

REGULAR BOARD MEETING AGENDA OF THE GOVERNING BOARD
January 12, 2017

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THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

400 Grand Avenue
Oroville, California

VISION

We provide a secure, well-maintained and nurturing environment for all. Students are engaged through interactive learning—emphasizing and integrating communication, creativity, collaboration, critical thinking and curiosity, to confidently meet the diverse challenges of tomorrow.

MISSION

In a safe and respectful environment, we inspire, educate, and challenge our students, empowering them to succeed in an ever-changing world.

1. **Convene Regular Meeting at the District Office:** **5:00 p.m.**
2. **Public Comment:** Any member of the public may address the Board regarding any item listed for discussion during closed session (Government Code 54954.3)
3. **Closed Session:** The Board will convene in closed session on the following items: **5:02 p.m.**
 - Public Employment (Government Code 54957)
Hiring of:
 - Campus Supervisor
 - Paraeducator
 - CN Assistant
 - Anticipated Litigation (Government Code 54956.9)
 - Public employee Discipline/Dismissal/Release (Gov. Code 54957)
 - District Representative with Bargaining Unit, CSEA / TTA
 - Public Employee Performance Evaluation (Government Code 54957)
 - Superintendent
4. **Reports from Closed Session** - Announcement of Action taken in Closed Session and Vote, if any: **6:30 p.m.**
5. **Pledge of Allegiance:**

American Disabilities Assistance - Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify the Superintendent or his secretary. We will make every effort to consider expressed preferences, or provide equally effective means of communication to ensure equal access to Thermalito Union School District programs and events.

6. **Student Report to the Board:** Students from TLC Preschool

7. **Change Order of Agenda upon President's Discretion:**

Motion _____ Second _____ Vote _____

Adoption of the Agenda:

Motion _____ Second _____ Vote _____

8. **Public Comments on Agenda Items:** Any member of the public wishing to address an item listed on the agenda may do so. When called upon please announce your name and item to be addressed. Comments will be limited to three (3) minutes per individual.

9. **Informational Reports/Presentation:** (6)

- a. Review of 2016-2017 Williams Act Complaints (2nd Quarter – October 1, 2016-December 31, 2016)

Pursuant to Education Code 35186 and Administrative Regulation # 1312.4, the District is required to report, on a quarterly basis, to the Board and to the County Superintendent of Schools summarized data on the nature and resolution of all complaints. From the inception of the Williams Acts requirements on January 1, 2005, up to and including December 31, 2016, the District has not received any formal complaints pertaining to those subjects falling within the scope of the Williams Act (instructional materials, teacher vacancy or misassignment, or facilities).

10. **Reports to the Board:**

- a. Robyn Solansky, TLC Preschool

11. **Consent Agenda:**

Approval of the Consent Agenda:

Motion _____ Second _____ Vote _____

Commercial Warrants: 12/1/16-12/31/16 (7)

Board Minutes: 12/8/16 (30)

Inter-district Attendance Requests:

2016-2017 (Approve)	In: 3 (121)	Out: 5 (121)
2016-2017 (Deny)	In: (14)	

Board Policies/Administrative Regulations:

- a. First Reading of Policies
- AR 3230 & BP 3230 – Federal Grant Funds (34)

b. September 2016 Policy Revisions

- AR 1312.3 & BP 1312.3 – Uniform Complaint Procedures (41)
- AR 3270 & BP 3270 – Sale and Disposal of Books, Equipment and Supplies (57)
- AR 3440 – Inventories (62)
- AR 3460 – Financial Reports and Accountability (64)
- AR 3512 – Equipment (67)
- AR 5145.3 & BP 5145.3 – Nondiscrimination/Harassment (69)
- AR 5145.7 & BP 5145.7 – Sexual Harassment (78)
- AR 5121 & BP 5121 – Grades/Evaluation of Student Achievement (85)

Conference/Workshop:

- a. Approval for Angela McClean to attend the 2017 California Association for Health, Physical Education, Recreation and Dance Conference on February 23-25, 2017 in San Diego. (92)
- b. Approval for Robyn Solansky and Connie Cavanaugh to attend the CDE Child Development Fiscal Training on January 23-24, 2017 in Sacramento. (93)
- c. Approval for nine district administrators to attend the ACSA North State Spring Conference on April 28-30, 2017 in Reno, Nevada. (94)

Operations:

- a. Approval to surplus Yard Shark wood chipper. (95)
- b. Disposal of obsolete surplus technology items. (96)
- c. Approval of the annual report on use of developer fee collections. (97)
- d. Revise board meeting dates for 2017 as follows: (99)
 - February 9th to February 2nd
 - April 13th to April 5th.

Personnel:

- a. Approval to hire Alma Weiss as a part time short term 4 hour per day paraeducator at Nelson Avenue, effective January 2, 2017. (100)
- b. Approval to hire Mosagna Mays as a probationary part time 1 hour per day campus supervisor at Poplar Avenue, effective January 2, 2017. (101)
- c. Approval to hire Santina Faye as a probationary part time 3.5 hour per day Child Nutrition Assistant at Sierra Avenue School, effective January 2, 2017. (102)

Resignations/Retirements:

- a. Approval to accept retirement of Susan Bowman effective June 16, 2017.
- b. Accept resignation of Donna Hunter effective December 16, 2016.

12. **Public Comments From Individuals:** Any member of the public wishing to speak on a matter not listed on the board agenda may do so at this time. Comments will be limited to three (3) minutes per individual.
13. **Reports to the Board:** This time is for reports limited to topical updates, late-breaking news or reminders and generally *should be no longer than two (2) minutes*. (Written reports may be left the day prior to the meeting).

Classified (CSEA Union Rep):

Certificated (TTA Union Rep):

Management:

Superintendent:

New Business:

14. Approval of the 2015-2016 Audit Report. (103)

Comment:

Motion _____ Second _____ Vote _____

15. Approval of Subscription Agreement to participate in the CAL-Card purchase card program. (186)

Comment:

Motion _____ Second _____ Vote _____

Board Discussion Only:

Board Comments:

16. **Reconvene to Closed Session**

17. **Report of Action Taken in Closed Session**

Adjournment:

Upcoming 2017 Events:

January 17	LCAP Meeting
January 19	Board Budget Workshop
February 2	Board Meeting
February 16	Field Trip to Butte College (Nelson 8 th grade)
February 16	Board Priorities Workshop
March 7	LCAP Meeting
March 9	Board Meeting
March 15	Field Trip to Richardson Springs (Nelson 7 th grade)
March 15	CDS Open House
April 5	Board Meeting
April 13	Field Trip to Shasta Caverns (Sierra 2 nd grade)
May 2	Field Trip to Gateway Science Museum (Poplar 3 rd grade)
May 4	Poplar Avenue Open House
May 4	TLC Open House
May 9	LCAP Meeting
May 9	Nelson Avenue Open House
May 10	Sierra Avenue Open House
May 11	Board Meeting
May 12	Field Trip to Cal Skate/Wildwood Park (Sierra 2 nd grade)
May 16	Field Trip to Bishop's Pumpkin Farm (Plumas TK/K)
May 18	Plumas Avenue Open House
May 25	Board Meeting
June 7	Nelson Avenue Promotional Ceremony 7:00pm
June 9	TLC Graduation
June 22	Board Meeting
June 29	Board Meeting

Thermalito Union School District
Quarterly Report on Williams Uniform Complaints
[Education Code § 35186]

Person completing this form: Prenny Hancock

Title: Executive Assistant to Superintendent

Quarterly Report Submission Date:

☐

July-September 2016 (1st)

☒

October-December 2016 (2nd)

☐

January – March 2017 (3rd)

☐

April – June 2017 (4th)

Date for information to be reported publicly at Governing Board meeting on January 12, 2017

Please check the box that applies:

☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

Gregory Blake

Printed Name of District Superintendent


Signature of District Superintendent

1/6/2017
Date

Detailed Check Register - Accounts Payable Only
THERMALITO UNION SCHOOL DISTRICT

Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
00806312	29	12/01/2016	29PY2101	AMERICAN FIDELITY ASSURANCE				
				16111 PY VENDOR	1300000000	D102	AMERICAN FIDELTY	305.00
				16111 PY VENDOR	1200000000	D102	AMERICAN FIDELTY	55.63
				16111 PY VENDOR	0100000000	D102	AMERICAN FIDELTY	1,010.71
				16111 PY VENDOR	0100000000	D101	AMER FID CAFE	279.57
							Check Total:	1,650.91
00806313	29	12/01/2016	29PY2614	AMERICAN FIDELITY ASSURANCE				
				16111 PY VENDOR	0100000000	D614	DEPDNNT CARE Caf	871.20
							Check Total:	871.20
00806314	29	12/01/2016	29PY2669	AMERICAN FIDELITY ASSURANCE CO				
				16111 PY VENDOR	0100000000	D669	UNREIMBRSD MED C	1,078.62
							Check Total:	1,078.62
00806315	29	12/01/2016	29PY1105	ASSOC OF CALIF SCHOOL ADMINIST				
				16111 PY VENDOR	0100000000	C105	ASSN OF CALIF	632.74
				16111 PY VENDOR	1200000000	C105	ASSN OF CALIF	62.25
							Check Total:	694.99
00806316	29	12/01/2016	29PY2228	CALIF SCHOOL EMPLOYEES ASSOC.				
				16111 PY VENDOR	0100000000	D228	CSEA	1,654.96
				16111 PY VENDOR	1200000000	D228	CSEA	212.99
				16111 PY VENDOR	1300000000	D228	CSEA	391.95
							Check Total:	2,259.90
00806317	29	12/01/2016	29PY2216	CALIF TEACHERS ASSN DUES				
				16111 PY VENDOR	1200000000	D216	CTA DUES	157.50
				16111 PY VENDOR	0100000000	D216	CTA DUES	6,756.50
							Check Total:	6,914.00
00806318	29	12/01/2016	29PY2231	CSEA CHAPTER #182				
				16111 PY VENDOR	1300000000	D231	CSEA CHAPTER 182	45.63
				16111 PY VENDOR	1200000000	D231	CSEA CHAPTER 182	19.01
				16111 PY VENDOR	0100000000	D231	CSEA CHAPTER 182	166.36
							Check Total:	231.00
00806319	29	12/01/2016	29PY2229	CSEA SERVICE CHARGE				
				16111 PY VENDOR	1300000000	D229	CSEA SERV CHARGE	25.54
				16111 PY VENDOR	1200000000	D229	CSEA SERV CHARGE	16.53
				16111 PY VENDOR	0100000000	D229	CSEA SERV CHARGE	226.07
							Check Total:	268.14
00806320	29	12/01/2016	29PY2236	CSEA VICTORY CLUB				
				16111 PY VENDOR	1300000000	D236	CSEA VICTORY CLB	4.69
				16111 PY VENDOR	1200000000	D236	CSEA VICTORY CLB	8.00
				16111 PY VENDOR	0100000000	D236	CSEA VICTORY CLB	67.31

Detailed Check Register - Accounts Payable Only
THERMALITO UNION SCHOOL DISTRICT

Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
Check Total:								80.00
00806321	29	12/01/2016	29PY2554	FRANCHISE TAX BOARD				
				16111 PY VENDOR	1300000000	D554	FRANCHISE TAX BD	362.78
				16111 PY VENDOR	0100000000	D554	FRANCHISE TAX BD	355.82
Check Total:								718.60
00806322	29	12/01/2016	29PY2180	STANDARD INSURANCE CO				
				16111 PY VENDOR	0100000000	D180	DISABILITY	655.04
Check Total:								655.04
00806323	29	12/01/2016	29PY2185	STANDARD INSURANCE CO				
				16111 PY VENDOR	0100000000	D185	LIFE	488.97
Check Total:								488.97
00806324	29	12/01/2016	29PY2249	THERMALITO TEACHERS ASSOC				
				16111 PY VENDOR	1200000000	D249	THERM TCH ASSOC	23.25
				16111 PY VENDOR	0100000000	D249	THERM TCH ASSOC	1,255.73
Check Total:								1,278.98
00806325	29	12/01/2016	29PY2667	UNITED WAY OF NORTHERN CALIFOR				
				16111 PY VENDOR	0100000000	D667	UNITED WAY	20.00
Check Total:								20.00
00806660	29	12/06/2016	290394	ACCESS INFORMATION HOLDING LLC				
				PROFESS/CONSULT SER & OPER EXP	0111002270	5800	PROF/CONSULT/OPE	28.93
				RENTS, LEASES, & REPAIRS	0100004270	5600	RENTS, LEASE,REP	28.93
				RENTS, LEASES, & REPAIRS	0105005360	5600	RENTS, LEASE,REP	28.93
				RENTS, LEASES, & REPAIRS	0100000730	5600	RENTS, LEASE,REP	189.85
				RENTS, LEASES, & REPAIRS	0100000730	5600	RENTS, LEASE,REP	28.94
Check Total:								305.58
00806661	29	12/06/2016	2900912	ACP DIRECT				
				29F081NA	0130104100	4300	MTLS & SUPPLIES	275.34
Check Total:								275.34
00806662	29	12/06/2016	2900369	AMERIPRIDE UNIFORM SERVICE				
				MATERIALS & SUPPLIES	0100005820	4300	MTLS & SUPPLIES	101.89
				RENTS, LEASES, & REPAIRS	1353100820	5600	RENTS, LEASE,REP	29.22
				RENTS, LEASES, & REPAIRS	1353100820	5600	RENTS, LEASE,REP	29.22
				RENTS, LEASES, & REPAIRS	0100005820	5600	RENTS, LEASE,REP	236.20
				RENTS, LEASES, & REPAIRS	0100005820	5600	RENTS, LEASE,REP	236.20
				RENTS, LEASES, & REPAIRS	0100005820	5600	RENTS, LEASE,REP	236.20
				RENTS, LEASES, & REPAIRS	0100005820	5600	RENTS, LEASE,REP	236.20
				RENTS, LEASES, & REPAIRS	0105005360	5600	RENTS, LEASE,REP	27.47
				RENTS, LEASES, & REPAIRS	0105005360	5600	RENTS, LEASE,REP	23.47
				RENTS, LEASES, & REPAIRS	0105005360	5600	RENTS, LEASE,REP	28.47

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				RENTS, LEASES, & REPAIRS	1353100820	5600	RENTS, LEASE,REP	29.22
				RENTS, LEASES, & REPAIRS	1353100820	5600	RENTS, LEASE,REP	29.22
				RENTS, LEASES, & REPAIRS	1353100820	5600	RENTS, LEASE,REP	29.22
				RENTS, LEASES, & REPAIRS	0100005820	5600	RENTS, LEASE,REP	236.20
				RENTS, LEASES, & REPAIRS	0105005360	5600	RENTS, LEASE,REP	21.47
				RENTS, LEASES, & REPAIRS	0105005360	5600	RENTS, LEASE,REP	72.47
							Check Total:	1,602.34
00806663	29	12/06/2016	2900349	ATKINSON ANDELSON LOYA RUUD & PERSONNEL	0100000740	5810	LEGAL FEES	5,990.26
							Check Total:	5,990.26
00806664	29	12/06/2016	2900177	BATTERY SYSTEMS OF CHICO MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	9.03
							Check Total:	9.03
00806665	29	12/06/2016	2901873	BUTTE COUNTY PUBLIC HEALTH DRUG TEST	0100000740	5800	PROF/CONSULT/OPE	80.00
				TB TEST	0100000740	5800	PROF/CONSULT/OPE	25.00
							Check Total:	105.00
00806666	29	12/06/2016	2900527	CA OCCUPATIONAL MED PROF GRONSETH - EXPRESS DRUG SCREEN	0100000740	5800	PROF/CONSULT/OPE	46.50
							Check Total:	46.50
00806667	29	12/06/2016	29PY1083	CALIFORNIA'S VALUED TRUST DEC 2016 HEALTH	0100000000	C792	CENTRAL VLY TRT	172,628.64
				DEC 2016 HEALTH	1200000000	C792	CENTRAL VLY TRT	8,833.90
				DEC 2016 HEALTH	1300000000	C792	CENTRAL VLY TRT	9,937.87
							Check Total:	191,400.41
00806668	29	12/06/2016	2901307	CARTRIDGE WORLD 29F084SA	0101502100	4300	MTLS & SUPPLIES	187.02
							Check Total:	187.02
00806669	29	12/06/2016	290330	CASBO 29F044NA	0111004270	5200	TRAVEL & CONF	255.00
				29F044NA	0111004270	5200	TRAVEL & CONF	255.00
							Check Total:	510.00
00806670	29	12/06/2016	290440	COMERS PRINT SHOP 29F096DO	0100000710	4300	MTLS & SUPPLIES	117.77
							Check Total:	117.77
00806671	29	12/06/2016	2901530	FAGEN FRIEDMAN & FULFROST 29F036DO	0165000312	5200	TRAVEL & CONF	310.00
							Check Total:	310.00

Detailed Check Register - Accounts Payable Only
THERMALITO UNION SCHOOL DISTRICT

Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
00806672	29	12/06/2016	2901264	FASTENAL COMPANY PROFESS/CONSULT SER & OPER EXP	0105005360	5800	PROF/CONSULT/OPE	9.35
Check Total:								9.35
00806673	29	12/06/2016	290761	FOLLETT SCHOOL SOLUTIONS INC				
			29F067NA		0101504242	4200	BOOKS - OTHER	77.92
			29F067NA		0101504242	4200	BOOKS - OTHER	17.10
			29F067NA		0101504242	4200	BOOKS - OTHER	-28.49
			29F067NA		0101504242	4200	BOOKS - OTHER	-16.94
			29F067NA		0101504242	4200	BOOKS - OTHER	-49.50
Check Total:								0.09
00806674	29	12/06/2016	290797	GAYNOR TELESYSTEMS INC 29F016DO	0100050720	6400	EQUIPMENT	5,895.01
Check Total:								5,895.01
00806676	29	12/06/2016	2901830	HEIDISONGS 29F085SA	0101502100	4300	MTLS & SUPPLIES	79.47
Check Total:								79.47
00806677	29	12/06/2016	290907	HOME DEPOT CREDIT SERVICES				
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	58.73
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	53.56
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	78.08
			29F027NA		0101504115	4300	MTLS & SUPPLIES	87.13
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	150.49
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	19.17
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	37.63
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	13.27
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	57.62
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	51.52
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	18.07
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	13.19
			29F027NA		0101504115	4300	MTLS & SUPPLIES	75.22
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	107.56
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	19.65
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	19.90
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	18.44
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	31.39
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	46.88
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	121.50
			29F027NA		0101504115	4300	MTLS & SUPPLIES	182.46
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	6.27
			MATERIALS & SUPPLIES		0181505811	4300	MTLS & SUPPLIES	14.53

Detailed Check Register - Accounts Payable Only
THERMALITO UNION SCHOOL DISTRICT

Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
Check Total:								1,282.26
00806678	29	12/06/2016	2901341	IT SAVVY				
				29F030PA	0101501100	4300	MTLS & SUPPLIES	173.37
				29F086SA	0101502100	4300	MTLS & SUPPLIES	188.82
Check Total:								362.19
00806679	29	12/06/2016	291006	JIMMYS CUSTOM TROPHIES				
				29F101DO	0100000710	4300	MTLS & SUPPLIES	91.38
Check Total:								91.38
00806680	29	12/06/2016	291090	LOS ANGELES CO OFFICE OF ED				
				29F035CT	0130100720	4300	MTLS & SUPPLIES	172.54
Check Total:								172.54
00806681	29	12/06/2016	290652	OFFICE DEPOT				
				MATERIALS & SUPPLIES	0111001100	4300	MTLS & SUPPLIES	269.52
				MATERIALS & SUPPLIES	0111001100	4300	MTLS & SUPPLIES	161.20
				29F038TR	0105005360	4300	MTLS & SUPPLIES	37.63
				MATERIALS & SUPPLIES	0111003100	4300	MTLS & SUPPLIES	75.25
				MATERIALS & SUPPLIES	0111002270	4300	MTLS & SUPPLIES	381.29
				MATERIALS & SUPPLIES	0111002270	4300	MTLS & SUPPLIES	120.90
				MATERIALS & SUPPLIES	0111001100	4300	MTLS & SUPPLIES	22.82
				29F009FS	1353100370	4300	MTLS & SUPPLIES	264.22
				MATERIALS & SUPPLIES	0111001100	4300	MTLS & SUPPLIES	199.67
				K. HOLZWARTH	0111002100	4300	MTLS & SUPPLIES	2.14
				29F056NA	0111004270	4300	MTLS & SUPPLIES	117.74
Check Total:								1,652.38
00806682	29	12/06/2016	2900737	PLACER COUNTY OFFICE OF EDUCAT				
				29F038CT	0162640100	5200	TRAVEL & CONF	125.00
Check Total:								125.00
00806683	29	12/06/2016	2901193	RALEYS				
				29F100DO	0165000111	4300	MTLS & SUPPLIES	197.29
				29F078NA	0130104249	4300	MTLS & SUPPLIES	68.88
				29F047NA	0130104100	4300	MTLS & SUPPLIES	46.69
Check Total:								312.86
00806684	29	12/06/2016	291613	RAY MORGAN COMPANY				
				USAGE CHARGE	0100000730	5600	RENTS, LEASE,REP	254.34
				USAGE CHARGE	1353100370	5600	RENTS, LEASE,REP	198.37
				USAGE CHARGE	0105005360	5600	RENTS, LEASE,REP	93.74
Check Total:								546.45
00806685	29	12/06/2016	2900495	SCHOLASTIC BOOK CLUB				
				29F041SA	0130102100	4200	BOOKS - OTHER	153.00

Detailed Check Register - Accounts Payable Only
THERMALITO UNION SCHOOL DISTRICT

Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
Check Total:								153.00
00806686	29	12/06/2016	2901707	SPIRITWEAR.COM 29F078SA	0111002270	4300	MTLS & SUPPLIES	310.83
Check Total:								310.83
00806687	29	12/06/2016	2901611	STAPLES CREDIT PLAN 29F062PL	0111003100	4300	MTLS & SUPPLIES	59.43
				29F062PL	0111003100	4300	MTLS & SUPPLIES	-12.70
				29F062PL	0111003100	4300	MTLS & SUPPLIES	45.78
Check Total:								92.51
00806688	29	12/06/2016	2901787	VANDEN CORP 29F045NA	0101504313	5300	DUES & MBRSHIPS	295.00
Check Total:								295.00
00806689	29	12/06/2016	292014	WALMART COMMUNITY 29f077na	0190100311	4300	MTLS & SUPPLIES	101.27
				29F027PA	0111001100	4300	MTLS & SUPPLIES	150.16
				29F076NA	0165000111	4300	MTLS & SUPPLIES	199.08
				29F055PL	0111003100	4300	MTLS & SUPPLIES	225.59
				29F086NA	0111004100	4300	MTLS & SUPPLIES	21.92
Check Total:								698.02
00806690	29	12/06/2016	292069	WOODWIND & BRASSWIND 29F069NA	0101504130	4300	MTLS & SUPPLIES	13.44
Check Total:								13.44
00806691	29	12/06/2016	2901795	ZOO PHONICS INC 29F021SA	0130102100	5200	TRAVEL & CONF	297.00
Check Total:								297.00
00807000	29	12/08/2016	2901773	ACCOUNTING UNIT 2015 HAZARDOUS WASTE MF FEES	0105005820	5800	PROF/CONSULT/OPE	207.50
Check Total:								207.50
00807001	29	12/08/2016	290110	APPLE INC 29F091NA	0101504313	4300	MTLS & SUPPLIES	59.00
				29F091NA	0101504313	4300	MTLS & SUPPLIES	213.93
Check Total:								272.93
00807002	29	12/08/2016	2901653	ARIZA FARM FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	300.00
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	300.00
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	300.00
Check Total:								900.00
00807003	29	12/08/2016	29901644	BLAKE, GREGORY A				

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				REIMBURSE NEGOTATION LUNCH	0100000710	4300	MTLS & SUPPLIES	45.00
				REIMBURSE ACSA SAN DIEGO	0100000710	5200	TRAVEL & CONF	1,142.85
				REIMB FLIGHT TO SAN DIEGO ACSA	0100000710	5200	TRAVEL & CONF	134.96
							Check Total:	1,322.81
00807004	29	12/08/2016	2900670	BUSWEST MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	277.08
							Check Total:	277.08
00807005	29	12/08/2016	290179	BUTTE COUNTY SELPA 29F075SA 29F040PL	0101502313 0162640100	5200 5200	TRAVEL & CONF TRAVEL & CONF	10.00 30.00
							Check Total:	40.00
00807006	29	12/08/2016	29901634	CAVANAUGH, CONSTANCE S REIMB BOARD MEMBER RECOGNITION	0100000710	4300	MTLS & SUPPLIES	51.22
							Check Total:	51.22
00807007	29	12/08/2016	290479	COSTCO WHOLESALE 29F066PL 29F066PL	0130103100 0130103100	4300 4200	MTLS & SUPPLIES BOOKS - OTHER	114.79 70.91
							Check Total:	185.70
00807008	29	12/08/2016	29901298	COWEE, CHRIS J AUGUST 2016 SEPTEBER 2016 OCTOBER 2016 NOVEMBER 2016	0165000113 0165000113 0165000113 0165000113	5200 5200 5200 5200	TRAVEL & CONF TRAVEL & CONF TRAVEL & CONF TRAVEL & CONF	6.48 29.16 38.88 22.68
							Check Total:	97.20
00807009	29	12/08/2016	29900600	CRUIKSHANK, LISA REIMBURSE SNACKS ELA/LCAP	0101000210	4300	MTLS & SUPPLIES	69.69
							Check Total:	69.69
00807011	29	12/08/2016	290545	DANIELSEN CO FOOD SERVICE SUPPLIES MATERIALS & SUPPLIES FOOD SERVICE SUPPLIES MATERIALS & SUPPLIES FOOD SERVICE SUPPLIES FOOD SERVICE SUPPLIES MATERIALS & SUPPLIES FOOD SERVICE SUPPLIES MATERIALS & SUPPLIES FOOD SERVICE SUPPLIES FOOD SERVICE SUPPLIES	1353100370 1353100370 1353100370 1353100370 1353100370 1353100370 1353100370 1353100370 1353100370 1353100370 1353100370 1353100370	4700 4300 4700 4300 4700 4700 4300 4700 4300 4700 4700	FOOD SRV SUPPLY MTLS & SUPPLIES FOOD SRV SUPPLY MTLS & SUPPLIES FOOD SRV SUPPLY FOOD SRV SUPPLY MTLS & SUPPLIES FOOD SRV SUPPLY MTLS & SUPPLIES FOOD SRV SUPPLY FOOD SRV SUPPLY	257.99 10.87 1,068.94 20.22 641.77 1,335.76 32.61 304.75 32.61 107.72 1,237.70

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	54.35
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,060.27
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	32.61
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,058.30
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	919.00
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	78.83
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	43.83
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	81.05
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,028.92
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	43.48
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	147.21
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	329.48
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	43.48
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	21.74
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	448.57
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,558.26
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	243.39
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	347.95
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	10.87
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	32.61
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,045.38
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	21.74
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	516.50
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	258.35
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	801.98
							Check Total:	15,279.09
00807012	29	12/08/2016	2901794	DAVE BROWN S PEST CONTROL PEST CONTROL FOR TR	0100005820	5500	OPER/HOUSEKEEP	60.00
							Check Total:	60.00
00807013	29	12/08/2016	290647	EARTHGRAINS CO FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	668.20
							Check Total:	668.20
00807014	29	12/08/2016	290657	EMPLOYMENT DEVELOPMENT DEPT 3RD QTR LEC 2016	0100000000	C017	ST UNEMPLMNT INS	1,400.40
							Check Total:	1,400.40
00807015	29	12/08/2016	290767	FOUNDATION FOR EDUCATIONAL ADM 29F0055DO	0100000710	5200	TRAVEL & CONF	499.00
							Check Total:	499.00
00807018	29	12/08/2016	290817	GOLD STAR FOODS FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	612.22

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,868.16
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-54.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-176.88
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	215.55
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,353.97
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	2,310.47
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	612.85
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,975.57
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	761.32
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	485.30
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	2,068.70
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	956.17
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	228.80
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	428.81
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	138.48
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	137.28
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,840.94
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	15.83
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	920.37
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	358.68
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	151.91
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	814.17
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	438.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,268.01
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	170.59
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,006.45
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-23.01
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	397.55
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,935.60
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	729.98
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,885.35
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	19.23
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	670.20
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	87.12
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	417.84
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	318.98
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	91.52
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	194.12
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	25.00
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-94.88
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	282.15
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	69.24
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	604.50

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	46.16
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	182.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	328.07
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	585.25
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	2,052.44
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	238.35
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	752.57
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	183.04
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	66.68
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	5,149.05
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	110.24
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	74.08
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	269.12
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	893.96
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	362.31
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,019.64
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	25.00
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	547.42
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,869.05
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	37.03
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	738.56
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	383.20
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	150.00
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	3,174.87
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	2,327.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	25.00
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	34.48
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	297.48
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	729.98
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	675.79
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	687.24
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	648.01
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	164.49
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	381.69
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	2,513.93
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	565.60
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	231.81
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	428.81
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	859.02
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	348.10
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	2,091.83
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	438.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	121.67

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,232.39
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	184.64
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	2,375.54
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	74.40
							Check Total:	65,195.06
00807019	29	12/08/2016	290837	GRAINGER INDUSTRIAL SUPPLY				
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	114.55
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	69.28
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	53.02
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	18.87
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	44.89
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	20.07
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	66.72
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	16.85
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	12.14
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	30.06
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	89.64
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	32.77
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	14.84
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	7.73
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	72.63
							Check Total:	664.06
00807020	29	12/08/2016	29900424	GREGORIO, EDWARD E				
				REIMB SNACKS/MATS/REMOTE	0111002270	4300	MTLS & SUPPLIES	223.65
				RAINY DAY GAMES FOR CAFITERA R	0111002270	4300	MTLS & SUPPLIES	114.30
				MILEAGE REIMBURSEMENT	0101502249	5200	TRAVEL & CONF	32.94
							Check Total:	370.89
00807021	29	12/08/2016	2901910	I B C C E S				
				29F104DO	0162640100	5200	TRAVEL & CONF	495.00
							Check Total:	495.00
00807022	29	12/08/2016	290992	J C NELSON SUPPLY CO				
				MATERIALS & SUPPLIES	0100005820	4300	MTLS & SUPPLIES	364.98
				MATERIALS & SUPPLIES	0100005820	4300	MTLS & SUPPLIES	1,544.88
				MATERIALS & SUPPLIES	0100005820	4300	MTLS & SUPPLIES	156.52
				MATERIALS & SUPPLIES	0100005820	4300	MTLS & SUPPLIES	417.07
				MATERIALS & SUPPLIES	0100005820	4300	MTLS & SUPPLIES	136.89
				MATERIALS & SUPPLIES	0100005820	4300	MTLS & SUPPLIES	888.47
							Check Total:	3,508.81
00807023	29	12/08/2016	29901421	JAMES, PAULA BETH				
				MILEAGE REIMBURSEMENT	0165000119	5200	TRAVEL & CONF	11.66

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
Check Total:								11.66
00807024	29	12/08/2016	2900446	JEG CONSULTING E-RATE SERVICES YEAR 2016-17	0100000730	5800	PROF/CONSULT/OPE	1,829.50
Check Total:								1,829.50
00807025	29	12/08/2016	29901459	LOPEZ, DAWN M REIMBURSE BOOK PURCHASE	0101503115	4200	BOOKS - OTHER	73.75
Check Total:								73.75
00807026	29	12/08/2016	2901791	MARKERBOARD PEOPLE 29F088SA	0101502100	4300	MTLS & SUPPLIES	252.00
Check Total:								252.00
00807027	29	12/08/2016	2901723	MIDAMERICA BOOKS 29F059PL	0101503100	4200	BOOKS - OTHER	123.02
Check Total:								123.02
00807028	29	12/08/2016	291307	MT SHASTA SPRING WATER MATERIALS & SUPPLIES	0111003100	4300	MTLS & SUPPLIES	19.35
				MATERIALS & SUPPLIES	0111003100	4300	MTLS & SUPPLIES	-2.35
				MATERIALS & SUPPLIES	1261050100	4300	MTLS & SUPPLIES	19.35
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	10.85
				MATERIALS & SUPPLIES	0101000314	4300	MTLS & SUPPLIES	15.10
				MATERIALS & SUPPLIES	0100000730	4300	MTLS & SUPPLIES	23.60
				MATERIALS & SUPPLIES	0111001100	4300	MTLS & SUPPLIES	19.35
				MATERIALS & SUPPLIES	0111002100	4300	MTLS & SUPPLIES	44.85
Check Total:								150.10
00807029	29	12/08/2016	290897	NOR CAL FOOD EQUIPMENT RENTS, LEASES, & REPAIRS	1353100370	5600	RENTS, LEASE,REP	398.95
				RENTS, LEASES, & REPAIRS	1353200370	5600	RENTS, LEASE,REP	339.79
				RENTS, LEASES, & REPAIRS	1353200370	5600	RENTS, LEASE,REP	352.33
Check Total:								1,091.07
00807030	29	12/08/2016	290652	OFFICE DEPOT 29F003CD	0101506100	4300	MTLS & SUPPLIES	4.72
				29F003CD	0101506100	4300	MTLS & SUPPLIES	383.96
				29F003CD	0101506100	4300	MTLS & SUPPLIES	12.88
				29F003CD	0101506100	4300	MTLS & SUPPLIES	5.36
Check Total:								406.92
00807031	29	12/08/2016	291524	P G & E OPERATION & HOUSEKEEPING SERV	0101006820	5500	OPER/HOUSEKEEP	407.91
				OPERATION & HOUSEKEEPING SERV	0100000820	5500	OPER/HOUSEKEEP	321.43
				OPERATION & HOUSEKEEPING SERV	0100001820	5500	OPER/HOUSEKEEP	4,091.47
				OPERATION & HOUSEKEEPING SERV	0100003820	5500	OPER/HOUSEKEEP	2,342.29

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				OPERATION & HOUSEKEEPING SERV	0100002820	5500	OPER/HOUSEKEEP	3,723.60
				OPERATION & HOUSEKEEPING SERV	0105005820	5500	OPER/HOUSEKEEP	285.11
				OPERATION & HOUSEKEEPING SERV	0100004820	5500	OPER/HOUSEKEEP	21.41
				OPERATION & HOUSEKEEPING SERV	0100005820	5500	OPER/HOUSEKEEP	117.43
				OPERATION & HOUSEKEEPING SERV	0100004820	5500	OPER/HOUSEKEEP	1,316.96
				OPERATION & HOUSEKEEPING SERV	0100004820	5500	OPER/HOUSEKEEP	2,751.34
							Check Total:	15,378.95
00807032	29	12/08/2016	2901655	PIZZA HUT				
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	316.05
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	436.45
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	794.96
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	428.93
							Check Total:	1,976.39
00807034	29	12/08/2016	291572	PROPACIFIC FRESH				
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	147.40
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	286.67
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	15.76
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	369.48
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	329.38
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	89.85
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	101.78
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	101.95
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	242.16
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	92.29
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-17.07
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	235.89
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	442.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	191.18
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	338.35
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	618.91
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	323.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	631.47
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	419.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	447.22
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	284.14
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-107.00
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	365.64
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	95.60
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	270.35
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	185.17
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	447.85
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	232.79

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-19.75
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	481.94
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	704.82
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	43.76
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	158.80
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	405.84
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	111.00
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	298.91
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	277.85
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	324.18
							Check Total:	9,970.42
00807035	29	12/08/2016	2900654	RIEBES AUTO PARTS MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	361.06
							Check Total:	361.06
00807036	29	12/08/2016	2900495	SCHOLASTIC BOOK CLUB 29F074SA	0101502100	4200	BOOKS - OTHER	147.00
							Check Total:	147.00
00807037	29	12/08/2016	291765	SHARPS LOCKSMITHING MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	114.49
							Check Total:	114.49
00807038	29	12/08/2016	29901473	SIMMONS, ROCHELLE A REIMB PROJECT READ OAKLAND REIMB AUDIO BLOCK ROCKER SPEAK	0190104150 0101504313	5200 4300	TRAVEL & CONF MTLS & SUPPLIES	211.04 159.71
							Check Total:	370.75
00807039	29	12/08/2016	29901063	SOLANSKY, ROBYN SUZANNE MILEAGE REIMBURSEMENT	1261050100	5200	TRAVEL & CONF	250.56
							Check Total:	250.56
00807040	29	12/08/2016	2901526	STARFALL EDUCATION 29F064PL	0101503100	4300	MTLS & SUPPLIES	270.00
							Check Total:	270.00
00807042	29	12/08/2016	291879	SYSCO FOOD SERVICES FOOD SERVICE SUPPLIES FOOD SERVICE SUPPLIES MATERIALS & SUPPLIES MATERIALS & SUPPLIES FOOD SERVICE SUPPLIES MATERIALS & SUPPLIES FOOD SERVICE SUPPLIES MATERIALS & SUPPLIES	1353100370 1353100370 1353100370 1353100370 1353100370 1353100370 1353100370 1353100370	4700 4700 4300 4300 4700 4300 4700 4300	FOOD SRV SUPPLY FOOD SRV SUPPLY MTLS & SUPPLIES MTLS & SUPPLIES FOOD SRV SUPPLY MTLS & SUPPLIES FOOD SRV SUPPLY MTLS & SUPPLIES	1,396.73 187.82 33.52 110.65 794.34 395.04 290.90 185.51

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	150.48
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	41.90
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	397.44
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	188.20
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	157.23
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	150.48
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	370.62
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	176.92
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	458.06
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	232.85
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	43.98
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-69.99
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	49.35
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	98.75
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	40.97
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	78.81
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	186.61
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	102.75
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	79.58
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	310.15
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	79.58
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	166.58
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	44.37
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	853.57
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	123.86
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	182.27
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	94.37
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	234.02
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	183.76
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	164.53
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	208.47
							Check Total:	8,975.03
00807043	29	12/08/2016	292006	VERIZON WIRELESS				
				Communications	0100004820	5900	Communications	157.79
				Communications	0100001820	5900	Communications	47.43
				Communications	0100003820	5900	Communications	35.61
				Communications	0100002820	5900	Communications	94.51
				Communications	0101005360	5900	Communications	15.20
				Communications	0181505811	5900	Communications	53.84
				Communications	1353100820	5900	Communications	69.62
				Communications	0100000730	5900	Communications	79.24
							Check Total:	553.24

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
00807044	29	12/08/2016	292069	WOODWIND & BRASSWIND 29F069NA	0101504130	4300	MTLS & SUPPLIES	171.46
							Check Total:	171.46
00807045	29	12/08/2016	29900130	YANG, MAY NEXT STEP GUIDED READING REIMB	0101503115	4200	BOOKS - OTHER	107.45
							Check Total:	107.45
00807896	29	12/15/2016	290032	ACCULARM SECURITY SYSTEMS POPLAR RM 19-25	1261050820	5800	PROF/CONSULT/OPE	145.00
							Check Total:	145.00
00807897	29	12/15/2016	290070	ALL METALS PIPE & STEEL SUPPLY MATERIALS & SUPPLIES MATERIALS & SUPPLIES	0181505811 0181505811	4300 4300	MTLS & SUPPLIES MTLS & SUPPLIES	21.74 0.00
							Check Total:	21.74
00807898	29	12/15/2016	290110	APPLE INC 29F106DO	0100000710	4300	MTLS & SUPPLIES	105.36
							Check Total:	105.36
00807899	29	12/15/2016	290207	BETTER DEAL EXCHANGE MATERIALS & SUPPLIES MATERIALS & SUPPLIES MATERIALS & SUPPLIES MATERIALS & SUPPLIES	0181505811 0181505811 0105005360 0105005360	4300 4300 4300 4300	MTLS & SUPPLIES MTLS & SUPPLIES MTLS & SUPPLIES MTLS & SUPPLIES	1.70 13.84 122.86 68.76
							Check Total:	207.16
00807900	29	12/15/2016	2900670	BUSWEST MATERIALS & SUPPLIES MATERIALS & SUPPLIES	0105005360 0105005360	4300 4300	MTLS & SUPPLIES MTLS & SUPPLIES	174.40 329.86
							Check Total:	504.26
00807901	29	12/15/2016	2900527	CA OCCUPATIONAL MED PROF HANSEN - DOT TOXICOLOGY HANSEN - TOX 11 PANEL EXP OP	0100000740 0100000740	5800 5800	PROF/CONSULT/OPE PROF/CONSULT/OPE	46.50 62.50
							Check Total:	109.00
00807902	29	12/15/2016	290514	CALIFORNIA SCIENCE TEACHERS AS 29F042NA 29F043NA	0111004100 0111004100	5300 5200	DUES & MBRSHIPS TRAVEL & CONF	100.00 330.00
							Check Total:	430.00
00807903	29	12/15/2016	2901764	CENTER FOR THE COLLABORATIVE C 29F040CT	0130100100	4200	BOOKS - OTHER	548.63
							Check Total:	548.63
00807904	29	12/15/2016	290319	CHICO AREA REC AND PARK DIST				

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				29F089NA	0101504100	5800	PROF/CONSULT/OPE	360.00
							Check Total:	360.00
00807905	29	12/15/2016	2901668	COMMERCIAL TIRE WAREHOUSE MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	693.44
							Check Total:	693.44
00807906	29	12/15/2016	290479	COSTCO WHOLESALE				
				29F088NA	0130104242	4200	BOOKS - OTHER	-18.26
				29F088NA	0130104242	4200	BOOKS - OTHER	182.97
							Check Total:	164.71
00807907	29	12/15/2016	290570	DEL MAR RENTAL LANDSCAPE SUPPL RENTS, LEASES, & REPAIRS	0100005840	5600	RENTS, LEASE,REP	121.15
				MATERIALS & SUPPLIES	0100005840	4300	MTLS & SUPPLIES	57.97
				RENTS, LEASES, & REPAIRS	0100005840	5600	RENTS, LEASE,REP	374.53
				MATERIALS & SUPPLIES	0100005840	4300	MTLS & SUPPLIES	57.97
							Check Total:	611.62
00807908	29	12/15/2016	290573	DEMCO				
				29F096NA	0130104242	4300	MTLS & SUPPLIES	51.72
				29F065PL	0111003100	4300	MTLS & SUPPLIES	289.32
							Check Total:	341.04
00807909	29	12/15/2016	290610	DEPT OF JUSTICE FINGERPRINT APPS	0100000740	5800	PROF/CONSULT/OPE	64.00
							Check Total:	64.00
00807910	29	12/15/2016	2901894	DEVEREUX FOUNDATION EDUCATION FEES	0165000119	5800	PROF/CONSULT/OPE	3,106.07
							Check Total:	3,106.07
00807911	29	12/15/2016	29900310	DUGGAN, TAMMY L REIMB SUPPLIES	0101502100	4300	MTLS & SUPPLIES	35.03
							Check Total:	35.03
00807912	29	12/15/2016	29900834	EMSWILER, COLLEEN LEE REIMB MILEAGE	0100000314	5200	TRAVEL & CONF	74.40
							Check Total:	74.40
00807913	29	12/15/2016	290797	GAYNOR TELESYSTEMS INC				
				29F016DO	0100050720	6400	EQUIPMENT	10,373.09
				29F016DO	0100050720	9330	PREPAID EXPENSE	22,120.00
							Check Total:	32,493.09
00807914	29	12/15/2016	29900323	GRAMPS, KELLY L REIMB MILEAGE	1353109370	5200	TRAVEL & CONF	40.39

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
Check Total:								40.39
00807915	29	12/15/2016	29901600	HANCOCK, YOGANAGIE P				
				REIMB MILEAGE	0100000740	5200	TRAVEL & CONF	20.20
				REIMB FRAMES	0100000712	4300	MTLS & SUPPLIES	6.36
Check Total:								26.56
00807916	29	12/15/2016	290907	HOME DEPOT CREDIT SERVICES				
				LATE FEE	0181505811	4300	MTLS & SUPPLIES	35.00
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	21.15
				29F027NA	0101504115	4300	MTLS & SUPPLIES	39.56
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	117.36
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	540.20
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	20.78
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	42.51
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	14.80
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	30.81
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	22.18
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	12.55
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	13.91
Check Total:								910.81
00807917	29	12/15/2016	2901091	INDUSTRIAL POWER PRODUCTS				
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	17.20
Check Total:								17.20
00807918	29	12/15/2016	2901341	IT SAVVY				
				29F095NA	0101504107	4400	NON-CAP EQUIPMNT	5,679.29
				29F033PA	0101501100	4400	NON-CAP EQUIPMNT	516.78
				29F096SA	0101502100	4300	MTLS & SUPPLIES	173.37
				29F094NA	0165000119	4300	MTLS & SUPPLIES	22.05
				29F112DO	0100000730	4300	MTLS & SUPPLIES	228.23
				29F110DO	0100000710	4400	NON-CAP EQUIPMNT	75.38
				29F110DO	0100000710	4400	NON-CAP EQUIPMNT	683.35
				29F110DO	0100000740	4400	NON-CAP EQUIPMNT	758.74
				29F085NA	0130104100	4400	NON-CAP EQUIPMNT	3,343.77
				29F050TR	0105005360	4300	MTLS & SUPPLIES	299.22
Check Total:								11,780.18
00807919	29	12/15/2016	2901620	JAMES MARTA & COMPANY LLP				
				2015-2016 AUDIT	0100000719	5800	PROF/CONSULT/OPE	9,550.00
Check Total:								9,550.00
00807920	29	12/15/2016	2901496	LOZANO SMITH				
				29F035DO	0165000312	5200	TRAVEL & CONF	125.00

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
Check Total:								125.00
00807921	29	12/15/2016	2901608	MAGNUSSEN DODGE MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	98.67
Check Total:								98.67
00807922	29	12/15/2016	29900146	MC DONALD, LISA ANNE REIMB NOVEMBER 2016 MILEAGE	1353100370	5200	TRAVEL & CONF	47.95
Check Total:								47.95
00807923	29	12/15/2016	291274	MJB WELDING SUPPLY MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	77.50
Check Total:								77.50
00807924	29	12/15/2016	291339	NATIONAL GEOGRAPHIC SOCIETY				
				29F050SA	0101502100	4300	MTLS & SUPPLIES	246.40
				29F050SA	0101502100	4300	MTLS & SUPPLIES	369.60
				29F050SA	0101502100	4300	MTLS & SUPPLIES	316.80
				29F050SA	0101502100	4300	MTLS & SUPPLIES	365.20
				29F050SA	0101502100	4300	MTLS & SUPPLIES	369.60
Check Total:								1,667.60
00807925	29	12/15/2016	290652	OFFICE DEPOT				
				29F013NA	0101504115	4300	MTLS & SUPPLIES	35.82
				MATERIALS & SUPPLIES	0111002270	4300	MTLS & SUPPLIES	44.82
				M. SPENCER	0111003100	4300	MTLS & SUPPLIES	62.07
				29F102DO	0111003100	4300	MTLS & SUPPLIES	23.22
				29F102DO	0100000740	4300	MTLS & SUPPLIES	9.31
				29F010FS	1353100370	4300	MTLS & SUPPLIES	21.92
				29F008LC	1261050100	4300	MTLS & SUPPLIES	521.07
				29F058NA	0111004270	4300	MTLS & SUPPLIES	541.77
				29F057NA	0111004270	4300	MTLS & SUPPLIES	125.09
				MATERIALS & SUPPLIES	0111002270	4300	MTLS & SUPPLIES	5.35
				J. NOBLE	0111002100	4300	MTLS & SUPPLIES	112.80
				29F056NA	0111004270	4300	MTLS & SUPPLIES	-67.89
				29F102DO	0100000710	4300	MTLS & SUPPLIES	18.16
				29F102DO	0100000730	4300	MTLS & SUPPLIES	49.21
				29F010FS	1353100370	4300	MTLS & SUPPLIES	294.54
				29F008LC	1261050100	4300	MTLS & SUPPLIES	133.26
Check Total:								1,930.52
00807926	29	12/15/2016	2901683	PESI INC				
				29F089DO	0162640100	5200	TRAVEL & CONF	1,199.94
Check Total:								1,199.94
00807927	29	12/15/2016	2901637	POPLERS MUSIC INC				

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				29F057PL	0101503100	4300	MTLS & SUPPLIES	110.94
							Check Total:	110.94
00807928	29	12/15/2016	291613	RAY MORGAN COMPANY				
				BASE RATE CHARGE	0100000730	5600	RENTS, LEASE,REP	1,787.07
				USAGE CHARGE	0130100720	5600	RENTS, LEASE,REP	138.44
				BASE RATE CHARGE	0101006100	5600	RENTS, LEASE,REP	433.86
				USAGE CHARGE	0101006100	5600	RENTS, LEASE,REP	140.05
							Check Total:	2,499.42
00807929	29	12/15/2016	291458	RECOLOGY BUTTE COLUSA COUNTIES				
				DISTRICT OFFICE	0100000820	5500	OPER/HOUSEKEEP	37.50
				NELSON AVENUE	0100004820	5500	OPER/HOUSEKEEP	554.58
				COMMUNITY DAY SCHOOL	0101006820	5500	OPER/HOUSEKEEP	37.50
				MAINTENANCE YARD	0105005360	5500	OPER/HOUSEKEEP	75.00
				PLUMAS AVENUE	0100003820	5500	OPER/HOUSEKEEP	425.18
				POPLAR AVENUE	0100001820	5500	OPER/HOUSEKEEP	498.10
				SIERRA AVENUE	0100002820	5500	OPER/HOUSEKEEP	637.77
				TRANSFER STATION	0100005820	5500	OPER/HOUSEKEEP	58.70
							Check Total:	2,324.33
00807930	29	12/15/2016	291737	SCHOLASTIC INC				
				29F084DO	0165000112	4300	MTLS & SUPPLIES	21.97
				29F084DO	0165000111	4300	MTLS & SUPPLIES	21.97
							Check Total:	43.94
00807931	29	12/15/2016	291192	SCHOOL INNOVATIONS & ACHIEVEME				
				2ND SEMI-ANNUAL BILL 2016/17	0100000730	5800	PROF/CONSULT/OPE	1,350.00
							Check Total:	1,350.00
00807932	29	12/15/2016	291918	THERMALITO WATER AND SEWER DIS				
				5.419.01	0101006820	5500	OPER/HOUSEKEEP	173.10
				6.238.01	0100000820	5500	OPER/HOUSEKEEP	107.00
				6.240.01	0100003820	5500	OPER/HOUSEKEEP	574.86
				4.109.01	0100004820	5500	OPER/HOUSEKEEP	813.22
				1.030.01	0100002820	5500	OPER/HOUSEKEEP	152.14
				2.082.01	0105005820	5500	OPER/HOUSEKEEP	35.18
				2.090.01	0100002820	5500	OPER/HOUSEKEEP	741.29
				4.105.01	0100004820	5500	OPER/HOUSEKEEP	104.04
				7.181.01	0100001820	5500	OPER/HOUSEKEEP	426.47
				4.111.01	0100004820	5500	OPER/HOUSEKEEP	52.98
							Check Total:	3,180.28
00807933	29	12/15/2016	29900274	TODD, KATHERINE H				
				REIMB VELCRO DOTS	0165000119	4300	MTLS & SUPPLIES	13.99

Detailed Check Register - Accounts Payable Only
THERMALITO UNION SCHOOL DISTRICT

Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
Check Total:								13.99
00807934	29	12/15/2016	2900034	VALLEY TRUCK AND TRACTOR CO MATERIALS & SUPPLIES	0100005840	4300	MTLS & SUPPLIES	100.04
Check Total:								100.04
00807935	29	12/15/2016	292065	WORTHINGTON DIRECT INC 29F081SA	0111002820	4300	MTLS & SUPPLIES	1,442.93
Check Total:								1,442.93
00807936	29	12/15/2016	29901655	ZHANG, ABIGAIL A REIMB NOVEMBER 2016 MILEAGE	0165000119	5200	TRAVEL & CONF	36.40
Check Total:								36.40
00807937	29	12/15/2016	29PY2101	AMERICAN FIDELITY ASSURANCE 16121 PY VENDOR	0100000000	D101	AMER FID CAFE	279.57
				16121 PY VENDOR	0100000000	D102	AMERICAN FIDELTY	1,010.71
				16121 PY VENDOR	1200000000	D102	AMERICAN FIDELTY	55.63
				16121 PY VENDOR	1300000000	D102	AMERICAN FIDELTY	305.00
Check Total:								1,650.91
00807938	29	12/15/2016	29PY2614	AMERICAN FIDELITY ASSURANCE 16121 PY VENDOR	0100000000	D614	DEPN DNT CARE Caf	871.20
Check Total:								871.20
00807939	29	12/15/2016	29PY2669	AMERICAN FIDELITY ASSURANCE CO 16121 PY VENDOR	0100000000	D669	UNREIMBRSD MED C	1,078.62
Check Total:								1,078.62
00807940	29	12/15/2016	29PY1105	ASSOC OF CALIF SCHOOL ADMINIST 16121 PY VENDOR	0100000000	C105	ASSN OF CALIF	632.74
				16121 PY VENDOR	1200000000	C105	ASSN OF CALIF	62.25
Check Total:								694.99
00807941	29	12/15/2016	29PY2545	CA STATE DISBURSEMENT UNIT 16112 PY VENDOR	0100000000	D545	DCSS	133.11
				16102 PY VENDOR	0100000000	D545	DCSS	133.11
Check Total:								266.22
00807942	29	12/15/2016	29PY2228	CALIF SCHOOL EMPLOYEES ASSOC. 16112 PY VENDOR	0100000000	D228	CSEA	26.81
				16112 PY VENDOR	1200000000	D228	CSEA	3.10
				16112 PY VENDOR	1300000000	D228	CSEA	33.77
				16102 PY VENDOR	0100000000	D228	CSEA	41.83
				16102 PY VENDOR	1200000000	D228	CSEA	0.26
				16102 PY VENDOR	1300000000	D228	CSEA	60.19
				16121 PY VENDOR	0100000000	D228	CSEA	1,648.10

Detailed Check Register - Accounts Payable Only
THERMALITO UNION SCHOOL DISTRICT

Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				16121 PY VENDOR	1200000000	D228	CSEA	212.76
				16121 PY VENDOR	1300000000	D228	CSEA	401.72
							Check Total:	2,428.54
00807943	29	12/15/2016	29PY2216	CALIF TEACHERS ASSN DUES				
				16121 PY VENDOR	0100000000	D216	CTA DUES	6,756.50
				16121 PY VENDOR	1200000000	D216	CTA DUES	157.50
							Check Total:	6,914.00
00807944	29	12/15/2016	29PY2231	CSEA CHAPTER #182				
				16121 PY VENDOR	0100000000	D231	CSEA CHAPTER 182	167.54
				16121 PY VENDOR	1200000000	D231	CSEA CHAPTER 182	19.01
				16121 PY VENDOR	1300000000	D231	CSEA CHAPTER 182	47.45
							Check Total:	234.00
00807945	29	12/15/2016	29PY2229	CSEA SERVICE CHARGE				
				16102 PY VENDOR	0100000000	D229	CSEA SERV CHARGE	9.39
				16102 PY VENDOR	1300000000	D229	CSEA SERV CHARGE	14.06
				16112 PY VENDOR	1200000000	D229	CSEA SERV CHARGE	1.16
				16105 CM VENDOR	0100000000	D229	CSEA SERV CHARGE	36.75
				16101 CX VENDOR	0100000000	D229	CSEA SERV CHARGE	-7.20
				16121 PY VENDOR	0100000000	D229	CSEA SERV CHARGE	176.68
				16112 PY VENDOR	0100000000	D229	CSEA SERV CHARGE	6.82
				16121 PY VENDOR	1200000000	D229	CSEA SERV CHARGE	16.53
				16121 PY VENDOR	1300000000	D229	CSEA SERV CHARGE	44.34
				16112 PY VENDOR	1300000000	D229	CSEA SERV CHARGE	10.14
				16101 CX VENDOR	0100000000	D229	CSEA SERV CHARGE	-36.75
							Check Total:	271.92
00807946	29	12/15/2016	29PY2236	CSEA VICTORY CLUB				
				16121 PY VENDOR	0100000000	D236	CSEA VICTORY CLB	65.94
				16121 PY VENDOR	1200000000	D236	CSEA VICTORY CLB	8.00
				16121 PY VENDOR	1300000000	D236	CSEA VICTORY CLB	6.06
							Check Total:	80.00
00807947	29	12/15/2016	29PY2554	FRANCHISE TAX BOARD				
				16121 PY VENDOR	0100000000	D554	FRANCHISE TAX BD	600.82
							Check Total:	600.82
00807948	29	12/15/2016	29PY2180	STANDARD INSURANCE CO				
				16121 PY VENDOR	0100000000	D180	DISABILITY	655.04
							Check Total:	655.04
00807949	29	12/15/2016	29PY2185	STANDARD INSURANCE CO				
				16121 PY VENDOR	0100000000	D185	LIFE	488.97
							Check Total:	488.97

Detailed Check Register - Accounts Payable Only
THERMALITO UNION SCHOOL DISTRICT

Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
00807950	29	12/15/2016	29PY2249	THERMALITO TEACHERS ASSOC				
				16121 PY VENDOR	0100000000	D249	THERM TCH ASSOC	1,255.73
				16121 PY VENDOR	1200000000	D249	THERM TCH ASSOC	23.25
							Check Total:	1,278.98
00807951	29	12/15/2016	29PY2667	UNITED WAY OF NORTHERN CALIFOR				
				16121 PY VENDOR	0100000000	D667	UNITED WAY	20.00
							Check Total:	20.00
00808341	29	12/20/2016	2900243	LOTS A JAVA				
				29F108DO	0100000712	4300	MTLS & SUPPLIES	44.25
							Check Total:	44.25
							Grand Total:	460,775.44

THERMALITO UNION SCHOOL DISTRICT
400 Grand Avenue
Oroville, California

REGULAR BOARD MEETING/WORKSHOP
MINUTES OF THE GOVERNING BOARD
December 8, 2016

Convene Regular Meeting at the District Office: The meeting was called to order at 5:30 p.m.

Members Present: Mrs. Shields, Mrs. Fultz, Mrs. Walker, Mrs. Anderson, Mr. Blake

Member Absent: Mrs. Ielati

Public Comment Prior to Closed Session: None.

Closed Session: The Board convened to closed session at 5:35 p.m.

Public Present: Sue Russell, Toni Enriquez, Jobelle Lerner, Ed Gregorio, Stacie Schuman, Rick Meyer

Reports from Closed Session - Announcement of The meeting reconvened to open session at 6:37 p.m.

Action taken in Closed Session and Vote, if any: None.

Pledge of Allegiance: The pledge of allegiance was led by Julie Carr.

Annual Organization of Governing Board

It was moved by Trustee Walker and seconded by Trustee Anderson that Trustee Fultz be elected as President of the Board of Trustees for the year 2017. Votes were four ayes, motion passed.

It was moved by Trustee Anderson and seconded by Trustee Walker that Trustee Shields be elected as Vice President of the Board of Trustees for the year 2017. Votes were four ayes, motion passed.

It was moved by Trustee Shields and seconded by Trustee Walker that Trustee Ielati be elected as Clerk of the Board of Trustees for the year 2017. Votes were four ayes, motion passed.

It was moved by Trustee Shields and seconded by Trustee Anderson that Gregory Blake, Superintendent, be appointed as Secretary to the Board of Trustee for the year 2017. Votes were four ayes, motion passed.

It was moved by Trustee Anderson and seconded by Trustee Shields that the regular board meetings of the Board of Trustees be held at 6:30 p.m. as listed on the

proposed meeting schedule. These meetings will be held at the TUESD District Office, Board Room, at 400 Grand Avenue, Oroville, except when necessary to move the meeting to allow for greater space. In such cases, the public will be notified of a change of location. Votes were four ayes, motion passed.

Change Order of Agenda Upon President's Discretion:

There were no requests to change the order.

Adoption of the Agenda:

The motion to adopt the Board Agenda was made by Mrs. Shields and seconded by Mrs. Walker; votes were four ayes. Motion passed.

Public Comments on Board Agenda Items:

None.

Reports to the Board:

None.

Consent Agenda:

The motion to approve the consent agenda was made by Mrs. Walker and seconded by Mrs. Shields.

Mrs. Fultz called for a vote which was four ayes. Motion passed.

Public Comments on Items Not Listed on Agenda:

Toni Enriquez welcomed the new board members. Ms. Enriquez thanked the board for approving the requests for her to attend two conferences this year as she was able to come back with a wealth of knowledge to continue to build the Independent Study Program as well as share with other district staff. The Independent Study students were able to participate in Shop with a Cop, which was a great experience for these students.

Julie Carr thanked all involved for the new shade structure that was installed at Community Day School.

(CSEA Union Rep):

Rick Meyer welcomed the new board members and shared that CSEA will be starting up their annual holiday party this year.

(TTA Union Rep):

Julie Carr welcomed the new board members and thanked the board for approving the early tell bonus.

Management:

Stacie Schuman invited the new board members for a walk through of Plumas. She shared her experience with the Plumas Avenue student participation in shop with a cop. Mrs. Schuman shared that the Breakthrough Coach training allowing her to get into

classrooms, she was able to spend an hour in Jeff Mitchell's class and participate in coding. She extended an invitation for all to attend the Plumas holiday program.

Ed Gregorio shared a shop with a cop experience and Sierra Avenue's participation in the hour of code. Mr. Gregorio invited all to attend the Sierra Avenue winter concert and reported that an anonymous donor donated \$600.00 which was used to help out a few families in need.

Connie Cavanaugh extended a welcome to the new board members. Ms. Cavanaugh shared that following:

Our enrollment has taken a dip and we've lost 13 students since CBEDS report.

A district bus will be in the parade on Saturday, parade starts at 6pm.

Security Camera cabling will be done by the end of the week with camera installation taking place over the holiday break, hope to have it all running by the time school starts up in January.

The TLC room with flood damage has been repaired.

Poplar emergency repair report has been filed on time.

Phone system has been installed districtwide, we are still working out some of the tweaks. Upgraded all phone lines to newer technology.

Superintendent:

Mr. Blake reported on behalf of Robyn Solansky and Bill Harrington.

Mrs. Solansky sent congratulations to the new board members and extended an invitation to the TLC Winter Program on December 15, 2016 at 6pm.

Mr. Harrington sent news that classes at Poplar have been participation in the Hour of Code and the fourth grade students will have a walking field trip to the south forebay to take pictures to use as inspiration for an art project with Ms. Harvey. Rick Myers and Andrew Koster have done a great job setting up the projector at Poplar and the board can see it in person when Poplar presents its Holiday Program at 9:30 am on December 16th.

Mr. Blake reported on the following.

Mr. Blake, Connie Cavanaugh and Prenny Hancock attended a Labor Law Consortium training. Mr. Blake had a meeting with Tonya Dale from Cedar Creek regarding starting up the quarterly community newsletters.

The District is finalizing a parent survey and the primary goal is to send it by email using a google form. Hard copies will be available.

CSEA and TTA Negotiations went well. District and unions don't always agree but it is professional and cordial.

New Business:

Approval of MOU 16-17-02

The motion to approve MOU 16-17-02 was made by Mrs. Walker and seconded by Mrs. Anderson; votes were four ayes. Motion passed.

Approval of 2016-17 1st Interim Budget Report

Connie Cavanaugh presented the 2016-17 1st Interim Budget Report to the Board.

The motion to approve the 2016-17 1st Interim Budget Report was made by Mrs. Shields and seconded by Mrs. Walker; votes were four ayes. Motion passed.

Board Discussion:

None.

Board Comments:

Mrs. Shields stated she is going to try to make it to all Christmas programs. Tori Anderson shared she will be at all the programs. Darlene Fultz thanked TTA for the nice flowers and sends good wishes to Kerrie Sunderman.

Board reconvened to closed session at 8:12 p.m.

Reports from Closed Session - Announcement of Action taken in Closed Session and Vote, if any:

The meeting reconvened to open session at 9:15 p.m. None.

Adjournment:

The regular board meeting adjourned at 9:15 p.m.

Date Board Approved: _____

Federal Grant Funds**Allowable Costs**

Prior to obligating or spending any federal grant funds, the Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure of federal funds in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award. He/she shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the federal grant.

(cf. 3350 - Travel Expenses)

The Superintendent or designee shall review and approve all transactions involving federal grant funds and shall ensure the proper coding of expenditures consistent with the California School Accounting Manual.

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

Period of Performance

All obligations of federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 90 days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant. (2 CFR 200.77, 200.308, 200.309, 200.343)

Procurement

On or before July 1, 2017, or such later date as may be approved in the Uniform Guidance, the Superintendent or designee shall comply with the standards specified in 2 CFR 200.317-200.326 and Appendix II of Part 200 when procuring goods and services needed to carry out a federal grant as well as any more restrictive state laws and district policies concerning the procurement of goods and services.

As appropriate to encourage greater economy and efficiency, the Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use federal excess or surplus property. (2 CFR 200.318)

The procurement of goods or services with federal funds shall be conducted in a manner that provides full and open competition in accordance with state laws and district regulations and the following requirements:

1. Any purchase of supplies or services that does not exceed the "micro-purchase" threshold specified in 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the district considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases. (2 CFR 200.67, 200.320)

Business and Non-Instructional Operations

AR 3230 (b)

2. For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, the Superintendent or designee shall utilize "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources. (2 CFR 200.320)
3. Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law and AR 3311 - Bids, unless exempt from bidding under the law.

(cf. 3311 - Bids)

4. If a purchase is exempt from bidding and the district's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered. (2 CFR 200.320)

(cf. 3312 - Contracts)

5. Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the district's request, and/or competition is determined inadequate after solicitation of a number of sources. (2 CFR 200.320)
6. Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit. (200.328)

For any purchase of \$25,000 or more, the Superintendent or designee shall verify that any vendor which is used to procure goods or services is not excluded or disqualified by the federal government. (2 CFR 180.220, 200.213)

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used to define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals. (2 CFR 200.319)

The Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price. (2 CFR 200.318)

Business and Non-Instructional Operations

AR 3230 (c)

The Superintendent or designee shall ensure that all contracts for purchases using federal grant funds contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (2 CFR 200.326)

Capital Expenditures

The Superintendent or designee shall obtain prior written approval from the awarding agency before using federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. (2 CFR 200.12, 200.13, 200.20, 200.33, 200.48, 200.58, 200.89, 200.313, 200.439)

Conflict of Interest

No Governing Board member, district employee, or district representative shall participate in the selection, award, or administration of a contract supported by federal funds if he/she has a real or apparent conflict of interest, such as when he/she or a member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of them has a financial interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value. (2 CFR 200.318)

Employees engaged in the selection, award, and administration of contracts shall also comply with BB 9270 - Conflict of Interest.

(cf. 9270 - Conflict of Interest)

Cash Management

The Superintendent or designee shall ensure the district's compliance with 2 CFR 200.305 pertaining to payments and cash management, including compliance with applicable methods and procedures that minimize the time elapsing between the transfer of funds to the district and the district's disbursement of funds. (2 CFR 200.305)

When authorized by law, the district may receive advance payments of federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the district for carrying out the purpose of the program or project. Except under specified conditions, the district shall maintain the advance payments in an interest-bearing account. The district shall remit interest earned on the advanced payment to the awarding agency on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses. (2 CFR 200.305)

When required by the awarding agency, the district shall instead submit a request for reimbursement of actual expenses incurred. The district may also request reimbursement as an alternative to receiving advance payments. (2 CFR 200.305)

The Superintendent or designee shall maintain source documentation supporting the expenditure of federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation.

Business and Non-Instructional Operations

AR 3230 (d)

Personnel

All district employees who are paid in full or in part with federal funds, including employees whose salary is paid with state or local funds but is used to meet a required match or in-kind contribution to a federal program, shall document the amount of time they spend on grant activities. (2 CFR 200.430)

Records

Except as otherwise provided in 2 CFR 200.333, or where state law or district policy requires a longer retention period, financial records, supporting documents, statistical records, and all other district records related to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. (2 CFR 200.333)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Audits

Whenever the district expends \$750,000 or more in federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR 200.507 or 200.514. (2 CFR 200.501)

The Superintendent or designee shall ensure that the audit meets the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of federal funds expended by the district shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (2 CFR 200.512)

In the event that the audit identifies any deficiency, the Superintendent or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action. (2 CFR 200.26, 200.508, 200.511)

Board Adopted: 01/12/17 (first reading)

FEDERAL GRANT FUNDS

The Governing Board recognizes the district's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through federal grants. The district shall comply with all requirements detailed in any grant agreement with an awarding agency and with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in 2 CFR 200.0-200.521 and any stricter state laws and district policy.

Any goods or services purchased with federal funds shall be reasonable in cost and necessary for the proper and efficient performance or administration of the program.

The Superintendent or designee shall ensure that the district's financial management systems and procedures provide for the following: (2 CFR 200.302)

1. Identification in district accounts of each federal award received and expended and the federal program under which it was received

(cf. 3100 - Budget)

2. Accurate, current, and complete disclosure of the financial and performance results of each federal award or program in accordance with the reporting requirements of 2 CFR 200.327 and 200.328

(cf. 3460 - Financial Reports and Accountability)

3. Records and supporting documentation that adequately identify the source and application of funds for federally funded activities, including information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

4. Effective controls and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes
5. Comparison of actual expenditures with budgeted amounts for each federal award
6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305
7. Written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award

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

The Superintendent or designee shall develop and implement appropriate internal control processes to reasonably assure that transactions are properly executed, recorded, and accounted for so that the district can prepare reliable financial statements and federal reports, maintain accountability over assets, and demonstrate compliance with federal laws, regulations, and conditions of the federal award. (2 CFR 200.61, 200.62, 200.303)

Business and Noninstructional Operations

BP 3230 (b)

Equipment purchased with federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)
(cf. 3440 - Inventories)
(cf. 3512 - Equipment)

All staff involved in the administration or implementation of programs and activities supported by federal funds shall receive information and training on the allowable use of federal funds, purchasing procedures, and reporting processes commensurate with their duties.

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

The district shall submit performance reports to the awarding agency in accordance with the schedule and indicators required for that federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted within 90 days after the ending date of the grant. (2 CFR 200.301, 200.328)

(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

42122-42129 Budget requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

180.220 Amount of contract subject to suspension and debarment rules

200.0-200.521 Federal uniform grant guidance, especially:

200.1-200.99 Definitions

200.100-200.113 General provisions

200.317-200.326 Procurement standards

200.327-200.329 Monitoring and reporting

200.333-200.337 Record retention

200.400-200.475 Cost principles

200.500-200.521 Audit requirements

CODE OF FEDERAL REGULATIONS, TITLE 34

76.730-76.731 Records related to federal grant programs

CODE OF FEDERAL REGULATIONS, TITLE 48

2.101 Federal acquisition regulation; definitions

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Department of Education Audit Guide

California School Accounting Manual

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Business and Noninstructional Operations

BP 3230 (c)

Questions and Answers Regarding 2 CFR Part 200, March 17, 2016

WEB SITES

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

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Office of Management and Budget, Uniform Guidance: https://www.whitehouse.gov/omb/grants_docs

State Controller's Office: <http://www.sco.ca.gov>

System for Award Management (SAM): www.sam.gov/portal/SAM/##11

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

U.S. Government Accountability Office: <http://www.gao.gov>

Board Adopted: 01/12/17 (first reading)

DRAFT

UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Gregory Blake, Superintendent
400 Grand Avenue
Oroville, CA 95965
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The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)

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The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable

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3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
 - e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.
 - f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
 - g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
 - h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

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- i. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:
 - (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
 - (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
 - (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
- j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.
- k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- l. Copies of the district's UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

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Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally

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discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the

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investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent if there is one, a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct

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- e. Past instances of similar conduct by any alleged offenders
- f. Past false allegations made by the complainant
- 2. The conclusion(s) of law
- 3. Disposition of the complaint
- 4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different individuals
- 5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
- b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
- 6. Notice of the complainant's and respondent's right to appeal the district's decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

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For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

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1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

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Upon notification by the CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

Board Adopted: 01/12/17, 04/28/16, 08/27/14 (revisions)
04/24/14, 02/26/13, 05/09/12 (revisions)
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03/23/00 (final adoption)
03/09/00 (first reading)

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

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

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

(cf. 3320 - Claims and Actions Against the District)

5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

11. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult.

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However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The

Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.

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4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
222 Reasonable accommodations; lactating students
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures
35186 Williams uniform complaint procedures
48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49069.5 Rights of parents
49490-49590 Child nutrition programs
51210 Courses of study grades 1-6
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth and homeless children; course credits; graduation requirements
51228.1-51228.3 Course periods without educational content
52060-52077 Local control and accountability plan, especially:
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52490 Career technical education
52500-52616.24 Adult schools
52800-52870 School-based program coordination
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section
4600-4687 Uniform complaint procedures

Community Relations

BP 1312.3 (e)

4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6577 Title I basic programs
6801-6871 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs
12101-12213 Title II equal opportunity for individuals with disabilities
UNITED STATES CODE, TITLE 29
794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources:

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: <http://familypolicy.ed.gov>

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

U.S. Department of Justice: <http://www.justice.gov>

Board Adopted: 1/12/17, 04/28/16, 08/27/2015 (revisions)
12/11/2014, 04/24/14, 02/26/13 (revisions)
05/09/12, 04/10/08, 01/12/07 (revisions)
04/20/06, 02/16/06, 02/11/04 (revisions)
10/28/04, 04/24/03, 01/23/03 (revisions)
12/09/99 (final adoption)
11/18/99 (first reading)

Sale And Disposal Of Books, Equipment And Supplies**Instructional Materials**

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district. Alternatively, such materials may be donated to: (Education Code 60510)

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people

(cf. 0440 - District Technology Plan)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Any organization, agency, or institution receiving obsolete instructional materials donated by the district shall certify to the Governing Board that it agrees to make no charge to any persons to whom it gives or lends these materials. (Education Code 60511)

At least 60 days before selling or donating surplus or undistributed obsolete instructional materials, the Superintendent or designee shall notify the public of the district's intention to do so through a public service announcement on a local television station, in a local newspaper, or by other means that will most effectively reach the entities described above. Representatives of those entities and members of the public also shall be notified of the opportunity to address the Board regarding the distribution of these materials.

(cf. 9323 - Meeting Conduct)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest obtainable price
2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the district has given notice to all persons who have filed a request for such notice

(cf. 3510 - Green School Operations)

(cf. 3511.1 - Integrated Waste Management)

Equipment/Supplies Acquired with Federal Funds

When the district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original

Business and Non-Instructional Operations

AR 3270 (b)

equipment or sell the property and use the proceeds to offset the cost of the replacement property. (2 CFR 200.313)

(cf. 3230 - Federal Grant Funds)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (2 CFR 200.313, 200.314)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (2 CFR 200.313)

Other Personal Property

The district may sell other surplus or obsolete district-owned personal property through any of the following methods:

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 17548)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

(cf. 3311 - Bids)

2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. (Education Code 17545)
3. The district may sell the property without advertising for bids under any of the following conditions:
 - a. The Board members in attendance at a meeting have unanimously determined that the property does not exceed \$2,500 in value. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

- b. The district sells the property to agencies of the federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)
- c. The district sells or leases the property to agencies of the federal, state, or local government or to

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AR 3270 (c)

any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

Money received from the sale of surplus personal property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

(cf. 3100 - Budget)

Board Adopted: 01/12/17, 10/22/15, 02/11/10 (revision)
10/26/00 (final adoption)
10/12/00 (first reading)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

(cf. 0440 - District Technology Plan)

(cf. 3512 - Equipment)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of in the local public dump. (Education Code 17546)

Instructional materials shall be considered obsolete or unusable by the district if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies
2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy
3. Are damaged beyond use or repair

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

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return. (2 CFR 200.313)

Business and Non-Instructional Operation

BP 3270 (b)

(cf. 3230 - Federal Grant Funds)

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

60510-60530 Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

School Services of California, Inc.: <http://www.sscal.com>

Board Adopted: 01/12/17 (revision)
10/22/15, 02/22/10, 01/31/05 (revision)
03/23/00 (final adoption)
03/09/00 (first reading)

INVENTORIES

In order to provide for the proper tracking and control of district property, the Superintendent or designee shall maintain an inventory of equipment in accordance with law for the following:

1. All equipment items currently valued in excess of \$500 (Education Code 35168)
2. All equipment items purchased with state and/or federal categorical funds that have a useful life of more than one year with an acquisition cost of \$500 or more per unit

(cf. 3290 - Gifts, Grants and Bequests)

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

(cf. 3512 - Equipment)

In addition, the Superintendent or designee may maintain a list of specific items which shall be inventoried for internal control purposes regardless of their initial cost or current value.

The inventory shall contain a record of the following information: (Education Code 35168; 5 CCR 3946)

1. Name and description of the property
2. Identification number
3. Original cost of the item of equipment or a reasonable estimate if the original cost is unknown
4. Date of acquisition
5. Location of use
6. The date and method of disposal

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

In addition to the information specified in items #1-6 above, the following information shall be recorded for equipment acquired with state and/or federal categorical funds unless otherwise specified in law: (5 CCR 3946; 2 CFR 200.313)

1. Source of the property (funding source)
2. Titleholder
3. Percentage of federal participation in the cost of the property
4. Use and condition of property
5. Sale price of the property upon disposition and method used to determine current fair market value

(cf. 3230 - Federal Grant Funds)

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AR 3440 (b)

At the time of purchase, the Superintendent or designee shall affix a label to the equipment containing the identification number and the district name. Equipment items purchased with categorical program funds shall also be labeled with the name of the project in accordance with 5 CCR 3946.

Whenever an equipment item is moved to a new location or the equipment is used for a new purpose, the new location or purpose shall be recorded in the inventory.

A copy of the inventory shall be kept at the district office and at the appropriate school site.

(cf. 3580 - District Records)

The Superintendent or designee shall annually submit an inventory listing of federally owned property in its custody to the federal agency that granted the award. (2 CFR 200.312)

Physical Inventory

At least once every two years, a physical inventory of equipment shall be conducted and the results reconciled with the property records. (2 CFR 200.313)

The Superintendent or designee shall establish procedures for conducting the physical inventory which shall include, but not be limited to, designation of person(s) responsible for coordinating and conducting the inventory, preparation and distribution of count sheets, procedures for implementing the inventory, and procedures for conducting a recount to substantiate the validity of the inventory.

The Superintendent or designee shall investigate any differences between the quantities determined by the physical inspection and those in the accounting records.

Legal Reference:

EDUCATION CODE

35168 Inventory of equipment

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with consolidated application funds

16022-16023 Classification of records

16035 Historical inventory of equipment

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual, 2008

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

School Services of California, Inc.: <http://www.sscal.com>

Office of Management and Budget: <https://www.whitehouse.gov/omb>

Board Adopted: 01/12/17, 10/08/09 (revision)

10/26/00 (final adoption)

10/12/00 (first reading)

FINANCIAL REPORTS AND ACCOUNTABILITY**Interim Reports**

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

The interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget, and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 15453-15464)

(cf. 3100 - Budget)

(cf. 3220.1 - Lottery Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

(cf. 3110 - Transfer of Funds)

Audit Report

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts, state and federal grant funds, and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3230 - Federal Grant Funds)

Business and Noninstructional Operations

AR 3460 (b)

(cf. 3430 - Investing)
(cf. 3451 - Petty Cash Funds)
(cf. 3452 - Student Activity Funds)
(cf. 3551 - Food Service Operations/Cafeteria Fund)

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

(cf. 5117 - Interdistrict Attendance)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

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AR 3460 (c)

Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

(cf. 7214 - General Obligation Bonds)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report

In accordance with GASB Statement 75, the district's financial statements shall report the expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

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

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The district's financial obligation for OPEBs shall be reevaluated every two years in accordance with GASB 75.

Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

Board Adopted: 01/12/17, 07/01/14, 04/13/13 (revisions)
01/28/11, 02/22/10, 12/11/08 (revisions)
01/12/06, 04/14/05, 01/13/05 (revisions)
10/26/00 (final adoption)
10/12/00 (first reading)

EQUIPMENT

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

(cf. 0440 - District Technology Plan)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 3540 - Transportation)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 4040 - Employee Use of Technology)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5142 - Safety)
(cf. 5144 - Discipline)
(cf. 6000 - Concepts and Roles)
(cf. 6163.4 - Student Use of Technology)
(cf. 6171 - Title I Programs)

School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district operations.

(cf. 1230 - School-Connected Organizations)
(cf. 1330 - Use of School Facilities)

The Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the Superintendent or designee or applicable Board policy.

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946)

(cf. 3440 - Inventories)

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 2 CFR 200.313, as applicable.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Equipment Acquired with Federal Funds

The Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds. (2 CFR 200.48, 200.313, 200.439)

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AR 3512 (b)

(cf. 3230 - Federal Grant Funds)

(cf. 3300 - Expenditures and Purchases)

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district. (2 CFR 200.313; 5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (2 CFR 200.313)

(cf. 3530 - Risk Management/Insurance)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. (2 CFR 200.313)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

17605 Delegation of authority to purchase supplies and equipment

35160 Authority of governing boards

35168 Inventory of equipment

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds

4424 Comparability of services

16023 Class 1 - Permanent records

UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

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

Office of Management and Budget: <https://www.whitehouse.gov/omb>

Board Adopted: 01/12/17, 10/22/15 (revisions)
04/05/06, 10/28/04, 09/11/02 (revisions)
10/26/00 (final adoption)
10/12/00 (first reading)

NONDISCRIMINATION/HARASSMENT

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Superintendent
400 Grand Avenue
Oroville, CA 95965
gblake@thermalito.org
(530) 538-2900

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public, posting them on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)
3. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's

Students

AR 5145.3 (b)

interests and concerns in private.

(cf. 5145.6 - Parental Notifications)

4. The Superintendent or designee shall ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful

Students

AR 5145.3 (c)

discrimination, how to report it or file a complaint, and how to respond

3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that he/she knew was not true

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with

Students

AR 5145.3 (d)

the Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense of his/her gender, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity is different from the gender he/she was assigned at birth.

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

Students

AR 5145.3 (e)

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. **Right to privacy:** A student's transgender or gender-nonconforming status is his/her private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of his/her gender identity and begin to treat the student consistent with his/her gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify and develop strategies for ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem

Students

AR 5145.3 (f)

related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.

7. **Uniforms/Dress Code:** A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

Board Adopted: 1/12/17, 10/22/15, 12/11/14 (revisions)
04/24/14 (final adoption)

NONDISCRIMINATION/HARASSMENT

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

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

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

Students

BP 5145.3 (b)

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.2 - Freedom of Speech/Expression)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
48900.3 Suspension or expulsion for act of hate violence
48900.4 Suspension or expulsion for threats or harassment
48904 Liability of parent/guardian for willful student misconduct
48907 Student exercise of free expression
48950 Freedom of speech
48985 Translation of notices
49020-49023 Athletic programs
51500 Prohibited instruction or activity
51501 Prohibited means of instruction
60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

Students

BP 5145.3 (c)

422.6 Crimes, harassment
CODE OF REGULATIONS, TITLE 5
432 Student record
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
12101-12213 Title II equal opportunity for individuals with disabilities
UNITED STATES CODE, TITLE 29
794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.31 Disclosure of personally identifiable information
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
COURT DECISIONS
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

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

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

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

First Amendment Center: <http://www.firstamendmentcenter.org>

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

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

Board Adopted: 01/12/17, 11/12/15, 12/11/14, 04/24/14 (revisions)
06/13/13, 05/10/10, 10/11/07, 01/31/05 (revisions)
01/13/05, 01/25/02 (revisions)
05/25/00 (final adoption)
05/11/00 (first reading)

Students

AR 5145.7 (a)

SEXUAL HARASSMENT

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Superintendent
400 Grand Avenue
Oroville, CA 95965
gblake@thermalito.org
(530) 538-2900

(cf. 1312.3 - Uniform Complaint Procedures)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature

Students

AR 5145.7 (b)

5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

Students

AR 5145.7 (c)

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.

Students

AR 5145.7 (d)

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

Board Adopted: 01/12/17, 10/22/15 (revision)
12/11/14, 05/10/12, 04/30/09 (revision)
07/11/02 (final adoption)
06/13/02 (first reading)

SEXUAL HARASSMENT

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students

Students

BP 5145.7 (b)

6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7 - Employment Status Report)

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

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

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

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

Students

BP 5145.7 (c)

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

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

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

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

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

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

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

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

Board Adopted: 1/12/17, 11/12/2015, 12/11/14 (revisions)

05/10/12, 04/30/09, 10/28/04, 02/14/02 (revisions)

05/25/00 (final adoption)

05/11/00 (first reading)

Students

AR 5121 (a)

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

The Superintendent or designee shall inform teachers of the district's policy regarding grading, including expectations that grades shall be based on factors that directly measure students' knowledge and skills in the content area and shall not include nonacademic factors.

Report cards displaying students' grades in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

(cf. 6020 - Parent Involvement)

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

(cf. 5123 - Promotion/Acceleration/Retention)

For each student in grades 9-12, the Superintendent or designee shall maintain a transcript recording the courses taken, the term that each course was taken, credits earned, final grades, and date of graduation.

(cf. 5125 - Student Records)

(cf. 6146.1 - High School Graduation Requirements)

Grades for Academic Performance

For grades K-3, students' level of progress for each grading period shall be reported as follows:

O	Outstanding
S	Satisfactory
N	Needs Improvement

For grades 4-12, grades for academic performance shall be reported for each grading period as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I	Incomplete		0 grade points

An Incomplete shall be given only when a student's work is not finished by the end of the grading period because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

Because of the more rigorous nature of Advanced Placement, International Baccalaureate, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

Students

AR 5121 (b)

A	(90-100%)	Outstanding Achievement	5.0 grade points
B	(80-89%)	Above Average Achievement	4.0 grade points
C	(70-79%)	Average Achievement	3.0 grade points

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

Grades for Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

(cf. 6142.7 - Physical Education and Activity)

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests. (5 CCR 10060)

High school students using interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242, may be graded on this participation provided a teacher credentialed to teach physical education supervises this participation and assigns the grade.

(cf. 6145.2 - Athletic Competition)

Grades for College Courses

When the district has approved a student to receive district credit for coursework completed at a community college or four-year college, he/she shall receive the same letter grade as is granted by the college.

Grades for Citizenship and Work Habits

Any grades assigned for citizenship or work habits, such as effort or study skills, shall be reported as follows:

O	Outstanding
S	Satisfactory
N	Needs Improvement

Pass/Fail Grading

The Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of a letter grade.

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a Fail grade shall not receive credit for taking the course.

Students

AR 5121 (c)

Peer Grading

At their discretion, teachers may use peer grading of student tests, papers, and assignments as appropriate to reinforce lessons.

Repeating Classes

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course. The highest grade received shall be used in determining the student's overall grade point average (GPA).

Withdrawal from Classes

A student who drops a course during the first six weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the grading period shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Effect of Absences on Grades

Teachers who choose to withhold class credit because of excessive unexcused absences shall so inform students and parents/guardians of such a possibility at the beginning of the school year or semester. When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

The student and parent/guardian shall have a reasonable opportunity to explain the absences. (Education Code 49067)

If a student receives a failing grade because of excessive unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences. (Education Code 49067)

Grades for a student in foster care shall not be lowered if the student is absent for any reason specified in Education Code 49069.5.

(cf. 6173.1 - Education for Foster Youth)

Grade Point Average

The Superintendent or designee shall calculate each student's GPA using the grade point assigned to each letter grade in accordance with the scale described in the section "Grades for Academic Performance" above. The grade points for all applicable coursework shall be totaled and divided by the number of courses completed. Pass/Fail grades shall not be included in the determination of a student's GPA.

(cf. 5126 - Awards for Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

Students

AR 5121 (d)

When plus and minus designations are added to letter grades, they shall not be considered in determining GPA.

Board Adopted: 01/12/17 (revisions)
08/27/2015, 09/13/12, 03/15/11 (revisions)
04/06/10, 11/16/06, 01/13/05 (revisions)
01/25/01 (final adoption)
01/11/01 (first reading)

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's academic performance.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

The Superintendent or designee shall establish a uniform grading system that shall be applied to all students in that course and grade level. Teachers shall inform students and parents/guardians how academic performance will be evaluated in the classroom.

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

A teacher shall base a student's grades solely on the quality of the student's academic work and his/her mastery of course content based on district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods, including, but not limited to, tests, projects, portfolios, and/or class discussion as appropriate. Other elements that are not a direct measure of knowledge and understanding of course content, such as attendance, effort, student conduct, and work habits, shall not be factored into the academic grade but may be reported separately.

(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)

Whenever a student misses an assignment or assessment due to either an excused or unexcused absence, he/she shall be given full credit for subsequent satisfactory completion of the assignment or assessment.

(cf. 6154 - Homework/Makeup Work)
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

Students in grades K-3 shall receive progress reports at the end of each grading period rather than letter grades.

At all grade levels, report cards may include reports of student progress on specific academic standards applicable to the course and grade level.

When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

A report card for a student with a disability may contain information about his/her disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform postsecondary institutions or prospective employers of the student's academic achievements shall not contain information disclosing the student's disability.

Students

BP 5121 (b)

(cf. 5125 - Student Records)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

A grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or administrative regulation. (Education Code 49066)

(cf. 5125.3 - Challenging Student Records)

The Superintendent or designee shall determine the methodology to be used in calculating students' grade point average (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, International Baccalaureate, honors, and/or concurrent postsecondary courses.

(cf. 6141.4 - International Baccalaureate Program)
(cf. 6141.5 - Advanced Placement)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 - Concurrent Enrollment in College Classes)

Legal Reference:

EDUCATION CODE

48070 Promotion and retention
48205 Excused absences
48800-48802 Enrollment of gifted students in community college
48904-48904.3 Withholding grades, diplomas, or transcripts
49066 Grades; finalization; physical education class
49067 Mandated regulations regarding student's achievement
49069.5 Students in foster care, grades and credits
51242 Exemption from physical education based on participation in interscholastic athletics
69432.9 Cal Grant program; notification of grade point average
76000-76002 Enrollment in community college

CODE OF REGULATIONS, TITLE 5

10060 Criteria for reporting physical education achievement, high schools
30008 Definition of high school grade point average for student aid eligibility

UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act (FERPA)

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

COURT DECISIONS

Owasso Independent School District v. Falvo, (2002) 534 U.S. 426
Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86 Cal.App.4th 1
Swany v. San Ramon Valley Unified School District, (1989) 720 F.Supp. 764
Johnson v. Santa Monica-Malibu Unified School District Board of Education, (1986) 179 Cal.App.3d 593

Management Resources:

CSBA PUBLICATIONS

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS CORRESPONDENCE

Report Cards and Transcripts for Students with Disabilities, October 17, 2008

WEB SITES

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

Students

BP 5121 (c)

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

California Student Aid Commission: <http://www.csac.ca.gov>

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

Board Adopted: 01/12/17 (revisions)
10/22/15, 09/13/12, 08/09/12, 06/21/11 (revisions)
10/08/09, 11/06/06, 01/13/05, 07/11/02 (revisions)
05/25/00 (final adoption)
05/11/00 (first reading)

FROM: Rochelle Simmons, NAMS Principal

TO: Board of Trustees

Meeting Date: **January 12, 2017**

Topic: Send Teacher to State Conference

Description: I request permission from the Board to send teacher Angela McLean to the 2017 CAHPERD Conference (California Association for Health, Physical Education, Recreation and Dance) on February 23-25, 2017, in San Diego. This standards- and skills-based conference offers updated information not limited to physical education instruction for standards and mandated testing, social and emotional learning, and 21st Century Learning.

Funding: Site LCFF S&C \$1,740.95



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

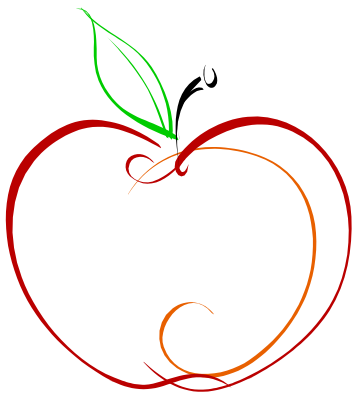
FROM: Connie Cavanaugh

MEETING DATE: January 12, 2017

TOPIC: Approve Robyn Solansky and Connie Cavanaugh to stay overnight and attend the CDE Child Development Fiscal Training on January 23-24, 2017 in Sacramento.

DESCRIPTION: The California Department of Education is providing fiscal training for agencies that provide State Funded Preschool Programs on January 23rd and January 24th. It is recommended that all Fiscal Officers and Program Directors attend training. Both Connie Cavanaugh and Robyn Solansky plan to attend.

FUNDING: Approx \$645 funded by Preschool Grant



TO: Board of Trustees

FROM: Greg Blake, Superintendent

MEETING DATE: January 12, 2017

TOPIC: Professional Development at the North State Conference
April 28-30 in Reno Nevada.

DESCRIPTION: I am requesting Board approval for nine members of our administrative team to attend the North State Conference to enhance our educational expertise. Sessions regarding data analysis, data driven decision making, digital learning opportunities and student engagement are only a few of the areas that will directly affect our ability to drive instruction. Other components include information about state-wide initiatives, budgeting, handling challenging and difficult situations at schools, team building and differentiating instructional strategies to meet the needs of students from pre-school to eighth grade. (Lisa Cruikshank, Bill Harrington, Sue Bowman, Ed Gregorio, Rochelle Simmons, Robyn Solansky, Connie Cavanaugh, Stacie Schuman, Greg Blake)

FUNDING: \$6804 includes nine early registrations, lodging and other travel expenses.

TO: Board of Trustees

FROM: Joyce Dennison

MEETING DATE: **January 12, 2017**

TOPIC: Approval to surplus Yard Shark wood chipper.

DESCRIPTION: The wood chipper is old and too small to be useful in our dept. It needs too much work to make it operational.
Tag # 493.

FUNDING:



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Connie Cavanaugh

MEETING DATE: January 12, 2017

TOPIC: Disposal of obsolete surplus items.

DESCRIPTION: BCOE ITS has determined the following Items are obsolete and are of no use to our current infrastructure. They can't be used elsewhere in the district.

1 CSU/DSU Network switch ADTRAN TSU LT 224262

1 Hub, GANDAFF 8 port

4 monitors, misc. mice/keyboards

1 Gateway desktop TUSD tag 1786 (was replaced)

2 HP Servers

1 Server Rack – item value is less than \$2,500, and BCOE will purchase for \$400.

FUNDING: N/A

Thermalito Schools.....Moving Forward



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Connie Cavanaugh

MEETING DATE: January 12, 2017

TOPIC: Annual report on use of developer fee collections.

DESCRIPTION: Pursuant to Government Code 66001, the district is required to provide an annual report regarding the collection and expenditure of developer fees. Our district shares the fees collected from development within district boundaries with Oroville Union High School District.

Funds collected are accounted for separately in Fund 25. The main purpose of these funds are to provide adequate student facilities.

FUNDING: N/A

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

Date: January 5, 2017

Annual disclosure of Developer Fees: Fund 25 for the fiscal year 2015-2016
And disclosure per Government Code Section 66001, Subsection (d)(2)

Government Code Section 66006(b) requires any public agency collecting developer fees to report annually on the status of these funds. The report contained herein is the status report of developer fees collected during the fiscal year ended 2015-2016.

The statutory developer fee rates are:

\$3.36 Per Square foot for residential properties

\$0.54 Per Square foot for commercial properties.

There have been changes to the fee amounts charged since adoption of resolution 15-16-08 on April 28, 2016. With an increase effective 7/1/2016

\$3.48 Per Square foot residential properties

\$0.56 Per Square foot for commercial properties

Beginning Fund Balance July 1, 2015	\$136,660.64
Developer Fees Collected 2015-16	\$80,636.89
Tax Collections from Redevelopment Funds 2015-16	\$22,243.15
Interest Earned 2015-16	\$1,557.69
Unrealized Gain on FMV Cash in County	\$1,446.69

Total Revenue 2015-16	\$105,884.42
Total Expenses 2015-16	\$18,989.78

Ending Fund Balance	\$223,555.28

Uses of Developer fees were: Debt service payment on lighting retrofit lease.

Future expenditures will be planned based on the findings of an upcoming Facility Master Plan.



Board of Trustees

January 2017 – December 2017

BOARD MEETING DATES

400 Grand Avenue, Oroville, CA 95965

January 12 & 19

January 19 – Board Workshop - Budget

February 2 & 16

February 16 – Board Workshop- Priorities

March 9

April 5

May 11 & 25

June 22 & 29

July *None*

August 10 & 24

September 14 & 28

October 12 & 26

November 16

December 7

Closed Session 5:00pm

Public session 6:30pm

FROM: Rochelle Simmons, NAMS Principal

TO: Board of Trustees

Meeting Date: **January 12, 2017**

Topic: Hire Temporary Bilingual Para-educator

Description: I request permission from the Board to hire Alma Weiss as a temporary para-educator to provide language assistance to our newcomer as well as other English learners. M-F 9-10 & 11:30 -2:30; W 8:40 – 12:40. The effective date is January 2, 1017, and the position will run through the end of the 16/17 school year.

Funding: Site Title I

FROM: Bill Harrington, Poplar Avenue Elementary Principal

TO: Board of Trustees

Meeting Date: January 12, 2017

Topic: Campus Supervisor Position, Poplar Avenue

Description: With the board's approval I would like to hire Mosagna Mays to fill the Campus Supervisor position that was vacated by Maria Flores-Seegert. Mosagna has been a substitute Campus Supervisor for several Thermalito schools and has been an active parent for many years. I would like the effective start date to be January 2nd, 2017. Mosagna will be a welcome addition to the Poplar Avenue team.

Funding: General Fund

TO: Board of Trustees

FROM: Karen Williams

MEETING DATE: **January 12, 2017**

TOPIC: Hiring of 3.5 Hour Child Nutrition Assistant

DESCRIPTION: The panel interview team consisted of Kelly Gramps, Nancy Cabral, Victoria DeVoll, Rhonda Morris and Lisa McDonald.

We would like to recommend Santina Faye for the part time Child Nutrition Assistant Floater position primarily assigned to Sierra Ave. school, hours Monday-Friday, 10:15 a.m. to 1:45 p.m., effective January 2, 2017

FUNDING: 1353100370



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Connie Cavanaugh

MEETING DATE: January 12, 2017

TOPIC: Approval of the 2015-2016 Audit Report.

DESCRIPTION: By January 31 of each year, the District must submit the prior year Audit Report to the Board for acceptance.

The report provides financial information for the Fiscal Year 2015-2016 and provides assurance from the external auditor that the financial statements are presented in conformity with generally accepted accounting principles.

This report does not contain any audit findings, meaning that the auditor did not find any material areas in which we did not follow proper regulations or were lacking in internal controls over specific programs.

FUNDING: N/A

Thermalito Schools.....Moving Forward

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

**COUNTY OF BUTTE
OROVILLE, CALIFORNIA**

**FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITOR'S REPORT**

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

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THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

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James Marta & Company LLP
Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Thermalito Union Elementary School District
Oroville, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Thermalito Union Elementary School District (the "District"), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Thermalito Union Elementary School District (the “District”), as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis, the Schedule of Revenues, Expenditures and Changes in Fund Balance-Budget (Non-GAAP) and Actual – for the General Fund and the Cafeteria Fund, Schedule of Funding Progress for the Retiree Health Plan, Schedule of Proportionate Share of Net Pension Liability and Schedule of Pension Contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District’s basic financial statements. The accompanying supplementary information as listed in the table of contents, including the schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance), Audits of States, Local Governments, and Non-Profit Organizations, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

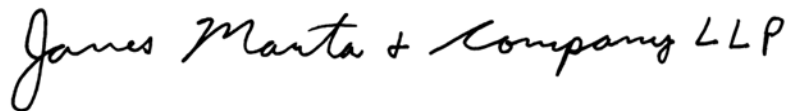
The supplementary information as listed in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information as listed in the table of contents is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Emphasis of Matter

As discussed in Note 10 to the financial statements, the June 30, 2015 general fund balance and net position have been restated to correct the application of accounting principles applied to the accounts receivables balance. Our opinion is not modified with respect to this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 13, 2016, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering District's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "James Marta & Company LLP". The signature is written in a cursive, flowing style.

James Marta & Company LLP
Certified Public Accountants
Sacramento, California
December 13, 2016

MANAGEMENT'S DISCUSSION AND ANALYSIS

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2016

INTRODUCTION

This section of the Thermalito Union Elementary School District's (the District) annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2016. Please read it in conjunction with the independent auditors' report and the District's financial statements, which immediately follow this section (including the notes and supplementary information).

FINANCIAL HIGHLIGHTS

- On the statement of activities, overall revenues were \$19,618,143. Current-year revenues exceeded current-year expenses by \$1,827,684.
- Capital assets, net of depreciation, decreased by \$388,654 due to annual depreciation expense.
- Long-term debt has increased by \$3,258,122. The majority of this increase is due to a change in accounting principle, implementing GASB 68 which added deferred inflows and deferred outflows to the financial statements as well as the District's portion of net pension liability. The net pension liability consists of pension plans administered by State programs (STRS and PERS). Without the net pension liability, the District's long-term liabilities for lease payments, compensated absences and general obligation bonds decreased by \$63,363 demonstrating payment of outstanding debt.
- District enrollment increased for the fourth year in a row by 37 students from 1,409 students to 1,446 students. This increase is due to additional enrollment across all grade levels. Additional increases are projected for 2016-2017.

The District maintains sufficient reserves for a district of its size. It meets the State required minimum reserve for economic uncertainty of 3% of General Fund expenditures, transfers out, and other uses. During the fiscal year, General Fund expenditures and other financing uses totaled \$14,853,898.

OVERVIEW OF THE FINANCIAL STATEMENTS

The full annual financial report consists of three separate parts, including the basic financial statements, supplementary information, and management's discussion and analysis. The three sections together provide a comprehensive overview of the District. The basic financial statements are comprised of two kinds of statements that present financial information from different perspectives, government-wide and funds.

- Government-wide financial statements, which comprise the first two financial statements, provide both short-term and long-term information about the District's overall financial position.
- The remaining statements are fund financial statements that focus on individual parts of the District, reporting the District's operations in more detail than the government-wide financial statements.
 - Basic services funding is described in the governmental funds financial statements. These financial statements include short-term financing and identify the balance remaining for future spending.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2016

- Proprietary funds statements offer short-term and long-term financial information about the activities the District operates like a business.
- Financial relationships, for which the District acts as an agent or trustee for the benefit of others to whom the resources belong, are presented in the fiduciary funds statements.
- Notes to the financial statements, which are included in the financial statements, provide more detailed data and explain some of the information in the statements. The required supplementary information provides further explanations and provides additional support for the financial statements. A comparison of the District's budget for the year is included.

REPORTING THE DISTRICT AS A WHOLE

The District as a whole is reported in the government-wide financial statements and uses accounting methods similar to those used by companies in the private sector. All of the District's assets and liabilities are included in the statement of net position. The statement of activities reports all of the current year's revenues and expenses regardless of when cash is received or paid.

The District's financial health or position (net position) can be measured by the difference between the District's assets and liabilities.

- Increases or decreases in net position of the District over time are indicators of whether its financial position is improving or deteriorating.
- Additional non-financial factors such as the condition of school buildings and other facilities, and changes in property tax base of the District need to be considered in assessing the overall health of the District.

In the statement of net position and the statement of activities, we divide the District into two kinds of activities:

Governmental Activities

The basic services provided by the District, such as regular and special education, administration, and transportation are included here, and are primarily financed by property taxes and State formula aid. Non-basic services, such as child nutrition and child development are also included here, but are financed by a combination of state and federal contracts and grants, as well as local revenues.

Business-Type Activities

The District does not provide any services that should be included in this category.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2016

REPORTING THE DISTRICT'S MOST SIGNIFICANT FUNDS

The District's fund based financial statements provide detailed information about the District's most significant funds. Some funds are required to be established by state law and bond covenants. However, the District establishes many other funds as needed to control and manage money for specific purposes.

Governmental Funds

The major governmental fund of the District is the General Fund. Governmental fund reporting focuses on how money flows into and out of the funds and the balances that remain at the end of the year. A modified accrual basis of accounting measures cash and all other financial assets that can readily be converted to cash. The governmental fund financial statements provide a detailed short-term view of the District's operations and services. Governmental fund information helps to determine the level of financial resources available in the near future to finance the District's programs.

Proprietary Funds

Services for which the District charges a fee are generally reported in the proprietary funds on a full accrual basis. These include both enterprise funds and internal service funds. Enterprise funds are considered business-type activities and are also reported under a full accrual method. This is the same basis as the government-wide financial statements; therefore no reconciling entries are required. Internal service funds are reported with the governmental funds. The District has no funds of this type.

Fiduciary Funds

The District is the trustee, or fiduciary, for its student activity funds. All of the District's fiduciary activities are reported in separate fiduciary statements. We exclude these activities from the District's other financial statements because the District cannot use these assets to finance its operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purpose.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Net Position

The District's net position is \$7,953,735 for the fiscal year ended June 30, 2016.

The portion of net position referred to the net investment in capital assets was \$15,408,398 and consists of District's capital facilities such as buildings, land, and equipment.

Restricted net position is reported separately and is not available for day-to-day operations or their use is constrained to a particular purpose by statutes, rules or other entities with authority over the District. The restricted net position balance of \$765,725 is restricted by statutes and regulations for special purposes (Categorical and Special Revenue Funds) and for payments of outstanding debt (bonds, notes payable and compensated absences).

Due to the implementation of GASB 68 to recognize the District's net pension liability, the District's unrestricted net position resulted in a negative balance in the amount of (\$8,220,388).

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2016

The analysis in the following table focuses on the net assets of the District's governmental activities.

	Governmental Activities		Increase (Decrease)
	2015	2016	
ASSETS			
Cash and investments	\$2,394,721	\$4,282,356	\$1,887,635
Receivables	\$978,510	\$538,250	(\$440,260)
Prepaid expenses	\$13,081	\$90,036	\$76,955
Inventories - supplies and materials	\$15,028	\$32,638	\$17,610
OPEB asset	\$235,611	\$260,349	\$24,738
Capital assets - net of accumulated depreciation	\$17,953,776	\$17,565,122	(\$388,654)
Total Assets	\$21,590,727	\$22,768,751	\$1,178,024
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Outflows on pensions (note 6)	\$1,182,922	\$2,886,118	\$1,703,196
LIABILITIES			
Accounts payable and other current liabilities	\$976,999	\$1,231,271	\$254,272
Unearned revenue	\$490,685	\$129,248	(\$361,437)
Long-term debt	\$12,140,169	\$15,398,291	\$3,258,122
Total Liabilities	\$13,607,853	\$16,758,810	\$3,150,957
DEFERRED INFLOWS OF RESOURCE			
Deferred bond premium revenue	\$21,517	\$20,080	(\$1,437)
Deferred inflows on pensions (note 6)	\$2,670,059	\$922,244	(\$1,747,815)
Total Deferred Inflows	\$2,691,576	\$942,324	(\$1,749,252)
NET POSITION			
Net investment in capital assets	\$15,753,085	\$15,408,398	(\$344,687)
Restricted	\$604,468	\$765,725	\$161,257
Unrestricted	(\$9,883,333)	(\$8,220,388)	\$1,662,945
Total Net Position	\$6,474,220	\$7,953,735	\$1,479,515

The District's net position increased by \$1,479,515 during the fiscal year 2015-2016 due primarily to the change in Net Pension Liability related to GASB 68, Accounting and Financial Reporting for Pensions accounting principle, implemented beginning 7/1/2014.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2016

Change in Net Position from Operating Results

The District's total revenues were \$19,618,143. The analysis below takes the information from the government-wide statement of activities and rearranges the numbers slightly so you can see our total revenues for the year. Property taxes and unrestricted federal and state aid accounted for most of the District's revenue, contributing about 70%. Another 28% came from operating grants and contributions. The remaining 2% came from miscellaneous sources.

	Governmental Activities		Increase (Decrease)
	2015	2016	
RREVENUES			
PROGRAM REVENUES			
Charges for services	\$61,322	\$106,758	\$45,436
Operating grants and contributions	\$4,825,310	\$5,521,093	\$695,783
Capital grants and contributions	\$455	\$206	(\$249)
GENERAL REVENUES			
Federal & state aid, unrestricted	\$9,755,233	\$12,453,286	\$2,698,053
Property taxes	\$1,300,692	\$1,325,452	\$24,760
Other	\$84,464	\$211,348	\$126,884
Total Revenues	\$16,027,476	\$19,618,143	\$3,590,667
EXPENSES			
Instruction	\$8,805,581	\$9,914,330	\$1,108,749
Instruction related services	\$1,361,230	\$1,550,111	\$188,881
Pupil services	\$2,297,342	\$2,886,021	\$588,679
General administration	\$1,080,707	\$1,210,422	\$129,715
Plant services	\$1,560,199	\$1,708,234	\$148,035
Other	\$639,596	\$521,341	(\$118,255)
Total Expenses	\$15,744,655	\$17,790,459	\$2,045,804
Change in Net Position	\$282,821	\$1,827,684	\$1,544,863

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2016

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

Governmental Funds

As the District completed the year, its governmental funds reported combined fund balances of \$3,583,874 an increase from last year's restated ending fund balances of \$1,648,947.

This increase is primarily in the General Fund, resulting from unspent, one-time funds received from the State.

General Fund Budgetary Highlights

Over the course of the year, the District revises its budget based on updated financial information. The original budget, approved July 1, is based on the Governor's May Revision. Not later than 45 days after the State budget is adopted, school districts are required to make available for public review any major revisions in revenues and expenditures that it makes to its budget to reflect the funding made available by the State budget. In addition, the District revises its budget at the first and second interim reporting periods. The budget amendments for the year typically fell into the following categories:

- Adjustment of revenue to actual enrollment and attendance (ADA) data.
- Inclusion of new grants.
- Addition of grants and entitlement fund carryover balances from the prior year.
- Staffing changes.
- Adjustments to budgeted expenditures to align with actual activity.

The District's original and final budgets compared with actual operations are provided in the budgetary comparison schedule for the General Fund.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2016

Capital Assets and Long-Term Debt Administration

Capital Assets

By June 30, 2016, the District had invested \$17,565,122 (net of depreciation) in a broad range of capital assets including school buildings, land, and equipment. The District did not invest in any major projects during the 2015-2016 year.

	Governmental Activities		Increase (Decrease)
	2015	2016	
Land	\$330,251	\$330,251	\$0
Site improvements	\$340,345	\$340,345	\$0
Buildings	\$24,628,181	\$24,693,450	\$65,269
Equipment and vehicles	\$1,858,601	\$2,006,330	\$147,729
Construction in progress	\$0	\$0	\$0
Subtotal	\$27,157,378	\$27,370,376	\$212,998
Less: Accumulated Depreciation	(\$9,203,602)	(\$9,805,254)	(\$601,652)
Total	\$17,953,776	\$17,565,122	(\$388,654)

Long-Term Debt

Total long-term liabilities increased by \$3,233,384 during the 2015-2016 fiscal year. The majority of this amount is due to the net pension liability (STRS and PERS). The remainder of this decrease is due to regularly scheduled debt service payments and changes in actuarial values of postemployment benefits.

	Governmental Activities		Increase (Decrease)
	2015	2016	
Compensated Absences	\$36,378	\$41,720	\$5,342
Notes Payable	\$112,952	\$98,889	(\$14,063)
Net Pension Liability (STRS/PERS)	\$9,903,100	\$13,199,847	\$3,296,747
General Obligation Bonds	\$2,087,739	\$2,057,835	(\$29,904)
Total	\$12,140,169	\$15,398,291	\$3,258,122

The notes to the financial statements are an integral part of the financial presentation and contain more detailed information regarding capital assets and long-term debt.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2016

FACTORS BEARING ON THE DISTRICT'S FUTURE

At the time these financial statements were prepared and audited, the District was aware of the following circumstances that could significantly affect its financial health in the future:

- Several new small-size housing developments and one large planned community are currently in the final approval phase for construction and have been for a couple of years now. Some of the small-size housing developments are being constructed but due to the continued economic slowdown of the housing market, the large planned community is still in stand-by mode.
- Student success continues to be the primary purpose of the District. Due to the current economic conditions of the State, the District is receiving more funding allowing additional services and programs to be implemented that contribute to our student success. We carefully manage resources to ensure that our students receive the high quality instructional programs that the Thermalito community has come to expect over the years. This is the third year of a six year period that State and Federal funding increased due to State tax increases and the Local Control Funding Formula. This year we have continued to implement new programs, lower class sizes and add back support staff to improve the overall educational environment for our kids.
- Due to the continued financial benefit of Proposition 30 in November 2012, the outlook for the District continues to improve. With these taxes and the Local Control Funding Formula, our District will see revenue increases in this and the subsequent year. Experts predict that State funding may level off in the next few years, but we do not anticipate the severe cuts we saw over the 2008-09 to 2012-13 years. This means programs will no longer be cut to offset deficits and we now have the ability to implement programs to enhance student achievement. Although we are still not fully funded to the level that the State owes us, we are heading in the right direction. This is the best financial picture California has seen in years and we continue to remain hopeful that our District is funded sufficiently to continue to provide the high quality education our families have come to expect.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, parents, investors, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. For questions regarding this report or for additional financial information, please contact:

Connie Cavanaugh, Assistant Superintendent of Business and Operations
Thermalito Union Elementary School District

(530) 538-2900

400 Grand Avenue
Oroville, California 95965

BASIC FINANCIAL STATEMENTS

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

STATEMENT OF NET POSITION

JUNE 30, 2016

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 4,282,356
Receivables	538,250
Prepaid expenses	90,036
Stores inventory	32,638
OPEB asset	260,349
Capital assets, net of accumulated depreciation	17,565,122
Total Assets	22,768,751
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows on pensions (note 6)	2,886,118
LIABILITIES	
Accounts payable and other current liabilities	1,231,271
Unearned revenue	129,248
Long-term liabilities:	
Due within one year	96,012
Due in more than one year	15,302,279
Total Liabilities	16,758,810
DEFERRED INFLOWS OF RESOURCE	
Deferred bond premium revenue	20,080
Deferred inflows on pensions (note 6)	922,244
Total Deferred Inflows	942,324
NET POSITION	
Net investment in capital assets	15,408,398
Restricted	765,725
Unrestricted	(8,220,388)
Total Net Position	\$ 7,953,735

The accompanying notes are an integral part of these financial statements.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

STATEMENT OF ACTIVITIES

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

		<u>Program Revenues</u>			Net (Expense) Revenues and Changes in Net Position
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities					
Instruction	\$ 9,914,330	\$ 65,294	\$ 2,745,633	\$ 206	\$ (7,103,197)
Instruction - related services:					
Instructional supervision and administration	325,003	-	128,420	-	(196,583)
Instructional library, media and technology	164,801	-	14,752	-	(150,049)
School site administration	1,060,307	1,705	208,702	-	(849,900)
Pupil Services:					
Home-to-school transportation	473,848	-	-	-	(473,848)
Food services	1,782,580	14,168	1,823,385	-	54,973
All other pupil services	629,593	420	144,562	-	(484,611)
General administration:					
Centralized data processing	163,604	-	-	-	(163,604)
All other general administration	1,046,818	1,505	247,868	-	(797,445)
Plant services	1,708,234	819	55,474	-	(1,651,941)
Ancillary services	18,581	-	884	-	(17,697)
Enterprise activities	908	-	-	-	(908)
Interest on long-term debt	62,210	-	-	-	(62,210)
Other outgo	439,642	22,847	151,413	-	(265,382)
Total governmental activities	<u>\$ 17,790,459</u>	<u>\$ 106,758</u>	<u>\$ 5,521,093</u>	<u>\$ 206</u>	<u>(12,162,402)</u>
General Revenues					
Taxes and subventions:					
Taxes levied for general purposes					1,219,985
Taxes levied for debt service					83,224
Taxes levied for other specific purposes					22,243
Federal and state aid not restricted to specific purposes					12,453,286
Interest and investment earnings					43,935
Miscellaneous					167,413
Total General Revenues					<u>13,990,086</u>
Change in Net Position					<u>1,827,684</u>
Net Position, July 1, 2015, as originally reported					6,474,220
Prior period adjustments (Note 10)					<u>(348,169)</u>
Net Position - July 1, 2015, as restated					<u>6,126,051</u>
Net Position, June 30, 2016					<u>\$ 7,953,735</u>

The accompanying notes are an integral part of these financial statements.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT**BALANCE SHEET****GOVERNMENTAL FUNDS****JUNE 30, 2016**

	General Fund	Cafeteria Fund	Non-Major Governmental Funds	Total
ASSETS				
Cash and cash equivalents	\$ 3,834,218	\$ 10,083	\$ 438,055	\$ 4,282,356
Accounts receivable	230,830	302,936	4,484	538,250
Due from other funds	220,492	11,316	5,422	237,230
Prepaid expenses	89,182	854	-	90,036
Stores inventory	-	32,638	-	32,638
Total Assets	<u>\$ 4,374,722</u>	<u>\$ 357,827</u>	<u>\$ 447,961</u>	<u>\$ 5,180,510</u>
LIABILITIES AND FUND BALANCES				
Liabilities				
Accounts payable	\$ 1,022,023	\$ 81,354	\$ 126,781	\$ 1,230,158
Due to other funds	18,038	135,173	84,019	237,230
Unearned revenue	129,248	-	-	129,248
Total Liabilities	<u>1,169,309</u>	<u>216,527</u>	<u>210,800</u>	<u>1,596,636</u>
Fund balances				
Nonspendable	89,982	34,492	-	124,474
Restricted	481,737	102,620	181,368	765,725
Assigned	1,203,542	4,188	55,793	1,263,523
Unassigned	1,430,152	-	-	1,430,152
Total Fund Balances	<u>3,205,413</u>	<u>141,300</u>	<u>237,161</u>	<u>3,583,874</u>
Total liabilities and fund balances	<u>\$ 4,374,722</u>	<u>\$ 357,827</u>	<u>\$ 447,961</u>	<u>\$ 5,180,510</u>

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT
RECONCILIATION OF GOVERNEMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION

GOVERNMENTAL FUNDS

JUNE 30, 2016

Total fund balances - governmental funds	\$	3,583,874
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Amounts reported for assets and liabilities for governmental activities in the statement of net position are different from amounts reported in governmental funds because:

Capital assets: In governmental funds, only current assets are reported. In the statement of net position all assets are reported, including capital assets and accumulated depreciation.

Capital assets at historical cost:	\$ 27,370,376	
Accumulated depreciation:	(9,805,254)	
Net:		17,565,122

In governmental funds, postemployment benefits costs are recognized as the period they are paid. In the government-wide statements, the postemployment benefit costs are recognized in the period they are incurred. The net OPEB asset at the end of the period was:	260,349
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Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is not recognized until the period in which it matures and is paid. In the government-wide statement of activities, it is recognized in the period that it is incurred.	(1,113)
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Unamortized bond premiums: In governmental funds, debt issue premiums are recognized as other financing sources in the period they are received. In the government-wide statements, bond premiums are amortized over the life of the debt.	(20,080)
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Deferred outflows and inflows of resources relating to pensions: In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows	
Deferred outflows of resources relating to pensions	2,886,118
Deferred inflows of resources relating to pensions	(922,244)

Long-term liabilities: In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

General obligation bonds payable:		
Current Interest	\$ (800,000)	
Capital Appreciation	(1,257,835)	
Net Pension Liability	(13,199,847)	
Notes payable	(98,889)	
Compensated absences payable	(41,720)	
		(15,398,291)

Total net position, governmental activities:	\$	7,953,735
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The accompanying notes are an integral part of these financial statements.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE**

GOVERNMENTAL FUNDS

JUNE 30, 2016

	General Fund	Cafeteria Fund	All Non-Major Funds	Total
REVENUES				
LCFF sources	\$ 12,666,677	\$ -	\$ -	\$ 12,666,677
Federal revenue	1,772,030	1,831,886	87,574	3,691,490
Other state revenues	1,963,863	116,035	535,399	2,615,297
Other local revenues	417,845	20,616	206,220	644,681
Total revenues	16,820,415	1,968,537	829,193	19,618,145
EXPENDITURES				
Certificated salaries	6,748,725	-	199,361	6,948,086
Classified salaries	2,305,308	473,380	210,609	2,989,297
Employee benefits	2,902,418	185,305	155,861	3,243,584
Books and supplies	1,109,634	1,127,813	23,009	2,260,456
Services and other operating expenditures	1,406,803	26,714	13,235	1,446,752
Capital outlay	137,507	75,493	-	213,000
Other outgo	243,503	90,141	33,598	367,242
Debt service expenditures	-	-	152,612	152,612
Total expenditures	14,853,898	1,978,846	788,285	17,621,029
Excess (deficiency) of revenues over expenditures	1,966,517	(10,309)	40,908	1,997,116
Fund balances, July 1, 2015, as originally reported	1,587,065	151,609	196,253	1,934,927
Prior period adjustments (Note 10)	(348,169)	-	-	(348,169)
Fund balances, July 1, 2015, as restated	1,238,896	151,609	196,253	1,586,758
Fund balances, June 30, 2016	\$ 3,205,413	\$ 141,300	\$ 237,161	\$ 3,583,874

The accompanying notes are an integral part of these financial statements.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

**RECONCILIATION OF GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
TO THE STATEMENT OF ACTIVITIES**

GOVERNMENTAL FUNDS

JUNE 30, 2016

Total net change in fund balances - governmental funds	\$ 1,997,116
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Amounts reported for governmental activities in the statement of activities are different from amounts reported in governmental funds because:

Capital outlay: In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets are allocated over their estimated useful lives as depreciation expense. The difference between capital outlay expenditures and depreciation expense for the period is:

Expenditures for capital outlay:	\$ 212,998	
Depreciation expense:	<u>(601,652)</u>	
Net:		(388,654)

Debt service: In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions of liabilities. Expenditures for repayment of the principal portion of long-term debt were:

86,463

Accreted interest on capital appreciation bonds: In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statement of activities, it is recognized in the period that it is incurred. Accreted interest owing at the end of the period, less matured interest paid during the period but owing from the prior period was:

(42,496)

Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statement of activities, it is recognized in the period that it is incurred. Unmatured interest owing at the end of the period, less matured interest paid during the period but owing from the prior period was:

158

Postemployment benefits other than pensions (OPEB): In governmental funds, OPEB costs are recognized when employer contributions are made. In the statement of activities, OPEB costs are recognized on the accrual basis. This year, the difference between OPEB costs and actual employer contributions was:

24,738

Compensated absences in governmental funds are measured by the amounts paid during the period. In the statement of activities, compensated absences are measured by the amounts earned. The difference between compensated absences paid and compensated absences earned was:

(5,342)

Pensions: In government funds, pension costs are recognized when employer contributions are made in the statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual-basis pension costs and actual employer contributions was:

154,264

Amortization of debt issue premium or discount: In governmental funds, if debt is issued at a premium or at a discount, the premium or discount is recognized as an Other Financing Source or an Other Financing Use in the period it is incurred. In the government-wide statements, the premium or discount is amortized as interest over the life of the debt.

1,437

Total change in net position - governmental activities

\$ 1,827,684

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2016

	Agency Fund
	<u>Student Body</u>
ASSETS	
Cash on hand and in banks	<u>\$ 25,140</u>
LIABILITIES	
Due to student groups	<u>\$ 25,140</u>

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. HISTORY OF THE ORGANIZATION

The Thermalito Union Elementary School District (the "District") is a public educational agency operating under the applicable laws and regulations of the State of California. It is governed by a five member Governing Board elected by registered voters of the District, which comprises an area in Butte County. The District serves students in grades preschool through eighth.

B. REPORTING ENTITY

The District has reviewed criteria to determine whether other entities with activities that benefit the District should be included within its financial reporting entity. The criteria include, but are not limited to, whether the entity exercises oversight responsibility (which includes financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations and accountability for fiscal matters), the scope of public service, and a special financing relationship.

The District has determined that no outside entity meets the above criteria, and therefore, no agency has been included as a component unit in the District's financial statements. In addition, the District is not aware of any entity that would exercise such oversight responsibility that would result in the District being considered a component unit of that entity.

C. ACCOUNTING POLICIES

The District prepares its financial statements in accordance with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA) and complies with the policies and procedures of the Department of Education's *California School Accounting Manual*.

D. BASIS OF PRESENTATION

Government-wide Financial Statements

The statement of net position and the statement of activities report information on all of the non-fiduciary activities of the District and its component units. The effect of interfund activity, within the governmental and business type activities columns, has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function or program of the District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. The District does not allocate indirect expenses to functions in the statement of activities.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

D. BASIS OF PRESENTATION (CONTINUED)

Program revenues include charges paid by the recipients of goods or services offered by a program, as well as grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues of the District, with certain exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.

Fund Financial Statements

Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major governmental fund is presented in a separate column, and all non-major funds are aggregated into one column. Fiduciary funds are reported by fund type.

E. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Fiduciary funds use the accrual basis of accounting.

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements are met. Expenses are recorded when liabilities are incurred.

Governmental Fund Financial Statements

Governmental fund financial statements (i.e., balance sheet and statement of revenues, expenditures, and changes in fund balances) are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, "available" means collectible within the current period or within 60 days after year-end.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

E. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (CONTINUED)

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are to be used, or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

F. FUND ACCOUNTING

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity or retained earnings, revenues, and expenditures or expenses, as appropriate. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The District's accounts are organized into major, non-major, and fiduciary funds as follows:

Governmental Funds

The **General Fund** is the general operating fund of the District and accounts for all revenues and expenditures of the District, not encompassed within other funds. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures and the capital improvement costs that are not paid through other funds are paid from the General Fund.

The **Special Revenue Funds** are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes

1. The **Child Development Fund** is used to account separately for federal, state, and local revenues and the expenditure of those funds to operate child development programs.
2. The **Cafeteria Fund** is used to account separately for federal, state, and local resources to operate the food service program.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

F. FUND ACCOUNTING (CONTINUED)

The **Capital Projects Funds** are used to account for resources used for the acquisition or construction of major capital facilities and equipment. This classification includes the Capital Facilities and County School Facilities Funds.

1. The **Capital Facilities Fund** is used primarily to account separately for moneys received from fees levied on developers or other agencies as a condition of approving a development (Education Code sections 17620–17626).
2. The **County Schools Facilities Fund** is established pursuant to Education Code Section 17070.43 to receive apportionments for the District's new school facility construction and modernization projects.

The **Debt Service Funds** are used to account for the accumulation of restricted, committed, or assigned resources for the payment of principal and interest on general long-term obligations. This classification includes the Bond Interest and Redemption Fund.

1. The **Bond Interest and Redemption Fund** is maintained by the County Treasurer and is used to account for the accumulation of resources for, and the repayment of, District bonds, interest, and related costs.
2. The **Debt Service Fund** is used for the repayment of tax revenue anticipation notes.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of other parties in a trustee or agent capacity. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the District's own programs. Fiduciary funds are presented on an economic resources measurement focus and the accrual basis of accounting, similar to the government-wide financial statements. The key distinction between trust and agency funds is that trust funds are subject to a trust agreement that affects the degree of management involvement and the length of time that the resources are held.

1. The **Agency Funds** are used to account for assets of others for which the District acts as an agent. The District maintains accounts for student body activities at each school site.

G. BUDGETS AND BUDGETARY ACCOUNTING

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. By State law, the District's Governing Board must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements.

These budgets are revised by the District's Governing Board and Superintendent during the year to give consideration to unanticipated income and expenditures.

Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

H. ENCUMBRANCES

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated at June 30.

I. DEPOSITS AND INVESTMENTS

The District is authorized to maintain cash in banks and revolving funds that are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC).

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et seq.

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies; certificates of participation; obligations with first priority security; and collateralized mortgage obligations.

Investments with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost.

J. PREPAID EXPENSES/EXPENDITURES

The District has the option of reporting expenditures in governmental funds for prepaid items either when purchased or during the benefiting period. The District has chosen to recognize expenditures when incurred. Reported prepaid expenses are equally offset by a net position amount, which indicates that these amounts are not "available for appropriation and expenditure" even though they are a component of net position.

K. INVENTORY

Inventory in the Cafeteria Fund consists mainly of consumable supplies held for future use and are valued at average cost. Inventories are recorded as expenditures at the time individual inventory items are transferred from the warehouse to schools. Maintenance and other supplies held for physical plant repair, transportation supplies, and operating supplies are not included in inventories; rather, these amounts are recorded as expenditures when purchased.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

K. INVENTORY (CONTINUED)

The Cafeteria Fund records supplies expense which includes a handling charge for the delivery of government surplus food commodities. The state does not require the Cafeteria Fund to record the fair market value of these commodities. The supplies expenditures would have been greater had the District paid fair market value for the government surplus commodities.

L. CAPITAL ASSETS

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend the asset's lives are not capitalized, but are expensed as incurred. Depreciation on all capital assets is computed using a straight-line basis over the following estimated useful lives as follows: buildings, 25 to 50 years; portable classrooms, 25 years; site improvements/infrastructure, 20 years; equipment, 8 to 15 years; and vehicles, 8 years.

M. UNEARNED REVENUE

Cash received for federal and state special projects and programs is recognized as revenue to the extent that qualified expenditures have been incurred. Unearned revenue is recorded to the extent that cash received on specific projects and programs exceeds qualified expenditures.

N. COMPENSATED ABSENCES

All vacation pay is accrued when incurred in the government-wide financial statements. Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken, since such benefits do not vest, nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

O. LONG-TERM OBLIGATIONS

Long-term debt and other long-term obligations are reported as liabilities in the government-wide statements. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight line method which is not materially different from the effective interest method. Bonds payable are reported gross of premiums and net of discounts. Issuance costs are expensed.

In the governmental fund financial statements, bond premiums, discounts, and issuance costs are recognized during the current period. The face amount of debt issued and any premiums received are reported as other financing sources while discounts are reported as other financing uses. Issuance costs are reported as debt service expenditures.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

P. RESTRICTED NET POSITION

Restrictions of the ending net position indicate the portions of net position not appropriate for expenditure or amounts legally segregated for specific future use. These amounts are not available for appropriation and expenditure at the balance sheet date.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then, unrestricted resources as they are needed.

Q. FUND BALANCE

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, "*Fund Balance Reporting and Governmental Fund Type Definitions*", the District is required to report fund balances in the following categories: Nonspendable, Restricted, Committed, Assigned and/or Unassigned.

Nonspendable Fund Balance reflects assets not in spendable form, either because they will never convert to cash (e.g. prepaid expense) or must remain intact pursuant to legal or contractual requirements.

Restricted Fund Balance reflects amounts that can be spent only for the *specific purposes* stipulated by constitution, external resource providers, or through enabling legislation.

Committed Fund Balance reflects amounts that can be used only for the *specific purposes* determined by a formal action of the government's highest level of decision-making authority: the Board of Trustees. Commitments may be established, modified, or rescinded only through resolutions approved by the Board of Trustees.

Assigned Fund Balance reflects amounts intended to be used by the government for *specific purposes* but do not meet the criteria to be classified as restricted or committed. Under the District's adopted policy, only the Board of Trustees is authorized to assign amounts for specific purposes.

Unassigned Fund Balance represents the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

When expenditures are incurred for purposes of which restricted, committed, assigned and unassigned fund balances are available, the District considers restricted funds to have been spent first, followed by committed, assigned and unassigned, respectively.

R. ELIMINATIONS AND RECLASSIFICATIONS

In the process of aggregating data for the government-wide statements, some amounts reported as interfund activity and balances in the fund financial statements were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities column.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

S. LOCAL CONTROL FUNDING FORMULA/PROPERTY TAX

The District's local control funding formula is received from a combination of local property taxes, state apportionments, and other local sources.

The County of Butte is responsible for assessing, collecting and apportioning property taxes. Taxes are levied for each fiscal year on taxable real and personal property in the county. Taxes are levied for each fiscal year on taxable real and personal property in the county. Secured property taxes attach as an enforceable lien on property as of March 1. Property taxes become delinquent after December 10 and April 10, respectively.

Secured property taxes are recorded as revenue when apportioned, in the fiscal year of the levy. The county apportions secured property tax revenue in accordance with the alternative method of distribution prescribed by Section 4705 of the California Revenue and Taxation Code. This alternate method provides for crediting each applicable fund with its total secured taxes upon completion of the secured tax roll, approximately October 1 of each year.

The County Auditor reports the amount of the District's allocated property tax revenue to the California Department of Education. Property taxes are recorded as local control funding formula (LCFF) sources by the District.

The California Department of Education reduces the District's entitlement by the District's local property tax revenue. The balance is paid from the State General Fund, and is known as the state apportionment.

T. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

U. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the statement of net position includes a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s), and as such will not be recognized as an outflow of resources (expense/expenditures) until then.

In addition to liabilities, the statement of net position includes a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and as such, will not be recognized as an inflow of resources (revenue) until that time.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

V. PENSIONS

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Thermalito Union Elementary School District's California Public Employees' Retirement System (CalPERS) and California State Teachers Retirement System (CalSTRS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS and CalSTRS, respectively. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

2. CASH AND INVESTMENTS

Cash and investments as of June 30, 2016 consist of the following:

	Governmental Activities	Fiduciary Activities	Total
Cash in County Treasury	\$ 4,280,556	\$ -	\$ 4,280,556
Cash on hand and in banks	-	25,140	25,140
Cash in revolving fund	1,800	-	1,800
	<u>\$ 4,282,356</u>	<u>\$ 25,140</u>	<u>\$ 4,307,496</u>

A. Cash on Hand and in Banks

Cash on hand and in banks consists of all cash held by the District and all cash maintained in commercial bank accounts owned by the District. Cash balances held in banks are insured up to \$250,000 by the Federal Depository Insurance Corporation.

B. Cash in Revolving Funds

Cash in revolving fund consists of all cash maintained in commercial bank accounts that are used as revolving funds.

C. County Pool Investments

County pool investments consist of District cash held by the Butte County Treasury that is invested in the county investment pool. The fair value of the District's investment in the pool is reported in the financial statements at amounts that are based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The weighted average maturity of the pool is 685 days. The pool is rated AAA by Standard and Poor's.

Interest Rate Risk. California Government Code Section 53601 limits the District's investments to maturities of five years. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

2. CASH AND INVESTMENTS (CONTINUED)

Credit Risk. Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented in the next page is the actual rating as of the year-end for each investment type.

Investments, including derivative instruments that are not hedging derivatives, are measured at fair value on a recurring basis. Recurring fair value measurements are those that Governmental Accounting Standards Board (GASB) Statements require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments' fair value measurements at June 30, 2016 are as shown below.

Description	Level 1	Level 2	Level 3	Total
US Agency, Treasury & Municipal Notes (USATM):				
US Agency Notes:	\$ 1,998,987	\$ -	\$ -	\$ 1,998,987
Notes/Discount Notes FHLMC	89,657	-	-	89,657
US Treasury Notes:	305,214	-	-	305,214
Corporate Bonds	408,355	-	-	408,355
Certificates of Deposit	-	53,705	-	53,705
LAIF	550,080	382,259	-	932,339
CAMP	76,479	118,998	-	195,477
CALTrust Short Term	35	10	-	45
Money Market Accounts	-	15,198	-	15,198
Cash Held in Bank	281,580	-	-	281,580
Total	<u>\$ 3,710,387</u>	<u>\$ 570,169</u>	<u>\$ -</u>	<u>\$ 4,280,556</u>

3. INTERFUND TRANSACTIONS

Transactions between funds of the District are recorded as interfund transfers. The unpaid balances at year-end, as a result of such transactions, are shown as due to and due from other funds.

Interfund Receivables/Payables

As of June 30, 2016, the interfund receivable and payable balances were as follows:

	Due From	Due To
Major Funds		
General Fund	\$ 220,492	\$ 18,038
Cafeteria Fund	11,316	135,173
Nonmajor Funds		
Child Development Fund	5,422	84,012
Debt Service	-	7
Total	<u>\$ 237,230</u>	<u>\$ 237,230</u>

Interfund Transfers

Interfund transfers consist of operating transfers from funds receiving resources to funds through which the resources are to be expended. There were no interfund transfers in the current year.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

4. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2016, was as follows:

	Balance July 1, 2015	Additions and Transfers	Deductions and Transfers	Balance June 30, 2016
Non-depreciable assets:				
Land	\$ 330,251	\$ -	\$ -	\$ 330,251
Work in progress	-	-	-	-
	<u>330,251</u>	<u>-</u>	<u>-</u>	<u>330,251</u>
Depreciable assets:				
Sites and improvements	340,345	-	-	340,345
Building and improvements	24,628,181	65,269	-	24,693,450
Furniture and equipment	1,858,601	147,729	-	2,006,330
	<u>26,827,127</u>	<u>212,998</u>	<u>-</u>	<u>27,040,125</u>
Totals, at cost	<u>27,157,378</u>	<u>212,998</u>	<u>-</u>	<u>27,370,376</u>
Accumulated depreciation:				
Sites and improvements	(185,002)	(10,186)	-	(195,188)
Building and improvements	(7,438,320)	(529,761)	-	(7,968,081)
Furniture and equipment	(1,580,280)	(61,705)	-	(1,641,985)
	<u>(9,203,602)</u>	<u>(601,652)</u>	<u>-</u>	<u>(9,805,254)</u>
Depreciable assets, net	<u>17,623,525</u>	<u>(388,654)</u>	<u>-</u>	<u>17,234,871</u>
Capital assets, net	<u>\$ 17,953,776</u>	<u>\$ (388,654)</u>	<u>\$ -</u>	<u>\$ 17,565,122</u>

Depreciation expense was charged to governmental activities as follows:

Instruction	\$ 517,068
Home-to-School Transportation	32,045
Food Services	11,204
All Other General Administration	5,069
Centralized Data Processing	1,284
Plant services	<u>34,982</u>
Total depreciation expense	<u>\$ 601,652</u>

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

5. LONG-TERM LIABILITIES

Schedule of Changes in Long-Term Liabilities

A schedule of changes in long-term liabilities for the year ended June 30, 2016, is shown below:

	Balance July 1, 2015	Additions	Deductions	Balance June 30, 2016	Due Within One Year
General Obligation Bonds:					
Current Interest	\$ 835,000	\$ -	\$ 35,000	\$ 800,000	\$ 40,000
Capital Appreciation	1,252,739	42,496	37,400	1,257,835	41,309
Net Pension Liability	9,903,100	3,296,747	-	13,199,847	-
Compensated Absences	36,378	5,342	-	41,720	-
Notes Payable	112,952	-	14,063	98,889	14,703
	<u>\$ 12,140,169</u>	<u>\$ 3,344,585</u>	<u>\$ 86,463</u>	<u>\$ 15,398,291</u>	<u>\$ 96,012</u>

General Obligation Bonds

The general obligation debt of the District as of June 30, 2016 was as follows:

A. Current Interest Bonds

Description	Date Of Issue	Interest Rates	Maturity Date	Amount of Original Issue	Outstanding July 1, 2015	Issued Current Year	Redeemed Current Year	Outstanding June 30, 2016
Series 2005 Bonds	2005	3.20% - 5.25%	7/1/2031	<u>\$ 1,100,000</u>	<u>\$ 835,000</u>	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ 800,000</u>

The annual requirements to amortize the current interest bonds outstanding as of June 30, 2016, are as follows:

Year Ended June 30	Principal	Interest	Total
2017	\$ 40,000	\$ 36,173	\$ 76,173
2018	40,000	34,173	74,173
2019	40,000	32,173	72,173
2020	45,000	30,173	75,173
2021	50,000	28,260	78,260
2022-2026	290,000	106,710	396,710
2027-2031	295,000	33,973	328,973
	<u>\$ 800,000</u>	<u>\$ 301,635</u>	<u>\$ 1,101,635</u>

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

5. LONG-TERM LIABILITIES (CONTINUED)

B. Capital Appreciation Bonds

Description	Date Of Issue	Interest Rates	Maturity Date	Amount of Original Issue	Outstanding July 1, 2015	Accreted Interest Current Year	Redeemed Current Year	Outstanding June 30, 2016
Series 2005 Bonds	2005	3.20% - 5.25%	7/1/2031	\$ 949,974	\$ 1,252,739	\$ 42,496	\$ 37,400	\$ 1,257,835

The outstanding obligation for the 2005 Series bonds at June 30, 2016, was as follows:

Year Ended June 30	Principal	Accreted Interest	Outstanding Balance
2017	\$ 41,309	\$ 28,691	\$ 70,000
2018	41,819	33,181	75,000
2019	44,695	40,306	85,001
2020	44,541	45,459	90,000
2021	46,853	53,147	100,000
2022-2026	256,654	408,346	665,000
2027-2031	221,729	528,270	749,999
Totals	\$ 697,600	\$ 1,137,400	\$ 1,835,000

C. Notes Payable

In February 2007, the District borrowed \$205,520 from Municipal Finance Corporation at 4.50%. On June 30, 2016, the outstanding balance was \$98,889. The amount of interest cost incurred during the year ended June 30, 2016 was \$4,926, all of which was charged to expense.

Year Ended June 30,	Principal	Interest	Total
2017	\$ 14,703	\$ 4,287	\$ 18,990
2018	15,373	3,617	18,990
2019	16,072	2,918	18,990
2020	16,803	2,187	18,990
2021	17,568	1,422	18,990
2022-2026	18,370	620	18,990
Totals	\$ 98,889	\$ 15,051	\$ 113,940

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

6. EMPLOYEE RETIREMENT SYSTEMS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS), and classified employees are members of the Public Employees' Retirement System (PERS).

California Public Employees' Retirement System (CalPERS)

Plan Description

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, California 95814.

State Teachers' Retirement System (STRS)

Plan Description

The District contributes to the State Teachers' Retirement System (STRS), a cost-sharing, multiple-employer, public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement and disability benefits and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from the STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

The Plans' provisions and benefits in effect at June 30, 2016, are summarized as follows:

	CalPERS		STRS	
	Prior to January 1, 2013	On or after January 1, 2013	Prior to January 1, 2013	On or after January 1, 2013
Hire date				
Benefit formula	2% @ 55	2% @ 60	2% @ 60	2% @ 62
Benefit vesting schedule	5 years service	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life	monthly for life
Retirement age	55	60	60	62
Monthly benefits, as a % of eligible compensation	2.0%	2.0%	2.0%	2.0%
Required employee contribution rates	7%	6%	8.15%	8.15%
Required employer contribution rates	11.847%	11.847%	10.73%	10.73%

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

6. EMPLOYEE RETIREMENT SYSTEMS (CONTINUED)

Contributions

CalPERS

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Thermalito Union Elementary School District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

STRS

Required member, employer and state contribution rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. Contribution rates are expressed as a level percentage of payroll using the entry age normal actuarial cost method.

For the year ended June 30, 2016, the contributions recognized as part of pension expense for the Plan were:

	CalPERS	STRS	Total
Contributions - employer	\$ 327,965	\$ 711,728	\$ 1,039,693
On behalf contributions - state	-	410,950	410,950
Total	<u>\$ 327,965</u>	<u>\$ 1,122,678</u>	<u>\$ 1,450,643</u>

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources
Related to Pensions

As of June 30, 2016, Thermalito Union Elementary School District reported net pension liabilities for its proportionate share of the net pension liability of the Plans' of:

	Proportionate Share of Net Pension Liability
CalPERS	\$ 3,167,653
STRS	10,032,194
Total Net Pension Liability	<u>\$ 13,199,847</u>

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

6. EMPLOYEE RETIREMENT SYSTEMS (CONTINUED)

Thermalito Union Elementary School District's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2015, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2014 rolled forward to June 30, 2015 using standard update procedures. Thermalito Union Elementary School District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the Plan as of June 30, 2014 and 2015 was as follows:

	<u>CalPERS</u>	<u>STRS</u>
Proportion - June 30, 2014	0.02094%	0.01288%
Proportion - June 30, 2015	0.02149%	0.01490%
Change - Increase (Decrease)	<u>0.00055%</u>	<u>0.00202%</u>

For the year ended June 30, 2016, the District recognized pension expense of \$49,728 and \$104,536 for CalPERS and STRS, respectively. At June 30, 2016, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>CalPERS</u>		<u>STRS</u>		<u>Total</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 327,965	\$ -	\$ 1,122,678	\$ -	\$ 1,450,643	\$ -
Difference between proportionate share of aggregate employer contributions and actual contributions for 2014-15.	35,306	-	71,879	-	107,185	-
Change in employer's proportion and differences between proportionate share of contributions	61,937	194,629	1,085,316	-	1,147,254	194,629
Net differences between projected and actual earnings on plan investments	181,036	108,463	-	619,152	181,036	727,615
Total	<u>\$ 606,244</u>	<u>\$ 303,092</u>	<u>\$ 2,279,873</u>	<u>\$ 619,152</u>	<u>\$ 2,886,118</u>	<u>\$ 922,244</u>

The amounts reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2017. Other amounts reported as deferred outflow/(inflows) of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ended June 30</u>	<u>CalPERS</u>	<u>STRS</u>	<u>Total Deferred Outflows of Resources</u>
2017	\$ (6,203)	\$ 134,511	\$ 128,308
2018	(6,203)	134,511	128,308
2019	(6,203)	134,511	128,308
2020	(6,203)	134,511	128,308
Total	<u>\$ (24,813)</u>	<u>\$ 538,043</u>	<u>\$ 513,231</u>

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

6. EMPLOYEE RETIREMENT SYSTEMS (CONTINUED)

Actuarial Assumptions

The total pension liabilities in the June 30, 2014 actuarial valuations were determined using the following actuarial assumptions:

	<u>CalPERS</u>	<u>STRS</u>
Valuation Date	June 30, 2014	June 30, 2014
Measurement Date	June 30, 2015	June 30, 2015
Actuarial Cost Method	Entry-Age Normal Cost	Entry-Age Normal Cost
Actuarial Assumptions		
Discount Rate	7.65%	7.60%
Inflation	2.75%	3.00%
Payroll Growth Rate	3.00%	3.75%
Projected Salary Increase	Varies by Entry Age and Service	Varies by Entry Age and Service
Investment Rate of Return (1)	7.50%	7.60%
Mortality	Derived using CalPERS'	Derived using STRS'
	Membership Data for all Funds	Membership Data for all Funds

(1) Net of pension plan investment expenses, including inflation

Discount Rate

CalPERS

The discount rate used to measure the total pension liability was 7.65% for the Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.65 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.65 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained from the CalPERS website under the GASB 68 section.

According to Paragraph 30 of Statement 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.50 percent investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.65 percent. Using this lower discount rate has resulted in a slightly higher Total Pension Liability and Net Pension Liability. CalPERS checked the materiality threshold for the difference in calculation and did not find it to be a material difference.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

6. EMPLOYEE RETIREMENT SYSTEMS (CONTINUED)

Discount Rate

CalPERS

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations through at least the 2017-18 fiscal year. CalPERS will continue to check the materiality of the difference in calculation until such time as we have changed our methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	CalPERS		
	New Strategic Allocation	Real Return Years 1 - 10(a)	Real Return Years 11+(b)
Global Equity	47.0%	5.25%	5.71%
Global Fixed Income	19.0%	0.99%	2.43%
Inflation Sensitive	6.0%	0.45%	3.36%
Private Equity	12.0%	6.83%	6.95%
Real Estate	11.0%	4.50%	5.13%
Infrastructure and Forestland	3.0%	4.50%	5.09%
Liquidity	2.0%	-0.55%	-1.05%
	<u>100.0%</u>		

(a) An expected inflation of 2.5% used for this period

(b) An expected inflation of 3.0% used for this period

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

6. EMPLOYEE RETIREMENT SYSTEMS (CONTINUED)

Discount Rate

STRS

The discount rate used to measure the total pension liability was 7.60 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at statutory contribution rates in accordance with the rate increase per AB 1469. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.60 percent) and assuming that contributions, benefit payments and administrative expense occur midyear. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>STRS</u>	
	<u>Assumed Asset Allocation</u>	<u>Long-Term Expected Real Rate of</u>
Global Equity	55.0%	4.50%
Private Equity	17.0%	6.20%
Real Estate	13.0%	4.35%
Inflation Sensitive	13.0%	3.20%
Fixed Income	1.0%	0.20%
Cash/Liquidity	1.0%	0.00%
Total	100%	

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

6. EMPLOYEE RETIREMENT SYSTEMS (CONTINUED)

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	CalPERS		
	Discount Rate - 1%	Current Discount	Discount Rate + 1%
	(6.65%)	Rate (7.65%)	(8.65%)
Plan's Net Pension Liability	\$ 5,155,619	\$ 3,167,653	\$ 1,514,526

	STRS		
	Discount Rate - 1%	Current Discount	Discount Rate + 1%
	(6.60%)	Rate (7.60%)	(8.60%)
Plan's Net Pension Liability	\$ 15,147,829	\$ 10,032,194	\$ 5,780,685

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS and STRS financial reports.

Payable to the Pension Plan

At June 30, 2016, the District had no outstanding amount of contributions to the pension plans required for the year ended June 30, 2016.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

7. FUND BALANCES

The District reports fund balances in accordance with Governmental Accounting Standards Board Statement No. 54. All fund balance categories are reported in the aggregate on the face of the balance sheet. All components of those fund balances and specific purposes are identified as follows:

	<u>General Fund</u>	<u>Cafeteria Fund</u>	<u>Non-Major Funds</u>	<u>Total</u>
Nonspendable:				
Prepaid Expenses	\$ 89,182	\$ 854	\$ -	\$ 90,036
Inventory	-	32,638	-	32,638
Revolving Cash	800	1,000	-	1,800
Total Nonspendable	<u>89,982</u>	<u>34,492</u>	<u>-</u>	<u>124,474</u>
Restricted:				
Med-Cal Billing Option	106,507	-	-	106,507
California Clean Energy Jobs Act	117,763	-	-	117,763
Educator Effectiveness	110,929	-	-	110,929
Lottery: Instructional Materials	127,529	-	-	127,529
Child Development: Center-Based Reserve Account	-	-	1,015	1,015
Child Nutrition: School Programs	-	62,739	-	62,739
Child Nutrition: Child Care Food Program (CCFP)	-	39,881	-	39,881
State School Facilities Projects	-	-	206	206
Debt Service Payments	-	-	9,254	9,254
Other Restricted Local	19,009	-	170,893	189,902
Total Restricted	<u>481,737</u>	<u>102,620</u>	<u>181,368</u>	<u>765,725</u>
Assigned:				
3% Reserve for LCFF GAP Uncertainty	445,617	-	-	445,617
One-Time Discretionary Carryover	702,925	-	-	702,925
Reserve for MAA Audit Payback	55,000	-	-	55,000
Other Assignments	-	4,188	55,793	59,981
Total Assigned	<u>1,203,542</u>	<u>4,188</u>	<u>55,793</u>	<u>1,263,523</u>
Unassigned:				
Reserve for Economic Uncertainties	445,617	-	-	445,617
Unappropriated	984,535	-	-	984,535
Total Unassigned	<u>1,430,152</u>	<u>-</u>	<u>-</u>	<u>1,430,152</u>
Total Fund Balances	<u>\$ 3,205,413</u>	<u>\$ 141,300</u>	<u>\$ 237,161</u>	<u>\$ 3,583,874</u>

8. OTHER POSTEMPLOYMENT BENEFITS (OPEB)

A. Plan Description

The District sponsors medical, prescription drug, dental, and vision benefits for its employees and eligible retirees. Each employee group has eligibility requirements based on combination or age and years of service. All retiree groups are subject to a cap on District contributions based on the year of retirement. Premiums in excess of the cap, if any, are the responsibility of the retiree. District-paid benefits cease at age 65 and the employee will be allowed to continue the health insurance coverage provided he/she pays the existing premium rate.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

8. OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

B. Funding Policy

The District's Board will not be funding the plan in the current year. The Board will review the funding requirements and policy annually.

C. Annual OPEB Cost and Net OPEB Asset

The District's annual other postemployment benefit (OPEB) expense is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed thirty years. The following table shows the components of the District's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the net OPEB obligation (asset):

Annual Required Contribution (ARC)	\$ 147,466
Interest on Net OPEB Obligation	(9,424)
Adjustment to annual required contribution	<u>13,625</u>
Annual OPEB cost	151,666
Contributions made	<u>(176,404)</u>
Change in Net OPEB obligation	(24,738)
Net OPEB obligation (asset) - beginning of year	<u>(235,611)</u>
Net OPEB obligation (asset) - end of year	<u><u>\$ (260,349)</u></u>

The District's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation (asset) were as follows:

Fiscal Year Ended	Annual OPEB Cost	Employer Contribution	Percentage Contributed	Net Ending OPEB Obligation (Asset)
June 30, 2014	\$ 206,361	\$ 192,167	93.1%	\$ (206,543)
June 30, 2015	\$ 151,148	\$ 180,216	119.2%	\$ (235,611)
June 30, 2016	\$ 151,666	\$ 176,404	116.3%	\$ (260,349)

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

8. OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

D. Funding Status and Funding Progress

As of July 1, 2014, the most recent actuarial valuation date, the plan was not funded. The actuarial accrued liability for benefits was \$1,876,313 all of which is unfunded.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

E. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The following table provides a summary of the methods and assumptions used:

Actuarial cost method:	Projected Unit Credit
Valuation date:	July 1, 2014
Amortization method:	30-year level dollar
Interest rate assumption:	4.0%
Health inflation assumption:	
	2014 8.0%
	2015 7.0%
	2016 6.0%
	2017+ 5.0%
Actuarially required contributions	
Normal cost:	\$ 38,959
Unfunded Actuarial accrued liability amortization:	\$ 108,507
Actuarial accrued liability as of July 1, 2014:	\$ 1,876,313

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

9. JOINT VENTURES

The District participates in three joint ventures under joint powers agreements (JPAs); the Butte Schools Self-Funded Program (BSSP), the North Valley Schools Insurance Group (NVSIG), Bay Area Schools Insurance Cooperative (BASIC) and for property, liability, workers' compensation, and excess liability coverage. The District participates in a jointly managed health and welfare benefit trust with California's Valued Trust (CVT). The relationships between the District and the JPAs are such that the JPAs are not component units of the District for financial reporting purposes.

The JPAs arrange for and provide coverage for its members. The JPAs are governed by a board consisting of a representative from each member district. Each board controls the operations of their JPAs, including selection of management and approval of operating budgets independent of any influence by the member districts beyond their representation on the Board. Each member district pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionately to their participation in the JPAs.

The JPAs are audited on an annual basis. Financial information can be obtained by contacting each JPAs management.

Condensed financial information for the JPAs for the most recent audited fiscal year available is as follows:

	BSSP June 30, 2015	NVSIG June 30, 2015	BASIC June 30, 2016
Total Assets	\$ 17,826,960	\$ 3,475,999	\$ 3,453,977
Deferred Outflows of Resources	40,450	-	-
Total Liabilities	10,404,564	1,942,113	1,458,828
Deferred Inflows of Resources	56,890	-	-
Net Position	\$ 7,405,956	\$ 1,533,886	\$ 1,995,149
Revenues	\$ 52,933,520	\$ 11,337,926	\$ 4,934,680
Expenditures	54,386,705	11,378,213	4,228,186
Change in Net Position	\$ (1,453,185)	\$ (40,287)	\$ 706,494

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

10. RESTATEMENT OF BEGINNING BALANCES

The beginning fund balance of the General Fund has been restated on the governmental fund financial statements to record a prior period adjustment to correct federal and state grant revenues recorded in prior years. A reconciliation of the prior period ending fund balance to the current year beginning fund balance for the General Fund is as follows:

Beginning fund balance	\$ 1,587,065
Adjustment to correct grant revenues	<u>(348,169)</u>
Beginning fund balance, as restated	<u><u>\$ 1,238,896</u></u>

The above adjustment decreased the prior year change in fund balance by \$114,207 and had no impact on the current year change in fund balance.

The beginning net position of the District in the government-wide financial statements has also been restated to record the aforementioned prior period adjustment. A reconciliation of the prior period ending net position to the current year beginning net position for the District is as follows:

Beginning net position	\$ 6,474,220
Adjustment to correct grant revenues	<u>(348,169)</u>
Beginning net position, as restated	<u><u>\$ 6,126,051</u></u>

The above adjustment decreased the prior year change in net position by \$114,207 and had no impact on the current year change in fund balance.

11. EXCESS OF EXPENDITURES OVER APPROPRIATIONS

The District incurred unanticipated expenditures in excess of appropriations in expenditure classifications for which the budget was not revised.

Excess of expenditures over appropriations for the year ended June 30, 2016 were as follows:

	<u>Excess Expenditures</u>
General Fund	
Capital outlay	\$ 63,007
Cafeteria Fund	
Classified salaries	15,484
Books and supplies	105,177

The excess is not in accordance with Education Code 42600. The excess General Fund capital outlay expenditures are due to the installation of intercom systems. These intercom systems were budgeted as books and supplies expense in the latest budget revision. The excess Cafeteria Fund salary expenditures were due to an increase in substitute costs as a result of unanticipated employee leave of absence. The excess Cafeteria Fund books and supplies expense was a result of not budgeting for federal nonmonetary assistance received.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

12. COMMITMENTS AND CONTINGENCIES

The District has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. If the review or audit discloses exceptions, the District may incur a liability to grantor agencies.

13. SUBSEQUENT EVENTS

The District's management evaluated its June 30, 2016 financial statements for subsequent events through December 13, 2016, the date the financial statements were available to be issued. Management is not aware of any subsequent events that would require recognition or disclosure in the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

SCHEDULE OF REVENUES, EXPENDITURES AND

CHANGES IN FUND BALANCE – BUDGET (NON-GAAP) AND ACTUAL

GENERAL FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

	Budget			Variance with Final Budget Favorable (Unfavorable)
	Original	Final	Actual	
REVENUES				
LCFF sources	\$ 12,284,798	\$ 12,614,693	\$ 12,666,677	\$ 51,984
Federal revenue	1,774,353	1,763,718	1,772,030	8,312
Other state revenues	1,749,969	2,051,899	1,963,863	(88,036)
Other local revenues	113,890	113,390	417,845	304,455
Total revenues	15,923,010	16,543,700	16,820,415	276,715
EXPENDITURES				
Certificated salaries	6,422,011	6,793,037	6,748,725	44,312
Classified salaries	2,237,234	2,331,724	2,305,308	26,416
Employee benefits	2,454,544	2,964,376	2,902,418	61,958
Books and supplies	1,081,560	1,463,328	1,109,634	353,694
Services and other operating expenditures	1,507,419	1,591,715	1,406,803	184,912
Capital outlay	111,000	74,500	137,507	(63,007)
Other outgo	572,291	433,865	243,503	190,362
Total expenditures	14,386,059	15,652,545	14,853,898	798,647
Excess (deficiency) of revenues over expenditures	1,536,951	891,155	1,966,517	1,075,362
Fund balances, July 1, 2015	1,238,896	1,238,896	1,238,896	-
Fund balances, June 30, 2016	\$ 2,775,847	\$ 2,130,051	\$ 3,205,413	\$ 1,075,362

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

SCHEDULE OF REVENUES, EXPENDITURES AND

CHANGES IN FUND BALANCE – BUDGET (NON-GAAP) AND ACTUAL

CAFETERIA FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

	Budget			Variance with Final Budget Favorable (Unfavorable)
	Original	Final	Actual	
REVENUES				
Federal revenue	\$ 1,653,060	\$ 1,708,666	\$ 1,831,886	\$ 123,220
Other state revenues	124,000	124,000	116,035	(7,965)
Other local revenues	11,000	11,000	20,616	9,616
Total revenues	1,788,060	1,843,666	1,968,537	124,871
EXPENDITURES				
Classified salaries	462,071	457,896	473,380	(15,484)
Employee benefits	199,192	192,636	185,305	7,331
Books and supplies	1,043,084	1,022,636	1,127,813	(105,177)
Services and other operating expenditures	29,850	34,850	26,714	8,136
Capital outlay	-	75,606	75,493	113
Other outgo	32,224	37,642	90,141	(52,499)
Total expenditures	1,766,421	1,821,266	1,978,846	(157,580)
Excess (deficiency) of revenues over expenditures	21,639	22,400	(10,309)	(32,709)
Fund balances, July 1, 2015	151,609	151,609	151,609	-
Fund balances, June 30, 2016	\$ 173,248	\$ 174,009	\$ 141,300	\$ (32,709)

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

**SCHEDULE OF FUNDING PROGRESS
FOR THE RETIREE HEALTH PLAN**

JUNE 30, 2016

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarially Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
July 1, 2008	\$ -	\$ 2,566,180	\$ 2,566,180	0%	\$ 8,449,431	30%
July 1, 2011	\$ -	\$ 2,457,213	\$ 2,457,213	0%	\$ 8,197,124	30%
July 1, 2014	\$ -	\$ 1,876,313	\$ 1,876,313	0%	\$ 8,419,089	22%

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

CalPERS			
	June 30, 2014	June 30, 2015 ⁽¹⁾	
Proportion of the net pension liability	0.02094%	0.02149%	
Proportionate share of the net pension liability	\$ 2,377,082	\$ 3,167,653	
Covered-employee payroll (2)	\$ 2,198,261	\$ 2,363,890	
Proportionate Share of the net pension liability as percentage of covered-employee payroll	108.13%	134.00%	
Plans fiduciary net position as a percentage of the total pension liability	83.38%	79.43%	
Proportionate share of aggregate employer contributions (3)	\$ 251,503	\$ 280,050	
STRS			
	June 30, 2014	June 30, 2015 ⁽¹⁾	
Proportion of the net pension liability	0.01288%	0.01490%	
Proportionate share of the net pension liability	\$ 7,526,018	\$ 10,032,193	
Covered-employee payroll (2)	\$ 5,736,279	\$ 5,723,933	
Proportionate Share of the net pension liability as percentage of covered-employee payroll	131.20%	175.27%	
Plans fiduciary net position as a percentage of the total pension liability	76.52%	74.02%	
Proportionate share of aggregate employer contributions (3)	\$ 473,243	\$ 614,178	

⁽¹⁾ Historical information is required only for measurement periods for which GASB 68 is applicable.

⁽²⁾ Covered-Employee Payroll represented above is based on pensionable earnings provided by the employer.

⁽³⁾ The plan's proportionate share of aggregate contributions may not match the actual contributions made by the employer during the measurement period. The plan's proportionate share of aggregate contributions is based on the plan's proportion of fiduciary net position shown on line 5 of the table above as well as any additional side fund (or unfunded liability) contributions made by the employer during the measurement period.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

SCHEDULE OF PENSION CONTRIBUTIONS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

CalPERS			
	Fiscal Year 2013-14	Fiscal Year 2014-15 ⁽¹⁾	
Actuarially Determined Contribution (2)	\$ 251,503	\$	280,050
Contributions in relation to the actuarially determined contributions	(251,396)		(327,965)
Contribution deficiency (excess)	<u>\$ 107</u>	<u>\$</u>	<u>(47,915)</u>
Covered-employee payroll (3)	\$ 2,198,261	\$	2,363,890
Contributions as a percentage of covered-employee payroll (3)	11.441%		11.847%
STRS			
	Fiscal Year 2013-14	Fiscal Year 2014-15 ⁽¹⁾	
Actuarially Determined Contribution (2)	\$ 473,243	\$	614,178
Contributions in relation to the actuarially determined contributions	(475,777)		(711,728)
Contribution deficiency (excess)	<u>\$ (2,534)</u>	<u>\$</u>	<u>(97,550)</u>
Covered-employee payroll (3)	\$ 5,736,279	\$	5,723,933
Contributions as a percentage of covered-employee payroll (3)	8.250%		10.730%

⁽¹⁾ Historical information is required only for measurement periods for which GASB 68 is applicable.

⁽²⁾ Employers are assumed to make contributions equal to the actuarially determined contributions (which is the actuarially determined contribution). However, some employers may choose to make additional contributions towards their side fund or their unfunded liability. Employer contributions for such plans exceed the actuarially determined contributions. CalPERS has determined that employer obligations referred to as "side funds" do not conform to the circumstances described in paragraph 120 of GASB 68, therefore are not considered separately financed specific liabilities.

⁽³⁾ Covered-Employee Payroll represented above is based on pensionable earnings provided by the employer.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

JUNE 30, 2016

1. PURPOSE OF SCHEDULES

A - Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual

The District employs budget control by object codes and by individual appropriation accounts. Budgets are prepared on the modified accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board. The budgets are revised during the year by the Board of Trustees to provide for revised priorities. Expenditures cannot legally exceed appropriations by major object code. The originally adopted and final revised budgets for the General Fund are presented as Required Supplementary Information. The basis of budgeting is the same as GAAP.

B - Schedule of Funding Progress – Retiree Health Plan

The Schedule of Funding Progress presents multi-year trend information which compares, over time, the actuarially accrued liability for benefits with the actuarial value of accumulated plan assets.

C - Schedule of Proportionate Share of the Net Pension Liability

Changes in assumptions, in 2016, amounts reported as changes in assumptions resulted primarily from adjustments to expected retirement ages of general employees.

Fiscal year 2015 was the 1st year of implementation, therefore only two years are shown.

D - Schedule of Pension Contributions

If an employer's contributions to the plan are actuarially determined or based on statutory or contractual requirements, the employer's actuarially determined contribution to the pension plan (or, if applicable, its statutorily or contractually required contribution), the employer's actual contributions, the difference between the actual and actuarially determined contributions (or statutorily or contractually required), and a ratio of the actual contributions divided by covered-employee payroll.

	<u>CalPERS</u>	<u>STRS</u>
Valuation Date	June 30, 2014	June 30, 2014
Measurement Date	June 30, 2015	June 30, 2015
Actuarial Cost Method	Entry-Age Normal Cost	Entry-Age Normal Cost
Actuarial Assumptions		
Discount Rate	7.65%	7.60%
Inflation	2.75%	3.00%
Payroll Growth Rate	3.00%	3.75%
Projected Salary Increase	Varies by Entry Age and Service	Varies by Entry Age and Service
Investment Rate of Return (1)	7.50%	7.60%
Mortality	Derived using CalPERS'	Derived using STRS'
	Membership Data for all Funds	Membership Data for all Funds

(1) Net of pension plan investment expenses, including inflation

SUPPLEMENTARY INFORMATION

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

COMBINING BALANCE SHEET

NON-MAJOR GOVERNMENTAL FUNDS

JUNE 30, 2016

	Child Development Fund	Capital Facilities Fund	County School Facilities Fund	Bond Interest and Redemption Fund	Debt Service Fund	Total
ASSETS						
Cash and cash equivalents	\$ 91,764	\$ 223,103	\$ 206	\$ 122,975	\$ 7	\$ 438,055
Accounts receivable	3,792	452	-	240	-	4,484
Due from other funds	5,422	-	-	-	-	5,422
Total Assets	<u>\$ 100,978</u>	<u>\$ 223,555</u>	<u>\$ 206</u>	<u>\$ 123,215</u>	<u>\$ 7</u>	<u>\$ 447,961</u>
LIABILITIES AND FUND BALANCES						
Liabilities						
Accounts payable	\$ 12,820	\$ -	\$ -	\$ 113,961	\$ -	\$ 126,781
Due to other funds	84,012	-	-	-	7	84,019
Total Liabilities	<u>96,832</u>	<u>-</u>	<u>-</u>	<u>113,961</u>	<u>7</u>	<u>210,800</u>
Fund balances						
Restricted	1,015	170,893	206	9,254	-	181,368
Assigned	3,131	52,662	-	-	-	55,793
Total Fund Balances	<u>4,146</u>	<u>223,555</u>	<u>206</u>	<u>9,254</u>	<u>-</u>	<u>237,161</u>
Total Liabilities and Fund Balances	<u>\$ 100,978</u>	<u>\$ 223,555</u>	<u>\$ 206</u>	<u>\$ 123,215</u>	<u>\$ 7</u>	<u>\$ 447,961</u>

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES

NON-MAJOR GOVERNMENTAL FUNDS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

	Child Development Fund	Capital Facilities Fund	County School Facilities Fund	Bond Interest and Redemption Fund	Debt Service Fund	Totals
REVENUES						
LCFF sources						
Federal revenue	\$ 87,574	\$ -	\$ -	\$ -	\$ -	\$ 87,574
Other state revenues	532,805	-	-	2,594	-	\$ 535,399
Other local revenues	17,823	105,884	206	82,307	-	206,220
	<u>638,202</u>	<u>105,884</u>	<u>206</u>	<u>84,901</u>	<u>-</u>	<u>829,193</u>
Total revenues						
EXPENDITURES						
Certificated salaries	199,361	-	-	-	-	199,361
Classified salaries	210,609	-	-	-	-	210,609
Employee benefits	155,861	-	-	-	-	155,861
Books and supplies	23,009	-	-	-	-	23,009
Services and other operating expenditures	13,235	-	-	-	-	13,235
Capital outlay	-	-	-	-	-	-
Other outgo	33,598	-	-	-	-	33,598
Debt service expenditures	-	18,990	-	133,622	-	152,612
	<u>635,673</u>	<u>18,990</u>	<u>-</u>	<u>133,622</u>	<u>-</u>	<u>788,285</u>
Total expenditures						
Excess (deficiency) of revenues over expenditures	<u>2,529</u>	<u>86,894</u>	<u>206</u>	<u>(48,721)</u>	<u>-</u>	<u>40,908</u>
Fund balances, July 1, 2015	<u>1,617</u>	<u>136,661</u>	<u>-</u>	<u>57,975</u>	<u>-</u>	<u>196,253</u>
Fund balances, June 30, 2016	<u>\$ 4,146</u>	<u>\$ 223,555</u>	<u>\$ 206</u>	<u>\$ 9,254</u>	<u>\$ -</u>	<u>\$ 237,161</u>

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
AGENCY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

	Balance July 1, 2015	Additions	Deductions	Balance June 30, 2016
Assets:				
Poplar	\$ 4,184	\$ 13,210	\$ 14,799	\$ 2,595
Plumas	3,201	16,087	15,251	4,037
Nelson	6,677	30,973	29,446	8,204
Sierra	2,779	29,348	21,823	10,304
Total Assets	<u>\$ 16,841</u>	<u>\$ 89,618</u>	<u>\$ 81,319</u>	<u>\$ 25,140</u>
Liabilities:				
Due to student groups	\$ 16,841	\$ 89,618	\$ 81,319	\$ 25,140
Total Liabilities	<u>\$ 16,841</u>	<u>\$ 89,618</u>	<u>\$ 81,319</u>	<u>\$ 25,140</u>

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

ORGANIZATION

JUNE 30, 2016

The Thermalito Union Elementary School District (the District) is located in Oroville, California. There were no changes in the boundaries of the District during the current year. The District is currently operating three elementary schools, one middle school and two community day schools.

GOVERNING BOARD

<u>Name</u>	<u>Office</u>	<u>Term Expires November</u>
Susan Dunn	President	2016
Darlene Fultz	Vice President	2018
Brenda Ielati	Clerk	2018
Lena Correa	Member	2016
Gail Shields	Member	2018

ADMINISTRATION

Julian Diaz
Superintendent

Connie Cavanaugh
Assistant Superintendent of Business and Operations

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

SCHEDULE OF AVERAGE DAILY ATTENDANCE

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

	Second Period Report	Revised Second Period Report	Annual Report	Revised Annual Report
Elementary				
TK through Third	669.21	669.21	670.58	670.58
Fourth through Sixth	431.52	431.52	434.06	434.06
Seventh through Eighth	258.37	259.12	258.58	259.11
Community Day School	11.20	11.20	12.56	12.56
Special Education	0.71	0.95	1.56	1.56
	<u>1,371.01</u>	<u>1,372.00</u>	<u>1,377.34</u>	<u>1,377.87</u>

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

SCHEDULE OF INSTRUCTIONAL TIME

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

<u>Grade Level</u>	<u>Standard Minutes Requirement</u>	<u>2015-2016 Actual Minutes</u>	<u>Instructional Days</u>	<u>Status</u>
Kindergarten	36,000	58,644	180	In compliance
Grade 1	50,400	54,288	180	In compliance
Grade 2	50,400	54,288	180	In compliance
Grade 3	50,400	54,288	180	In compliance
Grade 4	54,000	55,188	180	In compliance
Grade 5	54,000	55,188	180	In compliance
Grade 6	54,000	62,748	180	In compliance
Grade 7	54,000	62,748	180	In compliance
Grade 8	54,000	62,748	180	In compliance

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

SCHEDULE OF CHARTER SCHOOLS

FOR FISCAL YEAR ENDED JUNE 30, 2016

<u>Charter Schools Chartered by District</u>	<u>Included in District Financial Statements, or Separate Report</u>
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There are currently no charter schools in the District.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT
RECONCILIATION OF UNAUDITED ACTUAL FINANCIAL REPORT TO
AUDITED FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

	General Fund	Capital Cafeteria Fund	All Non-Major Funds
FUND BALANCE			
Balance, June 30, 2016,			
Unaudited Actuals	\$ 3,205,413	\$ 141,300	\$ 351,122
Increase in:			
Debt Service Expense	-	-	(113,961)
Balance, June 30, 2016, Audited			
Financial Statement	<u>\$ 3,205,413</u>	<u>\$ 141,300</u>	<u>\$ 237,161</u>

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

Federal Catalog Number	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Pass- Through Entity Identifying Number	Federal Expenditures
<u>U.S. Department of Education</u>			
<i>Passed through California Department of Education</i>			
84.027	Special Education: IDEA Basic Local Assistance Entitlement, Part B, Section 611	13379	\$ 152,476
84.010	NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	14329	1,334,297
84.367	NCLB: Title II, Part A, Improving Teacher Quality Local Grants	14341	172,322
84.365	NCLB (ESEA) : Title III, Limited English Proficient (LEP) Student Program	14346	14,319
Total U.S. Department of Education			<u>1,673,414</u>
<u>U.S. Department of Agriculture</u>			
<i>Passed through California Department of Education</i>			
10.555	Child Nutrition: School Programs	13391	* 1,272,522
10.558	Child Nutrition: Child and Adult Care Food Program (Cash Advance)	13666	378,709
10.582	Child Nutrition: Fresh Fruit and Vegetable Program	14968	50,603
10.579	Child Nutrition: NSLP Equipment Assistance Grants	14906	55,606
10.665	Forest Reserve Funds	10044	6,041
Total Cash Assistance Subtotal			<u>1,763,481</u>
10.555	Child Nutrition: School Programs - Nonmonetary Assistance	13391	* 74,446
Total Non-Cash Assistance Subtotal			<u>74,446</u>
Total U.S. Department of Agriculture			<u>1,837,927</u>
<u>U.S. Department of Health and Human Services</u>			
<i>Passed through California Department of Education</i>			
<i>Medicaid Cluster</i>			
93.778	Medi-Cal Admin	10060	46,356
93.778	Dept of Health Care Services (DHCS): Medi-Cal Billing Option	10013	46,219
Total Medicaid Cluster			<u>92,575</u>
93.596	Child Dev: Federal General (CCTR) and State Preschool (CSPP)	13609	87,574
Total U.S. Department of Health and Human Services			<u>180,149</u>
Total Federal Programs			<u>\$ 3,691,490</u>

* Tested as a major program.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

	Adopted Budget 2016/2017	Actuals 2015/2016	Actuals 2014/2015	Actuals 2013/2014
<u>General Fund</u>				
Revenues and Other Financial Sources	\$ 17,631,537	\$ 16,820,415	\$ 13,517,524	\$ 12,256,556
Expenditures	17,560,214	14,853,898	14,018,986	11,924,249
Total Outgo	17,560,214	14,853,898	14,018,986	11,924,249
Change in Fund Balance	71,323	1,966,517	(501,462)	332,307
Ending Fund Balance	\$ 3,276,736	\$ 3,205,413	\$ 1,238,896	\$ 1,740,358
Available Reserves	\$ 1,652,353	\$ 1,430,152	\$ 463,360	\$ 701,949
Reserve for Economic Uncertainties	\$ 526,806	\$ 445,617	\$ 410,125	\$ 357,728
Unappropriated Fund Balance	\$ 1,125,547	\$ 984,535	\$ 53,235	\$ 344,221
Available Reserves as a Percentage of Total Outgo	9.4%	9.6%	3.3%	5.9%
Total Long-Term Debt	\$ 15,041,930	\$ 15,137,942	\$ 11,904,558	\$ 2,280,453
Average Daily Attendance at P-2	1,372	1,372	1,328	1,291

The general fund balance has increased by \$1,797,362 over the past three years. The fiscal year 2016-17 budget projects an increase of \$71,323. For a District this size, the State of California recommends available reserves of at least 3 percent of total general fund expenditures, transfers out, and other uses (total outgo). The District met this requirement.

The District has incurred an operating surplus during two of the past three fiscal years.

Total long-term liabilities have increased by \$12,857,489 over the past two years due to additions to the net pension liability.

Average Daily Attendance (ADA) has increased by 81 over the past two years. The District anticipates ADA to remain the same for the fiscal year 2016-2017.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

NOTES TO SUPPLEMENTARY INFORMATION

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

1. Schedule of Average Daily Attendance

Average daily attendance is a measurement of the number of pupils attending classes in the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

2. Schedule of Instructional Time

The District has received incentive funding for increasing instructional time as provided by the Incentives for Longer Instructional Day. This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the provisions of Education Code Sections 46201 through 46206. Districts must maintain their instructional minutes in accordance with the State's standard requirement as required by Education Code Section 46201(b).

The District participated in the Longer Day incentives and met or exceeded its target funding.

3. Schedule of Charter Schools

This schedule provides information for the California Department of Education to monitor financial reporting by Charter Schools.

4. Reconciliation of Unaudited Actual Financial Report with Audited Financial Statements

This schedule provides information necessary to reconcile the Unaudited Actual Fund Financial Reports to the audited financial statements.

5. Schedule of Expenditures of Federal Awards

The accompanying schedule of expenditures of federal awards includes federal grant activity of the District and is presented under the modified accrual basis of accounting. Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance) requires a disclosure of the financial activities of all federally funded programs. This schedule was prepared to comply with the Uniform Guidance and state requirements. Therefore, some amounts presented in this schedule may differ from amounts used in the preparation of the general purpose financial statements.

6. Schedule of Financial Trends And Analysis

This schedule discloses the District's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period of time.

OTHER INDEPENDENT AUDITOR’S REPORTS



James Marta & Company LLP

Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH STATE LAWS AND REGULATIONS

Board of Trustees
Thermalito Union Elementary School District
Oroville, California

Report on Compliance for Each State Program

We have audited the compliance of Thermalito Union Elementary School District (the "District") with the types of compliance requirements described in the State of California's 2015-16 Guide for Annual Audits of California K-12 Local Education Agencies and State Compliance Reporting (the "Audit Guide") to the state laws and regulations listed below for the year ended June 30, 2016.

Management's Responsibility

Compliance with the requirements of state laws and regulations is the responsibility of District's management.

Auditor's Responsibility

Our responsibility is to express an opinion on the District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the 2015-16 Guide for Annual Audits of California K-12 Local Education Agencies and State Compliance Reporting. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the state laws and regulations listed below occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the District's compliance with those requirements.

Description	Procedures Performed
Attendance	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Independent Study	No, see below
Continuation Education	No, see below
Instructional Time for School Districts	Yes
Instructional Materials	
General Requirements	Yes
Ratio of Administrative Employees to Teachers	Yes
Classroom Teacher Salaries	Yes
Early Retirement Incentive Program	No, see below
Gann Limit Calculation	Yes

Description	Procedures Performed
School Accountability Report Card	Yes
Juvenile Court Schools	No, see below
Middle or Early College High Schools	No, see below
K-3 Grade Span Adjustment	Yes
Transportation Maintenance of Effort	Yes
Educator Effectiveness	No, see below
California Clean Energy Jobs Act	No, see below
After Schools Education and Safety Program	
General requirements	No, see below
After School	No, see below
Before School	No, see below
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	No, see below
Immunizations	No, see below
Charter Schools:	
Attendance	No, see below
Mode of Instruction	No, see below
Nonclassroom-Based Instruction/Independent Study	No, see below
Determination of Funding for Nonclassroom-Based Instruction	No, see below
Annual Instructional Minutes - Classroom Based	No, see below
Charter School Facility Grant Program	No, see below

We did not perform any procedures for Independent Study because the Average Daily Attendance reported for the program is not material for compliance purposes.

We did not perform any procedures for Early Retirement Incentive Program, Middle or Early College High School, After School Education and Safety, Continuation Education, Independent Study-Course Based or Juvenile Court Schools because the District did not offer these programs.

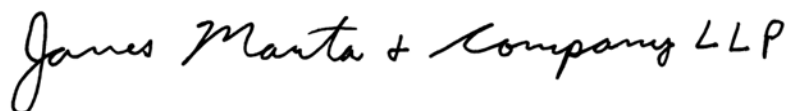
We did not perform any procedures related to California Clean Energy Jobs Act and Educator Effectiveness because the District did not have any expenditures for these programs.

We did not perform any procedures related to Immunizations as the district submitted immunization assessment reports to the California Department of Public Health (CDPH).

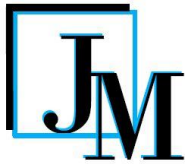
We did not perform any procedures related to Attendance Reporting for Charter Schools, Mode of Instruction for Charter Schools, Nonclassroom-Based Instruction/Independent Study for Charter Schools, Determination of Funding for Nonclassroom-Based Instruction for Charter Schools, and Annual Instructional Minutes-Classroom-Based for Charter Schools, Charter School Facility Grant Program because the District did not have any charter schools.

Opinion on Compliance with State Laws and Regulations

In our opinion, Thermalito Union Elementary School District complied, in all material respects, with the state laws and regulations referred to above for the year ended June 30, 2016.



James Marta & Company LLP
Certified Public Accountants
Sacramento, California
December 13, 2016



James Marta & Company LLP

Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Thermalito Union Elementary School District
Oroville, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Thermalito Union Elementary School District (the "District"), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 13, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

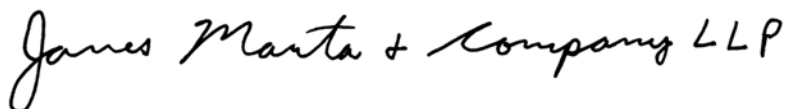
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "James Marta & Company LLP". The signature is written in a cursive, flowing style.

James Marta & Company LLP
Certified Public Accountants
Sacramento, California
December 13, 2016



James Marta & Company LLP

Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON
INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Thermalito Union Elementary School District
Oroville, California

Report on Compliance for Each Major Federal Program

We have audited Thermalito Union Elementary School District's (the "District") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2016. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance), Audits of States, Local Governments, and Non-Profit Organizations. Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the District's compliance.

Opinion on Each Major Federal Program

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

Internal Control Over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

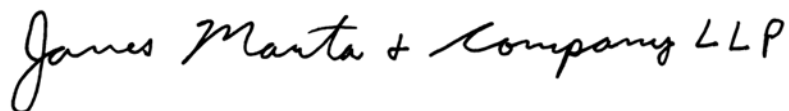
A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated December 13, 2016, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

A handwritten signature in black ink that reads "James Marta & Company LLP". The signature is written in a cursive, flowing style.

James Marta & Company LLP
Certified Public Accountants
Sacramento, California
December 13, 2016

FINDINGS AND RECOMMENDATION

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

Section I – Summary of Audit Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified?	_____ Yes	<u> X </u> No
Significant deficiency(ies) identified?	_____ Yes	<u> X </u> None reported

Noncompliance material to financial statements noted?

_____ Yes	<u> X </u> No
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Federal Awards

Internal control over major programs:

Material weakness(es) identified?	_____ Yes	<u> X </u> No
Significant deficiency(ies) identified?	_____ Yes	<u> X </u> None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance, Section 200.516(a)?

_____ Yes	<u> X </u> No
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Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
10.555	National School Lunch Program

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? X Yes _____ No

State Awards

Internal control over state programs:

Material weakness(es) identified?	_____ Yes	<u> X </u> No
Significant deficiency(ies) identified?	_____ Yes	<u> X </u> None reported

Type of auditor's report issued on compliance for state programs: Unmodified

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

Section II – Financial Statement Findings

No matters were reported.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

Section III – Federal Award Findings and Questioned Costs

No matters were reported.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

Section IV – State Award Findings and Questioned Costs

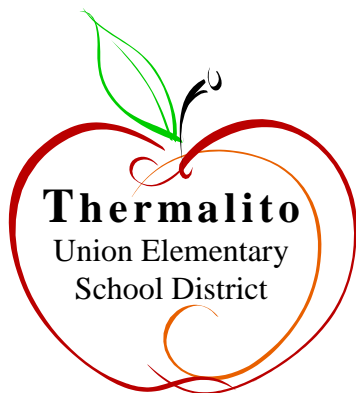
No matters were reported.

THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

STATUS OF PRIOR YEAR RECOMMENDATIONS

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

No matters were reported.



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Connie Cavanaugh

MEETING DATE: January 12, 2017

TOPIC: Approve Subscription Agreement to participate in the CAL-Card purchase card program through the State of California.

DESCRIPTION: The State of California provides a purchase card program (credit card) CAL-Card to governmental agencies. This is a no cost program that provides government agencies with VISA cards to be used for purchases.

The program offers incentives and rebates to government agencies based on volume of purchases and on-time payment. There are additional protections built in such as merchant restrictions that do not allow users to use the card for inappropriate purposes (see attached).

FUNDING: N/A



RESTRICTED MERCHANT CATEGORY CODES

The CAL-Card Program allows for restriction of CAL-Card use to selected Merchants based on Merchant Category Codes (MCCs). Required restrictions and exclusions are outlined below.

Merchant Category Code Restrictions (CAL-Card Program Exclusions)

The Department of General Services, Procurement Division (DGS-PD) and U.S. Bank have identified high-risk and cash-related Merchant Category Codes which are excluded from the CAL-Card Program and restricted by U.S. Bank for all CAL-Cards.

Restricted Merchant Category Codes – All CAL-Card Participating Agencies

- Wire Transfer-Money Orders
- Financial Institutions Manual & Automatic Cash Advances
- Convenience Checks
- Non-Financial Institutions-Foreign Currency, Money Orders Travelers Checks
- Security Brokers/Dealers
- Savings Bonds
- Timeshares
- Betting, Casino Gaming Chips, Off Track Betting
- Fines
- Bail and Bond Payments

Travel-Related Merchant Category Code Restrictions (State Agencies only)

State Agency Program Administrators should exclude the following travel-related Merchant Category Codes on all state employees' CAL-Cards:

Restricted Travel-Related Merchant Category Codes – State Agencies Only

- Employee per diem travel-related expenses, including but not limited to:
 - Airlines
 - Rental Cars
 - Gasoline
 - Hotels

Additional Restriction Options

Agency Program Administrators may set additional Merchant Category Code restrictions for individual cards through Access Online or by contacting the U.S. Bank CAL-Card Team.

AGREEMENT NUMBER

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Thermalito Union Elementary School District

CONTRACTOR'S NAME

U.S. Bank National Association

2. The term of this Agreement is: January 1, 2017 through Participating Addendum 7-14-99-22 expiration date unless terminated earlier by state agency

3. The maximum amount of this Agreement is: \$-0-

4. The parties agree to comply with the terms and conditions of the following, which are by this reference made a part of the Agreement.

A) Contractor agrees to provide purchasing card services for purchases as provided under the terms and conditions of Participating Addendum 7-14-99-22 and its amendments.

B) The contact and notice address for the State is:

Address:	400 Grand Avenue, Oroville, CA 95965
Attn:	Connie Cavanaugh

C) Changes to the State contact and notice address will be provided to Contractor through written notice.

Participating Addendum 7-14-99-22 and its amendments are incorporated by reference and made a part of this agreement. All terms and conditions of Participating Addendum 7-14-99-22 shall apply to this agreement.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

California Department of General Services Use Only

CONTRACTOR'S NAME (If other than an individual, State whether a corporation, partnership, etc.)

U.S. Bank National Association

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Kelly M. Caspers, Vice President

ADDRESS

901 Marquette Avenue, Minneapolis, MN 55402

STATE OF CALIFORNIA

AGENCY NAME

Thermalito Union Elementary School District

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Connie Cavanaugh

ADDRESS

400 Grand Avenue, Oroville, CA 95965

☐ Exempt per: _____

CAL-Card ®

Request to Participate Form

AGENCY INFORMATION:

____ Thermalito Union Elementary School
District

____ Legal Name of California Tax Funded Agency

____ 94-6003832

____ Tax ID Number

____ Connie Cavanaugh

____ Name of Contact Person at Agency

____ December 15, 2016

____ Date

____ 400 Grand Avenue

____ Mailing Address

____ 530-538-2900

____ Phone

____ Oroville, CA 95965

____ City, State, Zip Code

____ ccavanaugh@thermalito.org

____ Email Address

____ 10

____ Estimated number of Cards

____ \$10,000

____ Estimated monthly spend

REQUIRED DOCUMENTS:

State agencies:

Complete and submit the following to U.S. Bank:

- This Request to Participate form.
- Completed State Agency Subscription Agreement (formatted Std. 213).
- Completed W-9 form (Note: **Complete Sections 1 and 4 only. Do not complete Section 2.**)

Local agencies (cities, counties, special districts, schools districts and other non-state agencies):

Complete and submit the following to U.S. Bank:

- This Request to Participate form.
- Signed Local Agency Subscription Agreement; Include signed Certificate of Authority (if applicable).
- Completed W-9 form (Note: Complete Sections **1 and 4**. Section 2 is optional.)
- Three years of audited financial statements; check one box to indicate how financials will be provided.

____ Paper copy mailed with original documents

____ ☒ PDF copy emailed to cpsmidmarketsalescoordinator@usbank.com

____ Documents available online at: provide web address _____

To ensure all documents are completed properly, please check for the following:

- Legal names must be used; documents with abbreviated legal names cannot be processed.
- All documents must be dated and titles must be consistent throughout.

SUBMITTAL INSTRUCTIONS:

Please send required documentation (listed above) to the CAL-Card Sales Coordinator at:

Email (preferred): cpsmidmarketsalescoordinator@usbank.com

U.S. Mail (optional): U.S. Bank
901 Marquette Avenue, EP-MN-A17S
Minneapolis, MN 55402

NOTE: Submit W-9 as directed therein.

U.S. Bank will contact you to confirm receipt of this Request to Participate Form. After U.S. Bank's review is complete, an implementation manager will contact you to set up your program.

QUESTIONS? Email us at: cpsmidmarketsalescoordinator@usbank.com

For U.S. Bank Internal Use Only

Date Submitted _____

Circle one: <\$5MM> \$5MM

Banker's Employee ID _____

Treasury Management Employee ID _____

IPM _____

RM _____

AM _____