\$474,998	0.73%
FUND 35 - School Facilities	\$2,266	\$2,234	1.43%
FUND 40 - Special Reserve for Capital Outlay	\$167,936	\$166,301	0.97%
FUND 51 - Bond Interest & Redemption	\$320,521	\$0	100.00%

Bond Fund & Projects

2015-16 Expenses \$793,787

Ending Balance \$3,151,382

Gustine High School Locker Room Renovation is the Largest Project to Date and In Progress

Pictured below



Enrollment History & Projections

The first 5 years of our actual enrollment are measured each October.

The successive 3 years are projections of our enrollment based on a graduating movement by grade and a conservative Kindergarten enrollment.

Actual enrollment for 2015-16 was 1,888. This was the 4th consecutive year of enrollment growth for the District with a total growth of 164 students.

Enrollment drives attendance, which in turn drives funding and student performance.

96% ATTENDANCE RATE GOAL

The District is currently focused on improving attendance rates, with a goal of 96%. Although we did not meet this goal in 2015-16, we will continue to monitor and report attendance rates for the 2016-2017 year.



ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.

Attendance Works

Enrollment Actuals & Projections for Gustine (as of 9/7/16)

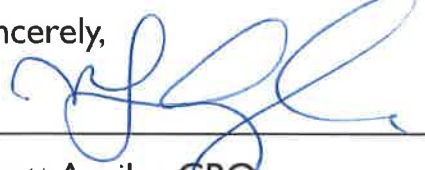
Grades	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Projected	Projected	Projected	
	Oct 2011 CBEDS Actuals	Oct 2012 CBEDS Actuals	Oct 2013 CBEDS Actuals	Oct 2014 CBEDS Actuals	Oct 2015 CBEDS Actuals	2016-2017 CBEDS	2017-2018 CBEDS	2018-2019 CBEDS	
Kindergarten	124	145	138	166	147	140	140	140	
1st Grade	144	133	127	126	145	147	140	140	
2nd Grade	119	144	134	129	129	145	147	140	
3rd Grade	133	124	145	144	131	129	145	147	
4th Grade	133	146	119	148	152	131	129	145	
5th Grade	149	136	143	117	146	152	131	129	
6th Grade	139	152	144	150	125	146	152	131	
7th Grade	135	143	157	148	146	125	146	152	
8th Grade	129	128	146	159	153	146	125	146	
9th Grade	145	135	145	160	166	153	146	125	
10th Grade	123	141	131	146	158	166	153	146	
11th Grade	115	124	142	135	149	158	166	153	
12th Grade	136	108	118	135	141	149	158	166	
Total Enrollment	<i>Actuals</i>	1724	1759	1789	1863	1888			
	<i>Projected</i>						1887	1878	1860
Increase (Decrease) in Enrollment		(11)	35	30	74	25	(1)	(9)	(18)
P-2 ADA	<i>Actuals</i>	1630.33	1649.85	1707.33	1739.37	1777.81			
	<i>Projected 94.32%</i>	94.57%	93.79%	95.43%	93.36%	94.16%	1779.84	1771.35	1754.37
	<i>County/NPS ADA</i>	15.10	13.02	13.06	15.42	17.47	15.30	15.30	15.30
	<i>LCFF ADA (formerly Rev Limit)</i>	1654.15	1662.87	1720.39	1754.79	1795.28	1793.11	1793.11	1793.11
Increase (Decrease) in LCFF (RL) ADA		2.87	8.72	57.52	34.40	40.49	(2.17)	-	-




Photos courtesy of www.westsideconnect.com

Based on all of the above, we recommend the Board of Trustees approve Gustine Unified School District's 2015-2016 Unaudited Actuals.

In closing, we would like to acknowledge that we appreciate the fiscal support provided by the Gustine Unified School District Board of Trustees, Staff and the Community for the development, implementation, and maintenance of an excellent educational program for the students of Gustine Unified School District.

Sincerely,

Lizett Aguilar, CBO


Bill Morones, Superintendent

GUSTINE UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees

MEETING DATE:

September 14, 2016

AGENDA ITEM TITLE: 2015-2016 & 2016-2017 Disclosure of Collection Bargaining Agreement

AGENDA SECTION: Public Hearing

PRESENTED BY: Bill Morones, Superintendent

SUMMARY:

Attached is the AB1200 document for the CSEA Tentative Agreement for 2015-2016 and 2016-2017.

FISCAL IMPACT: \$163,296.00

BUDGET CATEGORY: General Fund/LCFF

RECOMMENDED ACTION: None

PUBLIC NOTICE

LEGAL NOTICE

PUBLIC HEARING ON CSEA TENTATIVE AGREEMENT
GUSTINE UNIFIED SCHOOL DISTRICT
SEPTEMBER 14, 2016

A Public Hearing will be held on September 14, 2016 at 7:00 p.m. in the Board Room at 1500 Meredith Avenue, Gustine, California to obtain community input regarding the following:

The Gustine Unified School District would like to make the following proposals regarding negotiations with the California School Employees Association.

1. Salary negotiations for 2015-2016 (Article XXIII)
2. Amend Probationary Period (Article IV)
3. Amend Assignment and Reassignment (Article V)
4. Revise the Classified evaluation form (Article X)
5. Salary negotiations for 2016-2017 (Article XXIII)

* * * * *

DISCLOSURE OF PROPOSED AGREEMENT

BETWEEN THE Gustine Unified School District SCHOOL DISTRICT
 AND California School Employees Association Ch# 539 BARGAINING UNIT

To be acted upon by the Governing Board at its meeting on: 9/14/2016
 Budget Revisions to be submitted no later than 45 days after approval: 9/14/2016
GENERAL

Section 1: CURRENT STATUS OF ALL BARGAINING UNIT AGREEMENTS

	Unit	Status	FTE Represented
Certificated:	GRTA	settled	91
Classified:	CSEA	at-table	66.71

Section 2: PERIOD OF AGREEMENT

The proposed agreement covers the period beginning on: 7/1/2015
 and ending on: 6/30/2019

If this agreement is part of a multi-year contract, indicate ALL fiscal years covered:

Fiscal Years:	2016-17	2017-18	2018-19
Reopeners: Yes or NO ? if Yes, What Areas?	NO	YES	YES

2017/18 & 2018/19: Salary, Health & Welfare Benefits, and 2 other articles as selected by each party

Section 3: NARRATIVE OF AGREEMENT: Provide a brief narrative of the proposed changes in compensation.

In 2015-2016, a 5% increase to the salary schedule retro-active to January 1, 2016. For 2016-2017, an additional 5% increase effective July 1, 2016. For 2016-2017 Health & Welfare, increased district contribution cap from \$13,178 to \$13,200. Effective 2016-2017, longevity rates are compounded. New hires placed at max step of 4 unless approved otherwise by Superintendent.

COMPENSATION PROVISIONS

Section 4: SALARIES: PERCENTAGE INCREASE/DECREASE IN SALARIES IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for salaries for the above mentioned Bargaining unit:

Current-Year Salary Cost Before Settlement (Based on YTD Actuals Projected through 6/30):	\$ 1,704,364
Current-Year Salary Cost After Settlement (Include any retroactive pay or one time bonuses if applicable):	\$ 1,749,530
Total Cost Increase:	\$ 45,166
Percentage Increase:	2.65%

SALARY INCREASE/DECREASE FOR AVERAGE-REPRESENTED EMPLOYEE OVER PRIOR YEAR

(Includes annual step/column movement on schedule):

<u>Salary Increase/Decrease</u> (% increase/decrease to existing schedule)	<u>5.00%</u> per employee
(% increase/decrease for one time only bonus/stipend)	per employee
<u>Step & Column</u> (average % increase over the prior-year schedule)	<u>2.00%</u> per employee
TOTAL PERCENTAGE INCREASE/DECREASE FOR AVERAGE REPRESENTED EMPLOYEE	7.00% per employee

DISCLOSURE OF PROPOSED AGREEMENT

BETWEEN THE Gustine Unified School District SCHOOL DISTRICT

Section 5: BENEFITS: PERCENTAGE INCREASE IN EMPLOYEE BENEFITS IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for employee benefits:

Statutory benefits: *(Object 3XXX less 34XX)*

(STRS, PERS, Workers Compensation, Unemployment Insurance, Social Security, Medicare)

Total Costs:

Current Costs:	\$ 361,496
Proposed Costs:	\$ 371,076
Total Cost Increase:	\$ 9,580
Percentage Increase:	2.65%

District Health/Welfare Plans-*Object 34XX* (Medical, Dental, Vision, Life Insurance, Other)

Total Costs:

Current Costs:	\$ 13,178
Proposed Costs:	\$ 13,178
Total Cost Increase:	\$ -
Percentage Increase:	0.00%

Please indicate if Health/Welfare Benefit Capped :		
<i>(Indicate details such as different caps per health plans or any super composite rates)</i>		
Current Cap:	\$ 13,178.00	
Proposed Cap:	\$ 13,178.00	
Average Capped Amount increase per employee	\$ -	0%

**TOTAL COST OF COMPENSATION INCREASE/DECREASE
(REGARDLESS OF WHETHER PREVIOUSLY BUDGETED IN WHOLE OR IN PART)**

Section 6: The "total cost increase/decrease" for salaries and employee benefits in the proposed agreement.

Current Year Cost Before Settlement:

(Based on YTD Actuals Projected through 6/30 based on current agreement)

Salaries	\$ 1,704,364	
Benefits <i>(includes Health & Welfare costs)</i>	\$ 374,674	
Total:		\$ 2,079,038

Current Year Cost After Settlement:

(Include any retroactive pay and other additional compensation)

Salaries	\$ 1,749,530	
Benefits <i>(includes Health & Welfare costs)</i>	\$ 384,254	
Total:		\$ 2,133,784

TOTAL COST INCREASE/DECREASE	\$ 54,746
<i>(This amount should tie to the multiyear projection sections for 1XXX-3XXX)</i>	
PERCENTAGE INCREASE/DECREASE:	2.63%
COST OF 1% INCREASE/DECREASE IN SALARY & STATUTORY BENEFITS:	\$ 20,659

DISCLOSURE OF PROPOSED AGREEMENT

BETWEEN THE Gustine Unified School District SCHOOL DISTRICT

OTHER PROVISIONS (COMPENSATION AND NON-COMPENSATION)

Section 7: The following are additional compensation and non-compensation provisions contained in the proposed agreement: *(Please indicate, in detail, the terms of the agreement covered in each section)*

A. OTHER COMPENSATION: Off-Schedule Stipends, Bonuses, etc. (amounts, staff affected, total cost)

N/A

B. CONCESSIONS: Furlough Days, Salary Reductions, etc. (staff affected, total savings)

N/A

C. SOURCE OF FUNDING FOR PROPOSED AGREEMENT: Provide a brief narrative of the funds available in the current year to provide for the costs of this agreement:

Increased LCFE funding will be the source of funding for the majority of the increases and a smaller part will also be spread to all categoricals as appropriate for employees who are paid from these funds.

D. NON-COMPENSATION: Class Size Adjustments, Staff Development Days, Teacher Prep Time, etc. Be specific.

A) 2 additional work days added are to be used as staff development days throughout the school year; B) added language on leaves that includes: a doctor's note may be required if absent more than 3 days; and C) added timeframe of 5 days for transfer requests

E. CONTINGENCY AND/OR RESTORATION LANGUAGE: Include specific areas identified for reopeners and specific contingency and/or restoration language.

None-this concludes negotiations for the 2015-16 and 2016-17 school years.

Section 8: State Minimum Reserve Calculation (inclusive of cost of settlement):

Total Expenditures and Other Uses:
 Minimum State Reserve Percentage
 Minimum State Reserve Requirement (\$60,000 minimum)

\$	20,064,057.00
	3%
\$	601,921.71

DISCLOSURE OF PROPOSED AGREEMENT

BETWEEN THE Gustine Unified School District SCHOOL DISTRICT

FISCAL IMPACT IN CURRENT YEAR AND TWO SUBSEQUENT YEARS

Section 9: **Date of governing board approval of budget revisions in Section 9, Col.2 (below) in accordance with E.C. 42142 and Government Code 3547.5**

9/14/2016

Provide a copy of the board-approved budget revisions and board minutes within 45 days.

If the board-approved revisions are different from the proposed budget adjustments in Col. 2 provide a detailed report upon approval of the district governing board.

Section 10: **FINANCIAL IMPACT OF PROPOSED AGREEMENT IN FUTURE FISCAL YEARS: The following assumptions were used used to determine that resources will be available to fund these obligations in future fiscal years (including any compensation/noncompensation provisions specified below that have been agreed upon if the proposed agreement is part of a multi-year contract):**

These increases are subsequent to the recent 1% that was retro-active to 7/1/16 and approved in Feb 2016. These costs were included in projections at Budget Adoption when presenting Estimated Actuals and MYP. These costs also continue to be in the Budget Projections presented with Unaudited Actuals.

Section 11: **MULTI-YEAR CONTRACT AGREEMENT PROVISIONS: The proposed agreement contains the following COLAs and other compensation/non-compensation provisions for subsequent years as follows:**

For 2016-2017, an additional 5% increase to Salary Schedule and an increase to the H&W cap from \$13,178 to \$13,200 (Approximate cost of \$1,468)

Section 12: **IMPACT OF PROPOSED AGREEMENT ON THE GENERAL FUND BUDGET IN CURRENT YEAR AND TWO SUBSEQUENT YEARS. (Reflects both Unrestricted and Restricted Amounts)**

Please include current projected Revenue Limit ADA and any other assumptions on the comment lines.

(Please enter/review Multiyear Projections on the next three pages.)

DISCLOSURE OF PROPOSED AGREEMENT

BETWEEN THE

Gustine Unified School District

SCHOOL DISTRICT

Current Fiscal Year 2016-2017			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement as of: <i>2nd Interim</i>	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed Bargaining Agreements)	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
P2 ADA= 1,794			P2 ADA= 1,794
RL ADA= 1,794			RL ADA= 1,794

A. Revenues and Other Financing Sources

1. Revenue Limit Sources	8010-8099	\$ 16,342,568			\$ 16,342,568
2. Federal Revenue	8100-8299	1,611,752			1,611,752
3. Other State Revenues	8300-8599	2,008,321			2,008,321
4. Other Local Revenues	8600-8799	176,208			176,208
5. Other Financing Sources	8900-8999				-
6. Total (sum lines A1 thru A5)		20,138,849	-	-	20,138,849

B. Expenditures and Other Financing Uses

1. Certificated Salaries	1000-1999	\$ 7,501,104		\$ 190,308	\$ 7,691,412
2. Classified Salaries	2000-2999	2,163,098	45,166	12,351	2,220,615
3. Employee Benefits	3000-3999	3,178,883	9,580	29,206	3,217,669
4. Books and Supplies	4000-4999	2,783,074			2,783,074
5. Services & Other Operating Expd.	5000-5999	2,770,537			2,770,537
6. Capital Outlay	6000-6999	283,869			283,869
7. Other Outgo (no Indirect)	7100-7299, 7400-7499	945,975			945,975
8. Other Outgo - Indirect	7300-7399	(41,791)			(41,791)
9. Other Financing Uses	7600-7699	192,697			192,697
10. Other Adjustments					
11. Total (sum lines B1 thru B10)		19,777,446	54,746	231,865	20,064,057

C. NET INCREASE (DECREASE) IN FUND

BALANCE (line A6 minus line B11)

\$ 361,403	\$ (54,746)	\$ (231,865)	\$ 74,792
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D. FUND BALANCE

1. Net Beginning Fund Balance	9791-9795	\$ 2,289,776			\$ 2,289,776
2. Ending Fund Balance		\$ 2,651,179	\$ (54,746)	\$ (231,865)	\$ 2,364,568
3. Components of Ending Fund Balance					
a. Nonspendable	9711-9719				\$ -
b. Restricted	9740	283,023			283,023
c. Committed	9750,9760				-
d. Assigned	9780	625,142			625,142
e. Unassigned/Unappropriated					
1. Reserve for Economic Uncert.	9789	1,743,014	(180,242)	(106,369)	1,456,403
2. Unassigned/Unappropriated	9790	-	125,496	(125,496)	-
FUND 17 RESERVES	9789,9790	-			-
% of State Required Reserves		8.81%		Meets	7.26%

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown in Section 5, Total Costs, please explain. Also list any other assumptions used or included in Col. 3:

5% increase for all salary schedules effective January 1, 2016 for all employees has been included to reflect a more accurate representation of impact

DISCLOSURE OF PROPOSED AGREEMENT

BETWEEN THE Gustine Unified School District SCHOOL DISTRICT

First Subsequent Year 2017-2018

(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved MYP Before Settlement - as of: <i>2nd Interim</i>	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Include all adjustments needed to support ongoing costs of agreement)	Projected District MYP After Settlement of Agreement (Cols. 1 + 2 + 3)
P2 ADA= 1,793			P2 ADA= 1,793
RL ADA= 1,793			RL ADA= 1,793

A. Revenues and Other Financing Sources

1. Revenue Limit Sources	8010-8099	\$ 17,350,788		\$ 17,350,788
2. Federal Revenue	8100-8299	1,057,645		1,057,645
3. Other State Revenues	8300-8599	946,222		946,222
4. Other Local Revenues	8600-8799	151,109		151,109
5. Other Financing Sources	8900-8999			-
6. Total (sum lines A1 thru A5)		19,505,764	-	19,505,764

B. Expenditures and Other Financing Uses

1. Certificated Salaries	1000-1999	\$ 7,771,626		\$ 382,960	\$ 8,154,586
2. Classified Salaries	2000-2999	2,155,647	\$ 87,476	\$ 23,921	2,267,044
3. Employee Benefits	3000-3999	3,361,678	21,074	67,970	3,450,722
4. Books and Supplies	4000-4999	1,729,136			1,729,136
5. Services & Other Operating Expd.	5000-5999	2,398,966			2,398,966
6. Capital Outlay	6000-6999	180,740			180,740
7. Other Outgo (no Indirect)	7100-7299, 7400-7499	984,687			984,687
8. Other Outgo - Indirect	7300-7399	(42,719)			(42,719)
9. Other Financing Uses	7600-7699	192,697			192,697
10. Other Adjustments					-
11. Total (sum lines B1 thru B10)		18,732,458	108,550	474,851	19,315,859

C. NET INCREASE (DECREASE) IN FUND

BALANCE (line A6 minus line B11)	\$ 773,306	\$ (108,550)	\$ (474,851)	\$ 189,905
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D. FUND BALANCE

1. Net Beginning Fund Balance	9791-9795	\$ 2,651,179	\$ (54,746)	\$ (231,865)	\$ 2,364,568
2. Ending Fund Balance		\$ 3,424,485	\$ (163,296)	\$ (706,716)	\$ 2,554,473

3. Components of Ending Fund Balance

a. Nonspendable	9711-9719				\$ -
b. Restricted	9740	183,738			183,738
c. Committed	9750,9760				-
d. Assigned	9780	333,541			333,541
e. Unassigned/Unappropriated					
1. Reserve for Economic Uncert.	9789	2,907,206	(288,792)	(581,220)	2,037,194
2. Unassigned/Unappropriated	9790	-	125,496	(125,496)	-
FUND 17 RESERVES	9789,9790				-
% of State Required Reserves		15.52%		Meets	10.55%

Assumptions used (RL COLA, Other Revenue COLAs, Add/Reduced staffing, etc):

Added H&W costs of \$1,468 has been included on benefits for this group. Additional 5% effective 2016-2017 increase for all salary schedules for all employees has been included to reflect a more accurate representation of potential impact. Also have included higher STRS & PERS rates on the increases effective 2016-2017.

DISCLOSURE OF PROPOSED AGREEMENT

BETWEEN THE Gustine Unified School District SCHOOL DISTRICT

Second Subsequent Year 2018-2019

(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved MYP Before Settlement - as of: <i>2nd Interim</i>	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Include all adjustments needed to support ongoing costs of agreement)	Projected District MYP After Settlement of Agreement (Cols. 1 + 2 + 3)
P2 ADA= 1,785			P2 ADA= 1,785
RL ADA= 1,785			RL ADA= 1,785

A. Revenues and Other Financing Sources

1. Revenue Limit Sources	8010-8099	\$ 18,142,903		\$ 18,142,903
2. Federal Revenue	8100-8299	1,057,645		1,057,645
3. Other State Revenues	8300-8599	966,377		966,377
4. Other Local Revenues	8600-8799	151,109		151,109
5. Other Financing Sources	8900-8999			-
6. Total (sum lines A1 thru A5)		20,318,035	-	20,318,035

B. Expenditures and Other Financing Uses

1. Certificated Salaries	1000-1999	\$ 7,903,373	\$ -	\$ 382,960	\$ 8,286,333
2. Classified Salaries	2000-2999	2,178,806	\$ 87,476	\$ 23,921	2,290,203
3. Employee Benefits	3000-3999	3,614,995	\$ 21,074	\$ 67,970	3,704,039
4. Books and Supplies	4000-4999	1,567,165			1,567,165
5. Services & Other Operating Expd.	5000-5999	2,254,380			2,254,380
6. Capital Outlay	6000-6999	185,294			185,294
7. Other Outgo (no Indirect)	7100-7299, 7400-7499	1,027,259			1,027,259
8. Other Outgo - Indirect	7300-7399	(43,795)			(43,795)
9. Other Financing Uses	7600-7699	192,697			192,697
10. Other Adjustments					-
11. Total (sum lines B1 thru B10)		18,880,175	108,550	474,851	19,463,576

**C. NET INCREASE (DECREASE) IN FUND
BALANCE (line A6 minus line B11)**

\$ 1,437,860	\$ (108,550)	\$ (474,851)	\$ 854,459
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D. FUND BALANCE

1. Net Beginning Fund Balance	9791-9795	\$ 3,424,485	\$ (163,296)	\$ (706,716)	\$ 2,554,473
2. Ending Fund Balance		\$ 4,862,345	\$ (271,846)	\$ (1,181,567)	\$ 3,408,932
3. Components of Ending Fund Balance					
a. Nonspendable	9711-9719				\$ -
b. Restricted	9740	2,924			2,924
c. Committed	9750,9760				-
d. Assigned	9780	333,541			333,541
e. Unassigned/Unappropriated					
1. Reserve for Economic Uncert.	9789	4,525,880	(271,846)	(1,181,567)	3,072,467
2. Unassigned/Unappropriated	9790	-	-	-	-
FUND 17 RESERVES	9789,9790				-
% of State Required Reserves		23.97%		Meets	15.79%

Assumptions used (RL COLA, Other Revenue COLAs, Add/Reduced staffing, etc):

Ongoing increases for all salary schedules for all employees has been included to reflect a more accurate representation of impact

DISCLOSURE OF PROPOSED AGREEMENT

BETWEEN THE Gustine Unified School District SCHOOL DISTRICT

CERTIFICATION

To be signed by the District Superintendent AND Chief Business Official upon submission to the Governing Board and by the Board President upon formal Board action on the proposed agreement.

Signatures of District Superintendent and Chief Business Official must accompany copy of disclosure sent to the County Superintendent for Review 5 days prior to board meeting ratifying agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB-1200, AB-2756 and GC 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

Kim Murray

District Superintendent
(signature)

9.6.16

Date

[Handwritten Signature]

Chief Business Official
(signature)

9/6/16

Date

After public disclosure of the major provisions contained in this document, the Governing Board, at its meeting on Sep 14, 2016, took action to approve the proposed Agreement with the California School Employees Association Ch# 539 Bargaining Unit.

President, Governing Board
(signature)

Date

GUSTINE UNIFIED SCHOOL DISTRICT
AND CSEA CHAPTER NO. 539

TENTATIVE AGREEMENT

May 6, 2016

The Association and the District have reached this Tentative Agreement to conclude negotiations for the 2015-16 ~~and 2016-17~~ school years, subject to ratification by the Association and approval by the District's Board of Trustees. The Parties agree as follows. BM
ad ju

1. Compensation and Article XXIII.

2015-16: A 5 % increase to the salary schedule retroactive to January 1, 2016; and
Increase the employer contribution health benefits cap to \$13,200.00.

~~2016-17 A 5 % increase to the salary schedule effective July 1, 2016.~~ BM
ad ju

Amend Article XXIII to include a new Article 23.3 as follows:

Article 23.3 – New applicants for hire with prior experience in a classified unit classification may be considered for placement at a higher Step on the Classified Salary Schedule, but placement may not exceed Step 4 without prior written approval of the Superintendent.

The District will also amend the Classified Salary Schedule to clarify longevity pay as attached for 2015-16. Effective 2016-17, each successive longevity rate shall be calculated on the prior longevity rate. For example, longevity for year 16 will be calculated on longevity for year 11 (4% longevity increase received in year 16 will be based on year 11 base plus 3% longevity). [See attachments]

2. Article IV – Probationary Period. Amend Article 4.4 as follows:

Article 4.4– A classified employee who accepts employment in another bargaining unit classification shall be required to serve a minimum probationary period of one (1) year in that position. ~~and who~~ If the classified employee fails to complete the probationary period for that position, the employee shall be returned to employment to in their former classification. [Ed. Code 45113(a).]

3. Article V – Assignment and Reassignment. Amend Article 5.3 as follows:

Article 5.3– Any employee covered by the Contract shall have the privilege of requesting transfer to any work site within the same classification and hourly assignment, subject to the following conditions:

4. **Article X – Evaluation:** The Parties will meet on May 10, 2016 to receive CSEA’s input in developing revised “Classified Employee Evaluation Form” to replace the existing form with more specific benchmarks for different classifications, with the goal of agreeing to an MOU for the new form at that time.

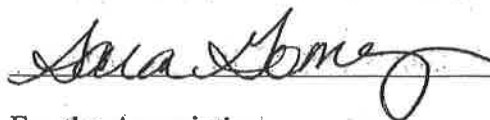
5. **Article XIV – Hours and Overtime.** The Parties agree to extend the parties’ January 2016 MOU regarding Article XIV Hours and Overtime through the 2016-17 school year.

6. **Article 1 – Organization rights.** Amend Article 1 as follows:

Article 1.3 – New Employee Orientation: The District will notify CSEA of all new members in the bargaining unit within thirty (30) days of hire, including but not limited to their name, last four numbers of their social security numbers, home addresses, work address, work phone numbers, home phone numbers, work site location and job title. The District will grant release time for the Chapter President or designee to attend a portion of the District’s scheduled orientation for new Classified Employee hires.



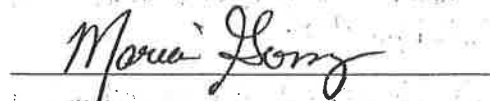
For the District



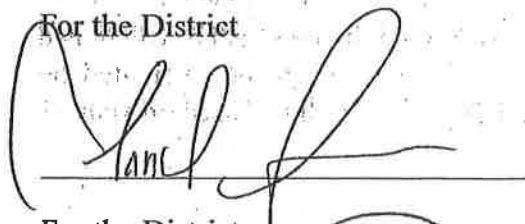
For the Association



For the District



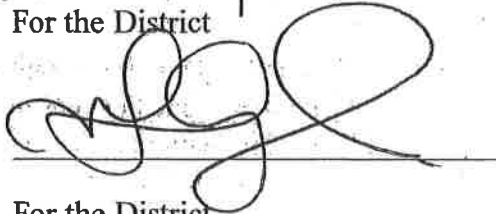
For the Association



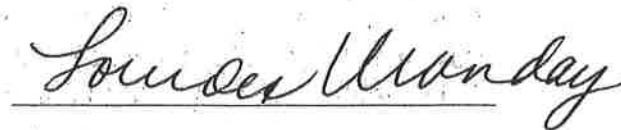
For the District



For the Association



For the District



For the Association

GUSTINE UNIFIED SCHOOL DISTRICT
AND CSEA CHAPTER NO. 539

TENTATIVE AGREEMENT

August 25, 2016

The Association and the District have reached this Tentative Agreement to conclude negotiations for the 2016-17 school year, subject to ratification by the Association and approval by the District's Board of Trustees. The Parties agree as follows.

1. Article XXIII – Salary.

2016-17 A 5 % increase to the salary schedule retroactive to July 1, 2016.

2. Article XXIV – Duration. Amend Article 24.1 and 24.2 as follows:

Article 24.1– This Agreement shall be in full force and effect from July 1, ~~2013~~2016 through June 30, ~~2016~~2019.

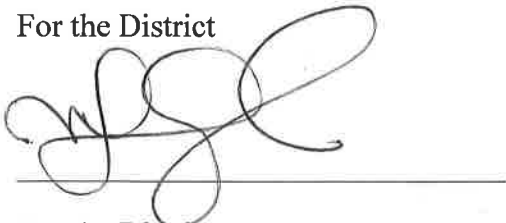
Article 24.2– Negotiations for a successor agreement shall occur in or about March of the ~~2015-2016~~ 2018-2019 school year upon either party to this Agreement submitting a written proposal pursuant to Government Code section 3547 of the Educational Employment Relations Acts.

Add Article 24.3 as follows:

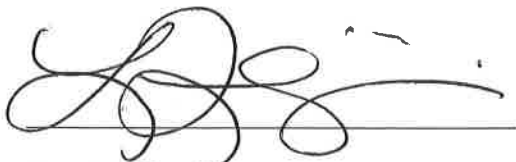
Article 24.3– The parties agree to limit the reopeners in each year for 2017-2018 and 2018-2019 to Salary, Health & Welfare Benefits, and two (2) other articles as selected by each party.



For the District



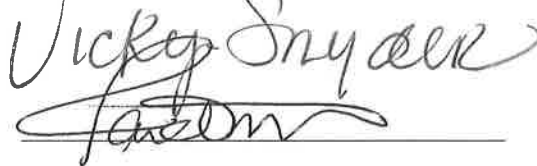
For the District



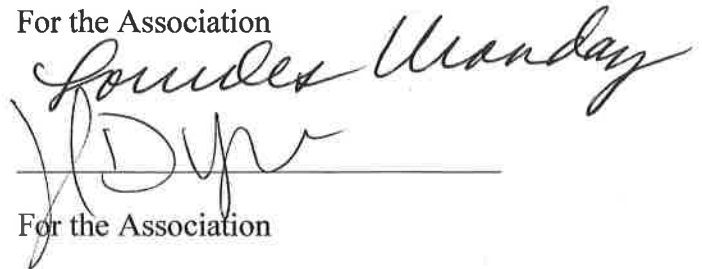
For the District



For the Association



For the Association



For the Association



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For the District

For the Association

MEMORANDUM OF UNDERSTANDING

Between

CSEA Unit #539 and Gustine Unified School District

Employee Evaluation Form

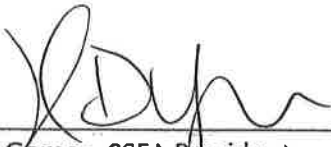
Effective July 1, 2016, it is agreed to use the updated Classified Employee Evaluation Form on a trial basis for the 2016-2017 year. The 2016-2017 year will serve as a first year to test the effectiveness of the updated form. Administration and Management will be trained on how to accurately complete the updated form.



Bill Morones, District Superintendent

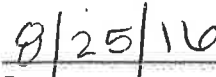


Date

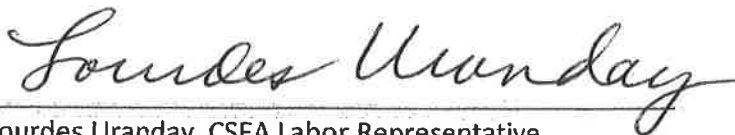


Sara Gomez, CSEA President

Hannah Dybas



Date



Lourdes Uranday, CSEA Labor Representative



Date

**GUSTINE UNIFIED SCHOOL DISTRICT
CLASSIFIED EMPLOYEE EVALUATION FORM**

ad
m

NAME: _____

_____ Permanent

SCHOOL SITE/DEPT: _____

_____ Probationary

CURRENT JOB TITLE: _____

DATE: _____

Directions: Evaluator(s) shall complete this form by checking the appropriate rating and meeting with the employee to discuss its content. This form shall be signed and dated by both the employee and the evaluator(s).

I. COMPLIANCE WITH RULES/REGULATIONS

- Always follows job rules/regulations
- Almost always follows job rules and regulation
- Follows job rules and regulations with occasional reminders
- Often unable to follow rules/regulations
- Unable to follow job rules and regulations

II. QUALITY OF WORK

- Excellent
- Exceeds established standards
- Meets established standards
- Often does not meet established standards
- Unsatisfactory

III. KNOWLEDGE OF WORK

- Exceptional ability to execute job duties and responsibilities
- Executes job duties and responsibilities in an above average manner
- Grasps and carries out job duties/responsibilities in a satisfactory manner
- Serious weakness in ability to grasp and carry out job duties/responsibilities
- Lacks awareness of duties and responsibilities

IV. QUANTITY OF WORK

- Output is exceptionally high
- Output is above average
- Output is average
- Output is satisfactory
- Output is below average

V. ATTENDANCE (see attached)

- Excellent (0-2 days annually)
- Above average (i.e.: 3-5 days annually)
- Average (i.e.: 6-10 days/10 mos; 6-11 days/11 mos; 6-12 days/12 mos)
- Excessive: Needs improvement (1-3 days in excess of annual sick leave entitlement)
- Excessive: (More than 3 days in excess of annual sick leave entitlement)

VI. PUNCTUALITY

- Excellent (always prompt in reporting to work)
- Above average (1 time late to work)
- Average (2 times late to work)
- Needs improvement (3-4 times late to work)
- Unsatisfactory (5 or more times late to work)

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VII. DEPENDABILITY

- Excellent pre-planning, always meets deadlines
- Above average in pre-planning
- Meets deadlines
- Frequently misses deadlines
- Consistently fails to meet deadlines

VIII. DRESS CODE/PROFESSIONAL APPEARANCE

- Always professional in grooming and appearance
- Almost always professional in grooming and appearance
- Satisfactory maintenance of professional appearance and grooming
- Often unprofessional in grooming and appearance
- Unsatisfactory in grooming and appearance

IX. ATTITUDE TOWARD OTHERS CONTACTED IN THE COURSE OF WORK

- An exceptionally positive force for public and staff morale
- Consistently congenial and cooperative
- Generally cooperative and tactful
- Occasionally displays uncooperative attitude and discourteous behavior
- Consistently displays uncooperative attitude and discourteous behavior

X. WORK ATTITUDE (RESPONSE TO CHANGE/INITIATIVE)

- Self-motivated; enthusiastically accepts new ideas and change
- Shows considerable interest; willing to accept change
- Shows average interest; generally accepts change
- Frequently appears indifferent toward work; frequently lacks initiative; resistant to change
- Shows little interest toward work: lacks initiative; refuses to change and/or accept new procedures or ideas

XI. OVERALL EMPLOYEE RATING SUMMARY

- An exceptional employee; one of the best observed in similar positions. Performance outstanding.
- Stands out, clearly superior to peers in similar positions. Performance exceeds established standards.
- Average employee: appears to be suited for position. Performance meets established expectations.
- Serious weakness in work efficiency and/or attitude. Performance needs improvement.
- Employee is definitely unsuited for this position. Performance is unsatisfactory.

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XII. EMPLOYMENT RECOMMENDATION

___ Retain

___ Retain on Condition

___ Nonretention (PROBATIONARY)
(demotion or dismissal)

XIII. COMMENTS:

Supervisor Comments:

**Employee signature indicates the evaluation has been seen by and discussed with the employee but does not necessarily constitute agreement on the employee's part. The employee has 5 work days to write a written response.

Employee Signature

Supervisor Signature

Employee Title

Supervisor Title

Date

Date

led
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ATTENDANCE

- Exceptions for this area:
 - Long term medical verified by a Physician (5 days or longer)
 - Approved long-term leave without pay
 - Industrial Accident/Illness
 - Jury Duty/Subpoena Summons
 - Bereavement Leave
 - Approved School Business

- Ratings (based on 12 months and rounded to the nearest full day)
 - Excellent: 0-2 days
 - Above Average: 3-5 days
 - Average:
 - 6-10 days for 10 month employees
 - 6-11 days for 11 month employees
 - 6-12 days for 12 month employees

 - Needs Improvement/Excessive:
 - 11-13 days for 10 month employees
 - 12-14 days for 11 month employees
 - 13-15 days for 12 month employees

 - Unsatisfactory/Excessive:
 - More than 13 days for 10 month employees
 - More than 14 days for 11 month employees
 - More than 15 days for 12 month employees

GUSTINE UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees

MEETING DATE:

September 14, 2016

AGENDA ITEM TITLE: 2015-2016 & 2016-2017 Salary Increases

AGENDA SECTION: Action

PRESENTED BY: Bill Morones, Superintendent

SUMMARY:

CSEA Tentative Agreement for 2015-2016 & 2016-2017.

FISCAL IMPACT: \$163,296.00

BUDGET CATEGORY: General Fund/LCFF

RECOMMENDED ACTION: Approve

GUSTINE UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees

MEETING DATE:

September 14, 2016

AGENDA ITEM TITLE: CSEA Memorandum of Understanding –Update Classified
Employee Evaluation Form

AGENDA SECTION: Action

PRESENTED BY: Bill Morones, Superintendent

SUMMARY:

Update CSEA Classified Employee Evaluation Form

FISCAL IMPACT: None

BUDGET CATEGORY: None

RECOMMENDED ACTION: Approve

GUSTINE UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees

MEETING DATE:

September 14, 2016

AGENDA ITEM TITLE: GES Technology Purchase

AGENDA SECTION: Action

PRESENTED BY: Lisa Filippini, GES Principal

SUMMARY:

There is a significant need for new/updated technology at GES. Tim and I are working in a rotation replacement process, but for the time being, these are essential; two are for the office staff and three are for teachers that are functioning without computers at this time.

FISCAL IMPACT: \$5250.04

BUDGET CATEGORY: GES General Fund

RECOMMENDED ACTION: Approve

GUSTINE UNIFIED SCHOOL DISTRICT

1500 Meredith Ave.
 Gustine, CA 95322
 Phone: (209) 854-3784
 Fax: (209) 854-9164

Ship To: Gustine Elementary School

2806 Grove Ave.

Gustine, CA 95322

Department:

Date: 8/30/16

Ordered By:

Lisa Filippini

Vendor Email (for email option only):

Purchase Order Instructions:

Fax Return to site Email Other _____

BUDGET CLASSIFICATION:

01-0824.0-4300.00-1110-1000-110-000-115

VENDOR NAME: DataPath

ADDRESS: P.O Box 579145

Modesto, CA 95357

PHONE: _____

FAX: _____

Qty.	Description	UNIT COST	TOTAL COST
3	Dell Latitude 3000 Series Laptops	922.00	2766.00
2	Dell Latitude 5000 Series Laptops	1036.00	2072.00
5	California Electronic Waste Recycling Fee	5.00	25.00
			4863.00
		Tax	387.04
		Shipping	0
		Total	5250.04

SCHOOL SITE _____

JUSTIFICATION: _____

DISTRICT REQUISITION #: 170352

APPROVAL: 

DISTRICT PURCHASE ORDER #: _____

For LCAP Purchases ONLY (Required)

Goal # 1.0

Action # 1.15

Example (1,2, etc.)

Example (.01, .02, etc.)

"Purchase Order Instruction" box must be filled to avoid delay*



318 McHenry Ave.
 Modesto, CA 95354
 t. 209.521.0055 f. 888.499.1959

Number DPQQ10948
 Date Aug 29, 2016

Prepared For Gustine Unified School District 1500 Meredith Ave Gustine, CA 95322	Ship To Gustine Unified School District 1500 Meredith Ave Gustine, CA 95322	Payment Terms NET10
		Quote Vaild Through 9/28/2016

Qty	Description	Unit Price	Ext. Price
GES Laptops			
3	Dell Latitude 3000 Series <i>Processor: Intel® Core i5-6300U (Dual Core, 2.4 GHz)</i> <i>Memory: 8GB 1600MHz DDR3L Memory (1x8GB)</i> <i>Keyboard: Internal Dual Pointing Keyboard with 10 Key</i> <i>Hard Drive: 500GB Solid State Hybrid Drive</i> <i>Wireless: Intel Dual Band Wireless-AC with Bluetooth 4.0</i> <i>Battery: 4-cell 40W/HR Battery</i> <i>Operating System: Windows 7 Professional</i> <i>Service: Next Business Day Onsite Service After Remote Diagnosis 3 Years</i>	\$922.00	\$2,766.00
2	Dell Latitude 5000 Series <i>Processor: Intel® Core i5-5300U (Dual Core, 2.3 GHz)</i> <i>Memory: 4GB 1600MHz DDR3L Memory (1x4GB)</i> <i>Keyboard: Internal Dual Pointing Keyboard with 10 Key</i> <i>Hard Drive: 500GB Solid State Hybrid Drive</i> <i>Wireless: Intel Dual Band Wireless-AC with Bluetooth 4.0</i> <i>Battery: 4-cell 51W/HR Battery</i> <i>Operating System: Windows 7 Professional</i> <i>Service: Next Business Day Onsite Service After Remote Diagnosis 3 Years</i>	\$1,036.00	\$2,072.00
5	California Electronic Waste Recycling Fee - Screen Larger Than 35 Inch	\$5.00	\$25.00

SubTotal	\$4,863.00
Tax	\$387.04
Shipping	\$0.00
Total	\$5,250.04

* Shipping charges are estimated. Actual shipping charges will be applied at the time of order.

GUSTINE UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees

MEETING DATE:

September 14, 2016

AGENDA ITEM TITLE: Purchase books from Firelight Books for Special Ed.

AGENDA SECTION: Action

PRESENTED BY: Siobhan Hanna, Director of Special Education

SUMMARY:

The Director of Special Education Services, Principal of Gustine High School and the Principal of Gustine Middle School for Gustine Unified School District is requesting approval from the School Board for proposed supplemental curriculum for special education and general education students. It is a shared desire to be able to present standards based core curriculum to our students at a learning level most appropriate to the student's needs. Firelight Books is able to provide site licenses to be shared between the two schools, in the areas of English, economics, government, world geography, world history and Algebra A and B. In addition to the site licenses, it is felt that workbooks and reproducible materials for middle school math presented in a simplified format will also be beneficial to the students. The total amount for materials and site licenses is \$10,671.38

FISCAL IMPACT: \$10,671.38

BUDGET CATEGORY: Special Ed. and Lottery Instructional Materials

RECOMMENDED ACTION: Approve

GUSTINE UNIFIED SCHOOL DISTRICT
 1500 Meredith Ave.
 Gustine, CA 95322
 Phone: (209) 854-3784
 Fax: (209) 854-9164

Ship To: Gustine Unified School Dist
1500 Meredith Avenue
Gustine, CA 95322

Department: District
 Special Education

Date: September 2, 2016

Ordered By:
 Siobhan Hanna

Vendor Email (for email option only):

Purchase Order Instructions:

Fax Return to site Email Other Email PO to Siobhan Hanna Please divide cost
 between GMS \$3,500/GHS \$3,500 /SPED \$3,000

BUDGET CLASSIFICATION: 01-0801-0-4100.00-1110-1000-310-000-000 \$3,500
 01-6500-0-4300-00-5700-1110-112-000-000 - \$3,671.38 / 01-6300-0-4100.00-1110-1000-115-000-000 \$3,500

VENDOR NAME: Firelight Books

ADDRESS: 14506 Flicker Drive

Grass Valley, CA 95949

PHONE: _____

FAX: 1-530-272-3125

Qty.	Description	UNIT COST	TOTAL COST
25	Math Grade 6	\$9.95	\$248.75
25	Math Grade 7	\$9.95	\$248.75
25	Math Grade 8	\$9.95	\$248.75
1	Basic English Site License	\$995.00	\$995.00
1	English Lan Arts Site License	\$995.00	\$995.00
1	Economics Site License	\$995.00	\$995.00
1	Government Site License	\$995.00	\$995.00
1	World Geography Site License	\$995.00	\$995.00
1	World History Site License	\$995.00	\$995.00
1	Biology Site License	\$995.00	\$995.00

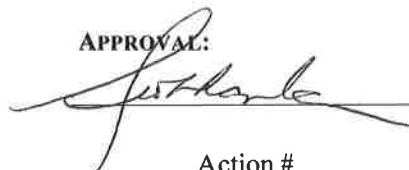
SCHOOL SITE DISTRICT OFFICE

JUSTIFICATION: SPECIAL EDUCATION CURRICULUM FOR GMS AND GHS

DISTRICT REQUISITION #: _____

APPROVAL:

DISTRICT PURCHASE ORDER #: _____



For LCAP Purchases ONLY (Required)

Goal # _____

Action # _____

Example (1,2, etc.)

Example (.01, .02, etc.)

"Purchase Order Instruction" box must be filled to avoid delay*

Qty.	Description	UNIT COST	TOTAL COST
1	Algebra A	\$995.00	\$995.00
1	Algebra B	\$995.00	\$995.00
	Tax		
	Site License Set Up Fee		\$970.13
	Total		\$10,671.38

SCHOOL SITE DISTRICT OFFICE

JUSTIFICATION: SPECIAL EDUCATION CURRICULUM FOR GMS AND GHS

DISTRICT REQUISITION #: _____

APPROVAL: _____

DISTRICT PURCHASE ORDER #: _____

For LCAP Purchases ONLY (Required)

Goal # _____

Action # _____

Example (1,2, etc.)

Example (.01, .02, etc.)



Quote

(valid through 8/15/16)

Gustine USD MS/HS SpecEd (requested by Siobhan Hanna, Director, Special Education)

Date 6/29/16

SKU #	Product Description	Quantity	Price Each	Total
ED-MAT-SL-F	EduREALM Math/Grade 6	25	\$9.95	\$248.75
ED-MAT-SL-G	EduREALM Math/Grade 7	25	\$9.95	\$248.75
ED-MAT-SL-H	EduREALM Math/Grade 8	25	\$9.95	\$248.75
EL-ENG-SL	Elements: Basic English Site License	1	\$995.00	\$995.00
EL-ELA-SL	Elements: English Language Arts Site License	1	\$995.00	\$995.00
EL-ECON-SL	Elements: Economics Site License	1	\$995.00	\$995.00
EL-GOV-SL	Elements: Government Site License	1	\$995.00	\$995.00
EL-WGO-SL	Elements: World Geography Site License	1	\$995.00	\$995.00
EL-WHI-SL	Elements: World History Site License	1	\$995.00	\$995.00
EL-BIO-SL	Elements: Biology Site License	1	\$995.00	\$995.00
EL-ALGA-SL	Elements: Algebra A	1	\$995.00	\$995.00
EL-ALGB-SL	Elements: Algebra B	1	\$995.00	\$995.00
Subtotal				\$9,701.25
Site License Electronic Set-Up Fee (10%)				\$970.13
TOTAL				\$10,671.38

Quote created by:

Bill & MaryBeth Moore, Northern/Central CA Representatives

FirelightBooks@MooreReps.com

800-272-3124

Send PO to: Firelight Books
530-272-3125 (FAX)
14506 Flicker Drive, Grass Valley CA 95949

(or use the email address above)

Payments to: Firelight Books
11650 Country Road 4215
Tyler, TX 75706

GUSTINE UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees

MEETING DATE:

June 8, 2016

AGENDA ITEM TITLE: Purchase iReady Diagnostic and Instruction for K-11 Assessments

AGENDA SECTION: Action

PRESENTED BY: Bill Morones/Kim Medeiros

SUMMARY:

The district is seeking approval to purchase i-Ready licenses for students in grades K-11 to assess, track progress, and inform instruction. The i-Ready program has 3 components to help districts work together to deliver a powerful, holistic program. It offers a diagnostic, adaptive assessment that would be used formatively. For K-8 classroom instruction, lessons are included and the program provides a personalized learning and intervention program that is computer based for students to use along with teacher instruction. Student and teacher-led instruction make connections among multiple standards within and across grade levels. The Reading and Mathematics tests are adaptive and cover the main Common Core Domains. The assessments highly correlate to CAASPP results and provide targeted information to help our students improve. The i-Ready Diagnostic & Instruction system was built for the Common Core. It provides the data-driven insights that classroom teachers, schools, and district administrators need to determine exactly where to focus instructional time to ensure all students are on track to meet these more rigorous expectations and to succeed.

FISCAL IMPACT: \$65,920.00

BUDGET CATEGORY: Title I/Title II/1 X Mandate Funding

RECOMMENDED ACTION: Approve



P.O. Box 2001 • N. Billerica, MA 01862-0901
 Phone: 800-225-0248 • Fax: 800-366-1158
 Email: orders@cainc.com

Price Quote

Quote Date: 9/6/2016 • Valid for 30 Days
 Quote ID: 106173.3

F.O.B.: N. Billerica, MA 01862
 Shipping: Shipping based on MDSE total (min: \$12.99)
 Terms: Net 30 days, pending credit approval
 Fed. ID: #26-3954988

Prepared For
 Kim Medeiros
 Gustine Unified School Dist
 1500 Meredith Ave
 Gustine, CA 95322

CA Sales Representative
 Lori Ogden
 916-397-1285
logden@cainc.com
 Created by: LORI OGDEN
 Modified by: LORI OGDEN

kmediros@gustineusd.org

Please submit this quote with your purchase order.

Item #	Product Name	Qty	Retail Price	Unit Price	Total
RS15002.0	i-Ready Diagnostic and Instruction Math and Reading Site License 201-350 students 1 Year	1	\$10,900.00	\$10,900.00	\$10,900.00
RS15003.0	i-Ready Diagnostic and Instruction Math and Reading Site License 351-500 students 1 Year	1	\$15,900.00	\$15,900.00	\$15,900.00
RS15004.0	i-Ready Diagnostic and Instruction Math and Reading Site License 501-800 students 1 Year	1	\$18,900.00	\$18,900.00	\$18,900.00
RS14928.0	i-Ready Diagnostic Math Per Student License Grades 9-12 1 Year	425	\$6.00	\$6.00	\$2,550.00
RS14936.0	i-Ready Diagnostic Reading Per Student License Grades 9-12 1 Year	425	\$6.00	\$6.00	\$2,550.00
RS16938.0	i-Ready Prof Dev Onsite Standard Package: New User Central Get Started & Leadership Best Practices + Site-Based Understanding Data & 1 Support Session	4	\$3,500.00	\$3,500.00	\$14,000.00
RS14634.0	i-READY DATA PROVISIONING	1	\$0.00	\$0.00	\$0.00
RS16921.0	i-Ready Standards Mastery Math	1	\$0.00	\$0.00	\$0.00
RS16922.0	i-Ready Standards Mastery Reading	1	\$0.00	\$0.00	\$0.00

Special Notes

Romero 290;Gustine Elem 610;Gustine Middle 425;Gustine High 475 Diagnostic Only
 Please see Special Notes for i-Ready Standards Mastery.

Merchandise Total	\$64,800.00
Voucher/Credit	\$0.00
Estimated Tax	\$1,120.00
Estimated shipping to US 95322:	\$0.00
Merchandise Savings	\$0.00
Total	\$65,920.00



Placing an Order

Please attach quote to all signed purchase orders.

- 1) **Email:** orders@cainc.com
- 2) **Fax:** 1-800-366-1158
- 3) **Mail:**
ATTN: CUSTOMER SERVICE DEPT.
Curriculum Associates, LLC
P.O. Box 2001
North Billerica, MA 01862-0901

Please visit <http://www.curriculumassociates.com/> for detailed order instructions or contact CA's Customer Service department (1-800-225-0248) and reference quote number for questions.

Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows.

Order amount	Percentage of Order
\$999.99 and less	12% with \$12.99 minimum freight charge
\$1,000 to \$4,999.99	10%
\$5,000 to \$99,999.99	8%
\$100,000 and more	6%

Please contact local CA Sales Representative, customer service (1-800-225-0248), or <http://www.curriculumassociates.com/> for expedited shipping rates.

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Payment Terms

Payment terms are as follows.

- With credit approval: Net 30 days
- Without credit approval: Payment in full at time of order
- Accounts must be current before subsequent shipments are made

Return Policy

Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased materials with pre-approval from CA's Customer Service. Before returning material, call CA's Customer Service department (1-800-225-0248) for return authorization. When returning material, please include your return authorization number and the return form found on the back of your packing slip. We do not accept returns on individually sold Teacher Toolbox access packs, unused i-Ready® licenses, and materials that have been used and/or are not in "saleable condition." i-Ready® and BRIGANCE® Online Management Systems may be returned for a pro-rated refund for the remaining time left on the contract. Individual components of Ready® Achievement Packs and BRIGANCE® Kits cannot be returned for a refund.

For more information about the return policy, please visit <http://www.curriculumassociates.com/>.

P.O. Box 2001, North Billerica, MA 01862-0901 • TEL: 800.225.0248 • FAX: 800.366.1158 • www.CurriculumAssociates.com



Special Notes for i-Ready® Standards Mastery

Thank you for your interest in i-Ready Standards Mastery.

In order to provide the highest quality educational experience for all students, it is critical that you make sure your technology team properly implements browser updates to ensure complete compatibility with all the new features and functionality this product has to offer.

While all pre-existing assessments and lessons will continue to work on older browsers, use of new and future features, such as Standards Mastery, will only be supported by meeting our new recommended browser requirements.

Specifically, as you plan for the inclusion of i-Ready Standards Mastery, we want to ensure that your Internet browsers meet some minimum requirements. **Therefore, we ask that you pass along the latest system requirements to the appropriate technology team members in your school or district.**

These system requirements can be found here:

<http://www.i-ready.com/support/i-ReadySystemRequirements.pdf>

In addition, in order to ensure successful implementation of Standards Mastery, professional development workshops need to be purchased.

Finally, as you implement Standards Mastery, we request that you serve as a research partner, and also that you provide feedback on the product and its functionality to inform our future development efforts.

For questions regarding system requirements, professional development workshops and becoming a research partner, we invite you to speak directly to your local sales representative.

Working together, we can drive success for you and your students.

GUSTINE UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees

MEETING DATE:

September 14, 2016

AGENDA ITEM TITLE: CSBA's Practi-Cal Medical Billing Services Agreement

AGENDA SECTION: Action

PRESENTED BY: Siobhan Hanna, Director of Special Ed

SUMMARY:

The Director of Special Education Services for Gustine Unified School District is requesting approval from the School Board to enter into a contractual agreement with CSBA's Practi-Cal Medi-cal Billing Option Program. Practi-Cal will provide software and consulting services (see Exhibit A of proposed contract.) The agreement specifies that the district will pay \$2.56 to Practi-Cal for each service unit, as defined in the LEA Billing Option Manual (available on the Department of Health Care website). Reimbursable amounts per service unit varies depending upon the service provided and the length of service time.

The benefit of entering into an agreement with CSBA is the assistance this organization can provide in capturing Medi-cal funds for services that are routinely provided by our district. Practi-Cal estimates that we have the potential to bill for approximately \$50,000 to \$60,000 per year for speech, special education services, nurse and psychologist services. All funds collected in this program are returned back to special education program.

FISCAL IMPACT: None

BUDGET CATEGORY: None

RECOMMENDED ACTION: Approve

CSBA's PRACTI-CAL

MEDI-CAL LEA BILLING OPTION SERVICES AGREEMENT BETWEEN

THE GUSTINE UNIFIED SCHOOL DISTRICT AND CSBA'S PRACTI-CAL, INC.

Whereas the DISTRICT (hereinafter referred to as "DISTRICT") desires to contract for Medi-Cal LEA Billing Option services; and CSBA's Practi-Cal, Incorporated (hereinafter referred to as PRACTI-CAL) is willing to provide such services through its Medi-Cal Services Program;

Now, therefore in consideration of the mutual Agreements and definitions contained herein, the parties hereto agree as follows:

1. **Definitions** The parties agree to this agreement and mutually accept the following definitions of the enumerated terms:
 - 1.1 PRACTI-CAL means Practi-Cal, Incorporated. When used in the context of the performance of tasks, this is extended to include its subcontractors when performing duties in connection with this contract.
 - 1.2 DISTRICT means an independent public school district, county office of education, Office of the County Superintendent of Schools, Special Education Local Plan Area or community college district in the State of California.
 - 1.3 AGREEMENT means this contract between the DISTRICT and PRACTI-CAL, along with exhibits A and B.
 - 1.4 Claim means the right of the DISTRICT to seek reimbursement for a service or services provided to a named student on a given day by a named service provider.
 - 1.5 LEA means a Local Educational Agency.
 - 1.6 DHCS means Department of Health Care Services.
 - 1.7 SELPA means a Special Education Local Plan Area.

2. Commencement, Amendment, and Termination

Commencement

- 2.1 The parties hereby enter into this agreement for a period of three years beginning the date of execution of this agreement and remaining in full force and affect, except as amended or terminated as hereinafter provided. This term will automatically renew for a new three year term after the completion of the period and then after the end of each period unless notice is given as detailed below.

Amendment

- 2.2 This agreement shall become subject to amendment in the event any legislative, executive or regulatory action or any court decision which, in the judgment of PRACTI-CAL, prohibits or modifies any services or actions contemplated by this AGREEMENT.
- 2.3 Any alterations, variations, modifications or waivers of provisions of this AGREEMENT shall be valid only when they have been reduced to writing, duly signed and attached to the original of this AGREEMENT.

Termination

- 2.4 This AGREEMENT may be terminated at any time by either party giving not less than one hundred eighty days written notice to the other party specifying the date of termination.
- 2.5 This AGREEMENT shall become subject to termination in the event of any legislative, executive or regulatory action or any court decision which, in the judgment of PRACTI-CAL, prohibits the expenditure of federal and/or state funds for the services or actions contemplated by this AGREEMENT.
3. **PRACTI-CAL Responsibilities:** PRACTI-CAL is responsible for the duties specified in Exhibit A, whether provided by internal staff or by its subcontractor or its designee.
4. **DISTRICT Responsibilities:** The DISTRICT is responsible for performing the duties specified in Exhibit B.

5. Fees for Services

5.1 In consideration for all services rendered pursuant to this AGREEMENT the DISTRICT shall pay PRACTI-CAL Two-Dollars and Fifty Six cents (\$2.56) for each service unit, as defined in the LEA Billing Option manual, and other records recorded in the PRACTI-CAL web site billing system. This fee shall be adjusted July 1 each year by an amount not to exceed three cents (\$0.03) each year.

Additionally:

- CRCS completion and analysis assistance will be billed at \$175 per hour
- Claims entry for paper forms that could have otherwise been entered directly into SpEdCare, will be billed at an administrative support rate of \$85 per hour.
- Additional services not covered in this agreement will be billed at the following rates:
 - Director = \$175 per hour
 - Manager = \$125 per hour
 - Administrative Support = \$85 per hour

5.2 PRACTI-CAL reserves the right to collect all fees that are due for any period preceding notice of termination or actual termination whichever occurs last. PRACTI-CAL will provide the DISTRICT an invoice for services provided during each month via email shortly after the end of each calendar month. The DISTRICT shall pay PRACTI-CAL according to the following schedule:

A) If the DISTRICT check is dated less than forty five (45) days after the date on the PRACTI- CAL invoice, the DISTRICT shall pay the amount of the PRACTI-CAL invoice.

B) If the DISTRICT check is dated more than forty four (44) days after the date on the PRACTI- CAL invoice, a late payment fee of two percent (2%) shall be added on the forty fifth (45th) day and another

two percent (2%) shall be added on each thirty day anniversary of the forty fifth (45th) day until payment is made.

- 5.3 Parties understand that this contract is to provide software and consulting services, including the services listed in Exhibit A of the existing contract. Although one of the PRACTI-CAL responsibilities is to file claims on behalf of the DISTRICT, the fees payable are not related in any way to any amounts which will be billed to or collected from Medi-Cal.
6. **Events of Default:** Upon the occurrence of an event of default by either party to this AGREEMENT, the non-defaulting party may terminate this AGREEMENT after giving the appropriate written notice to the defaulting party. Each of the following events constitutes an event of default:
 - 6.1 If DISTRICT fails to make any payment on or before the due date and fails to cure this delinquency within thirty days of such delinquency.
 - 6.2 If DISTRICT commits any breach of any covenant, warranty or agreement herein contained, and fails to remedy any such breach and such failure shall continue for fifteen days after written notice thereof from PRACTI-CAL to the DISTRICT, then PRACTI-CAL may, at its option, and in addition to any other remedies to which it may be entitled, cancel and terminate this AGREEMENT by thirty days notice in writing to such effect.
 - 6.3 If PRACTI-CAL commits any breach of any covenant, warranty or agreement herein contained, and fails to remedy any such breach and such failure shall continue for fifteen days after written notice thereof from the DISTRICT to PRACTI-CAL, then the DISTRICT may, at its option, and in addition to any other remedies to which it may be entitled, cancel and terminate this AGREEMENT by thirty days notice in writing to such effect.
 7. **Errors and Omissions:** No accidental errors or omissions upon the part of either party shall relieve the other party of its responsibilities under the AGREEMENT, provided such errors and omissions are reported as soon after discovery as possible. Both parties agree to carry such errors and omissions insurance as will protect the other party from injury not the fault of the injured party.

8. **Confidentiality:**

8.1 Except to the extent permitted under federal or state law, regulation or standards; and to the extent required to qualify students as clients or beneficiaries of services for benefits for which they are, or may be, entitled under State, local or federal entitlement or laws, under policies, contracts or insurance payments contemplated within the scope of this AGREEMENT, PRACTI-CAL shall not during or after the period of this AGREEMENT, without authorization from the DISTRICT, disclose or use for the benefit of any person, corporation or other entity or itself, any files or any other confidential or personally identifiable information concerning students and/or their families. Confidential or personally identifiable information shall mean information not generally known to the public which is disclosed to PRACTI-CAL, its agents or employees, or known by them as a consequence of this AGREEMENT, whether or not pursuant to this AGREEMENT.

8.2 The DISTRICT shall not, except to the extent permitted or required by law, disclose any proprietary information it may learn as a consequence of this AGREEMENT, to anyone other than an employee of the DISTRICT, who requires such information to perform hereunder, or an employee of PRACTI-CAL or its designee.

9. **Warrantees:** The DISTRICT represents and warrants that:

9.1 This instrument is executed with the full knowledge of and understanding of its term and meanings by the DISTRICT and is executed by a person who has the authority of the governing board to do so.

9.2 This instrument is being executed in multiple counterparts, each of which are the same AGREEMENT and any of which shall be considered an original instrument.

9.3 All information provided or otherwise supplied to PRACTI-CAL or its designee shall, to the best of its knowledge and belief, be true, accurate and complete and that the DISTRICT has the right to file such CLAIMS as documented.

9.4 That the filing of claims through PRACTI-CAL pursuant to this AGREEMENT will not be knowingly in violation of any law or contract to which the DISTRICT is a party.

9.5 That neither the DISTRICT nor its employees shall submit Medicaid CLAIMS except through PRACTI-CAL during the term of this AGREEMENT.

10. **Ownership of Products of AGREEMENT:** The parties hereto agree that all forms, materials, software and other documents including, but not limited to, criteria, policies and procedures developed by PRACTI-CAL as a direct result of, or instrumental to, this AGREEMENT shall, at all times, remain the property of PRACTI-CAL and may not be distributed, published or sold to third parties, persons or entities without the express, written consent of PRACTI-CAL.

11. **Remedies of the Parties**

11.1 The parties hereto acknowledge that, notwithstanding the fact that this AGREEMENT is terminable upon notice, the restrictions contained in this AGREEMENT are reasonable and necessary protection of the legitimate interests of the parties, that any violation of the terms of this agreement might cause substantial injury to the parties and that the parties hereto would not have entered into this AGREEMENT without receiving the additional consideration offered by each party in binding itself, its agents and its employees to these restrictions. In the event of violation of any of these restrictions, each party shall be entitled to preliminary and permanent injunctive relief in addition to any other remedy.

11.2 Disputes with respect to this AGREEMENT shall be discussed and resolved, if possible, by authorized representatives of PRACTI-CAL and the DISTRICT. The parties hereby agree to use their best efforts to promptly resolve any such dispute. If, however, the parties are not successful in resolving such dispute within thirty days from the date such dispute arises, then either party shall be free to exercise any rights it might have under paragraphs 2.3, 2.4, 2.5 of this AGREEMENT or under the law without the necessity of seeking judicial cancellation of this AGREEMENT and without the necessity of a formal placing in default.

11.3 All notices required by or relating to this AGREEMENT shall be in writing and shall be sent to the parties to this AGREEMENT at their addresses set below unless changed from time to time, in which event each party shall notify the other in writing of such change. All such notice shall be deemed duly given if deposited, registered or certified mail, in the United States mail.

Practi-Cal, Inc.
3251 Beacon Blvd.
West Sacramento, CA 95691

DISTRICT contact Person:

For Contract information and notice:

Name _____

Title _____

Address _____

Phone _____

Fax _____

Email _____

For CLAIM processing and information concerning services provided to students:

Name _____

Title _____

Address _____

Phone _____

Fax _____

Email _____

For STUDENT COMPUTER DATA:

Name _____

Title _____

Address _____

Phone _____

Fax _____

Email _____

12. Liability and Insurance

- 12.1 The parties agree to maintain in force errors and omissions insurance as may reasonably be required by the other party.
- 12.2 PRACTI-CAL agrees to hold harmless and indemnify the DISTRICT from any claim arising out of any act of omission or commission which is deemed to be caused by gross negligence and/or willful reckless conduct by PRACTI-CAL.
- 12.3 DISTRICT agrees to hold harmless and indemnify PRACTI-CAL from any claim arising out of any act of omission or commission which is deemed to be caused by gross negligence and/or willful reckless conduct by DISTRICT.

13. Miscellaneous Provisions

- 13.1 This AGREEMENT comprises the entire AGREEMENT between the DISTRICT and PRACTI-CAL and may be amended only in writing and by mutual consent of both parties.
- 13.2 The headings, titles and sub-titles in this AGREEMENT have been inserted solely for convenient reference and shall be ignored in its construction.
- 13.3 This AGREEMENT has been negotiated and executed in the state of California and the laws of that state shall govern its construction and validity.
- 13.4 This AGREEMENT shall inure to and shall be binding upon the parties hereto, the successors and assigns of the DISTRICT and PRACTI-CAL.
- 13.5 The purpose of this AGREEMENT is not to be defeated by a narrow, technical construction of its provisions. This AGREEMENT shall be considered as an honorable undertaking and shall be subject to a liberal construction for the purpose of giving effect to the intentions of the parties hereof.
- 13.6 The waiver by either party of any breach or violation of any provision of this AGREEMENT shall not operate or be construed as a waiver of any subsequent breach or violation hereof.
- 13.7 If any provision of this AGREEMENT shall be held invalid or unenforceable, the remainder of this AGREEMENT shall nevertheless remain in full force and effect. If any provision is held invalid or unenforceable with respect to particular circumstances, it shall remain in full force and effect with respect to all other circumstances.

In WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be duly executed as of the date set forth herein.

For the District

For PRACTI-CAL

By: _____

By: _____

Name: _____

Name: Maria S. Thomas

Title: _____

Title: Asst. Executive Director

Date: _____

Date: _____

Exhibit A

Practi-Cal Responsibility

- Provide access to our claiming and reporting portal SpEdCare
- Provide access to our date and task management system
- Provide the following reports
 - Reimbursement (by Check Date & Date of Service and/or by student and Date of Service)
 - Assessments
 - Treatments / Therapies
 - Targeted Case Management
 - Transportation
 - CRCS Claims Report
 - Participation and Submission
 - Service record reports by practitioner and/or student.
 - Practitioner Submission Reports by month of service
 - Active Practitioners with expiration dates
 - OT / PT Prescriptions with expiration dates
- Assign an experienced consultant and Administrative assistant for remote program support who will be available via:
 - Phone
 - Email
 - Live webinar meetings
- Access to monthly newsletter with program updates
- Mandated report submission reminders
- Practitioner Trainings –
 - Live customized webinar trainings (PC, Mobile device)
 - Recorded Trainings (PC, Mobile device)
 -
- Live webinar annual planning and compliance meeting
 - For multiple clients
 - For single client
- Live coordinator and business webinars to assist with program processes such as CRCS and Compliance
- Process and transmit claims entered in SpEdCare
- Process scanned paper claims submitted to our claims department (Added fee applies)
- Process student data and CASEMIS tables for the purposes of Medi-Cal eligibility
- Follow-up on denied Medi-Cal claims and re-file claims when appropriate
- Maintain secure digital copies of district submitted claims, forms, documents, progress/case notes, etc. for the purposes of audit support.
- Provide bi-annual program performance reports to district leadership
- Submit claims to OHC / TPL for payment and/or denial (Free Care), at the direction of the district, where coverage information is provided

Client Responsibility

- Complete implementation actions
 - Signed Practi-Cal Agreement
 - 835 – Receiver Agreement
 - 837 – Biller Agreement
 - DUA – Data Use Agreement
 - Enter practitioner license and/or credential information into SpEdCare
 - Provider Participation Agreement (if necessary)
- Complete and submit DHCS mandated reports on or before designated deadlines. Currently, these are as listed below, but DHCS might change them in the future to add new requirements or delete existing requirements.
 - Cost Reimbursement and Comparison Schedule
 - Annual Report
 - Provider Participation Agreement (new providers only)
 - Targeted Case Management Labor Survey
 - Data Use Agreement
- Maintain service documentation related to reimbursed services by recording service notes in SpEdCare, “Send us a File” with copies of notes or file them in designated place(s) in the District files.
- Ensure DHCS and CMS LBO compliance standards are met
- Provide to Practi-Cal
 - Updated practitioner list
 - AT least Quarterly student database or CASEMIS A & B files in the file format used in SpEdCare
 - List of students receiving medically necessary 1:1 continuous monitoring
 - List of students receiving personal care services
 - List of students receiving occupation/physical therapy with prescriptions
 - Copy of signed Physician-Based Standards using the “Send us a File” menu items
- Complete annual compliance certification using the “Send us a File” menu items
- Complete annual electronic signature certification for electronic medical records
- Maintain active and approved LBO provider status with DHCS
- Assign a district coordinator with influence to ensure maximum program participation
- Respond timely to data or information requests by DHCS, Xerox and Practi-Cal
- Provide all necessary information, including RMTS coding results, when RMTS is implemented, for the purposes of completing CRCS
- When applicable, provide Practi-Cal OHC / TPL providers when needed for the purposes of submitting reimbursable claims
- Provide Practi-Cal with names of students where Parental Consent has been denied by designating the student as “do not bill” in SpEdCare