

REGULAR BOARD MEETING AGENDA OF THE GOVERNING BOARD

November 16, 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:** **5:30 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:

Public Employment (Government Code 54957)

Anticipated Litigation (Government Code 54956.9)

Public employee Discipline/Dismissal/Release (Gov. Code 54957)

District Representative with Bargaining Unit, CSEA / TTA
4. **Reports from Closed Session** - Announcement of Action taken in Closed Session and Vote, if any: **6:30 p.m.**
5. **Pledge of Allegiance:**
6. **Students Report to the Board:** Poplar Avenue Student Council
7. **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.

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.

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

Motion _____ Second _____ Vote _____

Adoption of the Agenda:

Motion _____ Second _____ Vote _____

9. **Reports to the Board:**

- a. Bill Harrington, Principal of Poplar Avenue School
- b. Rebecca Harvey – District Art Teacher

10. **Consent Agenda:**

Approval of the Consent Agenda:

Motion _____ Second _____ Vote _____

Minutes: 10/26/17

Inter-district Attendance Requests:

2017-2018 (Approve)	In:	2 (151)	Out: 8 (94)
2017-2018 (Deny)	In:	(7)	

Board Policies/Administrative Regulations:

a. Policy Updates

- BP 6144 – Controversial Issues
- AR/BP 6174 – Education for English Learners
- BP 6176 – Weekend/Saturday Classes
- AR/BP 1312.3 – Universal Complaint Procedures
- BP 1340 – Access to District Records
- BP 2121 – Superintendent’s Contract
- AR/BP 3551 – Food Service Operations/Cafeteria Plan
- AR 3580 – District Records
- AR/BP 4127/4217/4317 – Temporary Athletic Team Coaches
- BP 4312.1 – Contracts
- AR 5145.3 – Nondiscrimination/Harassment
- BP 6142.93 – Science Instruction
- BP 6145 – Extracurricular and Cocurricular Activities
- AR/BP 6415.2 – Athletic Competition
- BP 7214 – General Bond Obligations
- BB 9012 – Board Member Electronic Communications
- BP 0000 – Vision
- BP 0100 – Philosophy
- BP 2140 – Evaluation of the Superintendent
- AR 4112.2 – Certification

- AR 4112.61/4212.61/4312.61 – Employment References
- BP 6161.1/E 6161.1 – Selection and Evaluation of Instructional Materials
- BB 9121 – President
- BB 9220 – Governing Board Elections
- BB 9230 – Orientation
- BB 9400 – Board Self-Evaluation
- BB 9320 – Meeting and Notices

Commercial Warrants: 10/1/17 – 10/31/17

Field Trips:

- a. Approval for the 8th grade class at Nelson Avenue to go on a cross-curricular field trip to San Francisco, May 10, 2018.

Conference/Workshop:

- a. Approval for 4 teachers from Poplar Avenue School to attend the TK/K/1 Conference in Santa Clara, January 13-14, 2018.
- b. Approval for Lisa Cruikshank and Rochelle Simmons to attend the Annual CAASPP Institute, January 11-12, 2018 in Sacramento.

Contracts:

- a. Approval to contract with United Building Contractor's Inc for removal of portable classroom at Sierra Avenue School.
- b. Approval of MOU with BCOE for Professional Development Consulting Services by Jennifer Denzel-Sams for the 2017-18 school year.
- c. Approval to contract with Strings in Schools to provide violin instruction for nine students at Sierra Avenue School.
- d. Approval to contract with D&S Asphalt Sealing Co. to repair black top at Nelson Avenue School.

Operations:

- a. Approval for purchase and installation of new camera systems for three buses.
- b. Approval to surplus and dispose of old furniture, file cabinets, tables and shelving at Poplar.
- c. Approval to dispose of obsolete electronic equipment at Poplar Avenue School.
- d. Approval to dispose of obsolete electronic equipment at Sierra Avenue School.
- e. Approval to participate in the American Ninja Warrior Incentive Program.
- f. Approval to apply to the California Department of Education for continued California State Preschool Program (CSPP) funding for TLC Preschool for the 2018-2019 school year.
- g. Approval for the purchase and installation of new office furniture for the District Office from Esplanade Furniture.
- h. Approval to purchase water bottle drinking fountains for each site from Pittsburgh Water Cooler Service.
- i. Approval to provide after school math tutoring and transportation, 1 hour per day for 4 days per week for Nelson Avenue students.
- j. Approval to run Saturday School from December 2, 2017 to May 19, 2018.

Personnel:

- a. Approval to change 7th grade boys basketball coach from Marc Macaluso to Karen Konig.
- b. Approval to increase Paraeducator III Activity Supervisor hours from 2.0 hrs per day to 2.5 hours per day.
- c. Approval to hire Jessica Pond, Sunny Alexander and Andrea Gramps, as part time, probationary, 3 hour per day Child Nutrition Assistants-FFVP at Range 9 Step 1, effective November 17, 2017.

Resignation:

- a. Approval to accept resignation of Miranda Johnson as a Paraeducator III/Activity Supervisor at Plumas Avenue School, effective November 3, 2017.

- 11. **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.
- 12. **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:

- 13. Approval to set the Annual Reorganizational Meeting on December 13, 2017.

Comment: Education Code 35143 states the “annual organizational meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at the election takes office, inclusive to elect officers for the coming year.” Therefore, it is suggested that the regular scheduled Board meeting on December 13, 2017 be selected for the Annual Organizational Meeting for the Board of Trustees.

Motion _____ Second _____ Vote _____

- 14. Approval of Resolution #17-18-05 to authorize Cody Walker as an official signing agent for Thermalito Union Elementary School District., effective October 30, 2017.

Comment:

Motion _____ Second _____ Vote _____

- 15. Requesting change of the December board meeting from Thursday, December 14, 2017 to Wednesday, December 13, 2017.

Comment:

Motion _____Second _____Vote _____

16. Approval of MOU between CSEA Chapter 182 and Thermalito Union Elementary School District regarding new employee orientation.

Comment: The purpose of this MOU is to comply with the provisions of Assembly Bill 119.

Motion _____Second _____Vote _____

Board Discussion:

2018 Board Meeting Dates

Board Comments:

17. **Reconvene to Closed Session**

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

Adjournment: _____

Upcoming 2017 Events:

November 7	Field Trip – Shasta Caverns (Nelson-6 th)
November 28	LCAP Meeting – District Office 3:30pm-5:00pm
November 30	Field Trip – Gray Lodge (Nelson STEM)
December 1	Field Trip – Chico Laxon Aud. (Nelson 8 th)
December 7	Field Trip – State Capitol Theater (Poplar 4 th)
December 7	Field Trip – CSUC Science Lab (Plumas 4 th /5 th)
December 13	Board Meeting
December 15	Field Trip – Nutcracker Ballet (Plumas 4 th /5 th)
December 20	Nelson Winter Program 7:00 pm
December 21	Plumas Winter Program 9:30 am & 1:30 pm
December 21	Sierra Winter Program 9:00 am
December 21	TLC Winter Program 6:00 pm
December 22	Sierra Winter Program 9:00 am
December 22	Poplar Winter Program 9:30 am

THERMALITO UNION SCHOOL DISTRICT

400 Grand Avenue
Oroville, California

REGULAR BOARD MEETING/WORKSHOP

MINUTES OF THE GOVERNING BOARD

October 26, 2017

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

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

Public Comment Prior to Closed Session: None.

Closed Session: The Board convened to closed session at 5:05 p.m.

Public Present: Peggy Anderson, Joyce Dennison, Julie Carr, Yvonne Cobb, Karen Williams, Sue Russell, Ed Gregorio, Michelle Sanchez, Bill Harrington, Lisa Cruikshank, Robyn Solanksky, Rochelle Simmons, Stacie Schuman, Rick Meyer.

Reports from Closed Session - Announcement of Action taken in Closed Session and Vote, if any: The meeting reconvened to open session at 6:32 p.m.
None.

Pledge of Allegiance: The pledge of allegiance was led by Mr. Blake.

Public Comments on Board Agenda Items: None.

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. Anderson and seconded by Mrs. Ielati; votes were five ayes. Motion passed.

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 five ayes. Motion passed.

Public Comments: Sue Russell thanked the Board and Mrs. Simmons for attending and helping at the Carnival at Sierra.

TTA: Julie Carr reported that negotiations went well last week and a lot was accomplished but there is still much to be done. Mrs. Carr expressed appreciation for the district's commitment to work with TTA.

Management:

Joyce Dennison reported on some of the projects going on in the district which include the IES lighting upgrades, room 32 of Sierra which is being cleaned out and removed, the front office configuration of the District Office. Ms. Dennison reported that regarding the parking lot at Poplar, the engineer has submitted two plans and staff are now reviewing the plans. Ms. Dennison also reported that the water testing has been completed and we should have the results back in two weeks, however, we have to hold the results for 60 days before publishing to the public.

Karen Williams reported that food service has been off to a rough start with vendor problems, absenteeism and vacancies. She gave kudos to her staff for stepping up and making it work. Ms. Williams reported that the first wellness meeting was in October and the sites are working on a survey to determine the goal for each site and implementation to achieve the goal and the next wellness meeting is in January.

Rochelle Simmons also recognized the food services staff at Nelson for doing a great job under the circumstance. Ms. Simmons also shared that the recent dance at Nelson had 200 student attendees and there were no incidents.

Jeff Kuhn reported the public safety meeting was held on October 25, 2017. At the meeting goals were set after reviewing our safety and crime data. Mr. Kuhn shared that a parent expressed appreciation for the great food program being offered at Nelson. Regarding CDS Mr. Kuhn shared that a new little student has joined the CDS students from Sierra and he is in the process of working on the CDE waiver.

Stacie Schuman reported that Shady Creek with 185 students went very well with the wonderful staff and counselors. Ms. Schuman also reported that the movie night on Friday the 13th had a great turn out and the PTO is small but growing. The teachers are really enjoying the collaboration with each other and Michelle Sanchez.

Ed Gregorio reported that Shady Creek was great for the kids. He also shared that the Fall Carnival was well attended and a real family fun event. Sierra had their Smarter Balanced Awards Assembly to honor students in 4/5 who did well last year.

Lisa Cruikshank reported to the board on the new state testing for ELA and Science.

Bill Harrington reported on Shady Creek being a great event for the students but also provided time for all 5th grade teachers in the District to collaborate and share strategies. Mr. Harrington also shared the upcoming field trips at Poplar Avenue and the expressed excitement that the Wonders curriculum is showing signs of vertical integration which we haven't seen in a while.

Robyn Solansky thanked Joyce Dennison for putting together the proposal for TLC to have a cement bike path at TLC and reported on a recent parent activity meeting at TLC.

Superintendent

Mr. Blake reported he attended the Sierra Carnival and it gets better each year. He reported that parents will be provided with opportunities before and after parent conferences to take the parent survey and possibly sign up for access to the parent portal as well. This should show an increase in the number of parents who take the survey and provide input compared to last year. Mr. Blake also handed the board a list of draft board meeting dates for next 2018.

Board Discussion:

Mr. Blake handed out the board priorities updates that were finalized in May. Mr. Blake and the Board discussed the board priorities and the status of each priority.

Michelle Sanchez shared briefly with the Board on the work that is going on with grade level collaboration in the district.

Board Comments:

Gail Shields shared she enjoyed working at the Sierra Carnival with students from Nelson.

Alicia Walker thanked everyone for supporting the Sierra Carnival and appreciated the help from students at Nelson.

Brenda Ielati shared she had fun helping at the Sierra Carnival.

Tori Anderson shared she had fun at the Sierra Carnival and it was a great community event that was very affordable for families.

Darlene Fultz shared that the Sierra Carnival showed her what a great community Thermalito is with support for Sierra's Carnival coming from Districtwide.

Adjournment:

The regular board meeting adjourned at 8:02 p.m.

Date Board Approved: _____

Board President: Darlene Fultz

DRAFT

Policy Updates – 11/16/17

Controversial Issues

(BP revised) Policy updated to provide that parents/guardians may be given an opportunity to opt out of instruction on controversial issues only when required by law, not at the discretion of a teacher or administrator. Policy also clarifies the district's right to limit teacher expressions of personal opinion when teachers are in the classroom and therefore acting on behalf of the district.

See BP 6144

Education for English Learners

(BP/AR revised; E 6174 deleted) Policy and regulation substantially revised to reflect NEW LAW (Proposition 58) which authorizes parents/guardians to select a language acquisition program that best suits their child and eliminates the requirement for parents/guardians to request a waiver from the district if they want to enroll their child in a program other than a structured English immersion program. Policy reflects provisions of Proposition 58 that require districts to (1) offer, at a minimum, a structured English immersion program; (2) seek parent/guardian and community input on language acquisition programs during development of the district's LCAP; and (3) to the extent possible, offer a language acquisition program requested by parents/guardians of 30 or more students at a school or 20 or more students in any grade level at the school. Policy and regulation also reflect revisions in Title III English learner programs, including renumbering of accountability requirements and changes in the required parental notification, pursuant to the Every Student Succeeds Act. Title of policy and regulation updated to reflect current terminology. Exhibit deleted as districts no longer need a sample form for the parental exception waiver.

See BP 6174

Weekend/Saturday Classes

(BP revised) Policy updated to reflect NEW LAW (AB 2659, 2016) which authorizes makeup classes for any type of absence, including excused absences, to be offered during the weekend. Policy also adds material regarding the circumstances under which teachers cannot be assigned to work on a weekend.

See BP 6176

Uniform Complaint Procedures

(BP/AR revised) Policy and regulation updated to reflect NEW LAW (AB 2306, 2016) which authorizes the use of uniform complaint procedures for complaints alleging noncompliance with requirements related to course credit transfer and exemption from local graduation requirements for former juvenile court school students. Regulation also references NEW LAW (SB 1375, 2016) which requires districts, on or before July 1, 2017, to post information relating to Title IX, including specified information about complaint procedures, on their web sites.

See BP 1312.3

See AR 1312.3

Access to District Records

(BP revised) Policy updated to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that using a personal account or device to send or receive communications regarding public business does not categorically exclude those records from disclosure in response to a request under the

California Public Records Act and that public agencies are obliged to disclose applicable records that they can locate with reasonable effort.

See BP 1340

Superintendent's Contract

(BP revised) Policy updated to reflect NEW LAW (SB 1436, 2016) which requires the board, prior to taking final action on the superintendent's salary or benefits, to orally report a summary of the recommended action during open session of a board meeting. Updated policy also clarifies that deliberations regarding the superintendent's salary or other compensation cannot be held during a special meeting of the board.

See BP 2121

Food Service Operations/Cafeteria Plan

(BP/AR revised) Policy and regulation updated to reflect NEW FEDERAL GUIDANCE (U.S. Department of Agriculture Memorandum SP 46-2016 and SP 23-2017) which mandates any district participating in the National School Lunch and/or Breakfast Program to adopt a written policy on meal charges, including the collection of delinquent meal charge debt, no later than July 1, 2017, and to annually communicate that policy to parents/guardians. Policy and regulation also reflect NEW STATE GUIDANCE (California Department of Education Management Bulletin SNP-03-2017) which requires district policy to ensure that students with unrecovered or delinquent meal charge debt are not overtly identified, requires that debt collection efforts are consistent with specified cost principles, and establishes conditions for reclassifying unpaid debt as bad debt. Policy also revised to reflect the Buy American provision of federal regulations which requires districts, to the maximum extent practicable, to purchase domestically grown and processed foods.

See BP 3551

See AR 3551

District Records

(AR revised) Regulation updated to revise material related to the retention of electronic records, including records pertaining to district business that are created, saved, sent, or received on an employee's or board member's personal device, to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that such records may be accessible to the public in accordance with the California Public Records Act.

See AR 3580

Temporary Athletic Team Coaches

(BP/AR revised) Policy and regulation updated to reflect NEW LAW (AB 1639, 2016) which requires coaches, beginning July 1, 2017, to complete a training course related to the nature and warning signs of sudden cardiac arrest and to retake such a course every two years thereafter. Policy also allows a coach to submit either the Activity Supervisor Clearance Certificate or the Department of Justice and Federal Bureau of Investigation criminal background check. Material regarding certification of coaches' qualifications to the board and the State Board of Education moved from AR to BP.

See BP 4127/4227/4327

See AR 4127/4227/4327

Contracts

(BP revised) Policy updated to reflect NEW LAW (SB 1436, 2016) which requires the board, prior to taking final action on the salary or benefits of employees whose position within the district is established through an employment contract, to orally report a summary of the recommended action during open session of a board meeting. Updated policy also clarifies the limited circumstances under which salary and benefits may be discussed in closed session and the prohibition against discussing salary or other compensation during a special meeting of the board.

See BP 4312.1

Nondiscrimination/Harassment

(AR revised) Regulation updated to reflect NEW LAW (SB 1375, 2016) which requires districts and schools to post specified Title IX information on their web sites by July 1, 2017. Regulation also explains the limited impact in California of the February 22, 2017 federal action to rescind earlier guidance regarding transgender students' use of sex-segregated facilities in accordance with their gender identity.

See AR 5145.3

Science Instruction

(BP revised) Policy updated to reflect the NEW CURRICULUM FRAMEWORK for science instruction adopted by the State Board of Education in November 2016 and the Next Generation Science Standards. Policy also adds new material related to the required course of study, science courses required for high school graduation, staff development, program evaluation, and safety in science laboratories.

See BP 6142.93

Extracurricular and Cocurricular Activities

(BP revised) Policy updated to reflect law which provides that a homeless student must be immediately deemed to meet all residency requirements for participation in extracurricular activities. Legal cites added for the prohibition against student fees and the requirement to annually review the policy.

See BP 6145

Athletic Competition

(BP/AR revised) Policy and regulation updated to reflect NEW LAW (AB 1639, 2016) which requires (1) distribution to student athletes and parents/guardians of information on the nature and warning signs of sudden cardiac arrest, (2) training of coaches and athletic directors on the nature and warning signs of sudden cardiac arrest, and (3) removal of a student from an athletic activity if he/she passes out or faints, until clearance is obtained from a health care provider. Policy also updated to reflect the prohibition against the use of a racially derogatory or discriminatory athletic team name, mascot, or nickname. Policy reflects law which provides that a homeless student must be immediately deemed to meet all residency requirements for participation in interscholastic athletic activities. Regulation also updated to reflect NEW LAW (SB 1375, 2016) which requires districts and schools to post specified Title IX information on their web sites by July 1, 2017.

See BP 6145.2

See AR 6145.2

General Obligation Bonds

(BP revised) Policy updated to reflect NEW LAW (SB 1029, 2016) which requires the board to adopt a debt management policy prior to issuing any debt, including a general obligation bond, and to certify to the California Debt and Investment Advisory Commission that any proposed issuance of debt is consistent with the district's policy. Policy also reflects NEW LAW (AB 2116, 2016) which requires the board to obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor, and NEW LAW (AB 2738, 2016) which prohibits districts from withdrawing proceeds from bond sales at any time for the purpose of making investments outside the county treasury. Policy also adds caution that some uses of bond proceeds that are specified in the Education Code for bond elections with a 66.67 percent threshold may be inconsistent with the California Constitution and encourages consultation with legal counsel.

See BP 7214

Board Member Electronic Communications

(BB revised) Bylaw updated to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that using a personal account or device to send or receive communications regarding public business does not categorically exclude those records from disclosure in response to a request under the California Public Records Act and that public agencies are obliged to disclose applicable records that they can locate with reasonable effort.

See BB 9012

Vision

(BP revised; AR 0000 deleted) Policy updated to address data sources for vision setting, set expectations that the district's vision will drive all board decisions and district operations, and align the process of reviewing the district's vision with the process for reviewing and updating the local control and accountability plan (LCAP). Regulation deleted and key concepts incorporated into the BP.

See BP 0000

Philosophy

(BP revised) Policy updated to strongly encourage boards to engage in thoughtful discussions and develop their own statements of district philosophy. Sample statements expanded to add items related to nondiscrimination, the influence of teachers and educational support staff on student achievement, the importance of professional development for staff and the board, the board's responsibility to engage in advocacy, and the link between financial stability and attainment of district goals.

See BP 0100

Evaluation of the Superintendent

(BP revised) Policy updated to provide that the responsibility for determining the criteria, schedule, method(s), and instrument(s) for superintendent evaluation rests with the board, although input may be sought from the superintendent. Updated policy clarifies that, although the evaluation may be discussed in closed session, the law does not permit discussion or action on any proposed change in compensation during closed session, with limited exceptions. Policy also reflects court decision holding that personal performance goals are not subject to disclosure to the public unless they are specifically stated in the employment contract.

See BP 2140

Certification

(AR revised) Regulation updated to (1) add verification of temporary certificates for employees whose credential applications are being processed by the Commission on Teacher Credentialing; (2) add section reflecting requirements for the Teaching Permit for Statutory Leave, as added by NEW STATE REGULATIONS (Register 2016, No. 34); and (3) add authorization for the holder of the Teaching Permit for Statutory Leave, Provisional Internship Permit, or Short-Term Staff Permit to provide substitute teaching services as specified.

See AR 4112.2

Employment References

(BP 4112.61/4212.61/4312.61 deleted; AR revised) Policy deleted and key concepts incorporated into regulation. Regulation also updated to more directly reflect state law regarding the authority of employers to communicate certain information about current or former employees to prospective employers.

See AR 4112.61/4212.61/4312.61

Selection and Evaluation of Instructional Materials

(BP/E revised) Policy and exhibit updated to delete material defining the "sufficiency" of instructional materials as meaning that students enrolled in the same course have identical materials from the same adoption cycle, and to delete optional material reflecting the authorization to purchase the newest adopted materials for schools in deciles 1-3 of the Academic Performance Index, as those laws have repealed on their own terms. Updated policy also reflects the requirement to address the sufficiency of instructional materials in the district's LCAP and reflects NEW LAW (AB 575, 2016) which provides that the State Board of Education may adopt instructional materials for grades K-8 at least once, but not more than twice, every eight years.

See BP 6161.1

See E 6161.1

President

(BB revised) Bylaw updated to reorganize and revise the duties of the board president for consistency with information provided in CSBA's Board President's Workshop, and to add an optional component on providing training for the president to enhance his/her leadership skills.

See BB 9121

Governing Board Elections

(BB revised) Bylaw updated to reflect NEW LAW (SB 415, 2015) which, effective January 1, 2018, requires a district to move the date of its board election to be concurrent with a statewide election whenever holding an election on a nonconcurrent date has resulted in a significant decrease in voter turnout, as defined. Bylaw encourages districts to review recent voter turnout and, if necessary, adopt a plan before the January 1, 2018 deadline in order to delay consolidation until November 8, 2022. Bylaw also reflects NEW LAWS which require public hearings before and after drawing maps of proposed trustee areas (AB 350, 2016), authorize districts to permit board candidates to submit candidate statements for electronic distribution (AB 2010, 2016), allow districts to establish a dedicated fund to make public funds available to persons seeking elective office under specified conditions (SB 1107,

2016), and require prospective plaintiffs who allege that the election method violates the California Voting Rights Act to notify the district before filing a complaint (AB 350, 2016).

See BB 9220

Orientation

(BB revised) Bylaw updated to delete section on "Board Candidate Orientation" and move that material to BB 9220 - Governing Board Elections. Bylaw also clarifies that an orientation meeting must be conducted in open session if a majority of the members of the board will be discussing district business, provides examples of topics and materials to be addressed in the orientation, and provides information about CSBA trainings for new and first-term board members.

See BB 9230

Board Self-Evaluation

(BB revised) Bylaw updated for consistency with CSBA's online board self-evaluation tool and facilitator services. Bylaw also links board self-evaluation to the identification of strategies for strengthening board performance, including board trainings.

See BB 9400

Meeting and Notices

(BB revised) Change in language in scheduling of regular meetings.

See BB 9320

CONTROVERSIAL ISSUES

The Governing Board recognizes that the district's educational program may sometimes include instruction related to controversial issues that may arouse strong reactions based on personal values and beliefs, political philosophy, culture, religion, or other influences. Instruction concerning such topics shall be relevant to the adopted course of study and curricular goals and should be designed to develop students' critical thinking skills, ability to discriminate between fact and opinion, respect for others, and understanding and tolerance of diverse points of view.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.3 - Civic Education)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6143 - Courses of Study)

The Board expects administrators and teachers to exercise professional judgment when deciding whether or not a particular issue is suitable for study or discussion. They shall consult with the Superintendent or designee as necessary to determine the appropriateness of the subject matter, guest speakers, and/or related instructional materials or resources.

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)

When providing instruction related to a controversial issue, the following guidelines shall apply:

1. The topic shall be suitable to the age and maturity of the students.
2. Instruction shall be presented in a balanced manner, addressing all sides of the issue without bias or prejudice and without promoting any particular point of view.
3. In the classroom, teachers act on behalf of the district and are expected to follow the adopted curriculum. In leading or guiding class discussions about issues that may be controversial, a teacher may not advocate his/her personal opinion or viewpoint. When necessary, the Superintendent or designee may instruct teachers to refrain from sharing personal views in the classroom on controversial topics.
4. Students shall be assured of their right to form and express an opinion without jeopardizing their grades or being subject to discrimination, retaliation, or discipline, provided the viewpoint does not constitute harassment, threats, intimidation, or bullying or is otherwise unlawful.

(cf. 5022 - Student and Family Privacy Rights)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6145.5 - Student Organizations and Equal Access)

5. Students shall be informed of conduct expected during such instruction and the importance of being courteous and respectful of the opinions of others.

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)

Instruction

BP 6144 (b)

(cf. 5137 - Positive School Climate)

6. Adequate factual information shall be provided to help students objectively analyze and evaluate the issue and draw their own conclusions.
7. The instruction shall not reflect adversely upon persons because of their race, ethnicity, national prohibited by law.

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

8. The subject matter of the instruction shall not otherwise be prohibited by state or federal law.

When a guest speaker is invited to make a presentation related to a controversial issue, the Superintendent or designee shall notify him/her of this policy and the expectations and goals regarding the instruction. If the guest speaker is presenting only one point of view on an issue, the teacher shall be responsible for ensuring that students also receive information on opposing viewpoints.

(cf. 6145.8 - Assemblies and Special Events)

When required by law, such as in regards to comprehensive sexual health and HIV prevention education, parents/guardians shall be notified prior to instruction that they may request in writing that their child be excused from the instruction. Students whose parents/guardians decline such instruction may be offered an alternative activity of similar educational value.

A student or parent/guardian with concerns regarding instruction about controversial issues may communicate directly with the teacher or principal and/or use appropriate district complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

48950 Freedom of speech

51240 Excuse from health instruction due to religious beliefs

51500 Prohibited instruction or activity

51510 Prohibited study or supplemental materials

51511 Religious matters properly included in courses of study

51513 Materials containing questions about beliefs or practices

51530 Prohibition and definition regarding advocating or teaching communism with intent to indoctrinate

51930-51939 California Healthy Youth Act; comprehensive sexual health and HIV prevention education

60040 Portrayal of cultural and racial diversity

60044 Prohibited instructional materials

60045 Criteria for instructional materials

COURT DECISIONS

Johnson v. Poway Unified School District, (2011) 658 F.3d 954 (9th Cir.)

Mayer v. Monroe County Community School Corporation, (2007) 474 F.3d 477 (7th Cir.)

Garcetti v. Ceballos, (2006) 547 U.S. 410

Board Adopted: 11/16/17, 08/13/13, 10/28/04, 01/25/02 (revisions)

06/29/00 (final adoption)

06/15/00 (first reading)

EDUCATION FOR ENGLISH LANGUAGE LEARNERS

The Governing Board intends to provide English learners with challenging curriculum and instruction that develop proficiency in English while facilitating student achievement in the district's regular course of study.

The district shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners.

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

English learners shall be provided English language development instruction targeted to their English proficiency level and aligned with the state content standards and curriculum framework. The district's program shall be based on sound instructional theory, use standards-aligned instructional materials, and assist students in accessing the full educational program.

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

(cf. 4112.22 - Staff Teaching English Learners)

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

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

To support students' English language development, the Superintendent or designee may provide an adult literacy training program that leads to English fluency for parents/guardians and community members.

Instruction

BP 6174 (b)

Identification and Assessment

The Superintendent or designee shall maintain procedures for the accurate identification of English learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English.

Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria specified in the accompanying administrative regulation.

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR 853.5 and 853.7. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 853.5, 853.7)

(cf. 6152.51 - State Academic Achievement Tests)

Language Acquisition Programs

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. He/she shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

Language acquisition programs are educational programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. The language acquisition programs provided to students shall be informed by research and shall lead to grade-level proficiency and academic achievement in both English and another language. (Education Code 306)

The district shall offer English learners a structured English immersion program to ensure that English learners have access to the core academic content standards, including the English language development standards, and become proficient in English. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. (Education Code 305-306)

For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)

1. The district may offer a dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.

Instruction

BP 6174 (c)

(cf. 6142.2 - World/Foreign Language Instruction)

2. The district may offer a transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards.

Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310)

The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)

(cf. 6151 - Class Size)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program. (Education Code 310)

(cf. 5145.6 - Parental Notifications)

When an English learner is determined pursuant to state and district reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code 313 and 52164.6, or upon request by the student's parent/guardian, the student shall be transferred from a language acquisition program into an English language mainstream classroom.

Program Evaluation

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. Progress toward any other goals for English learners identified in the district's LCAP
6. A comparison of current data with data from at least the previous year

The Superintendent or designee also shall provide the Board with regular reports from any district or schoolwide English learner advisory committees.

Instruction

BP 6174 (d)

Legal Reference:

EDUCATION CODE

300-340 English language education, especially:
305-310 Language acquisition programs
313-313.5 Assessment of English proficiency
430-446 English Learner and Immigrant Pupil Federal Conformity Act
33050 State Board of Education waiver authority
42238.02-42238.03 Local control funding formula
44253.1-44253.11 Qualifications for teaching English learners
48980 Parental notifications
48985 Notices to parents in language other than English
52052 Numerically significant student subgroups
52060-52077 Local control and accountability plan
52130-52135 Impacted Languages Act of 1984
52160-52178 Bilingual Bicultural Act
56305 CDE manual on English learners with disabilities
60603 Definition, recently arrived English learner
60605.87 Supplemental instructional materials, English language development
60640 California Assessment of Student Performance and Progress
60810-60812 Assessment of language development
62005.5 Continuation of advisory committee after program sunsets

CODE OF REGULATIONS, TITLE 5

853.5-853.7 Test administration; universal tools, designated supports, and accommodations
11300-11316 English learner education
11510-11517 California English Language Development Test

UNITED STATES CODE, TITLE 20

1412 Individuals with Disabilities Education Act; state eligibility
1701-1705 Equal Educational Opportunities Act
6311 Title I state plan
6312 Title I local education agency plans
6801-7014 Title III, language instruction for English learners and immigrant students
7801 Definitions

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Discrimination prohibited
200.16 Assessment of English learners

COURT DECISIONS

Valeria G. v. Wilson, (2002) 307 F.3d 1036
California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141
McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196
Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698
ATTORNEY GENERAL OPINIONS
83 Ops.Cal.Atty.Gen. 40 (2000)

Management Resources:

CSBA PUBLICATIONS

English Learners in Focus, Issue 1: Updated Demographic and Achievement Profile of California's English Learners, Governance Brief, rev. September 2016
English Learners in Focus, Issue 3: Ensuring High-Quality Staff for English Learners, Governance Brief, July 2016
English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs, Governance Brief, September 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, December 2015

Instruction

BP 6174 (a)

Academic Criterion for Reclassification, CDE Correspondence, August 11, 2014

English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014

Common Core State Standards for Mathematics, rev. 2013

Next Generation Science Standards for California Public Schools, Kindergarten through Grade Twelve, 2013

English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012

Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Accountability for English Learners Under the ESEA, Non-Regulatory Guidance, January 2017

English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev. November 2016

English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), Non-Regulatory Guidance, September 23, 2016

Dear Colleague Letter: English Learner Students and Limited English Proficient Parents, January 7, 2015

Assessment and Accountability for Recently Arrived and Former Limited English Proficient (LEP) Students, May 2007

WEB SITES

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

California Association for Bilingual Education: <http://www.gocabe.org>

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

National Clearinghouse for English Language Acquisition: <http://www.ncela.us>

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

Board Adopted: 11/16/17, 02/26/13, 01/18/07(revisions)
10/28/04, 04/24/03, 03/13/03, 01/25/02 (revisions)
07/22/99 (final adoption)
06/19/99 (first reading)

Instruction

BP 6176 (a)

WEEKEND/SATURDAY CLASSES

The Governing Board desires to increase educational opportunities outside the regular school week in order to meet student needs and promote academic achievement. When staffing, facilities, and other resources are available, the Board may approve the provision of classes on Saturday and/or Sunday that support and are integrated with other learning opportunities.

(cf. 5148.2 - Before/After School Programs)
(cf. 6111 - School Calendar)

Weekend classes may include, but are not limited to:

1. Continuation classes (Education Code 37223)

(cf. 6184 - Continuation Education)

2. Special day classes for mentally gifted minors (Education Code 37223)

(cf. 6172 - Gifted and Talented Student Program)

3. Makeup classes for absences occurring during the week (Education Code 37223)

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

4. The programs of a regional occupational center or program (ROC/P) (Education Code 37223)

(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)

5. Supplemental instruction for students who need additional assistance to meet academic standards or requirements

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6179 - Supplemental Instruction)

6. Enrichment classes in core academic subjects

(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6142.92 - Mathematics Instruction)

Except in ROC/Ps and as otherwise provided by law, any class offered on a Saturday or Sunday pursuant to Education Code 37223, shall be one offered during the regular Monday through Friday school week. (Education Code 37223)

Except in ROC/Ps, weekend attendance shall not result in crediting any student with more than five days of attendance per week. (Education Code 37223)

Instruction

BP 6176 (b)

Attendance at weekend classes offered pursuant to Education Code 37223 shall be voluntary, except that truants, as defined in Education Code 48260, may be required to attend classes on one day of a weekend in order to make up lost instructional time. (Education Code 37223)

A student shall be excused from a weekend class if the student's parent/guardian notifies the school in writing that such attendance would be in conflict with his/her religious beliefs. Such students shall be given priority for enrollment in any other available supplemental instruction offered at a time other than during the weekend.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

A teacher shall not be assigned to work on a Saturday or Sunday if he/she objects in writing that the assignment would conflict with his/her religious beliefs or practices. In addition, a full-time teacher employed by the district prior to the implementation of weekend classes shall not be required, without his/her consent, to teach for more than 180 full days during a school year or for more than the number of full days that district schools were maintained during the year preceding implementation of weekend classes, whichever is greater. (Education Code 44824)

(cf. 4113 - Assignment)

Unless the requirement is waived by the California Department of Education, the district shall provide at least one nutritionally adequate meal during the weekend session in accordance with Education Code 49550.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3553 - Free and Reduced-Price Meals)

(cf. 5030 - Student Wellness)

Legal Reference:

EDUCATION CODE

37223 Weekend classes

41601 Reports of average daily attendance

44824 Weekend classes, assignment of certificated employees

48070-48070.5 Promotion and retention, supplemental instruction

48205 Excused absence for personal reasons

48260 Truants, definition

49550 Meals for needy students

52060-52077 Local control and accountability plan

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Requesting a Summer School Meal Waiver and/or a Saturday School Meal Waiver, Nutrition Services Division

Management Bulletin NSD-SNP-03-2013, February 2013

WEB SITES

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

Community Relations

AR 1312.3 (a)

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(s) 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
(530) 538-2900

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 cover 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)

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

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, homeless students, and former juvenile court school 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)
(cf. 6173.3 - Education for Juvenile Court School Students)

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

(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

Community Relations

AR 1312.3 (c)

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 confirms 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.
 - i. A foster youth, homeless student, or former juvenile court school student who transfers into a district high school or between district high schools as applicable shall be notified

Community Relations

AR 1312.3 (d)

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)

Filing of Complaints

Community Relations

AR 1312.3 (e)

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 discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve

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AR 1312.3 (f)

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 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)

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AR 1312.3 (g)

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
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant

Community Relations

AR 1312.3 (h)

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.

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,

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AR 1312.3 (i)

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:

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

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AR 1312.3 (j)

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)

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

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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: 11/16/17, 01/12/17, (revisions)
04/28/16, 08/27/14, 04/24/14, 02/26/13, (revisions)
05/09/12, 06/26/08, 05/25/06, 02/16/06 (revisions)
06/13/02, 02/22/01, 01/25/01, 10/26/00 (revisions)
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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 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)

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

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BP 1312.3 (b)

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, by or on behalf of a former juvenile court school student who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in the juvenile court school or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173.3 - Education for Juvenile Court School Students)

9. 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)

10. 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)

11. 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

12. Any other complaint as specified in a district policy

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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. 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. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and 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

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BP 1312.3 (d)

class mail of the transfer.

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, homeless children, and former juvenile court school students; 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
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 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3080 Application of section
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 of the Education Amendments of 1972

6301-6577 Title I basic programs

6801-7014 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

CODE OF FEDERAL REGULATIONS, TITLE 34

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: 11/16/17, 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)

ACCESS TO DISTRICT RECORDS

The Governing Board recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

(cf. 3553 - Free and Reduced Price Meals)
(cf. 3580 - District Records)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 6162.5 - Student Assessment)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

(cf. 4040 - Employee Use of Technology)
(cf. 9012 - Board Member Electronic Communications)

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Legal Reference:**EDUCATION CODE**

35145 Public meetings
35170 Authority to secure copyrights
35250 Duty to keep certain records and reports
41020 Requirement for annual audit
42103 Publication of proposed budget; hearing
44031 Personnel file contents and inspections
44839 Medical certificates; periodic medical examination
49060-49079 Student records
49091.10 Parental review of curriculum and instruction

GOVERNMENT CODE

3547 Proposals relating to representation
6250-6270 California Public Records Act

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6275-6276.48 Other exemptions from disclosure

53262 Employment contracts

54957.2 Minute book record of closed sessions

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Political Reform Act, public records; inspection and reproduction

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

430-438 Individual student records

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319

Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381

Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324

Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414

North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144

ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)

64 Ops.Cal.Atty.Gen. 186 (1981)

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

ATTORNEY GENERAL PUBLICATIONS

Summary of the California Public Records Act, 2004

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: A Guide to the California Public Records Act, 2008

WEB SITES

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

California Attorney General's Office: <http://oag.ca.gov>

Institute for Local Government: <http://www.cacities.org>

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

Board Adopted: 11/16/17, 12/11/08, 01/23/03 (revision)

12/09/99 (final adoption)

11/18/99 (first reading)

SUPERINTENDENT'S CONTRACT

The Governing Board believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent are to work together to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the need for stability in district administration and shall ensure the best use of district resources.

(cf. 0200 - Goals for the School District)
(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 4312.1 - Contracts)
(cf. 9000 - Role of the Board)

The contract shall be reviewed by the district's legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031
2. Length of the work year and hours of work
3. Salary, health and welfare benefits, and other compensation for the position

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

4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with Board policies, regulations, and guidelines applicable to other professional administrative staff

(cf. 3350 - Travel Expenses)

The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the Superintendent's use of his/her personal vehicle.

(cf. 4040 - Employee Use of Technology)

5. Vacation, illness and injury leave, and personal leaves

(cf. 4161/4261/4361 - Leaves)
(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4161.2/4261.2/4361.2 - Personal Leaves)
(cf. 4161.5/4261.5/4361.5 - Military Leave)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

6. General duties and responsibilities of the position

(cf. 2110 - Superintendent Responsibilities and Duties)

7. Criteria, process, and procedure for annual evaluation of the Superintendent

(cf. 2140 - Evaluation of the Superintendent)

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8. A statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board
9. A statement that there shall be no automatic renewal or extension of the contract, although the Board can enter into a new contract with the Superintendent prior to the expiration of the existing contract
10. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 calendar days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board in writing and in a timely manner of the requirement to give notice

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

11. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date
12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his/her official capacity in the performance of duties related to his/her employment

The Board may deliberate about terms of the contract in closed session at a regular meeting. However, discussions regarding the salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6 (the "labor exception"), for the purpose of reviewing the Board's position and/or instructing the designated representative(s) prior to or during bona fide negotiations with the current or prospective Superintendent. Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)

The Board may consult with district legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Terms of the contract shall remain confidential until the ratification process commences.

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

The Board shall take final action on the Superintendent's contract during an open session of a regularly scheduled Board meeting, and that action shall be reflected in the Board's minutes. At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on the Superintendent's salary or compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 54953)

Copies of the contract and other public records created or received in the process of developing the recommendation related to the Superintendent's salary, benefits, and other compensation shall be

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BP 2121 (c)

available to the public upon request. (Government Code 53262, 54953, 54957.6)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Termination of Contract

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

In such an event, any cash settlement that the Superintendent may receive upon termination of the contract shall not exceed his/her monthly salary multiplied by the number of months left on the contract or, if the unexpired term of the contract is more than 18 months and the contract was executed prior to January 1, 2016, no greater than the Superintendent's monthly salary multiplied by 18. For any contract executed on or after January 1, 2016, any cash settlement shall not exceed the Superintendent's monthly salary multiplied by 12. (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

In addition, if the Superintendent is convicted of a crime involving an abuse of his/her office or position, he/she shall reimburse the district for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination, and for any funds expended by the district in his/her defense against a crime involving his/her office or position. (Government Code 53243-53243.4, 53260)

Legal Reference:

EDUCATION CODE

35031 Term of employment

41325-41329.3 Conditions of emergency apportionment

GOVERNMENT CODE

3511.1-3511.2 Local agency executives

6250-6270 California Public Records Act

53243-53243.4 Abuse of office

53260-53264 Employment contracts

54953 Oral summary of recommended salary and benefits of superintendent

54954 Time and place of regular meetings

54956 Special meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

54957.6 Closed sessions regarding employee matters

Administration

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UNITED STATES CODE, TITLE 26

105 Self-insured medical reimbursement plan; definition of highly compensated individual

UNITED STATES CODE, TITLE 42

300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals

CODE OF FEDERAL REGULATIONS

1.105-11 Self-insured medical reimbursement plan

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Superintendent Contract Template, 2015

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Association of California School Administrators: <http://www.acsa.org>

California Office of the Attorney General: <http://oag.ca.gov>

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04/03/12, 04/14/05, 12/13/01 (revisions)
12/09/99 (final adoption)
11/18/99 (first reading)

FOOD SERVICE OPERATIONS/CAFETERIA FUND**Payments for Meals**

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the district's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the Superintendent or designee shall develop a process for providing replacement tickets to any student who reports his/her tickets as lost or stolen. However, whenever any student reports an excessive number of lost or stolen tickets, the Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

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AR 3551 (b)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.

Unpaid and Delinquent Meal Charges

Students and their parents/guardians shall be notified whenever their account has a low or negative balance. Whenever a student's account has an unpaid balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

The Superintendent or designee may enter into a repayment plan with a student's parents/guardians for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the CDE using the online Child Nutrition Information and Payment System.

Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

Business and Noninstructional Operations

AR 3551 (c)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 220.14)

U.S. Department of Agriculture Foods

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures
4. Store foods off the floor in a manner to allow for adequate ventilation
5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students.

Business and Noninstructional Operations

AR 3551 (d)

(Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5.
(Education Code 45103.5)

(cf. 3312 - Contracts)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 3600 - Consultants)

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

(cf. 4212 - Appointments and Conditions of Employment)

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FOOD SERVICE OPERATIONS/CAFETERIA FUND

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 - Budget)
(cf. 3300 - Expenditures and Purchases)
(cf. 3311 - Bids)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3552 - Summer Meal Program)
(cf. 5030 - Student Wellness)

The Superintendent or designee shall ensure that all food service personnel possess the required qualifications and receive ongoing professional development related to the effective management and implementation of the district's food service program in accordance with law.

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

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments, and shall clearly communicate these procedures and

Business and Noninstructional Operations

BP 3551 (b)

related district policies to students and parents/guardians. The procedures adopted by the Superintendent or designee shall conform with 2 CFR 200.426 and any applicable CDE guidance, and shall not overtly identify students with unrecovered or delinquent debt or treat them differently than other students.

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund.
(Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3230 - Federal Grant Funds)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)

Procurement of Foods

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the exception.

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal

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BP 3551 (c)

requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

38080-38086 Cafeteria, establishment and use
38090-38095 Cafeterias, funds and accounts
38100-38103 Cafeterias, allocation of charges
42646 Alternate payroll procedure
45103.5 Contracts for management consulting services; restrictions
49490-49493 School breakfast and lunch programs
49500-49505 School meals
49554 Contract for services
49550-49562 Meals for needy students

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code
CODE OF REGULATIONS, TITLE 5
15550-15565 School lunch and breakfast programs
UNITED STATES CODE, TITLE 42
1751-1769j School lunch programs
1771-1791 Child nutrition, including:
1773 School breakfast program
CODE OF FEDERAL REGULATIONS, TITLE 2
200.56 Indirect costs, definition
200.400-200.475 Cost principles
200 Appendix VII Indirect cost proposals
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.1-220.21 National School Breakfast Program
250.1-250.70 USDA foods

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Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, Management Bulletin USDA-SNP-06-2015, May 2015

Cafeteria Funds--Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013

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FAQs About School Meals

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016

Business and Noninstructional Operations

BP 3551 (d)

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016

Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

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03/23/00 (final adoption)
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DISTRICT RECORDS

Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 - Inventories)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

(cf. 5125 - Student Records)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports
 - a. Official budget
 - b. Financial reports of all funds, including cafeteria and student body funds
 - c. Audit of all funds
 - d. Average daily attendance, including Period 1 and Period 2 reports
 - e. Other major annual reports, including:

- (1) Those containing information relating to property, activities, financial condition, or transactions
- (2) Those declared by Governing Board minutes to be permanent

(cf. 3100 - Budget)
(cf. 3452 - Student Activity Funds)
(cf. 3460 - Financial Reports and Accountability)
(cf. 3551 - Food Service Operations/Cafeteria Fund)

2. Official Actions

- a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
- b. The call for and the result of any elections called, conducted, or canvassed by the Board
- c. Records transmitted by another agency pertaining to its action with respect to district reorganization

(cf. 7214 - General Obligation Bonds)
(cf. 9324 - Minutes and Recordings)

3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. These include any related policy of liability insurance, except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

(cf. 5111.1 - District Residency)
(cf. 5141 - Health Care and Emergencies)
(cf. 5143 - Insurance)

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AR 3580 (c)

5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, amount paid, and comparable data if the unit is disposed of.

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Class 2 - Optional Records

Any records considered temporarily worth keeping, but which are not Class 1 records, may be classified as Class 2 (Optional) records and shall be retained until reclassified as Class 3 (Disposable) records. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024)

Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

Electronically Stored Information

All electronically stored information related to the conduct of district business, including information created, saved, sent, or received on a district employee's or Board member's personal account or device, shall be saved as an electronic file to a district-provided account or device and retained in accordance with the section "Classification of Records" above. Such information includes, but is not limited to, email, text messages, instant messages, computer files, and other electronic communications related to district business. In addition, when appropriate, the information may be printed and physically filed in a way that allows it to be easily retrieved when needed.

(cf. 9012 - Board Member Electronic Communications)

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AR 3580 (d)

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

(cf. 4040 - Employee Use of Technology)

Any person to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on the effective use of the device.

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TEMPORARY ATHLETIC TEAM COACHES

Qualifications

Minimum qualifications for temporary athletic team coaches shall include, but are not necessarily limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:
 - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
 - b. A valid sports injury certificate or first aid card, and a valid CPR card
 - c. A valid Emergency Medical Technician (EMT) I or II card
 - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
 - e. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning
2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
 - a. Completion of a college course in coaching theory and techniques
 - b. Completion of inservice programs arranged by a school district or county office of education
 - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
 - d. Prior coaching in community youth athletic programs in the sport being coached
 - e. Prior participation in organized competitive athletics at the high school level or above in the sport being coached
3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)
4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:
 - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions

All Personnel

AR 4127/4227/4327 (b)

- b. Completion of a seminar or workshop on human growth and development of youth
- c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

(cf. 1240 - Volunteer Assistance)

Additional Qualifications of Noncertificated Personnel and Volunteers

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district

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

2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

(cf. 1240 - Volunteer Assistance)

Training

Each employee or volunteer high school athletic team coach shall complete, at his/her expense, a coaching education program that meets the standards developed by the CIF and includes, but is not limited to, training in regard to sport psychology, sport pedagogy, sport physiology, sport management, statewide and school regulations, and CPR and first aid, including the signs, symptoms, and appropriate response to concussions. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. (Education Code 35179.1, 49032)

In addition, prior to coaching an athletic activity and every two years thereafter, athletic coaches shall complete an approved training course on the nature and warning signs of sudden cardiac arrest. (Education Code 33479.2, 33479.6, 33479.7)

All Personnel

AR 4127/4227/4327 (c)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall: (5 CCR 5596)

1. Show respect for players, officials, and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association

(cf. 5131.63 - Steroids)

12. Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the district and the league in which the district participates

Board Adopted: 11/16/17, 01/28/11 (revision)
09/09/10 (final adoption)
08/19/10 (first reading)

DRAFT

All Personnel

BP 4127/4227/4327 (a)

TEMPORARY ATHLETIC TEAM COACHES

The Governing Board desires to employ highly qualified coaches for the district's sports and interscholastic athletic programs in order to enhance the knowledge, skills, motivation, and safety of student athletes.

(cf. 6142.7 - Physical Education and Activity)
(cf. 6145.2 - Athletic Competition)

The Superintendent or designee may hire a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR 5590)

(cf. 4121 - Temporary/Substitute Personnel)

When hiring a person to fill a position as a temporary athletic team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

All coaches shall be subject to Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.63 - Steroids)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Noncertificated coaches shall have no authority to assign grades to students. (5 CCR 5591)

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

Qualifications and Training

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic program shall, prior to beginning his/her duties, submit to the Superintendent or designee either an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing or a Department of Justice and Federal Bureau of Investigation criminal background clearance. (Education Code 49024)

(cf. 1240 - Volunteer Assistance)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594) In addition, the Superintendent or designee shall regularly report to the Board regarding the extent to which the district's coaches have completed the trainings required by law, including those required

All Personnel

BP 4127/4227/4327 (b)

pursuant to Education Code 33479.6 and 49032, and by district policy.

Legal Reference:

EDUCATION CODE

35179-35179.7 Interscholastic athletics
33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act
44010 Sex offense
44011 Controlled substance offense
44332-44332.5 Temporary certificates
44424 Conviction of a crime
44808 Liability when students are not on school property
44916 Written statement indicating employment status
44919 Classification of temporary employees
45125.01 Interagency agreements for criminal record information
45347 Instructional aides subject to requirements for classified staff
45349 Use of volunteers to supervise or instruct students
49024 Activity Supervisor Clearance Certificate
49030-49034 Performance-enhancing substances
49406 Examination for tuberculosis
CODE OF REGULATIONS, TITLE 5
5531 Supervision of extracurricular activities
5590-5596 Duties of temporary athletic team coaches

COURT DECISIONS

Neily v. Manhattan Beach Unified School District, (2011) 192 Cal. App. 4th 187
Kavanaugh v. West Sonoma County Union High School District, (2003) 29 Cal. 4th 911
CTA v. Rialto Unified School District, (1997) 14 Cal. 4th 627
San Jose Teachers Association, CTA, NEA v. Barozzi, (1991) 230 Cal.App.3d 1376

Management Resources:

CSBA PUBLICATIONS

Steroids and Students: What Boards Need to Know, Policy Brief, July 2005

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

California Interscholastic Federation Constitution and Bylaws

Pursuing Victory with Honor, 1999

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

WEB SITES

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

California Athletic Trainers' Association: <http://www.ca-at.org>

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

California Interscholastic Federation: <http://www.cifstate.org>

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

National Athletic Trainers' Association: <http://www.nata.org>

Board Adopted: 01/28/11, 08/19/10 (revisions)
01/12/06, 08/18/05 (revisions)
10/11/01 (final adoption)
09/27/01 (first reading)

CONTRACTS

The Governing Board recognizes the importance of employing qualified and competent individuals to manage district programs and to assist the Superintendent in coordinating efforts to achieve district goals and objectives. To that end, the Board may fill certificated administrative and supervisory positions and classified senior management positions on a contract basis.

(cf. 0000 - Vision)
(cf. 2121 - Superintendent's Contract)
(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4300 - Administrative and Supervisory Personnel)
(cf. 4313.2 - Demotion/Reassignment)
(cf. 4314 - Transfers)

The Board may offer a continuing contract of up to four years to any deputy, associate, or assistant superintendent; any certificated employee holding a position requiring a supervision or administration credential; or any senior manager of the classified service. (Education Code 35031, 44929.20)

Prior to entering into any such contract, the Board and Superintendent shall consider the financial impact of the contract on the district. The proposed contract shall also be reviewed by legal counsel to ensure that all legally required provisions are included in the contract and to address any potentially adverse obligations for the district.

(cf. 3460 - Financial Reports and Accountability)

The Board may deliberate in the closed session of a regular meeting about the terms of an employment contract for a deputy, associate, or assistant superintendent; other certificated employee holding a position requiring a supervision or administration credential; or a senior manager of the classified service. Discussions regarding salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6 (the "labor exception") for the purpose of reviewing the Board's position and/or instructing the designated representative(s) prior to or during bona fide negotiations with the employee. Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)

(cf. 9320 - Meetings and Notices)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

The Board shall take final action on an employment contract during an open session of a regularly scheduled Board meeting, and that action shall be reflected in the Board's minutes. At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on salary or compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 54953)

Copies of any contract and other public records created or received in the process of developing the recommendation related to the salary, benefits, and other compensation shall be available to the public upon request. (Government Code 53262, 54953)

(cf. 1340 - Access to District Records)
(cf. 9322 - Agenda/Meeting Materials)

Management, Supervisory and Confidential Personnel

BP 4312.1 (b)

(cf. 9324 - Minutes and Recordings)

Extension of Contract/Reemployment

A contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the employee's performance. No employment contract shall include a provision for automatic renewal of the contract.

(cf. 4315 - Evaluation/Supervision)

During the term of the contract and with the consent of the employee involved, the Board may reelect or reemploy the employee starting on the next succeeding first day of July and based on terms and conditions mutually agreed upon by the Board and the employee. (Education Code 35031)

If the Board decides not to reelect or reemploy a deputy, associate, or assistant superintendent or a senior manager of the classified service upon the expiration of his/her term, it shall notify the employee in writing 45 calendar days prior to the expiration of the term of the contract. (Education Code 35031)

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

Termination of Contract

The Board may terminate an employment contract prior to its expiration date in accordance with the conditions and process specified in the contract.

Every employment contract shall include a provision specifying the legal maximum cash settlement that the employee may receive in the event that the contract is terminated prior to its expiration date. (Government Code 3511.2, 53260)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

In addition, all employment contracts shall include a provision that, if the employee is convicted of a crime involving an abuse of his/her office or position, he/she shall fully reimburse the district for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination and for any funds expended by the district in his/her criminal legal defense. (Government Code 53243-53243.4, 53260)

Legal Reference:

EDUCATION CODE

35030 Title of deputy, associate or assistant superintendent for certain positions

35031 Term of employment

44842 Automatic declining of employment

44843 Notice of employment to county superintendent

44929.20 Continuing contract

44951 Continuation in position unless notified

GOVERNMENT CODE

3511.1-3511.2 Local agency executives

53260-53264 Employment contracts

Management, Supervisory and Confidential Personnel

BP 4312.1 (c)

54953 Oral summary of recommended salary and benefits of district executive

54954 Time and place of regular meetings

54956 Brown Act - Open meeting laws; special meetings

54957 Closed session, personnel matters

ATTORNEY GENERAL OPINIONS

57 Ops.Cal.Atty.Gen. 209 (1974)

Management Resources:

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Office of the Attorney General: <http://oag.ca.gov>

Board Adopted: 11/16/17, 05/09/12, 10/25/07 (revisions)

04/13/00 (final adoption)

03/23/00 (first reading)

Students

AR 5145.3 (a)

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 by 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.
2. Post in a prominent and conspicuous location on the district and school web sites information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.61)
 - a. The name and contact information of the district's Title IX coordinator, including the phone number and email address
 - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)

Students

AR 5145.3 (b)

- c. A description of how to file a complaint of noncompliance with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:

- (1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
- (2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
- (3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

3. 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)

4. 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 interests and concerns in private.

(cf. 5145.6 - Parental Notifications)

5. 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.

6. 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

Students

AR 5145.3 (c)

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)

7. 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)
8. 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 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 - Dismissal/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)

Students

AR 5145.3 (d)

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 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.

Students

AR 5145.3 (e)

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 the 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

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

Students

AR 5145.3 (f)

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 administrative regulation, 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 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

Students

AR 5145.3 (g)

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 will, in general, 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: 11/16/17 (revisions)
1/12/17, 10/22/15, 12/11/14 (revisions)
04/24/14 (final adoption)

Instruction

BP 6142.93 (a)

SCIENCE INSTRUCTION

The Governing Board believes that science education should focus on giving students an understanding of the biological and physical aspects of science, key scientific concepts, and methods of scientific inquiry and investigation. Students should become familiar with the natural world and the interrelationship of science, mathematics, technology, and engineering. As part of science instruction, students should learn how to apply scientific knowledge and reasoning.

(cf. 0440 - District Technology Plan)
(cf. 5145.8 - Refusal to Harm or Destroy Animals)
(cf. 6142.92 - Mathematics Instruction)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)

Philosophical and religious theories that are based, at least in part, on faith and are not subject to scientific test and refutation shall not be discussed during science instruction.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

The district's academic standards for science instruction shall meet or exceed the California Next Generation Science Standards (CA-NGSS). The Superintendent or designee shall ensure that curricula used in district schools are aligned with these standards and the state curriculum framework.

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee shall ensure that students have access to and are enrolled in a broad course of study including science courses.

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall provide certificated staff with opportunities to participate in professional development activities designed to enhance their knowledge of district-adopted academic standards, instructional strategies for teaching science, and changes in scientific theories.

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

The Superintendent or designee shall develop and implement appropriate safety measures for science laboratory classes, including, but not limited to, staff and student safety training, use of eye safety devices, hearing protection, first aid procedures, regular equipment maintenance, safe use of heat sources, safe use and disposal of hazardous chemicals, proper ventilation, prevention of exposure to bloodborne pathogens from sharp instruments, fire prevention and control, an emergency response plan, and evacuation procedures. Parents/guardians shall be informed of the types of science laboratory activities that will be conducted and encouraged to sign consent forms for their child's participation.

(cf. 3514.1 - Hazardous Substances)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4157/4257/4357- Employee Safety)

Instruction

BP 6142.93 (b)

(cf. 5142 - Safety)

The Superintendent or designee shall regularly report to the Board regarding the implementation and effectiveness of the science curriculum at each grade level. At a minimum, each report shall address the extent to which the program is aligned with the CA-NGSS, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

Legal Reference:

EDUCATION CODE

8774 Residential outdoor science program

32030-32034 Eye safety

32255-32255.6 Student's right to refrain from harmful or destructive use of animals

33475-33475.5 Model curriculum on stem cell science

49340-49341 Hazardous substances education

51210 Areas of study, grades 1 through 6

51210.3 Elementary science coach

51220 Areas of study, grades 7 through 12

51225.3 High school graduation

52060-52077 Local control and accountability plan

60640-60649 California Assessment of Student Performance and Progress

CODE OF REGULATION, TITLE 5

14030 Science laboratories, design specifications

CODE OF REGULATIONS, TITLE 8

5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan

Management Resources:

CSBA PUBLICATIONS

Supporting Implementation of the California Next Generation Science Standards (CA-NGSS), Governance Brief, November 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Science Framework for California Public Schools: Kindergarten Through Grade Twelve, 2016

Next Generation Science Standards Systems Implementation Plan for California, 2014

California Next Generation Science Standards, 2013

Science Safety Handbook for California Public Schools, 2012

WEB SITES

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

California Alliance for Next Generation Science Standards: <http://cdefoundation.org/stem/ca4ngss>

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

California Science Teachers Association: <http://www.cascience.org>

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

Board Adopted: 11/16/17, 10/11/07 (revision)

06/29/00 (final adoption)

06/15/00 (first reading)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

The Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

(cf. 1330 - Use of School Facilities)
(cf. 5137 - Positive School Climate)
(cf. 6145.2 - Athletic Competition)
(cf. 5148.2 - Before/After School Programs)

Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. No extracurricular or cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or cocurricular activity be required or refused on those bases. (5 CCR 4925)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 6145.5 - Student Organizations and Equal Access)

Any complaint alleging unlawful discrimination in the district's extracurricular or cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Unless specifically authorized by law, no student shall be charged a fee for his/her participation in educational activities, including extracurricular and cocurricular activities and materials or equipment related to such activities. (Education Code 49010, 49011)

(cf. 3260 - Fees and Charges)
(cf. 3452 - Student Activity Funds)

Eligibility Requirements

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale in all enrolled classes
2. Maintenance of minimum progress toward meeting high school graduation requirements

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6146.1 - High School Graduation Requirements)

The Superintendent or designee may grant ineligible students a probationary period not to exceed

semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Any decision regarding the eligibility of a homeless student, foster youth, or child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

Student Conduct at Extracurricular/Cocurricular Events

When attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

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

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

Annual Policy Review

The Board shall annually review this policy and implementing regulations. (Education Code 35160.5)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

48850 Participation of homeless students and foster youth in extracurricular activities and interscholastic sports

48930-48938 Student organizations

49010-49013 Student fees

49024 Activity Supervisor Clearance Certificate

49700-49704 Education of children of military families

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

Instruction

BP 6145 (c)

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

5531 Supervision of extracurricular activities of pupils

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

COURT DECISIONS

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

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010

WEB SITES

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

California Association of Directors of Activities: <http://www.cada1.org>

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

California Interscholastic Federation: <http://www.cifstate.org>

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

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10/28/04, 06/13/02, 02/14/02 (revisions)

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ATHLETIC COMPETITION**Nondiscrimination and Equivalent Opportunities in the Athletic Program**

No student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or any other basis specified in law. (Education Code 220, 221.5, 230; 5 CCR 4920; 34 CFR 106.41)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee may provide single-sex teams when selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with his/her gender identity and for which he/she is otherwise eligible to participate, irrespective of the gender listed on the student's records. (Education Code 221.5)

(cf. 5125 - Student Records)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

The Superintendent or designee shall ensure that equivalent opportunities are available to both sexes in athletic programs by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes

The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (Education Code 230)

- a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments
- b. Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex
- c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program

Instruction

AR 6145.2 (b)

expansion as required in item #1b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program

2. The provision and maintenance of equipment and supplies
3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
4. Travel and per diem allowances
5. Opportunities to receive coaching and academic tutoring
6. Assignment and compensation of coaches and tutors
7. Provision of locker rooms, practice facilities, and competitive facilities
8. Provision of medical and training facilities and services
9. Provision of housing and dining facilities and services
10. Publicity
11. Provision of necessary funds

Each school that offers competitive athletics shall, at the end of the school year, post on its school web site, or on the district web site if the school does not have a web site, the following information: (Education Code 221.9)

1. The total enrollment of the school, classified by gender
2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
3. The number of boys' and girls' teams, classified by sport and by competition level

(cf. 1113 - District and School Web Sites)

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be retained by the school for at least three years after the information is posted on the web site. (Education Code 221.9)

(cf. 3580 - District Records)

Concussions and Head Injuries

The Superintendent or designee shall annually distribute to student athletes and their parents/guardians an information sheet on concussions and head injuries. The student and parent/guardian shall sign and return the information sheet before the student's initiating practice or competition. (Education Code 49475)

Instruction

AR 6145.2 (c)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response. (Education Code 35179.1, 49032)

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

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. If the health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. (Education Code 49475)

A middle school or high school football team shall not hold a full-contact practice during the off-season and shall not conduct more than two full-contact practices per week during the preseason and regular season (from 30 days before the commencement of the regular season until the completion of the final interscholastic football game of that season). In addition, the full-contact portion of a practice shall not exceed 90 minutes in any single day. For these purposes, full-contact practice means a practice where drills or live action is conducted that involves collisions at game speed, where players execute tackles and other activity that is typical of an actual tackle football game. (Education Code 35179.5)

Sudden Cardiac Arrest

The Superintendent or designee shall distribute the California Interscholastic Federation (CIF) information sheet on sudden cardiac arrest to all student athletes who will be participating in a CIF-governed athletic activity and to their parents/guardians. The student and parent/guardian shall sign and return the information sheet prior to the student's participation in the athletic activity. If an athletic activity is not covered by the CIF, the student and his/her parent/guardian shall, prior to participating in the athletic activity, sign and return an acknowledgement that they have received and reviewed the sudden cardiac arrest information posted on the California Department of Education's web site. (Education Code 33479.2, 33479.3)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the nature and warning signs of sudden cardiac arrest. (Education Code 33479.6, 33479.7, 35179.1, 49032)

If a student athlete passes out or faints, or is known to have passed out or fainted, while participating in or immediately following his/her participation in an athletic activity, the student shall be removed from participation at that time. If a student exhibits any other symptoms of sudden cardiac arrest, including seizures during exercise, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue, he/she may be removed from participation by a coach or other employee who observes these symptoms. If any such symptoms are observed, notification shall be given to the student's parent/guardian so that the parent/guardian can determine the treatment, if any, the student should seek. A student who has been removed from participation shall not be permitted to return until he/she is evaluated and given written clearance to return to participation by a health care provider. (Education Code 33479.2, 33479.5)

Additional Parental Notifications

Instruction

AR 6145.2 (d)

Before a student participates in interscholastic athletic activities, the Superintendent or designee shall, in addition to providing his/her parents/guardians with information on the signs and symptoms of concussions and sudden cardiac arrest as described above, send a notice to the student's parents/guardians which:

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Title IX Coordinator

(cf. 1312.3 - Uniform Complaint Procedures)

2. Includes a copy of students' Title IX rights pursuant to Education Code 221.8
3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to every participant's health and welfare

(cf. 3530 - Risk Management/Insurance)

4. Provides information about insurance protection pursuant to Education Code 32221.5

(cf. 5143 - Insurance)

5. Requests parental permission for the student to participate in the program and, if appropriate, be transported by the district to and from competitions

(cf. 3541.1 - Transportation for School-Related Trips)

6. States the district's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship

(cf. 5144 - Discipline)

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

7. Includes a copy of the local California Interscholastic Federation (CIF) league rules
8. Includes information about the CIF bylaw and district policy requiring any student athlete and his/her parent/guardian to sign a statement that the student will not use steroids, unless prescribed by a licensed health care practitioner, or prohibited dietary supplements that include substances banned by the U.S. Anti-Doping Agency

(cf. 5131.63 - Steroids)

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04/04/12, 01/13/05, 06/13/02 (revisions)
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Instruction

BP 6145.2 (a)

ATHLETIC COMPETITION

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5030 - Student Wellness)
(cf. 5137 - Positive School Climate)
(cf. 6142.7 - Physical Education and Activity)
(cf. 7110 - Facilities Master Plan)

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

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

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

(cf. 1260 - Educational Foundation)
(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 1325 - Advertising and Promotion)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 3290 - Gifts, Grants and Bequests)

Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

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

Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

California Interscholastic Federation

Any district school that participates in the California Interscholastic Federation (CIF) shall conduct its

Instruction

BP 6145.2 (b)

athletic activities in accordance with CIF bylaws and rules and any applicable district policy and regulation. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

The Board shall annually designate a representative to the local CIF league from each school that participates in CIF sports. The Superintendent or designee shall recommend a candidate for the position who demonstrates an understanding of the district's goals for student learning and interscholastic activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and interpersonal communication and leadership skills.

The designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues related to athletic programs.

(cf. 0500 - Accountability)

Student Eligibility

Eligibility requirements for student participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

(cf. 3530 - Risk Management/Insurance)

(cf. 5111.1 - District Residency)

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

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

(cf. 3260 - Fees and Charges)

(cf. 5143 - Insurance)

Sportsmanship

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship, and the Code of Ethics adopted by CIF.

Students and staff shall be subject to disciplinary action for improper conduct.

Instruction

BP 6145.2 (c)

(cf. 3515.2 - Disruptions)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.4 - Student Disturbances)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

(cf. 5131.61 - Drug Testing)
(cf. 5131.63 - Steroids)
(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - School Health Services)
(cf. 5141.7 - Sun Safety)
(cf. 5143 - Insurance)

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

(cf. 5142 - Safety)

In the event of an injury or a perceived imminent risk to a student's health, such as a concussion or passing out, fainting, or other sign of sudden cardiac arrest, during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)

Whenever an injury is suffered by a student, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury suffered by the student and any actions taken to treat the student.

Legal Reference:
EDUCATION CODE

Instruction

BP 6145.2 (d)

200-262.4 Prohibition of discrimination
17578 Cleaning and sterilizing of football equipment
17580-17581 Football equipment
32220-32224 Insurance for athletic teams, especially:
32221.5 Required insurance for athletic activities
33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program
33354 California Department of Education authority over interscholastic athletics
33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act
35160.5 District policies; rules and regulations
35179 Interscholastic athletics
35179.1 California High School Coaching Education and Training Program
35179.5 Interscholastic athletics; limitation on full-contact practices
48850 Interscholastic athletics; students in foster care and homeless students
48900 Grounds for suspension and expulsion
48930-48938 Student organizations
49010-49013 Student fees
49020-49023 Athletic programs; legislative intent, equal opportunity
49030-49034 Performance-enhancing substances
49458 Health examinations, interscholastic athletic program
49475 Health and safety, concussions and head injuries
49700-49701 Education of children of military families
51242 Exemption from physical education for high school students in interscholastic athletic program

PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs, especially:
4920-4922 Nondiscrimination in intramural, interscholastic, and club activities
5531 Supervision of extracurricular activities of students
5590-5596 Employment of noncertificated coaches

UNITED STATES CODE, TITLE 20

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

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31 Nondiscrimination on the basis of sex in education programs or activities
106.33 Comparable facilities
106.41 Nondiscrimination in athletic programs

COURT DECISIONS

Mansourian v. Regents of University of California, (2010) 602 F. 3d 957
McCormick v. School District of Mamaroneck, (2004) 370 F.3d 275
Kahn v. East Side Union High School District, (2003) 31 Cal. 4th 990
Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination, March 2017

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

California Interscholastic Federation Constitution and Bylaws

A Guide to Equity in Athletics

Guidelines for Gender Identity Participation

Keep Their Heart in the Game: A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians

Pursuing Victory with Honor, 1999

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Instruction

BP 6145.2 (f)

Heads Up: Concussion in High School Sports, Tool Kit, June 2010

Heads Up: Concussion in Youth Sports, Tool Kit, July 2007

Acute Concussion Evaluation (ACE) Care Plan, 2006

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

Withdrawal of Dear Colleague Letter on Transgender Students, Dear Colleague Letter, February 22, 2017

Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague Letter, April 20, 2010

WEB SITES

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

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

California Interscholastic Federation: <http://www.cifstate.org>

Centers for Disease Control and Prevention, Concussion Resources: <http://www.cdc.gov/concussion>

National Federation of State High School Associations: <http://www.nfhs.org>

National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>

U.S. Anti-Doping Agency: <http://www.usada.org>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

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GENERAL OBLIGATION BONDS

The Governing Board recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

(cf. 1160 - Political Processes)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)

The Board's decision to order a bond election, as well as its determinations regarding the appropriate amount, timing, and structure of the bond issuance, shall be consistent with law and the district's debt management policy.

(cf. 3470 - Debt Issuance and Management)

Before ordering a bond election, the Board shall obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor. (Education Code 15100)

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

Bonds Requiring 55 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agrees to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

(cf. 9323.2 - Actions by the Board)

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

Facilities

BP 7214 (b)

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
2. The acquisition or lease of real property for school facilities
3. The refunding of any outstanding debt issuance used for the purposes specified in items #1-2 above

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. Certification that proceeds from the sale of the bonds will be used only for the purposes specified in items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses
2. A list of specific school facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 6151 - Class Size)

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' oversight committee to inform the public concerning the expenditure of bond revenues as specified in Education Code 15278 and the accompanying administrative regulation. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

(cf. 1220 - Citizen Advisory Committees)
(cf. 9324 - Minutes and Recordings)

The Superintendent or designee shall ensure that the annual, independent performance and financial audits required pursuant to items #3-4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards and submitted to the citizens' oversight committee at the same time they are submitted to him/her and no later than March 31 of each year. (Education Code 15286)

Facilities

BP 7214 (c)

The Board shall provide the citizens' oversight committee with responses to all findings, recommendations, and concerns addressed in the performance and financial audits within three months of receiving the audits. (Education Code 15280)

The Board may disband the citizens' oversight committee when the committee has completed its review of the final performance and financial audits.

Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and Article 13A, Section 1(b)(2) of the California Constitution. If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Subject to limits specified in Article 13A, Section 1 of the California Constitution, bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577

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BP 7214 (d)

9. Purchasing school buses with a useful life of at least 20 years
10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by an order of the Board entered into the minutes. (Education Code 15100)

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

Certificate of Results

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolutions Regarding Sale of Bonds

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. In accordance with law, the resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable. (Education Code 15140; Government Code 53508.6)

In passing the resolution, the Board shall consider each available funding instrument, including, but not limited to, the costs associated with each and their relative suitability for the project to be financed.

Prior to the sale of bonds, the Board shall place an agenda item at a public meeting and adopt as part of the bond issuance resolution, or in a separate resolution, disclosures of the available funding instruments, the costs and sustainability of each, and all of the following information: (Education Code 15146; Government Code 53508.9)

1. Express approval of the method of sale (i.e., competitive, negotiated, or hybrid)
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter

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and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected

4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

When the sale involves bonds that allow for the compounding of interest, such as a capital appreciation bond (CAB), the resolution to be adopted by the Board shall include items #1-4 above as well as the financing term and time of maturity, repayment ratio, and the estimated change in the assessed value of taxable property within the district over the term of the bonds. The resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The agendas shall identify that bonds that allow for the compounding of interest are proposed. (Education Code 15146)

Prior to adopting a resolution for the sale of bonds that allow for the compounding of interest, the Board shall be presented with the following: (Education Code 15146)

1. An analysis containing the total overall cost of the bonds that allow for the compounding of interest
2. A comparison to the overall cost of current interest bonds
3. The reason bonds that allow for the compounding of interest are being recommended
4. A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). (Government Code 8855)

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the CDAIC. (Education Code 15146; Government Code 53509.5)

Bond Anticipation Notes

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the

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BP 7214 (f)

district in accordance with law. (Education Code 15150)

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose.
2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds.

A bond anticipation note may be issued only if the tax rate levied to pay interest on the note would not cause the district to exceed the tax rate limitation set forth in Education Code 15268 or 15270, as applicable.

Deposit of Bond Proceeds

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

Legal Reference:

EDUCATION CODE

7054 Use of district property, campaign purposes

15100-15254 Bonds for school districts and community college districts

15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000

17577 Sewers and drains

47614 Charter school facilities

ELECTIONS CODE

324 General election

328 Local election

341 Primary election

348 Regular election

356 Special election

357 Statewide election

1302 Local election

15372 Elections official certificate

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

8855 California Debt and Investment Advisory Commission

53506-53509.5 General obligation bonds

53580-53595.5 Bonds

54952 Definition of legislative body, Brown Act

CALIFORNIA CONSTITUTION

Facilities

BP 7214 (g)

Article 13A, Section 1 Tax limitation

Article 16, Section 18 Debt limit

CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 Prohibition against fraud or deceit

240.15c2-12 Municipal securities disclosure

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School

District (2006) 139 Cal.App.4th 1356

ATTORNEY GENERAL OPINIONS

99 Ops.Cal.Atty.Gen. 18 (2016)

88 Ops.Cal.Atty.Gen. 46 (2005)

87 Ops.Cal.Atty.Gen. 157 (2004)

Management Resources:

CSBA PUBLICATIONS

California's Challenge: Adequately Funding Education in the 21st Century, December 2015

Bond Sales - Questions and Considerations for Districts, Governance Brief, December 2012

Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011

GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016

Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015

Investment of Bond Proceeds, Best Practice, September 2014

Selecting and Managing Municipal Advisors, Best Practice, February 2014

Debt Management Policy, Best Practice, October 2012

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

WEB SITES

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

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>

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

California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Government Finance Officers Association: <http://www.gfoa.org>

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA): <http://www.emma.msrb.org>

Board Adopted: 11/16/17, 02/26/13, 05/10/12 (revisions)

01/18/07, 04/24/03 (revisions)

01/24/02 (final adoption)

01/10/02 (first reading)

BOARD MEMBER ELECTRONIC COMMUNICATIONS

The Governing Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting nor to circumvent the public's right to access records regarding district business.

(cf. 1100 - Communication with the Public)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

In addition, Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the media shall be forwarded to the designated district spokesperson.

(cf. 1112 - Media Relations)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

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

(cf. 9005 - Governance Standards)

(cf. 9121 - President)

(cf. 9200 - Limits of Board Member Authority)

To the extent possible, electronic communications regarding any district-related business shall be transmitted through a district-provided device or account. When any such communication is transmitted through a Board member's personal device or account, he/she shall copy the communication to a district electronic storage device for easy retrieval.

(cf. 1340 - Access to District Records)

Bylaws of the Board

BB 9012 (b)

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings

35145 Public meetings

35145.5 Agenda; public participation; regulations

35147 Open meeting law exceptions and applications

GOVERNMENT CODE

6250-6270 California Public Records Act

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting, defined

54953 Meetings to be open and public; attendance

54954.2 Agenda posting requirements, board actions

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES

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

CSBA, Agenda Online: <http://www.csba.org/ProductsAndServices/AllServices/AgendaOnline.aspx>

California Attorney General's Office: <http://oag.ca.gov>

Board Adopted: 11/16/17 (revisions)

01/08/09 (final adoption)

12/11/08 (first reading)

VISION

The Governing Board believes that a clearly stated purpose and direction for the district provide the foundation for continuous improvement and accountability. The Board shall adopt a long-range vision for district programs and activities that focuses on the achievement and well-being of all students and reflects the importance of preparing students for the future academically, professionally, and personally. The vision shall recognize the unique role of students, parents/guardians, staff, and community partners in contributing to a high-quality education for all students. The district's vision may be incorporated into its mission or purpose statement, philosophy or motto, long-term goals, short-term objectives, and comprehensive plans such as the local control and accountability plan (LCAP).

(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)
(cf. 0400 - Comprehensive Plans)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 9000 - Role of the Board)

The Superintendent or designee shall recommend an appropriate process, with clearly defined procedures, timelines, and responsibilities, for establishing, reviewing, and updating the district's vision statements. This process shall include a review of relevant district documents and data including, but not limited to, information about student demographics, student achievement, current programs, and emerging educational issues. The process shall incorporate an analysis and identification of district strengths and areas in which growth is needed. Input shall be solicited from parents/guardians, students, staff, and community members through methods such as surveys, focus groups, advisory committees, and/or public meetings and forums.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 6020 - Parent Involvement)

The Board shall review the district's vision statements annually, in conjunction with the update to the LCAP, to ensure consistency among all documents that set direction for the district. Following these reviews, the Board may revise or reaffirm the direction it has established for the district.

The Superintendent or designee shall communicate the district's vision to staff, parents/guardians, and the community.

(cf. 1113 - District and School Web Sites)
(cf. 1100 - Communication with the Public)

Board decisions regarding curriculum, policies, the budget, collective bargaining agreements, and other district operations shall be aligned with the district's vision. In addition, the Superintendent or designee shall ensure that staff's implementation of district programs and activities supports attainment of the district's vision.

The Superintendent or designee shall regularly report to the Board regarding district progress toward the vision.

(cf. 0500 - Accountability)

Philosophy-Goals-Objectives and Comprehensive Plans

BP 0000 (b)

Legal Reference:

EDUCATION CODE

52060-52077 Local control and accountability plan

Management Resources:

CSBA PUBLICATIONS

The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research, May 2017
Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014

Defining Governance, Issue 4: Governance Decisions, Governance Brief, June 2014

Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014

WEB SITES

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

Board Adopted: 11/16/17, 11/16/06 (revision)
12/19/99 (final adoption)
11/18/99 (first reading)

Philosophy-Goals-Objectives and Comprehensive Plans

BP 0100 (a)

In order to establish and support a guiding vision for the district, the Governing Board shall develop, articulate, and regularly review an overarching set of fundamental principles which describe the district's core beliefs, values, and tenets. The Board and district staff shall incorporate these principles into all programs, activities, and operations of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9000 - Role of the Board)

It is the philosophy of the district that:

1. All students can learn and succeed.
2. Every student should have an opportunity to receive a quality education regardless of his/her social, cultural, or economic background.

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

3. Every student in the district has a right to be free from discrimination, harassment, intimidation, and bullying, as prohibited by law or district policy.
4. The future of our nation and community depends on students possessing the skills to be lifelong learners, collaborative and creative problem solvers, and effective, contributing members of a global and technologically advanced society.
5. Highly skilled and dedicated teachers and educational support staff have the capacity to guide students toward individual achievement and growth, and have a direct and powerful influence on student learning and life experiences.
6. A safe, nurturing environment and positive school climate are necessary for learning, academic achievement, and student development.

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

7. Parents/guardians have a right and an obligation to be engaged in their child's education and to be involved in the intellectual, physical, emotional, and social development and well-being of their child.

(cf. 6020 - Parent Involvement)

8. The needs of the whole child must be addressed, as the ability of children to learn is affected by social, health, and economic conditions and other factors outside the classroom.
9. Early identification of learning and behavioral difficulties and timely and appropriate support and intervention contribute to student success.
10. Students and staff are encouraged and motivated by high expectations and recognition for their

Philosophy-Goals-Objectives and Comprehensive Plans

BP 0100 (b)

accomplishments.

11. School improvement is a dynamic process requiring flexibility and innovation to meet the needs of students in a changing world.
12. Professional development for the Board and district staff is essential for the growth and success of the district and its students.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 9240 - Board Training)

13. The diversity of the student body and school staff enriches the learning experience, promotes cultural awareness and acceptance, and serves as a model for citizenship in a global society.
14. A common set of norms and protocols is crucial to effective governance.
15. Communication, trust, respect, collaboration, and teamwork strengthen the relationship among Board members and between the Board and Superintendent, and contribute to the effectiveness of the governance team.
16. The community and district are inextricably connected partners, wherein the community's engagement in issues that impact the schools enhances the district's programs and student learning.

(cf. 1000 - Concepts and Roles)

17. Two-way communication with all stakeholders is essential for establishing continuity, support, and shared goals both within the district and with the surrounding community.
18. The Board has a responsibility to advocate on behalf all students, keep current on legislative issues affecting education, and build positive relationships with local, state, and federal representatives.
19. A fiscally sound budget which is reflective of the district's vision is imperative to the financial stability of the district and to the attainment of its goals.
20. Responsibility for district programs and operations is shared by the entire educational community, with ultimate accountability resting with the Board as the basic embodiment of representative government.

Legal Reference:

EDUCATION CODE

51002 Local development of programs based on stated philosophy and goals

51019 Definition of philosophy

51100-51101 Parental involvement

Management Resources:

CSBA PUBLICATIONS

Philosophy-Goals-Objectives and Comprehensive Plans

BP 0100 (c)

The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research, May 2017
Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014

Defining Governance, Issue 2: Governing Commitments, Governance Brief, February 2014

WEB SITES

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

National School Climate Center: <http://schoolclimate.org>

Board Adopted: 11/16/17, 11/16/06 (revision)
12/09/99 (final adoption)
11/18/99 (first reading)

EVALUATION OF THE SUPERINTENDENT

The Governing Board recognizes its responsibility to establish an evaluation system that enables a fair assessment of the Superintendent's effectiveness in leading the district toward established goals, serves to support his/her continued growth in leadership and management skills, and provides a basis for Board decisions regarding contract extension and compensation. The Board shall annually conduct a formal evaluation of the Superintendent's performance and may provide additional opportunities throughout the year to review the Superintendent's progress toward meeting established goals.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0500 - Accountability)
(cf. 2121 - Superintendent's Contract)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)

The Board shall determine, with the Superintendent's input, the criteria, schedule, method(s), and instrument(s) to be used for the Superintendent's evaluation. Evaluation criteria shall include, but are not limited to, district goals and success indicators; educational, management, and community leadership skills; and the Superintendent's professional relationship with the Board.

(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 2111 - Superintendent Governance Standards)

Prior to the evaluation, the Superintendent shall provide to the Board for its review a report of progress toward district goals, the Superintendent's self-appraisal of accomplishments and performance, and a statement of actions taken to address any Board recommendations from the previous evaluation.

Each Board member shall independently evaluate the Superintendent's performance based upon the evaluation criteria, after which the Board shall produce a single document that integrates the individual evaluations and represents the consensus of the Board.

(cf. 9121 - President)

The evaluation shall provide commendations in areas of strength and achievement and recommendations for improving effectiveness in any areas of need, concern, or unsatisfactory performance.

The Board shall meet in closed session with the Superintendent to discuss the evaluation. (Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

At this meeting, the Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional information regarding his/her performance or district progress.

The discussion shall include the establishment of performance goals for the next year and may identify professional development opportunities for the Superintendent and/or the entire governance team to address areas of concern, strengthen the relationship between the Superintendent and Board, or enhance

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BP 2140 (b)

the Superintendent's knowledge of current educational issues and leadership and management skills.

(cf. 9240 - Board Training)

(cf. 9400 - Board Self-Evaluation)

After the Board and Superintendent have discussed the evaluation, the Board president and Superintendent shall sign the evaluation and it shall be placed in the Superintendent's personnel file. The evaluation, including personal performance goals, shall be confidential to the extent permitted by law.

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

Legal Reference:

GOVERNMENT CODE

6254.8 Public Records Act; employment contracts

54957 Closed session, personnel matters

COURT DECISIONS

Versaci v. Superior Court, (2005) 127 Cal.App.4th 805

Duval v. Board of Trustees, (2001) 93 Cal.App.4th 902

Management Resources:

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

Board Adopted: 11/16/17, 08/11/11, 10/28/04 (revision)
12/09/99 (final adoption)
11/18/99 (first reading)

CERTIFICATION**Verification of Credentials**

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching English Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 4121 - Temporary/Substitute Personnel)
(cf. 5148 - Child Care and Development)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

The Superintendent or designee shall verify that any person who is employed by the district while his/her application for certification is being processed by the CTC possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Basic Skills Proficiency

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test, provided that he/she takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of his/her test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.2 - Certificate of Proficiency)
(cf. 6162.5 - High School Exit Examination)

Any person holding or applying for a "designated subjects special subjects" credential which does not

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AR 4112.2 (b)

require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

The district may request that the CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved intern program
4. Inability of the applicant to enroll in an approved intern program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an intern program or the applicant's withdrawal from an intern program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to the CTC: (5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested
2. Verification that the district has provided the permit holder with orientation to the curriculum and o instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

3. Written justification for the permit signed by the Superintendent or designee

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

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AR 4112.2 (c)

Before requesting that the CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

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

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that the CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience.

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an intern program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Personnel

AR 4112.2 (d)

Teaching Permit for Statutory Leave

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that the CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to the CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

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

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to the CTC that it will provide the interim teacher: (5 CCR 80022)

1. An orientation to the assignment before or during the first month of service in the statutory leave assignment
2. An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment
3. Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022. He/she shall annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. (5 CCR 80022)

(cf. 4113 - Assignment)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with items #2-3 above. (5 CCR 80022)

Long-Term Emergency Permits

As necessary, the Superintendent or designee may request that the CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit, or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

Personnel

AR 4112.2 (e)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before he/she begins a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

Substitute Teaching Permits

The district may employ a person whose credential or permit authorizes substitute teaching services, provided that:

1. A person holding an emergency 30-day substitute teaching permit, STSP, PIP, TPSL, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the California Basic Educational Skills Test, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and shall not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

Board Adopted: 11/16/17, 12/11/14, 08/11/11 (revisions)
12/11/08, 01/18/07, 01/12/06, 08/18/05 (revisions)
05/08/03 (final adoption)
04/24/03 (first reading)

All Personnel

BP 4112.61/4212.61/4312.61 (a)

EMPLOYMENT REFERENCES

The Superintendent or designee shall be responsible for processing requests for employment references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the district for current or former employees shall be approved by the Superintendent or designee. At his/her discretion, the Superintendent or designee may refuse to give a recommendation.

The Superintendent or designee may communicate information about the job performance or qualifications of a current or former district employee when such information is based upon credible evidence and is given to a prospective employer without malice and at the prospective employer's request. (Civil Code 47)

Any reference, letter of recommendation, or information provided about the reasons for separation issued on behalf of the district shall provide a truthful and accurate account of the employee's job performance and qualifications.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

No certificated employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person who the writer knows will use the letter or memorandum to obtain professional employment. (5 CCR 80332)

No certificated employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the district. (5 CCR 80332)

Legal Reference:

LABOR CODE

1050-1054 Reemployment privileges

CIVIL CODE

47 Privileged communication

CODE OF CIVIL PROCEDURE

527.3 Labor disputes

CODE OF REGULATIONS, TITLE 5

80332 Professional candor and honesty in letters or memoranda of employment recommendation

COURT DECISIONS

Randi W. v. Muroc Joint Unified School District et al., (1997) 14 Cal. 4th 1066

Board Adopted: 11/16/17 (revisions)

03/23/00 (first reading)

04/13/00 (final adoption)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

(cf. 0440 - District Technology Plan)
(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.5 - Student Assessment)
(cf. 6163.1 - Library Media Centers)

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation. (Education Code 60400)

Review Process

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.

(cf. 1220 - Citizen Advisory Committees)

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

(cf. 6020 - Parent Involvement)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

Individuals who participate in the selection or review of instructional materials shall not have a conflict of

Instruction

BP 6161.1 (b)

interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials. (Education Code 60119)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials which are aligned to the state content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

3. History-social science

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BP 6161.1 (c)

(cf. 6142.94 - History-Social Science Instruction)

4. English language arts, including the English language development component of an adopted program

(cf. 6142.91 - English/Language Arts Instruction)

(cf. 6174 - Education for English Learners)

5. World/foreign language

(cf. 6142.2 - World/Foreign Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If the Board determines that there are insufficient textbooks or instructional materials, it shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

(cf. 0460 - Local Control and Accountability Plan)

Complaints

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Instruction

BP 6161.1 (d)

Legal Reference:

EDUCATION CODE

220 Prohibition against discrimination
1240 County superintendent, general duties
33050-33053 General waiver authority
33126 School accountability report card
35272 Education and athletic materials
44805 Enforcement of course of studies; use of textbooks, rules and regulations
49415 Maximum textbook weight
51501 Nondiscriminatory subject matter
52060-52077 Local control and accountability plan
60000-60005 Instructional materials, legislative intent
60010 Definitions
60040-60052 Instructional requirements and materials
60060-60063.5 Requirements for publishers and manufacturers
60070-60076 Prohibited acts (re instructional materials)
60110-60115 Instructional materials on alcohol and drug education
60119 Public hearing on sufficiency of materials
60200-60210 Elementary school materials
60226 Requirements for publishers and manufacturers
60350-60352 Core reading program instructional materials
60400-60411 High school textbooks
60510-60511 Donation for sale of obsolete instructional materials
60605 State content standards
60605.8 Common Core State Standards
60605.86-60605.88 Supplemental instructional materials aligned with Common Core State Standards
CODE OF REGULATIONS, TITLE 5
9505-9530 Instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Instructional Materials FAQ

01-05 Guidelines for Piloting Textbooks and Instructional Materials, rev. January 2015

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

Association of American Publishers: <http://www.publishers.org>

California Academic Content Standards Commission, Common Core State Standards:

<http://www.scoe.net/castandards>

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

Board Adopted: 11/16/17, 02/26/13, 04/04/12 (revisions)
08/11/11, 12/14/09, 04/10/08, 01/18/07 (revisions)
11/16/06, 01/12/06, 04/14/05, 09/14/00 (revisions)
06/29/00 (final adoption)
06/15/00 (first reading)

Instruction

E 6161.1

Resolution On Sufficiency Of Instructional Materials

Whereas, the Governing Board of the (name of school district), in order to comply with the requirements of Education Code 60119, held a public hearing on (date), at (time) o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learners, in the (name of school district), and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core State Standards adopted pursuant to Education Code 60605.8;

Finding of Sufficient Textbooks or Instructional Materials

Whereas, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects:

* Mathematics: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

* Science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

* History-social science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

* English language arts, including the English language development component of an adopted program: (List adopted textbooks or instructional materials for this subject for each grade level or

school as well as applicable state adoption cycle.)

* World/foreign language: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

* Health: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the (year) school year, the (name of school district) has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

Finding of Insufficient Textbooks or Instructional Materials

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or instructional materials were provided to students in the following subjects and grade levels at district schools: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, world/foreign language, and health.)

Whereas, sufficient textbooks or instructional materials were not provided at each school listed above due to the following reasons: (For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level listed above.)

Therefore, it is resolved, that for the (year) school year, the (name of school district) has not provided each student with sufficient textbooks or instructional materials that are consistent with the cycles and content of the curriculum framework, and;

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. (List actions to be taken to resolve insufficiency.)

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

vote:

AYES:_____ NOES:_____ ABSENT:_____

Attest:

Secretary

President

Board Adopted: 11/16/17, 02/26/13, 04/04/12 (revisions)
08/11/11, 12/14/09, 04/10/08, 01/18/07 (revisions)
11/16/06, 01/12/06, 04/14/05, 09/14/00 (revisions)
06/29/00 (final adoption)
06/15/00 (first reading)

Bylaws of the Board

BB 9121 (a)

PRESIDENT

The Governing Board shall elect a president from among its members to provide leadership on behalf of the governance team and the educational community it serves.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9100 - Organization)

To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law

(cf. 9320 - Meetings and Notices)
(cf. 9321 - Closed Session Purposes and Agendas)

2. Consult with the Superintendent or designee on the preparation of Board meeting agendas

(cf. 9322 - Agenda/Meeting Materials)

3. Call the meeting to order at the appointed time and preside over the meeting
4. Announce the business to come before the Board in its proper order
5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and clearly state the results of the vote

(cf. 9323 - Meeting Conduct)

The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board

Bylaws of the Board

BB 9121 (b)

2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information
3. Subject to Board approval, appointing and dissolving all committees

(cf. 9130 - Board Committees)

4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media

(cf. 1112 - Media Relations)

5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

The president shall participate in the California School Boards Association's Board President's Workshop and other professional development opportunities to enhance his/her leadership skills.

(cf. 9240 - Board Training)

When the president resigns or is absent, the vice president shall perform the president's duties. When both the president and vice president are absent, the clerk shall perform the president's duties.

(cf. 9123 - Clerk)

Legal Reference:

EDUCATION CODE

35022 President of the board

35143 Annual organizational meetings; dates and notice

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

WEB SITES

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

Board Adopted: 11/16/17, 09/23/04 (revisions)
01/13/00 (final adoption)
12/09/99 (first reading)

GOVERNING BOARD ELECTIONS**Board Member Qualifications**

Any person is eligible to be a member of the Governing Board, without further qualifications, if he/she is 18 years of age or older, a citizen of California, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or elected as a Board member except when he/she has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A district employee elected to the Board shall resign his/her employment before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

(cf. 9224 - Oath of Affirmation)

(cf. 9270 - Conflict of Interest)

The Board encourages all candidates to become knowledgeable about the role of board members. The Superintendent or designee shall provide all candidates with information that will enable them to understand the responsibilities and expectations of being a Board member, including information regarding available workshops, seminars, and/or training. The Superintendent or designee shall provide all candidates with the county election official's contact information and general information about school programs, district operations, and Board responsibilities.

(cf. 9230 - Orientation)

(cf. 9240 - Board Training)

Consolidation of Elections

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election in accordance with Elections Code 1302.

In addition, if a regularly scheduled Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the Board shall take action to consolidate Board elections with statewide elections. The district shall move its election to the next state statewide election date, unless the Board has adopted a plan by January 1, 2018 to consolidate Board elections not later than the November 8, 2022 statewide general election. (Elections Code 14051, 14052)

In order to consolidate elections based on either circumstance described above, the Board shall adopt a resolution and submit it to the County Board of Supervisors for approval not later than 240 days prior to the date of the currently scheduled district election. (Elections Code 10404.5)

Whenever a regularly scheduled Board election is changed due to consolidation of elections, the terms of office of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

Bylaws of the Board

BB 9220 (b)

(cf. 9110 - Terms of Office)

Elections Process and Procedures

Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the district.

To ensure ongoing compliance with the California Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.

If the Board determines that a change is necessary, it shall hold public hearings in accordance with Elections Code 10100 before adopting a resolution at an open meeting specifying the change(s), and shall, in accordance with Education Code 5019, obtain approval from the county committee on school district organization having jurisdiction over the district.

(cf. 9320 - Meetings and Notices)

Campaign Conduct

All candidates, including current Board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign donations, funding, and expenditures.

A Board member shall not expend, and a candidate shall not accept, any public money for the purpose of seeking elective office. However, the district may establish a dedicated fund for those seeking election to the Board, provided that the funds are available to all candidates who are qualified pursuant to Education Code 35107 without regard to incumbency or political preference. (Government Code 85300)

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

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

(cf. 9005 - Governance Standards)

Statement of Qualifications

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

Bylaws of the Board

BB 9220 (c)

(cf. 9223 - Filling Vacancies)

Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

When the elections official allows for the electronic distribution of candidate statements, a candidate for the Board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.

The district shall assume no part of the cost of printing, handling, translating, mailing, or electronically distributing candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the hard copy and/or electronic voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office, county board of education

5000-5033 Elections

5220-5231 Elections

5300-5304 General provisions (conduct of elections)

5320-5329 Order and call of elections

5340-5345 Consolidation of elections

5360-5363 Election notice

5380 Compensation (of election officer)

5390 Qualifications of voters

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions

7054 Use of district property

35107 Eligibility; school district employees

35177 Campaign expenditures or contributions

35239 Compensation of governing board member of districts with less than 70 ADA

ELECTIONS CODE

20 Public office eligibility

1302 Local elections, school district election

2201 Grounds for cancellation

4000-4008 Elections conducted wholly by mail

10010 District boundaries

10400-10418 Consolidation of elections

10509 Notice of election by secretary

10600-10604 School district elections

Bylaws of the Board

BB 9220 (c)

13307 Candidate's statement
13308 Candidate's statement contents
13309 Candidate's statement, indigence
14025-14032 California Voting Rights Act
14050-14057 California Voter Participation Rights Act
20440 Code of Fair Campaign Practices
GOVERNMENT CODE
1021 Conviction of crime
1097 Illegal participation in public contract
12940 Nondiscrimination, Fair Employment and Housing Act
81000-91014 Political Reform Act

PENAL CODE

68 Bribes
74 Acceptance of gratuity
424 Embezzlement and falsification of accounts by public officers
661 Removal for neglect or violation of official duty

CALIFORNIA CONSTITUTION

Article 2, Section 2 Voters, qualifications
Article 7, Section 7 Conflicting offices
Article 7, Section 8 Disqualification from office

UNITED STATES CODE, TITLE 52

10301-10508 Voting Rights Act

COURT DECISIONS

Rey v. Madera Unified School District, (2012) 203 Cal. App. 4th 1223
Randall v. Sorrell, (2006) 126 S.Ct. 2479
Sanchez v. City of Modesto, (2006) 145 Cal. App. 4th 660
Dusch v. Davis, (1967) 387 U.S. 112
ATTORNEY GENERAL OPINIONS
85 Ops.Cal.Atty.Gen. 49 (2002)
83 Ops.Cal.Atty.Gen. 181 (2000)
81 Ops.Cal.Atty.Gen. 94 (1998)
69 Ops.Cal.Atty.Gen. 290 (1986)

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections, January 2017

WEB SITES

CSBA: <http://www.csba.org>
California Secretary of State's Office: <http://www.sos.ca.gov>
Fair Political Practices Commission: <http://www.fppc.ca.gov>
Institute for Local Self Government: <http://www.ca-ilg.org>

Board Adopted: 11/16/17, 06/10/13, 01/18/07, 04/26/01 (revisions)
01/27/00 (final adoption)
01/13/00 (first reading)

BOARD CANDIDATE ORIENTATION

The Governing Board recognizes the importance of providing all newly elected or appointed Board members with support and information to assist them in becoming effective members of the Board. Incoming Board members shall be provided an orientation designed to build their knowledge of the district and an understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to Board functions, policies, protocols, and standards of conduct.

(cf. 9000 - Role of the Board)
(cf. 9220 - Governing Board Elections)
(cf. 9223 - Filling Vacancies)

As early as possible following the election or appointment of Board members, one or more orientation sessions shall be held during open meeting(s) of the Board. The Board president and the Superintendent or designee shall develop an agenda for the meeting(s) and shall identify resources that may be useful for incoming Board members.

(cf. 9121 - President)

Upon their election or appointment, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office. Additional information for incoming Board members may include, but is not limited to, Board bylaws related to the limits of individual Board member authority, the conduct of Board meetings, and other Board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with district staff, members of the public, and the media; and publications on effective governance practices.

(cf. 1112 - Media Relations)
(cf. 1160 - Political Processes)
(cf. 9005 - Governance Standards)
(cf. 9010 - Public Statements)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9012 - Board Member Electronic Communications)
(cf. 9200 - Limits of Board Member Authority)
(cf. 9270 - Conflict of Interest)
(cf. 9323 - Meeting Conduct)

In addition, the Superintendent or designee shall provide incoming Board members with specific background information regarding the district, including, but not limited to, the district's vision and goals statements, local control and accountability plan and other comprehensive plans, student demographic data, student achievement data, district policy manual, district budget, and minutes of recent open Board meetings.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0400 - Comprehensive Plans)
(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee may offer incoming Board members a tour of district schools and

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BB 9230 (b)

facilities, and may introduce them to district and school site administrators and other staff.

Incoming members are encouraged, at district expense and with approval of the Board, to attend the California School Boards Association's Orientation for New Trustees, Institute for New and First-Term Board Members, and workshops and conferences relevant to the needs of the individual member, the Board as a whole, or the district.

(cf. 9240 - Board Training)

(cf. 9320 - Meetings and Notices)

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshops

33362-33363 Reimbursement of expenses; board member or member-elect

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body

54952.2 Open meeting laws; posting agenda; board actions

54952.7 Copies of Brown Act to board members

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards for School Boards

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

WEB SITES

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

Board Adopted: 11/16/17, 12/11/08 (revisions)
09/11/08, 09/23/04, 01/23/03 (revisions)
01/27/00 (final adoption)
01/13/00 (first reading)

BOARD SELF-EVALUATION

The Governing Board shall annually conduct a self-evaluation in order to demonstrate accountability to the community and ensure that district governance effectively supports student achievement and the attainment of the district's vision and goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 2140 - Evaluation of the Superintendent)

The evaluation may address any area of Board responsibility, including, but not limited to, Board performance in relation to vision setting, curriculum, personnel, finance, policy development, collective bargaining, community relations, and advocacy. The evaluation may also address objectives related to Board meeting operations, relationships among Board members, relationship with the Superintendent, understanding of Board and Superintendent roles and responsibilities, communication skills, or other governance or boardsmanship skills.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

The Board shall evaluate itself as a whole. Individual Board members are also expected to use the evaluation process as an opportunity to assess and set goals for their own personal performance.

Each year, the Board, with assistance from the Superintendent, shall determine an evaluation method or instrument that measures key components of board responsibility and previously identified performance objectives. Visual and/or audio recordings of a Board meeting may only be used as an evaluation tool when consent is given by all Board members.

Any discussion involving the Board's self-evaluation shall be conducted in open session.

At the request of the Board, a facilitator may be used to assist with the evaluation process. The Board may invite the Superintendent or other individual(s) with pertinent information to provide input into the evaluation process.

Following the evaluation, the Board shall set goals, define and/or refine protocols, and establish priorities and objectives for the following year's evaluation. The Board shall also develop strategies for strengthening Board performance based on identified areas of need, including, but not limited to, Board trainings such as those offered by the California School Boards Association.

(cf. 9230 - Orientation)

(cf. 9240 - Board Training)

Legal Reference:

GOVERNMENT CODE

54950-54963 Brown Act; board self-evaluations not covered

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards

Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014

WEB SITES

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

CSBA Board Self-Evaluation: <http://bse.csba.org>

Board Adopted: 11/16/17, 01/23/03 (revisions)

08/22/02 (final adoption)

07/11/02 (first reading)

MEETING AND NOTICES

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

(cf. 9012 - Board Member Electronic Communications)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Regular Meetings

Annually, the Board shall fix the time and place for its regular meetings by rule and regulation.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's Internet web site. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

(cf. 1340 - Access to District Records)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an *emergency situation* for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An *emergency situation* means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

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Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

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

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so

Bylaws of the Board

BB 9320 (e)

inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings
35143 Annual organizational meeting, date, and notice
35144 Special meeting
35145 Public meetings
35145.5 Agenda; public participation; regulations
35146 Closed sessions
35147 Open meeting law exceptions and applications

GOVERNMENT CODE

3511.1 Local agency executives
11135 State programs and activities, discrimination
54950-54963 The Ralph M. Brown Act, especially:
54953 Meetings to be open and public; attendance
54954 Time and place of regular meetings
54954.2 Agenda posting requirements, board actions
54956 Special meetings; call; notice
54956.5 Emergency meetings

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications
36.303 Auxiliary aids and services

COURT DECISIONS

Bylaws of the Board

BB 9320 (f)

Legal Reference-continued:

Wolfe v. City of Fremont, (2006) 144 Cal.App. 544

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 218 (2005)

84 Ops.Cal.Atty.Gen. 181 (2001)

84 Ops.Cal.Atty.Gen. 30 (2001)

79 Ops.Cal.Atty.Gen. 69 (1996)

78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2nd Ed., 2010

WEB SITES

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

CSBA, Agenda Online: <http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Attorney General's Office: <http://www.ag.ca.gov>

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

League of California Cities: <http://www.cacities.org>

Board Adopted: 11/16/17, 04/03/12 (revisions)
12/11/08, 02/10/05, 01/23/03 (revisions)
01/27/00 (final adoption)
01/13/00 (first reading)

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
00832431	29	10/05/2017	2901979	2 TRADE SUPPLIES INC MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	658.16
Check Total:								658.16
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				OCT 2017 HEALTH INS	1200000000	C792	CENTRAL VLY TRT	8,833.90
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Detailed Check Register - Accounts Payable Only
THERMALITO UNION SCHOOL DISTRICT

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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
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	133.95
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	237.14
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	278.42
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	100.55
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	237.14
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	288.66
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	257.63
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	40.98
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	214.57
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	483.57
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	336.25
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	369.78
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	237.14
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	237.14
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	370.13
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	103.93
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	62.45
							Check Total:	8,174.80
00832441	29	10/05/2017	2901939	OLIVER PRODUCTS				
				MATERIALS & SUPPLIES	1353200370	4300	MTLS & SUPPLIES	296.01
				MATERIALS & SUPPLIES	1353200370	4300	MTLS & SUPPLIES	1,522.95
				MATERIALS & SUPPLIES	1353200370	4300	MTLS & SUPPLIES	-544.82
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	1,069.32
							Check Total:	2,343.46
00832442	29	10/05/2017	291572	PROPACIFIC FRESH				
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	557.25
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	500.08
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	251.06
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	620.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	379.97
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	716.60
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	542.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	372.91
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-63.00
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	225.35
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	233.55
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-25.00
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	261.39
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	607.05
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	196.35
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	351.81
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	486.99

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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	548.26
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	114.26
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	653.92
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	36.14
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	397.89
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	169.88
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	-27.95
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	261.52
							Check Total:	8,369.52
00832443	29	10/05/2017	291879	SYSCO FOOD SERVICES				
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	43.65
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	34.17
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	480.35
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	93.20
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	761.93
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	130.48
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	514.27
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	55.92
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	895.74
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	64.30
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	363.88
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	119.76
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	109.13
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	646.43
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	173.55
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	610.38
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	248.77
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	48.36
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	130.56
				FOOD SERVICE SUPPLIES	1353209370	4700	FOOD SRV SUPPLY	18.77
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	32.77
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	78.57
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	201.91
				MATERIALS & SUPPLIES	1353200370	4300	MTLS & SUPPLIES	25.14
				MATERIALS & SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	27.93
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	54.96
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	25.51
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	54.96
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	38.41
							Check Total:	6,083.76
00832807	29	10/10/2017	2902005	A STITCH ABOVE				
				HATS FOR PEACEMAKERS	0101502313	4300	MTLS & SUPPLIES	323.25

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
Check Total:								323.25
00832808	29	10/10/2017	290179	BUTTE COUNTY SELPA 29G010DO	0162640100	5200	TRAVEL & CONF	150.00
Check Total:								150.00
00832809	29	10/10/2017	290177	BUTTE COUNTY SHERIFF LIVE SCAN FINGERPRINTS	0100000740	5800	PROF/CONSULT/OPE	288.00
Check Total:								288.00
00832810	29	10/10/2017	2902001	CALIFORNIA ART EDUCATION ASSOC CA ART ED ASSOCIATION CONF	0162640113	5200	TRAVEL & CONF	350.00
Check Total:								350.00
00832811	29	10/10/2017	2901764	CENTER FOR THE COLLABORATIVE C TEXTBOOKS	0130100100	4100	TEXTBOOKS	1,498.25
Check Total:								1,498.25
00832812	29	10/10/2017	290578	DEVELOPMENTAL STUDIES CENTER TEXTBOOKS	0130100100	4100	TEXTBOOKS	749.13
Check Total:								749.13
00832813	29	10/10/2017	290440	COMERS PRINT SHOP MATERIALS & SUPPLIES	0111003100	4300	MTLS & SUPPLIES	70.79
				MATERIALS & SUPPLIES	0111001100	4300	MTLS & SUPPLIES	70.79
				MATERIALS & SUPPLIES	0111002100	4300	MTLS & SUPPLIES	98.66
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	426.00
Check Total:								666.24
00832814	29	10/10/2017	290545	DANIELSEN CO FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,063.66
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	93.95
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	480.88
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	52.15
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	391.07
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	31.29
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	553.71
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	227.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	743.10
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	62.58
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	599.63
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	41.72
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	54.72
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,594.82
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	52.15
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	779.88

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THERMALITO UNION SCHOOL DISTRICT

Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	62.58
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	184.49
				MATERIALS & SUPPLIES	1353109370	4300	MTLS & SUPPLIES	10.43
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	505.60
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	183.26
				MATERIALS & SUPPLIES	1353200370	4300	MTLS & SUPPLIES	10.43
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	194.02
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	203.85
				MATERIALS & SUPPLIES	1353200370	4300	MTLS & SUPPLIES	31.29
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	457.15
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	226.43
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	67.95
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	67.95
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	91.43
				FOOD SERVICE SUPPLIES	1353209370	4700	FOOD SRV SUPPLY	67.95
							Check Total:	9,187.74
00832815	29	10/10/2017	2902002	DENNIS KING PLC IMPLEMENTATION SUPPORT	0101000111	5800	PROF/CONSULT/OPE	1,500.00
							Check Total:	1,500.00
00832816	29	10/10/2017	2900359	EAGLE SOFTWARE AERIES COMMUNICATION 2017/18	0101000323	5800	PROF/CONSULT/OPE	6,057.50
							Check Total:	6,057.50
00832817	29	10/10/2017	290677	EFFICIENT ENERGY CONCEPTS RENTS, LEASES, & REPAIRS	0181505811	5600	RENTS, LEASE,REP	7,345.00
							Check Total:	7,345.00
00832818	29	10/10/2017	2901264	FASTENAL COMPANY MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	141.47
							Check Total:	141.47
00832819	29	10/10/2017	290741	FEDEX J CLAY/ASUS RETURN CENTER	0130104100	5900	Communications	7.44
							Check Total:	7.44
00832820	29	10/10/2017	2900005	GOPHER SPORT MATERIALS & SUPPLIES	0101504168	4300	MTLS & SUPPLIES	499.97
							Check Total:	499.97
00832821	29	10/10/2017	2901283	HOUGHTON MIFFLIN HARCOURT PUBL TEXTBOOKS TEXTBOOKS	0163000100 0163000100	4100 4100	TEXTBOOKS TEXTBOOKS	23.27 1,557.80
							Check Total:	1,581.07
00832822	29	10/10/2017	290916	HOUSERS MUSIC				

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				RENTS, LEASES, & REPAIRS	0101504130	5600	RENTS, LEASE,REP	60.00
							Check Total:	60.00
00832823	29	10/10/2017	2901341	IT SAVVY				
				MATERIALS & SUPPLIES	0101502107	4300	MTLS & SUPPLIES	166.24
				MATERIALS & SUPPLIES	0101501107	4300	MTLS & SUPPLIES	450.00
				MATERIALS & SUPPLIES	0101501107	4300	MTLS & SUPPLIES	4,078.37
				NON-CAPITALIZED EQUIPMENT	0101000130	4400	NON-CAP EQUIPMNT	559.61
				MATERIALS & SUPPLIES	0101000130	4300	MTLS & SUPPLIES	493.35
							Check Total:	5,747.57
00832824	29	10/10/2017	2900258	J W PEPPER & SONS				
				MATERIALS & SUPPLIES	0101504130	4300	MTLS & SUPPLIES	178.18
				MATERIALS & SUPPLIES	0101504130	4300	MTLS & SUPPLIES	15.02
				MATERIALS & SUPPLIES	0101504130	4300	MTLS & SUPPLIES	2.42
				MATERIALS & SUPPLIES	0101504130	4300	MTLS & SUPPLIES	48.26
							Check Total:	243.88
00832825	29	10/10/2017	291097	LAKESHORE LEARNING				
				MATERIALS & SUPPLIES	0101503201	4300	MTLS & SUPPLIES	182.15
				MATERIALS & SUPPLIES	0111001100	4300	MTLS & SUPPLIES	973.11
							Check Total:	1,155.26
00832826	29	10/10/2017	2901987	LAKEVIEW ENERGY SERVICES				
				FUEL	0105005360	4340	FUEL	2,438.81
				FUEL	0105005360	4340	FUEL	806.78
							Check Total:	3,245.59
00832827	29	10/10/2017	2901883	LIMEY TEES				
				MATERIALS & SUPPLIES	0101504313	4300	MTLS & SUPPLIES	322.74
							Check Total:	322.74
00832828	29	10/10/2017	2901619	MCGRAW HILL SCHOOL EDUCATION H				
				TEXTBOOKS	0163000100	4100	TEXTBOOKS	1,428.06
				TEXTBOOKS	0100000100	4100	TEXTBOOKS	289.56
							Check Total:	1,717.62
00832829	29	10/10/2017	291307	MT SHASTA SPRING WATER				
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	13.15
				MATERIALS & SUPPLIES	0111002100	4300	MTLS & SUPPLIES	55.50
				MATERIALS & SUPPLIES	1261050100	4300	MTLS & SUPPLIES	34.25
				MATERIALS & SUPPLIES	0101000314	4300	MTLS & SUPPLIES	25.75
				MATERIALS & SUPPLIES	0111001100	4300	MTLS & SUPPLIES	47.00
				MATERIALS & SUPPLIES	0111003100	4300	MTLS & SUPPLIES	47.00
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	17.25
				MATERIALS & SUPPLIES	0100000730	4300	MTLS & SUPPLIES	25.75

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
Check Total:								265.65
00832831	29	10/10/2017	290652	OFFICE DEPOT				
				MATERIALS & SUPPLIES	0100000730	4300	MTLS & SUPPLIES	23.17
				MATERIALS & SUPPLIES	0100000730	4300	MTLS & SUPPLIES	36.63
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	16.08
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	12.85
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	107.52
				MATERIALS & SUPPLIES	0100000730	4300	MTLS & SUPPLIES	71.16
				MATERIALS & SUPPLIES	0100000730	4300	MTLS & SUPPLIES	58.05
				R. HARBOUR	0130104201	4300	MTLS & SUPPLIES	88.93
				MATERIALS & SUPPLIES	0111003270	4300	MTLS & SUPPLIES	386.39
				MATERIALS & SUPPLIES	0111003270	4300	MTLS & SUPPLIES	13.46
				MATERIALS & SUPPLIES	0111004270	4300	MTLS & SUPPLIES	402.81
				MATERIALS & SUPPLIES	0111004270	4300	MTLS & SUPPLIES	559.41
				MATERIALS & SUPPLIES	0111004270	4300	MTLS & SUPPLIES	-27.67
				MATERIALS & SUPPLIES	0111004270	4300	MTLS & SUPPLIES	83.26
				MATERIALS & SUPPLIES	0111004270	4300	MTLS & SUPPLIES	70.75
				MATERIALS & SUPPLIES	1261050100	4300	MTLS & SUPPLIES	57.16
				MATERIALS & SUPPLIES	1261050100	4300	MTLS & SUPPLIES	20.69
				MATERIALS & SUPPLIES	1261050100	4300	MTLS & SUPPLIES	463.29
				MATERIALS & SUPPLIES	1261050100	4300	MTLS & SUPPLIES	19.29
				R. SMITH	0111004100	4300	MTLS & SUPPLIES	236.77
				J. MARTINDALE	0111004100	4300	MTLS & SUPPLIES	15.98
				K. SOBON	0111004100	4300	MTLS & SUPPLIES	60.82
				K. THAO	0111004100	4300	MTLS & SUPPLIES	57.24
				MATERIALS & SUPPLIES	0111002270	4300	MTLS & SUPPLIES	20.56
				MATERIALS & SUPPLIES	0111002270	4300	MTLS & SUPPLIES	55.98
				MATERIALS & SUPPLIES	0111002270	4300	MTLS & SUPPLIES	9.62
				MATERIALS & SUPPLIES	0111002270	4300	MTLS & SUPPLIES	53.97
				MATERIALS & SUPPLIES	0111002270	4300	MTLS & SUPPLIES	57.08
				M. JESSEN	0111002100	4300	MTLS & SUPPLIES	4.76
				J. NOBLE	0111002100	4300	MTLS & SUPPLIES	56.10
				MATERIALS & SUPPLIES	0111003270	4300	MTLS & SUPPLIES	10.71
				MATERIALS & SUPPLIES	0111003270	4300	MTLS & SUPPLIES	96.74
				MATERIALS & SUPPLIES	0111003270	4300	MTLS & SUPPLIES	-20.16
				MATERIALS & SUPPLIES	0111003270	4300	MTLS & SUPPLIES	-76.58
				MATERIALS & SUPPLIES	0111003270	4300	MTLS & SUPPLIES	96.74
				MATERIALS & SUPPLIES	0111003270	4300	MTLS & SUPPLIES	176.81
				MATERIALS & SUPPLIES	0111003270	4300	MTLS & SUPPLIES	98.53
				MATERIALS & SUPPLIES	0111003270	4300	MTLS & SUPPLIES	808.84
				M. YANG	0111003100	4300	MTLS & SUPPLIES	24.45
				A. NIETO	0111003100	4300	MTLS & SUPPLIES	4.17

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				A. NIETO	0111003100	4300	MTLS & SUPPLIES	1.87
				A. NIETO	0111003100	4300	MTLS & SUPPLIES	224.89
				MATERIALS & SUPPLIES	0111003270	4300	MTLS & SUPPLIES	85.79
				S. SMITH	0111003100	4300	MTLS & SUPPLIES	51.32
				E. MOUA	0111003100	4300	MTLS & SUPPLIES	23.73
							Check Total:	4,699.96
00832832	29	10/10/2017	291464	OROVILLE UNION HIGH SCHOOL DURAHAM ROUTE TRANSPORTATION	0105005361	5800	PROF/CONSULT/OPE	6,244.00
							Check Total:	6,244.00
00832833	29	10/10/2017	291524	P G & E				
				OPERATION & HOUSEKEEPING SERV	0101006820	5500	OPER/HOUSEKEEP	780.39
				OPERATION & HOUSEKEEPING SERV	0100000820	5500	OPER/HOUSEKEEP	705.76
				OPERATION & HOUSEKEEPING SERV	0100004820	5500	OPER/HOUSEKEEP	24.73
				OPERATION & HOUSEKEEPING SERV	0100005820	5500	OPER/HOUSEKEEP	191.35
				OPERATION & HOUSEKEEPING SERV	0100004820	5500	OPER/HOUSEKEEP	3,293.77
				OPERATION & HOUSEKEEPING SERV	0100004820	5500	OPER/HOUSEKEEP	8,434.82
				OPERATION & HOUSEKEEPING SERV	0100001820	5500	OPER/HOUSEKEEP	10,301.74
				OPERATION & HOUSEKEEPING SERV	0100003820	5500	OPER/HOUSEKEEP	7,238.67
				OPERATION & HOUSEKEEPING SERV	0100002820	5500	OPER/HOUSEKEEP	9,612.17
				OPERATION & HOUSEKEEPING SERV	0105005820	5500	OPER/HOUSEKEEP	600.30
							Check Total:	41,183.70
00832834	29	10/10/2017	291483	PARADIGM HEALTHCARE SERVICES AUGUST WARRANTS	0156400720	5800	PROF/CONSULT/OPE	74.46
							Check Total:	74.46
00832835	29	10/10/2017	2901730	PRECISION WIRELESS SERVICE MATERIALS & SUPPLIES	0101000304	4300	MTLS & SUPPLIES	438.28
							Check Total:	438.28
00832836	29	10/10/2017	2901969	PRIMARY CONCEPTS INC 29F149PL	0101503201	4300	MTLS & SUPPLIES	199.98
							Check Total:	199.98
00832837	29	10/10/2017	2900654	RIEBES AUTO PARTS				
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	125.28
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	40.72
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	81.45
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	65.83
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	57.63
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	7.13
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	74.97
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	36.44
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	36.67

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THERMALITO UNION SCHOOL DISTRICT

Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	15.85
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	49.66
							Check Total:	591.63
00832838	29	10/10/2017	291743	SCHOOL SPECIALTY INC				
				MATERIALS & SUPPLIES	0101502313	4300	MTLS & SUPPLIES	147.01
							Check Total:	147.01
00832839	29	10/10/2017	2901609	SENSORYEDGE				
				MATERIALS & SUPPLIES	0111003100	4300	MTLS & SUPPLIES	364.61
							Check Total:	364.61
00832840	29	10/10/2017	2901982	TANGIBLE PLAY INC				
				29F120PL	0101503169	4300	MTLS & SUPPLIES	1,190.00
							Check Total:	1,190.00
00832841	29	10/10/2017	2900539	TEHAMA TIRE SERVICE INC				
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	1,423.77
							Check Total:	1,423.77
00832842	29	10/10/2017	2900034	VALLEY TRUCK AND TRACTOR CO				
				MATERIALS & SUPPLIES	0181505810	4300	MTLS & SUPPLIES	133.91
							Check Total:	133.91
00832843	29	10/10/2017	292006	VERIZON WIRELESS				
				Communications	1353100820	5900	Communications	69.45
				Communications	0100000730	5900	Communications	23.56
				Communications	0181505811	5900	Communications	50.73
				Communications	0100004820	5900	Communications	172.41
				Communications	0100001820	5900	Communications	47.54
				Communications	0100003820	5900	Communications	36.30
				Communications	0100002820	5900	Communications	80.72
				Communications	0105005360	5900	Communications	13.11
							Check Total:	493.82
00832844	29	10/10/2017	292014	WALMART COMMUNITY				
				MATERIALS & SUPPLIES	0101501249	4300	MTLS & SUPPLIES	37.42
				MATERIALS & SUPPLIES	0111006100	4300	MTLS & SUPPLIES	263.41
							Check Total:	300.83
00833023	29	10/12/2017	290032	ACCULARM SECURITY SYSTEMS				
				SIERRA	0100002820	5500	OPER/HOUSEKEEP	546.00
				SIERRA	0100002820	5500	OPER/HOUSEKEEP	45.00
				NELSON OFFICE	0100004820	5500	OPER/HOUSEKEEP	237.00
				POPLAR	0100001820	5500	OPER/HOUSEKEEP	426.00
				POPLAR	0100001820	5500	OPER/HOUSEKEEP	45.00
				PLUMAS	0100003820	5500	OPER/HOUSEKEEP	360.00

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				NELSON B WING	0100004820	5500	OPER/HOUSEKEEP	96.00
				NELSON ROOMS 1-16	0100004820	5500	OPER/HOUSEKEEP	210.00
				DISTRICT OFFICE	0100000820	5500	OPER/HOUSEKEEP	111.00
				NA GYM	0100004820	5500	OPER/HOUSEKEEP	60.00
				NA CELL BACKUP	0100004820	5500	OPER/HOUSEKEEP	15.00
				NA LIBRARY	0100004820	5500	OPER/HOUSEKEEP	60.00
				NA TECH BLD	0100004820	5500	OPER/HOUSEKEEP	96.00
				CDS	0101006820	5500	OPER/HOUSEKEEP	78.00
							Check Total:	2,385.00
00833325	29	10/16/2017	29900424	GREGORIO, EDWARD E				
				REIMB GRANOLA BARS FOR FIELD T	0111002270	4300	MTLS & SUPPLIES	7.96
				REIMB STAFF MEETING SNACKS	0111002270	4300	MTLS & SUPPLIES	48.68
				REIMB STAFF MEETING SNACKS	0111002270	4300	MTLS & SUPPLIES	31.94
				REIMB PRESIDENTIAL PHOTO	0111002270	4300	MTLS & SUPPLIES	9.50
				REIMB SUBSCRIPTION CBM ASSESS	0111002270	4300	MTLS & SUPPLIES	39.99
							Check Total:	138.07
00833326	29	10/16/2017	29901600	HANCOCK, YOGANAGIE P				
				REIMB ACSA PERSONNEL CONF	0100000740	5200	TRAVEL & CONF	414.74
							Check Total:	414.74
00833327	29	10/16/2017	29901520	HILL, LENA				
				REIMB DEPOSIT FOR FIELD TRIP	0101502160	5800	PROF/CONSULT/OPE	50.00
				REIMB STOOLS	0111002100	4300	MTLS & SUPPLIES	33.85
				REIMB SUPPLIES	0111002100	4300	MTLS & SUPPLIES	67.70
				REIMB SUTTER'S FORT/SAC	0101502160	5200	TRAVEL & CONF	114.06
							Check Total:	265.61
00833328	29	10/16/2017	29900481	KUNTZLER, ANGELA L				
				REIMB BOOKS	0101503201	4200	BOOKS - OTHER	91.72
							Check Total:	91.72
00833329	29	10/16/2017	29901091	MITCHELL, JEFFERY ALLEN				
				REIMB MOBILE LAPTOP CART	0111003100	4300	MTLS & SUPPLIES	59.09
							Check Total:	59.09
00833330	29	10/16/2017	29900715	MOORE, JENNIFER M				
				REIMB FOCUS WALL BUNDLE	0101503201	4300	MTLS & SUPPLIES	20.00
							Check Total:	20.00
00833331	29	10/16/2017	29901473	SIMMONS, ROCHELLE A				
				REIMB PASTRIES W/THE PRINCIPAL	0130104249	4300	MTLS & SUPPLIES	94.09
				REIMB TICKETS FOR FIELD TRIP	0101504130	5800	PROF/CONSULT/OPE	179.00
				REIMB TECH SUPPLIES	0101504245	4300	MTLS & SUPPLIES	144.71
							Check Total:	417.80

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00833332	29	10/16/2017	29901063	SOLANSKY, ROBYN SUZANNE REIMB SEPTEMBER 2017 MILEAGE	1261050100	5200	TRAVEL & CONF	210.79
Check Total:								210.79
00833333	29	10/16/2017	29900274	TODD, KATHERINE H REIMB BOOKS	0165000111	4200	BOOKS - OTHER	20.84
				REIMB SEPTEMBER 2017 MILEAGE	0165000312	5200	TRAVEL & CONF	44.14
				REIMB AUGUST 2017 MILEAGE	0165000312	5200	TRAVEL & CONF	20.44
				REIMB PSW TRAINING	0165000312	5200	TRAVEL & CONF	4.00
Check Total:								89.42
00833334	29	10/16/2017	29901655	ZHANG, ABIGAIL A REIMB SEPTEMBER 2017 MILEAGE	0165000119	5200	TRAVEL & CONF	45.69
				REIMB AUGUST 2017 MILEAGE	0165000119	5200	TRAVEL & CONF	14.82
Check Total:								60.51
00833567	29	10/19/2017	2901979	2 TRADE SUPPLIES INC MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	593.60
Check Total:								593.60
00833568	29	10/19/2017	290150	A-Z BUS SALES INC MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	254.41
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	34.17
Check Total:								288.58
00833570	29	10/19/2017	2900369	AMERIPRIDE UNIFORM SERVICE				
				RENTS, LEASES, & REPAIRS	0105005820	5600	RENTS, LEASE,REP	21.66
				RENTS, LEASES, & REPAIRS	0105005820	5600	RENTS, LEASE,REP	21.66
				RENTS, LEASES, & REPAIRS	0105005820	5600	RENTS, LEASE,REP	21.66
				RENTS, LEASES, & REPAIRS	0105005820	5600	RENTS, LEASE,REP	21.66
				RENTS, LEASES, & REPAIRS	1353100370	5600	RENTS, LEASE,REP	28.63
				RENTS, LEASES, & REPAIRS	1353100370	5600	RENTS, LEASE,REP	28.63
				RENTS, LEASES, & REPAIRS	1353100370	5600	RENTS, LEASE,REP	28.63
				RENTS, LEASES, & REPAIRS	1353100370	5600	RENTS, LEASE,REP	28.63
				DISTRICT OFFICE	0100000820	5600	RENTS, LEASE,REP	16.91
				POPLAR AVE	0100001820	5600	RENTS, LEASE,REP	33.81
				SIERRA AVE	0100002820	5600	RENTS, LEASE,REP	50.72
				PLUMAS AVE	0100003820	5600	RENTS, LEASE,REP	33.81
				NELSON AVE	0100004820	5600	RENTS, LEASE,REP	115.97
				CDS	0101006820	5600	RENTS, LEASE,REP	16.91
				TLC	1261050820	5600	RENTS, LEASE,REP	33.81
				DISTRICT OFFICE	0100000820	5600	RENTS, LEASE,REP	16.91
				POPLAR AVE	0100001820	5600	RENTS, LEASE,REP	33.81
				SIERRA AVE	0100002820	5600	RENTS, LEASE,REP	50.72
				PLUMAS AVE	0100003820	5600	RENTS, LEASE,REP	33.81

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				NELSON AVE	0100004820	5600	RENTS, LEASE,REP	115.97
				CDS	0101006820	5600	RENTS, LEASE,REP	16.91
				TLC	1261050820	5600	RENTS, LEASE,REP	33.81
				DISTRICT OFFICE	0100000820	5600	RENTS, LEASE,REP	16.91
				POPLAR AVE	0100001820	5600	RENTS, LEASE,REP	33.81
				SIERRA AVE	0100002820	5600	RENTS, LEASE,REP	50.72
				PLUMAS AVE	0100003820	5600	RENTS, LEASE,REP	33.81
				NELSON AVE	0100004820	5600	RENTS, LEASE,REP	115.97
				CDS	0101006820	5600	RENTS, LEASE,REP	16.91
				TLC	1261050820	5600	RENTS, LEASE,REP	33.81
				DISTRICT OFFICE	0100000820	5600	RENTS, LEASE,REP	16.91
				POPLAR AVE	0100001820	5600	RENTS, LEASE,REP	33.81
				SIERRA AVE	0100002820	5600	RENTS, LEASE,REP	50.72
				PLUMAS AVE	0100003820	5600	RENTS, LEASE,REP	33.81
				NELSON AVE	0100004820	5600	RENTS, LEASE,REP	115.97
				CDS	0101006820	5600	RENTS, LEASE,REP	16.91
				TLC	1261050820	5600	RENTS, LEASE,REP	33.81
							Check Total:	1,408.92
00833571	29	10/19/2017	290142	AT&T/CALNET3				
				Communications	0100001820	5900	Communications	169.83
				Communications	0101006820	5900	Communications	50.16
				Communications	0100000730	5900	Communications	17.23
				Communications	0101006820	5900	Communications	21.81
				Communications	0100004820	5900	Communications	112.11
				Communications	1261050820	5900	Communications	75.35
				Communications	0105005360	5900	Communications	43.04
				Communications	1353100820	5900	Communications	13.98
				Communications	0100005820	5900	Communications	13.98
				Communications	0100000730	5900	Communications	251.49
				Communications	0100000730	5900	Communications	623.47
				Communications	0100001820	5900	Communications	88.32
				Communications	0100003820	5900	Communications	60.60
				Communications	0100002820	5900	Communications	63.18
							Check Total:	1,604.55
00833572	29	10/19/2017	2901583	AUTOZONE WEST INC				
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	71.81
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	41.83
							Check Total:	113.64
00833573	29	10/19/2017	290161	BARNES AND NOBLE				
				BOOKS OTHER THAN TEXT	1261050100	4200	BOOKS - OTHER	342.13
							Check Total:	342.13

THERMALITO UNION SCHOOL DISTRICT

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
00833580	29	10/19/2017	290578	DEVELOPMENTAL STUDIES CENTER TEXTBOOKS	0130103201	4100	TEXTBOOKS	633.88
							Check Total:	633.88
00833581	29	10/19/2017	2901059	CHICO/OROVILLE POWER EQUIPMENT MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	15.02
							Check Total:	15.02
00833582	29	10/19/2017	2900462	DECKER EQUIPMENT MATERIALS & SUPPLIES	0111004100	4300	MTLS & SUPPLIES	393.73
				MATERIALS & SUPPLIES	0111004270	4300	MTLS & SUPPLIES	151.63
				MATERIALS & SUPPLIES	0111004100	4300	MTLS & SUPPLIES	151.64
							Check Total:	697.00
00833583	29	10/19/2017	290570	DEL MAR RENTAL LANDSCAPE SUPPL RENTS, LEASES, & REPAIRS	0181505810	5600	RENTS, LEASE,REP	147.13
							Check Total:	147.13
00833584	29	10/19/2017	2901811	DOVETAIL LEARNING INC MATERIALS & SUPPLIES	0101502313	4300	MTLS & SUPPLIES	205.19
							Check Total:	205.19
00833585	29	10/19/2017	2901219	EDUCATIONAL DATA SYSTEMS MATERIALS & SUPPLIES	0100000316	4300	MTLS & SUPPLIES	250.29
							Check Total:	250.29
00833586	29	10/19/2017	290677	EFFICIENT ENERGY CONCEPTS RENTS, LEASES, & REPAIRS	0181505811	5600	RENTS, LEASE,REP	90.00
							Check Total:	90.00
00833587	29	10/19/2017	2902014	EILEEN BRAUN SHADY CREEK NURSE	0100000740	5800	PROF/CONSULT/OPE	1,000.00
							Check Total:	1,000.00
00833588	29	10/19/2017	2902014	EILEEN BRAUN REIMB LIVE SCAN FOR SHADY C.	0100000740	5800	PROF/CONSULT/OPE	25.00
							Check Total:	25.00
00833589	29	10/19/2017	2902008	EMILY MILES REIMB TUITION FEE OVERPAYMENT	1261050100	8673	PARENT FEES	111.00
							Check Total:	111.00
00833590	29	10/19/2017	290767	FOUNDATION FOR EDUCATIONAL ADM 29G003CT - L. CRUIKSHANK	0101000210	5200	TRAVEL & CONF	1,590.00
							Check Total:	1,590.00
00833591	29	10/19/2017	2900798	GAGER DISTRIBUTING INC MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	195.65

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
Check Total:								195.65
00833592	29	10/19/2017	290797	GAYNOR TELESYSTEMS INC SIERRA AVE	0181505811	5600	RENTS, LEASE,REP	15.83
Check Total:								15.83
00833593	29	10/19/2017	290837	GRAINGER INDUSTRIAL SUPPLY				
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	12.35
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	190.60
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	27.62
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	74.75
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	42.39
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	5.51
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	40.24
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	245.80
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	42.88
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	20.00
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	16.13
				MATERIALS & SUPPLIES	0105005360	4300	MTLS & SUPPLIES	90.87
Check Total:								809.14
00833594	29	10/19/2017	2901975	HOBBS PEST SOLUTIONS, INC				
				PEST CONTROL DO	0100000820	5500	OPER/HOUSEKEEP	60.00
				PEST CONTROL MOT	0105005820	5500	OPER/HOUSEKEEP	60.00
				PEST CONTROL CDS	0101006820	5500	OPER/HOUSEKEEP	60.00
				PEST CONTROL PA	0100001820	5500	OPER/HOUSEKEEP	135.00
				PEST CONTROL SA	0100002820	5500	OPER/HOUSEKEEP	135.00
				PEST CONTROL PL	0100003820	5500	OPER/HOUSEKEEP	75.00
				PEST CONTROL NA	0100004820	5500	OPER/HOUSEKEEP	150.00
Check Total:								675.00
00833595	29	10/19/2017	290907	HOME DEPOT CREDIT SERVICES				
				WOODSHOP	0101504166	4300	MTLS & SUPPLIES	93.14
				SIERRA AVE	0181505811	4300	MTLS & SUPPLIES	26.89
				MAINTENANCE ROOF	0181505811	4300	MTLS & SUPPLIES	76.39
				TRANSPORTATION	0181505811	4300	MTLS & SUPPLIES	120.98
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	179.94
				PLUMAS	0181505811	4300	MTLS & SUPPLIES	25.08
				MAINTENANCE	0181505811	4300	MTLS & SUPPLIES	19.33
				NELSON	0181505811	4300	MTLS & SUPPLIES	65.76
				MAINTENACE	0181505811	4300	MTLS & SUPPLIES	12.62
				GROUND - BOB TOOLS	0181505811	4300	MTLS & SUPPLIES	180.59
				MAINTENANCE	0181505811	4300	MTLS & SUPPLIES	18.68
				MAINTENANCE	0181505811	4300	MTLS & SUPPLIES	89.90
				MAINTENANCE	0181505811	4300	MTLS & SUPPLIES	142.14

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				MAINTENANCE	0181505811	4300	MTLS & SUPPLIES	-5.21
				NELSON AVE	0181505811	4300	MTLS & SUPPLIES	6.79
				MAINTENANCE	0181505811	4300	MTLS & SUPPLIES	147.15
				MAINTENANCE	0181505811	4300	MTLS & SUPPLIES	125.29
				GROUNDS	0181505811	4300	MTLS & SUPPLIES	24.35
							Check Total:	1,349.81
00833596	29	10/19/2017	290916	HOUSERS MUSIC				
				MATERIALS & SUPPLIES	0101504130	4300	MTLS & SUPPLIES	320.64
							Check Total:	320.64
00833597	29	10/19/2017	2901341	IT SAVVY				
				MATERIALS & SUPPLIES	0101504107	4300	MTLS & SUPPLIES	100.31
				MATERIALS & SUPPLIES	0111004100	4300	MTLS & SUPPLIES	142.15
							Check Total:	242.46
00833598	29	10/19/2017	290992	J C NELSON SUPPLY CO				
				MATERIALS & SUPPLIES	0100001820	4300	MTLS & SUPPLIES	703.55
				MATERIALS & SUPPLIES	0100001820	4300	MTLS & SUPPLIES	493.65
				MATERIALS & SUPPLIES	0100001820	4300	MTLS & SUPPLIES	597.99
				MATERIALS & SUPPLIES	0100003820	4300	MTLS & SUPPLIES	38.55
				MATERIALS & SUPPLIES	0100003820	4300	MTLS & SUPPLIES	14.48
				MATERIALS & SUPPLIES	0100003820	4300	MTLS & SUPPLIES	555.28
				MATERIALS & SUPPLIES	0100003820	4300	MTLS & SUPPLIES	78.53
				MATERIALS & SUPPLIES	0100003820	4300	MTLS & SUPPLIES	28.14
				MATERIALS & SUPPLIES	0100003820	4300	MTLS & SUPPLIES	129.77
				MATERIALS & SUPPLIES	0100004820	4300	MTLS & SUPPLIES	512.46
				MATERIALS & SUPPLIES	0100004820	4300	MTLS & SUPPLIES	200.43
				MATERIALS & SUPPLIES	0100002820	4300	MTLS & SUPPLIES	531.49
							Check Total:	3,884.32
00833599	29	10/19/2017	291006	JIMMYS CUSTOM TROPHIES				
				MATERIALS & SUPPLIES	0100000740	4300	MTLS & SUPPLIES	32.12
							Check Total:	32.12
00833600	29	10/19/2017	2901987	LAKEVIEW ENERGY SERVICES				
				FUEL	0105005360	4340	FUEL	3,214.23
				FUEL	0105005360	4340	FUEL	54.17
							Check Total:	3,268.40
00833601	29	10/19/2017	291165	LRP PUBLICATIONS INC				
				BOOKS OTHER THAN TEXT	0165000312	4200	BOOKS - OTHER	44.45
							Check Total:	44.45
00833602	29	10/19/2017	2901619	MCGRAW HILL SCHOOL EDUCATION H				
				TEXTBOOKS	0163000100	4100	TEXTBOOKS	1,751.62

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				TEXTBOOKS	0163000100	4100	TEXTBOOKS	1,030.25
				29F161DO	0163000100	4100	TEXTBOOKS	49,987.91
				TEXTBOOKS	0100000100	4100	TEXTBOOKS	769.62
				TEXTBOOKS	0100000100	4100	TEXTBOOKS	206.85
							Check Total:	53,746.25
00833603	29	10/19/2017	2901570	MCGRAW HILL SCHOOL EDUTATION PROFESS/CONSULT SER & OPER EXP	0130104159	5800	PROF/CONSULT/OPE	5,075.00
							Check Total:	5,075.00
00833604	29	10/19/2017	2901723	MIDAMERICA BOOKS CLASSROOM BOOKS	1260520100	4200	BOOKS - OTHER	1,103.51
							Check Total:	1,103.51
00833605	29	10/19/2017	290897	NOR CAL FOOD EQUIPMENT RENTS, LEASES, & REPAIRS	1353100370	5600	RENTS, LEASE,REP	93.50
				RENTS, LEASES, & REPAIRS	1353100370	5600	RENTS, LEASE,REP	119.00
				RENTS, LEASES, & REPAIRS	1353100370	5600	RENTS, LEASE,REP	180.73
							Check Total:	393.23
00833607	29	10/19/2017	2901998	NORTHAM FAMILY DISTRIBUTORS IN				
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	103.73
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	94.31
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	105.26
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	63.58
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	179.44
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	163.90
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	239.55
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	239.14
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	179.44
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	239.14
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	239.14
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	237.14
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	239.14
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	239.14
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	98.90
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	218.65
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	228.89
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	282.80
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	403.74
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	529.13
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	312.60
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	205.20
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	144.82
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	247.26

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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	-49.45
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	208.40
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	258.92
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	442.94
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	174.14
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	411.50
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	343.34
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	268.45
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	268.45
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	267.11
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	247.96
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	164.60
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	145.53
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	268.45
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	268.45
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	268.45
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	247.96
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	268.45
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	268.45
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	243.65
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	371.94
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	486.74
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	625.20
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	406.20
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	312.60
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	570.45
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	371.94
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	278.34
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	333.09
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	486.74
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	395.60
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	639.69
								Check Total:
								15,498.32
00833608	29	10/19/2017	290652	OFFICE DEPOT				
				MATERIALS & SUPPLIES	0111002270	4300	MTLS & SUPPLIES	65.02
				MATERIALS & SUPPLIES	0111002270	4300	MTLS & SUPPLIES	282.59
				MATERIALS & SUPPLIES	0111002270	4300	MTLS & SUPPLIES	78.83
				K. ANDERSON	0111001100	4300	MTLS & SUPPLIES	11.79
				K. ANDERSON	0111001100	4300	MTLS & SUPPLIES	45.55
				K. ANDERSON	0111001100	4300	MTLS & SUPPLIES	280.24
				L. ALBERT	0111001100	4300	MTLS & SUPPLIES	-22.50
				MATERIALS & SUPPLIES	0111001270	4300	MTLS & SUPPLIES	97.37

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				MATERIALS & SUPPLIES	0111001270	4300	MTLS & SUPPLIES	208.36
				MATERIALS & SUPPLIES	0111001270	4300	MTLS & SUPPLIES	184.66
				MATERIALS & SUPPLIES	0111003270	4300	MTLS & SUPPLIES	-10.71
				MATERIALS & SUPPLIES	0111003270	4300	MTLS & SUPPLIES	10.71
				R. HAMILTON	0130102201	4300	MTLS & SUPPLIES	19.29
				R. HAMILTON	0130102201	4300	MTLS & SUPPLIES	4.82
				L. KITTLE	0111002100	4300	MTLS & SUPPLIES	12.86
				M. JESSEN	0111002100	4300	MTLS & SUPPLIES	77.55
				T. DUGGAN	0111002100	4300	MTLS & SUPPLIES	-11.43
				M. YANG	0111003100	4300	MTLS & SUPPLIES	154.41
				29G000SA	0111002100	4300	MTLS & SUPPLIES	-79.99
				29G000SA	0111002100	4300	MTLS & SUPPLIES	-257.38
				29G000SA	0111002100	4300	MTLS & SUPPLIES	337.37
				MATERIALS & SUPPLIES	0111003100	4300	MTLS & SUPPLIES	176.40
				MATERIALS & SUPPLIES	1261050100	4300	MTLS & SUPPLIES	24.12
				J. SMITH	0111003100	4300	MTLS & SUPPLIES	37.71
							Check Total:	1,727.64
00833609	29	10/19/2017	291481	PAR INC				
				MATERIALS & SUPPLIES	0165000312	4300	MTLS & SUPPLIES	825.23
							Check Total:	825.23
00833610	29	10/19/2017	291483	PARADIGM HEALTHCARE SERVICES				
				SEPTEMBER 2017 WARRANTS	0156400720	5800	PROF/CONSULT/OPE	510.18
							Check Total:	510.18
00833611	29	10/19/2017	291585	PURCHASE POWER				
				POSTAGE	0100000730	5900	Communications	2,424.00
				POSTAGE	0130100720	5900	Communications	606.00
							Check Total:	3,030.00
00833612	29	10/19/2017	291613	RAY MORGAN COMPANY				
				BASE RATE CHARGE	0100002100	5600	RENTS, LEASE,REP	2,361.90
				USAGE CHARGE	0100002100	5600	RENTS, LEASE,REP	62.34
				BASE RATE CHARGE	0100003100	5600	RENTS, LEASE,REP	1,144.18
				BASE RATE CHARGE	1261050100	5600	RENTS, LEASE,REP	134.06
							Check Total:	3,702.48
00833613	29	10/19/2017	291623	REALLY GOOD STUFF				
				MATERIALS & SUPPLIES	0101503201	4300	MTLS & SUPPLIES	102.94
							Check Total:	102.94
00833614	29	10/19/2017	291458	RECOLOGY BUTTE COLUSA COUNTIES				
				COMMUNITY DAY SCHOOL	0101006820	5500	OPER/HOUSEKEEP	37.50
				DISTRICT OFFICE	0100000820	5500	OPER/HOUSEKEEP	37.50
				NELSON AVE	0100004820	5500	OPER/HOUSEKEEP	554.58

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				MAINTENANCE YARD	0105005820	5500	OPER/HOUSEKEEP	75.00
				PLUMAS AVE	0100003820	5500	OPER/HOUSEKEEP	425.18
				POPLAR AVE	0100001820	5500	OPER/HOUSEKEEP	498.10
				SIERRA AVE	0100002820	5500	OPER/HOUSEKEEP	637.77
				TRANSFER STATION 0513172	0100005820	5500	OPER/HOUSEKEEP	15.18
				TRANSFER STATION 0514692	0100005820	5500	OPER/HOUSEKEEP	11.75
				TRANSFER STATION 0515038	0100005820	5500	OPER/HOUSEKEEP	41.75
							Check Total:	2,334.31
00833615	29	10/19/2017	2902010	RHIANNON THURMAN				
				REIMB TUITION FEE OVERPAYMENT	1261050100	8673	PARENT FEES	111.00
							Check Total:	111.00
00833616	29	10/19/2017	2901972	SARAH SARGENT				
				SEPTEMBER 2017 TRANSPORTATION	0105005361	5200	TRAVEL & CONF	727.60
							Check Total:	727.60
00833617	29	10/19/2017	2901993	SAS PRINTING				
				MATERIALS & SUPPLIES	0111002270	4300	MTLS & SUPPLIES	654.27
							Check Total:	654.27
00833618	29	10/19/2017	2901205	SCHOLASTIC MAGAZINES				
				MATERIALS & SUPPLIES	0101501201	4300	MTLS & SUPPLIES	314.60
							Check Total:	314.60
00833619	29	10/19/2017	291743	SCHOOL SPECIALTY INC				
				MATERIALS & SUPPLIES	0111002100	4300	MTLS & SUPPLIES	288.12
							Check Total:	288.12
00833620	29	10/19/2017	2902009	SHANNON WILLIAMS				
				REIMB TUITION FEE OVERPAYMENT	1261050100	8673	PARENT FEES	100.00
							Check Total:	100.00
00833621	29	10/19/2017	291765	SHARPS LOCKSMITHING				
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	11.80
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	12.87
				MATERIALS & SUPPLIES	0181505811	4300	MTLS & SUPPLIES	19.31
							Check Total:	43.98
00833622	29	10/19/2017	291856	STUDENT SUPPLY				
				MATERIALS & SUPPLIES	0101502313	4300	MTLS & SUPPLIES	357.25
							Check Total:	357.25
00833623	29	10/19/2017	291918	THERMALITO WATER AND SEWER DIS				
				SIERRA AVE	0100002820	5500	OPER/HOUSEKEEP	579.86
				TRANSPORTATION	0105005820	5500	OPER/HOUSEKEEP	34.44
				SIERRA AVE	0100002820	5500	OPER/HOUSEKEEP	1,327.17

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				NELSON AVE	0100004820	5500	OPER/HOUSEKEEP	841.08
				NELSON AVE	0100004820	5500	OPER/HOUSEKEEP	966.46
				NELSON GREEN HOUSE	0100004820	5500	OPER/HOUSEKEEP	369.70
				COMMUNITY DAY	0101006820	5500	OPER/HOUSEKEEP	406.98
				DISTRICT OFFICE	0100000820	5500	OPER/HOUSEKEEP	242.42
				PLUMAS AVE	0100003820	5500	OPER/HOUSEKEEP	902.62
				POPLAR AVE	0100001820	5500	OPER/HOUSEKEEP	1,109.13
							Check Total:	6,779.86
00833624	29	10/19/2017	291943	TOYS R US				
				MATERIALS & SUPPLIES	1261050100	4300	MTLS & SUPPLIES	1,499.09
							Check Total:	1,499.09
00833625	29	10/19/2017	2901968	U.S. BANK CORPORATE PAYMENT SY				
				WALMART	0111001100	4300	MTLS & SUPPLIES	187.33
				MINERS ALLEY	0100000740	4300	MTLS & SUPPLIES	73.00
				UNITED STATES FLAG	0100000710	4300	MTLS & SUPPLIES	63.00
				UNITED STATES FLAG	0111003270	4300	MTLS & SUPPLIES	63.00
				CCSESA REGISTRATION FEES	0130104113	5200	TRAVEL & CONF	1,000.00
				CSBA REGISTRATION-29G052DO	0100000710	5200	TRAVEL & CONF	2,550.00
				SOUTHWEST - V. ANDERSON	0100000710	5200	TRAVEL & CONF	149.96
				SOUTHWEST - A. WALKER	0100000710	5200	TRAVEL & CONF	149.96
				T3 CONFERENCE	0162640721	5200	TRAVEL & CONF	122.00
				T3 CONFERENCE	0162640113	5200	TRAVEL & CONF	61.00
				CREDIT FOR T3 CONFERENCE	0162640113	5200	TRAVEL & CONF	-61.00
				CREDIT FOR T3 CONFERENCE	0162640721	5200	TRAVEL & CONF	-122.00
				APPLEBEES - BOARD WORKSHOP	0100000710	4300	MTLS & SUPPLIES	91.62
				SHUTTLE FOR CSBA CONF	0100000710	5200	TRAVEL & CONF	40.00
				CREDITS FROM PEPPERMILL	0105005360	5200	TRAVEL & CONF	-82.07
							Check Total:	4,285.80
00833626	29	10/19/2017	292010	VIRCO INC				
				MATERIALS & SUPPLIES	0111002100	4300	MTLS & SUPPLIES	96.48
							Check Total:	96.48
00833627	29	10/19/2017	2900770	WILLIAM V MACGILL & CO				
				MATERIALS & SUPPLIES	0100000314	4300	MTLS & SUPPLIES	233.95
							Check Total:	233.95
00833913	29	10/24/2017	290394	ACCESS INFORMATION HOLDING LLC				
				DISTRICT OFFICE	0100000730	5600	RENTS, LEASE,REP	36.34
				NELSON AVE	0111004270	5600	RENTS, LEASE,REP	36.34
				TRANSPORTATION	0105005360	5600	RENTS, LEASE,REP	36.33
				SIERRA AVE	0111002270	5600	RENTS, LEASE,REP	36.34
							Check Total:	145.35

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
00833915	29	10/24/2017	290545	DANIELSEN CO				
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	346.03
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	104.38
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	510.45
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	77.68
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	458.21
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	773.59
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	667.47
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	41.72
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,169.90
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	83.44
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	18.46
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	87.27
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	31.29
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	943.80
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	78.85
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	269.83
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	52.15
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	449.64
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	718.57
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	82.80
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	846.86
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	800.74
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	41.72
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	155.62
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	173.36
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	73.27
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	537.28
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	67.05
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	90.98
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	320.80
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	201.15
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	2,753.21
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	415.38
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	779.79
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	90.98
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	67.05
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	621.63
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	90.98
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	67.05
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	217.95
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	137.18
				FOOD SERVICE SUPPLIES	1353209370	4700	FOOD SRV SUPPLY	307.09

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	23.93
							Check Total:	15,846.58
00833918	29	10/24/2017	290817	GOLD STAR FOODS				
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	29.47
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,528.89
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	2,249.43
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	60.49
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	493.11
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	57.52
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	19.35
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,838.57
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	19.35
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	132.15
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,440.94
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	60.49
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	2,123.53
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	106.34
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,619.40
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	313.07
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	26.37
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	537.48
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	60.21
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	254.80
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	10.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,728.23
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,908.31
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,836.34
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	60.21
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	25.99
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	44.70
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	2,666.33
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-10.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	10.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-12.82
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	496.27
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,466.45
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,291.31
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,560.43
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	41.64
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	57.52
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,787.07
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	60.21

Detailed Check Register - Accounts Payable Only
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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	-16.70
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	173.11
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	269.95
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	28.76
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	261.07
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	-15.82
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	64.05
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	471.93
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	51.11
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	41.70
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	657.47
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	70.28
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	19.35
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	301.55
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	637.62
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	76.87
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	554.22
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	605.59
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	622.22
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	-36.16
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	514.48
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	637.62
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	125.51
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	89.91
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	764.27
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	295.07
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	2,702.59
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	2,626.92
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	3,255.64
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	552.85
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	19.35
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	637.62
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	119.88
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	554.22
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	619.54
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	25.76
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	89.91
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	554.22
				FOOD SERVICE SUPPLIES	1353209370	4700	FOOD SRV SUPPLY	-22.35
				FOOD SERVICE SUPPLIES	1353209370	4700	FOOD SRV SUPPLY	301.10
				FOOD SERVICE SUPPLIES	1353209370	4700	FOOD SRV SUPPLY	229.10
				FOOD SERVICE SUPPLIES	1353209370	4700	FOOD SRV SUPPLY	59.94
				FOOD SERVICE SUPPLIES	1353209370	4700	FOOD SRV SUPPLY	284.01

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				MATERIALS & SUPPLIES	1353700370	4300	MTLS & SUPPLIES	71.50
							Check Total:	47,946.60
00833919	29	10/24/2017	2901619	MCGRAW HILL SCHOOL EDUCATION H TEXTBOOKS	0130100100	4100	TEXTBOOKS	2,109.99
							Check Total:	2,109.99
00833920	29	10/24/2017	2901619	MCGRAW HILL SCHOOL EDUCATION H TEXTBOOKS	0130100100	4100	TEXTBOOKS	3,238.62
							Check Total:	3,238.62
00833921	29	10/24/2017	2901938	MINASIAN MEITH SOARES SEXTON C GENERAL FEES	0100000710	5810	LEGAL FEES	215.00
							Check Total:	215.00
00833922	29	10/24/2017	290652	OFFICE DEPOT				
				MATERIALS & SUPPLIES	0111004242	4300	MTLS & SUPPLIES	68.63
				A. ZHANG	0111001100	4300	MTLS & SUPPLIES	35.45
				A. ZHANG	0111001100	4300	MTLS & SUPPLIES	36.46
				A. ZHANG	0111001100	4300	MTLS & SUPPLIES	98.71
				E. MOUA	0111003100	4300	MTLS & SUPPLIES	-79.99
				E. MOUA	0111003100	4300	MTLS & SUPPLIES	284.58
				J. MARTINDALE	0111004100	4300	MTLS & SUPPLIES	12.75
				J. MARTINDALE	0111004100	4300	MTLS & SUPPLIES	248.48
				K. SOBON	0111004100	4300	MTLS & SUPPLIES	70.24
				C. ROBERTS	0111004100	4300	MTLS & SUPPLIES	11.54
				C. ROBERTS	0111004100	4300	MTLS & SUPPLIES	11.67
				C. ROBERTS	0111004100	4300	MTLS & SUPPLIES	34.47
							Check Total:	832.99
00833923	29	10/24/2017	2901655	PIZZA HUT				
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	27.35
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	25.74
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	25.74
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	16.62
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	337.84
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	375.38
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	490.67
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	412.91
							Check Total:	1,712.25
00833925	29	10/24/2017	291572	PROPACIFIC FRESH				
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	883.26
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	170.10
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	407.60
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-113.85

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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	698.01
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	-28.70
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	738.26
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	97.80
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	1,068.10
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	571.10
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	158.42
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	471.15
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	124.17
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	163.92
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	258.01
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	292.13
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	145.80
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	364.60
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	503.90
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	375.50
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	394.38
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	170.10
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	226.24
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	38.30
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	141.95
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	-37.95
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	722.47
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	410.13
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	496.21
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	566.45
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	717.73
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	314.93
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	219.42
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	424.25
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	46.10
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	882.43
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	32.42
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	305.78
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	570.94
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	121.25
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	110.59
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	80.30
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	275.38
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	122.12
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	55.90
				FOOD SERVICE SUPPLIES	1353700370	4700	FOOD SRV SUPPLY	-18.93
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	139.63

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	171.99
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	206.17
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	72.90
							Check Total:	15,328.86
00833927	29	10/24/2017	291879	SYSCO FOOD SERVICES				
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	477.98
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	45.66
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	380.11
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	74.56
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	476.55
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	101.06
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	86.15
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	872.71
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	122.38
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	600.50
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	52.81
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	396.88
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	55.92
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	66.42
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	293.06
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	426.13
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	438.31
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	139.79
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	488.93
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	97.48
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	441.84
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	189.80
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	491.99
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	102.07
				FOOD SERVICE SUPPLIES	1353100370	4700	FOOD SRV SUPPLY	447.63
				MATERIALS & SUPPLIES	1353100370	4300	MTLS & SUPPLIES	130.02
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	210.47
				MATERIALS & SUPPLIES	1353200370	4300	MTLS & SUPPLIES	18.64
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	236.66
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	148.35
				MATERIALS & SUPPLIES	1353200370	4300	MTLS & SUPPLIES	18.64
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	38.99
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	32.77
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	51.09
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	341.76
				MATERIALS & SUPPLIES	1353200370	4300	MTLS & SUPPLIES	33.52
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	296.05

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
				MATERIALS & SUPPLIES	1353200370	4300	MTLS & SUPPLIES	33.52
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	186.04
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	51.09
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	32.77
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	38.99
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	38.99
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	51.09
				FOOD SERVICE SUPPLIES	1353200370	4700	FOOD SRV SUPPLY	32.77
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	140.66
				MATERIALS & SUPPLIES	1353109370	4300	MTLS & SUPPLIES	27.02
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	78.70
				MATERIALS & SUPPLIES	1353109370	4300	MTLS & SUPPLIES	49.70
				FOOD SERVICE SUPPLIES	1353109370	4700	FOOD SRV SUPPLY	84.28
				MATERIALS & SUPPLIES	1353109370	4300	MTLS & SUPPLIES	18.64
				FOOD SERVICE SUPPLIES	1353209370	4700	FOOD SRV SUPPLY	23.61
				FOOD SERVICE SUPPLIES	1353209370	4700	FOOD SRV SUPPLY	32.77
				FOOD SERVICE SUPPLIES	1353209370	4700	FOOD SRV SUPPLY	5.29
							Check Total:	9,849.61
00834214	29	10/26/2017	290394	ACCESS INFORMATION HOLDING LLC				
				RENTS, LEASES, & REPAIRS	0100000730	5600	RENTS, LEASE,REP	64.75
				RENTS, LEASES, & REPAIRS	0105005360	5600	RENTS, LEASE,REP	54.46
				RENTS, LEASES, & REPAIRS	0111004270	5600	RENTS, LEASE,REP	37.48
				RENTS, LEASES, & REPAIRS	0111002270	5600	RENTS, LEASE,REP	36.11
							Check Total:	192.80
00834215	29	10/26/2017	29901644	BLAKE, GREGORY A				
				REIMB LIVE OAK SCHOOLS-AVID	0100000710	5200	TRAVEL & CONF	24.08
							Check Total:	24.08
00834216	29	10/26/2017	29900198	CRANDALL, DAMON C				
				REIMB SHADY CREEK MILEAGE	0101501160	5200	TRAVEL & CONF	60.99
							Check Total:	60.99
00834217	29	10/26/2017	29900600	CRUIKSHANK, LISA				
				REIMB COLLABORATION DAY SNACKS	0101000720	4300	MTLS & SUPPLIES	140.57
				REIMB ACSA/WEST ED CONFERENCE	0101000210	5200	TRAVEL & CONF	521.36
							Check Total:	661.93
00834218	29	10/26/2017	29901646	HARVEY RUTZ, REBECCA A				
				REIMB NAEA MEMBERSHIP	0101000130	5300	DUES & MBRSHIPS	85.00
							Check Total:	85.00
00834219	29	10/26/2017	29901591	KONIG, KAREN L				
				REIMB AERIES CONFERENCE	0111004270	5200	TRAVEL & CONF	89.90

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
Check Total:								89.90
00834220	29	10/26/2017	29901701	KUHN, JEFFERY D REIMB AERIES CONFERENCE	0111004270	5200	TRAVEL & CONF	228.60
Check Total:								228.60
00834221	29	10/26/2017	29900146	MC DONALD, LISA ANNE REIMB SEPTEMBER 2017 MILEAGE	1353100370	5200	TRAVEL & CONF	60.18
Check Total:								60.18
00834222	29	10/26/2017	2901890	SOREN BENNICK PRODUCTIONS INC POWER OF ONE ANTIBULLYING	0101503160	5800	PROF/CONSULT/OPE	850.00
Check Total:								850.00
00834223	29	10/26/2017	2901707	SPIRITWEAR.COM MATERIALS & SUPPLIES	0101502313	4300	MTLS & SUPPLIES	800.00
Check Total:								800.00
00834224	29	10/26/2017	29900510	STAPLETON, LORI R REIMB AERIES CONFERENCE	0111002270	5200	TRAVEL & CONF	94.40
Check Total:								94.40
00834225	29	10/26/2017	29900274	TODD, KATHERINE H REIMB TIME TIMER	0165000111	4300	MTLS & SUPPLIES	21.40
Check Total:								21.40
00834226	29	10/26/2017	29900445	WILLIAMS, KAREN G REIMB SUPER CO-OP TRAINING	1353100370	5200	TRAVEL & CONF	250.35
Check Total:								250.35
00834227	29	10/26/2017	29900130	YANG, MAY REIMB CURRICULUM	0101503201	4100	TEXTBOOKS	94.45
Check Total:								94.45
00834740	29	10/31/2017	29PY2101	AMERICAN FIDELITY ASSURANCE 17101 PY VENDOR 17101 PY VENDOR 17101 PY VENDOR 17101 PY VENDOR	0100000000 0100000000 1200000000 1300000000	D101 D102 D102 D102	AMER FID CAFE AMERICAN FIDELTY AMERICAN FIDELTY AMERICAN FIDELTY	256.15 1,084.32 55.63 305.00
Check Total:								1,701.10
00834741	29	10/31/2017	29PY2614	AMERICAN FIDELITY ASSURANCE 17101 PY VENDOR	0100000000	D614	DEPDNT CARE Caf	454.54
Check Total:								454.54
00834742	29	10/31/2017	29PY2669	AMERICAN FIDELITY ASSURANCE CO 17101 PY VENDOR	0100000000	D669	UNREIMBRSD MED C	672.72
Check Total:								672.72

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Check#	Ck ID	Check Dt	Payee ID/Name	Description	OrgKey	Object	Obj Description	Check Amount
00834743	29	10/31/2017	29PY1105	ASSOC OF CALIF SCHOOL ADMINIST				
				17101 PY VENDOR	0100000000	C105	ASSN OF CALIF	594.60
				17101 PY VENDOR	1200000000	C105	ASSN OF CALIF	62.25
							Check Total:	656.85
00834744	29	10/31/2017	29PY2552	BUTTE COUNTY SHERIFF				
				17101 PY VENDOR	0100000000	D552	BUTTE CO SHERIFF	605.40
							Check Total:	605.40
00834745	29	10/31/2017	29PY2228	CALIF SCHOOL EMPLOYEES ASSOC.				
				17101 PY VENDOR	0100000000	D228	CSEA	2,746.76
				17101 PY VENDOR	1200000000	D228	CSEA	439.95
				17101 PY VENDOR	1300000000	D228	CSEA	649.46
				17085 CM VENDOR	0100000000	D228	CSEA	5.24
				17081 CX VENDOR	0100000000	D228	CSEA	-4.84
				17092 PY VENDOR	0100000000	D228	CSEA	51.67
				17092 PY VENDOR	1200000000	D228	CSEA	5.87
				17092 PY VENDOR	1300000000	D228	CSEA	33.49
							Check Total:	3,927.60
00834746	29	10/31/2017	29PY2216	CALIF TEACHERS ASSN DUES				
				17101 PY VENDOR	0100000000	D216	CTA DUES	6,261.60
				17101 PY VENDOR	1200000000	D216	CTA DUES	161.25
							Check Total:	6,422.85
00834747	29	10/31/2017	29PY2231	CSEA CHAPTER #182				
				17101 PY VENDOR	0100000000	D231	CSEA CHAPTER 182	172.66
				17101 PY VENDOR	1200000000	D231	CSEA CHAPTER 182	19.01
				17101 PY VENDOR	1300000000	D231	CSEA CHAPTER 182	45.33
							Check Total:	237.00
00834748	29	10/31/2017	29PY2229	CSEA SERVICE CHARGE				
				17101 PY VENDOR	0100000000	D229	CSEA SERV CHARGE	299.80
				17101 PY VENDOR	1200000000	D229	CSEA SERV CHARGE	32.71
				17101 PY VENDOR	1300000000	D229	CSEA SERV CHARGE	14.44
				17092 PY VENDOR	0100000000	D229	CSEA SERV CHARGE	15.60
				17092 PY VENDOR	1300000000	D229	CSEA SERV CHARGE	7.31
							Check Total:	369.86
00834749	29	10/31/2017	29PY2236	CSEA VICTORY CLUB				
				17101 PY VENDOR	0100000000	D236	CSEA VICTORY CLB	69.75
				17101 PY VENDOR	1200000000	D236	CSEA VICTORY CLB	8.00
				17101 PY VENDOR	1300000000	D236	CSEA VICTORY CLB	6.25
							Check Total:	84.00
00834750	29	10/31/2017	29PY2554	FRANCHISE TAX BOARD				

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
				17101 PY VENDOR	0100000000	D554	FRANCHISE TAX BD	225.00
							Check Total:	225.00
00834751	29	10/31/2017	29PY2180	STANDARD INSURANCE CO				
				17101 PY VENDOR	0100000000	D180	DISABILITY	692.86
							Check Total:	692.86
00834752	29	10/31/2017	29PY2185	STANDARD INSURANCE CO				
				17101 PY VENDOR	0100000000	D185	LIFE	558.66
							Check Total:	558.66
00834753	29	10/31/2017	29PY2249	THERMALITO TEACHERS ASSOC				
				17101 PY VENDOR	0100000000	D249	THERM TCH ASSOC	1,140.82
				17101 PY VENDOR	1200000000	D249	THERM TCH ASSOC	24.00
							Check Total:	1,164.82
00834754	29	10/31/2017	29PY2667	UNITED WAY OF NORTHERN CALIFOR				
				17101 PY VENDOR	0100000000	D667	UNITED WAY	20.00
							Check Total:	20.00
							Grand Total:	601,824.90



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Rochelle Simmons, Nelson Principal

Meeting Date: November 16, 2017

Topic: 8th gr San Francisco Field Trip

Description: I request permission from the Board to send the 8th grade class on a cross-curricular field trip to San Francisco to visit the Natural Science Museum, Exploratorium, and beach on May 10, 2018. Transportation will be provided by MGM Transportation.

Funding: \$8,500 LCFF S&C (This total amount is approximate on the "heavy side," because we may be getting one of the entry fees waived.)



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Bill Harrington

Meeting Date: November 16, 2017

Topic: Annual Pre K-TK-K-1 Conference

Description: With the Board's approval, I would like to send four teachers, Erika Lee, Tabatha Hennessy, Kelly Anderson, and Jennifer Edwards, to the Annual Pre K-TK-K-1 Conference in Santa Clara, California. This conference is put on by the California Kindergarten Association and provides teachers with a variety of different workshops covering topics such as early literacy, autism, and hands-on STREAM activities. This two day conference will be held on January 13-14, 2018 (a Saturday and Sunday); therefore, teachers will not be missing any school days. Upon their return, the teachers will share at board meeting what they learned at the conference.

Approximate Costs: Registration (\$310 x4)	\$1240
Hotel Lodging	\$636
Meals & Travel	\$416
Total Costs	\$2292

Funding: Site LCFF S/C --



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

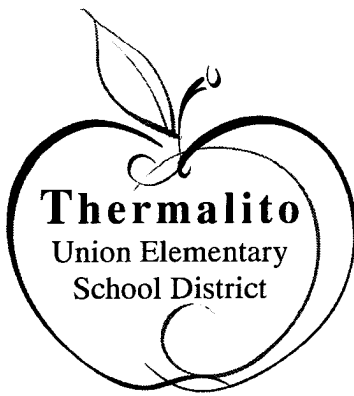
FROM: Lisa Cruikshank, Director of Special Projects

MEETING DATE: **November 16, 2017**

TOPIC: 2017-2018 CAASPP Institute

DESCRIPTION: I am requesting Board approval for Rochelle Simmons and Lisa Cruikshank to attend the California Assessment of Student Performance and Progress (CAASPP) Annual Institute. The focus will be targeted strategies for using the CAASPP system to improve teaching and learning. We will be examining the formative assessment process through the digital library. As well as exploring two types of Smarter Balanced Interim Assessments and a practical approach to using them in 3rd – 8th grade. We will also analyze and interpret summative assessment results, discover how to empower teachers to create performance tasks and learn about matching student needs to available accessibility resources. The Institute will be located in Sacramento on January 11 and 12, 2018.

FUNDING:	LCFF	Registration	\$300
		Travel/Food	\$180
		Hotel (1 night)	\$200
		Total (2 people)	\$680



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Joyce Dennison

MEETING DATE: **November 16, 2017**

TOPIC: Approval to hire United Building Contractors Inc.

DESCRIPTION: Sierra Avenue has a portable classroom that has been used for storage for some time. It has not been used as a classroom and currently has no power or water. Over the years the portable structure has deteriorated and needs to be demolished. We have done all required testing and got clearance for it to be demoed by DSA. After receiving two quotes, United Building Contractor's Inc quoted \$10,850.00 and was the lowest bid.

FUNDING: Restricted Maintenance



P O Box 6039
Chico, CA 95927

Phone: 530.345-8455
Fax: 530.345.8885

Thermalito Union School District
400 Grand Ave
Oroville CA, 95965

Attention: Joyce Dennison
9/28/17

RE: Sierra Elementary School Portable Demo

Please find below the Scope for the work at Sierra Ave Elementary School

- Demolish and Dispose of (1) Portable Building & Ramp.

TOTAL FOR WORK ABOVE-----***\$10,850.00***-----

TERMS & Exclusions

- Prices are based on Prevailing Wages
- Inspection and Permits to be by Owner
- Work to be completed when no children are present
- No Abatement included

Thank you for the opportunity to provide you with these estimates. If there are any questions please feel free to contact us.

Thank you,

Edgar Ibarra

United Building Contractors, Inc.

Modular Solutions, Inc.
P O Box 231
Atwater, CA 95301

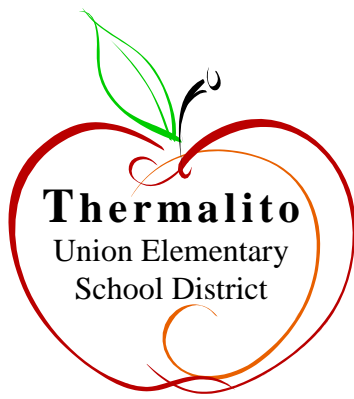
Proposal

License # 826531	Date	Estimate #
	10/25/2017	7889

Name / Address
Thermalito USD 1123 Sierra Avenue Oroville, CA 95965

Ship To
Thermalito USD 1123 Sierra Avenue Porterville, CA 95965 Joyce Dennison 530-570-8074

Qty	Description	Rate	Total
1	<p>Demolition of 24x40 DSA Onsite</p> <p>Furnish labor, materials & equipment to perform the following scope of work on 24'X40' DSA Modular buildings. Demolish existing (1) 24'x40' modular classroom buildings including all ramps, decks & canopies over doors. / Hauling and disposal of materials; Air Quality Notification and Demolition Permits.</p> <p>ASSUMPTIONS: This proposal is predicated on the following assumptions: Single mobilization. Work at both sites to be completed in one phase Environmental Survey and Site Maps provided by owner Free and clear access and egress for trucks and heavy equipment</p> <p>EXCLUSIONS & CLARIFICATIONS: Disconnection of all utilities by customer. / Proposal is limited to scope of work. / Testing handling and/or abatement of hazardous materials including asbestos, freon, mercury light tubes, PCB ballast by customer prior of demolition. / Certificate of asbestos free is require prior of building dismantle. / Site restoration not part of proposal. / Modular Solutions will have the option to demolish buildings onsite or off site. / Repairs to equipment path of travel by customer. / Construction fencing not part of proposal.</p>	14,250.00	14,250.00
Thank you for your business.		Total	\$14,250.00



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Greg Blake, Superintendent

Meeting Date: November 16, 2017

Topic: Contract with Jen Sams, Early Literacy Consultant

Description: I ask for approval to contract with Jen Sams. She will provide up to 14 days of professional development in reading and literacy. She will work with our primary teachers and reading intervention teachers to analyze data, build intervention strategies and supports and share proven instructional strategies. Her work will dovetail with the current district wide grade level work being completed.

Funding: District Supplemental and Concentration Funding
LCAP Goal 2



Tim Taylor
Superintendent
ttaylor@bcoe.org

Mia Osborne-Ng
Sr. Executive
Assistant
mng@bcoe.org

Board of Education

Amy Christianson
Howard M. Ferguson
Ryne Johnson
Jeannine MacKay
Brenda J.
McLaughlin
Roger Steel
Mike Walsh

1859 Bird Street
Oroville, CA 95965
(530) 532-5761
Fax (530) 532-5762

MEMORANDUM OF UNDERSTANDING

between

Thermalito Union Elementary School District

&

Jennifer Denzel-Sams

for

Professional Development Consulting Services 2017 - 18

OVERVIEW:

Jennifer Denzel-Sams agrees to provide up to 14 days of consulting and professional development services for Thermalito Union Elementary school district educators. Thermalito Union Elementary School District agrees to pay up to \$7,000 for these services. This agreement is binding for the 2017 -18 school year.

SPECIFICS:

Jennifer Denzel-Sams agrees:

- To provide up to 14 days of consulting and professional development related to reading and literacy
- To collaborate with Thermalito Union school district to design outcomes
- To prepare all necessary information and materials defined in
- To facilitate meetings for primary teachers, reading intervention teachers and administrators related to reading and literacy data analysis, assessment system recommendations, intervention strategies and supports, and classroom reading instructional strategies and pedagogy
- To provide a SWOT analysis to guide the development of recommendations for an action plan with prioritized goals for reading and literacy

The district agrees:

- To the daily rate of consultant (\$500 per day)
- To pay the costs of supplies/materials associated with meetings and professional learning opportunities
- To provide actual meeting/training facility when needed
- To photocopy or provide necessary materials as needed

TERMINATION:

Either party may terminate this MOU at any time by giving the other party 10 days written notice. Thermalito Union ESD shall remit payment for any services provided up to that date of termination.

AUTHORIZATION:

Jennifer Denzel-Sams and the Thermalito Union Elementary School District agree to fulfill the responsibilities set forth in this Memorandum of Understanding.

Jennifer Denzel-Sams
Consultant

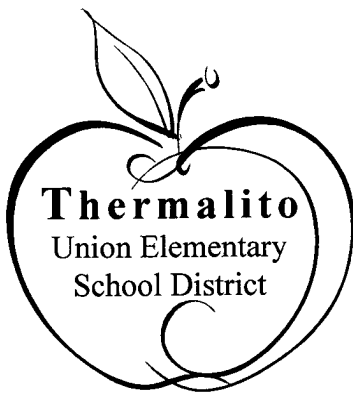
Date

Gregory Blake
Superintendent

Date

Thermalito Union Elementary District

"WHERE CHILDREN COME FIRST"



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Ed Gregorio

Meeting Date: November 16, 2017

Topic: Strings in Schools

Description: I am requesting the Board's permission to contract Strings in Schools to provide violin instruction for nine students throughout the 2017-2018 school year. The students are meeting with the instructor two days per week for hourly practice sessions. Strings in Schools promotes a strong parent involvement component to help the students learn the fundamentals of playing the violin.

Funding: \$3,209.98—Sierra Avenue LCFF S/C

Thermalito Union Elementary School District

CONSULTANT AGREEMENT

This agreement is entered as of this 26th day of October, 20 17 by and between the Thermalito Union Elementary School District, hereinafter referred to as "District", and Strings in Schools, hereinafter referred to as "Consultant".

I. PURPOSE

- A. Whereas, California Government Code Section 53060 provides authority for a school district to contract with any person for the furnishing of special services and advice if such persons are specially trained, experienced and competent to perform the special services required:
- B. Whereas, Consultant is specially trained and experience in the area of violin lessons
- C. Whereas, the District recognizes the need.

II. NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. Name, address and phone # of consultant:

Strings in Schools

P.O. Box 2583

Paradise, CA 95967

Phone 530-413-5803

Social Security # OR

46-1564440

Company's ID #

- B. Type of services to be provided:

Assembly (topic)

Staff Development (topic)

☒ Other Violin Lessons

- C. Term: The consultant shall provide services on 9/15/17 or from 5/3/17 through 5/3/17.

- D. Payment. Consultant shall be reimbursed by the District at a rate which includes travel expenses. The cost to the District and reimbursement to Consultant pursuant to this agreement shall not exceed \$ \$3,209.98 absent written agreement from the District. Payment shall be made upon receipt of an invoice from the Consultant which details service rendered and/or costs incurred if payment includes materials, lodging, or mileage.

- E. Special provisions or assistance needed for the Consultant to perform services:

Use of classroom

III. CONDITIONS:

- A. Assignment and Transfer: Consultant shall not assign or transfer this agreement or any interest therein to any other party without first having obtained the written consent of the District. Consultant shall personally perform all services required hereunder, unless written permission otherwise is obtained from the District.
- B. Sensitive Issues: Consultant will, in the performance of this contract, refrain from actions or remarks pertaining to race, religion, gender or use of profanity, which would reflect negatively upon individuals or groups or be offensive to others.
- C. Independent Contractor: At all times during the terms of this agreement, Consultant shall be an independent contractors and shall not be an employee of the District. District shall have the right to control Consultant insofar as the results of Consultant's services rendered pursuant to this agreement. Consultant is specifically responsible for obtaining worker's compensation insurance, at his/her option, and the District is not responsible for providing such coverage.
- D. Hold Harmless: Consultant shall save and hold harmless, defend, and indemnify the District from any and all liability and expense on account of any suits, verdicts, judgements, costs or claims of any nature arising out of or in any way connected with Consultant's activities upon District property. Consultant shall obtain liability insurance in an amount sufficient to meet the conditions of this agreement as is set forth herein.
- E. Applicable Law: This agreement is subject to all applicable laws of the State of California, all of which are made a part of the terms and conditions of this agreement as is set forth herein.
- F. Entire Agreement: This agreement is the full and entire agreement between the parties and no other oral agreements exist between the parties. No alterations or amendments in this agreement shall be made except in writing and signed by both the District and the Consultant.
- G. Discontinue Contract: Either party may discontinue this contract with thirty (30) day notice should funding be eliminated or reduced by federal, state or grant cuts.

Thermalito Union Elementary School District
Gregory Blake, Superintendent

Carla Shryock - Program Director
Consultant

Date

10/26/17
Date

For District/School Use Only.	
School	SIERRA AVENUE
Principal's Signature	Ed Aguero
Funding	0101502163-5800
Director of Finance	
PURCHASE ORDER #	

Justification



INVOICE

Invoice #: 1203
Invoice Date: Oct 26, 2017
Due date: Nov 10, 2017

Strings in Schools

Tax ID: 46-1564440

info@stringsinschools.net
www.StringsInSchools.net
PO Box 2583, Paradise, CA 95967

Amount due:
\$3,209.98

Bill To:

Thermalito Union School District
Bao Vue
400 Grand Ave.
Oroville, CA 95965
United States

bvue@thermalito.org
5305382900
Sierra Avenue School PO

Description	Quantity	Price	Amount
Violin class - Tuition For Students: Alexis Ruiz, Ava Chang, Dylan Chanh, Elijah Titsworth, Genovieve Alvarado, Kaleb Chang, Nichelle Lee, and William Prentice	8	\$360.00	\$2,880.00
Violin Class - Tuition (pro-rated for a late start) For Student: Aubrianna Bruce	1	\$329.98	\$329.98
		Subtotal	\$3,209.98
		Total	\$3,209.98 USD

Notes

Thank you for supporting our violin program in your school!



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Joyce Dennison

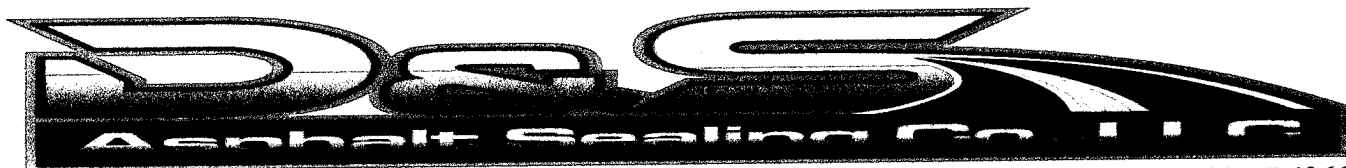
MEETING DATE: **November 16, 2017**

TOPIC: Approval to hire D&S Asphalt Sealing Co. to repair Nelson Avenue black top.

DESCRIPTION: Nelson Avenue black top located near the 6th grade playground has tree roots coming up through the paving and has become a trip hazard. There's an area about 216 square feet that needs to have asphalt removed so we can remove large root and re-lay asphalt. Then in the summer we will reseal and paint once weather is warmer.

FUNDING: Restricted Maintenance

Proposal & Contract



dandsasphalt.com

Lic. # 426177

To: **THERMALITO UNION SCHOOL DISTRICT**
400 GRAND AVE
OROVILLE, CA 95965

job site; NELSON

date; 11-2-17

P/C# 11217-488

Dear Sir:

The undersigned proposes to furnish all materials and perform all labor necessary to complete the following work of improvement in accordance with the plans and specifications attached hereto, and by reference incorporated herein:

- 1) **Remove 216 square feet of lifted asphalt then chop roots.**
- 2) **Pave the 216 square feet with 2" of asphalt.**
- 3) **Dig out dirt in empty planter then install 2" of base rock.**
- 4) **Pave planter area with 2" of compacted asphalt.**

End of Proposed Work

All of the above work to be completed in a substantial and workmanlike manner according to the standard practices on or before T.B.A. Save and accept for any delays caused by strikes, acts of God, or other unforeseen happenstances over which the contractor has no control for the sum of \$ one thousand seven hundred ninety six dollars and no/100_____ (\$1,796.00)

Said \$1,796.00 shall be payable as follows: **In full upon completion**

Any alteration or deviation from the above specifications involving extra costs of materials or labor will only be performed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All such charges must be in writing.

This proposal shall be in binding upon the contractor for a period not to exceed 30 days, unless earlier revoked by written notice of revocation prior to acceptance at which time this proposal shall terminate. No contractual rights arise until this proposal is accepted in writing.

Respectfully submitted by: ERIC EVEATT

D&S ASPHALT SEALING
ACCEPTANCE

The above proposal is hereby accepted according to terms thereof and the owner agrees to pay the amounts mentioned in said proposal and in according to the terms on the reverse side of this form.

THERMALITO UNION SCHOOL DISTRICT.

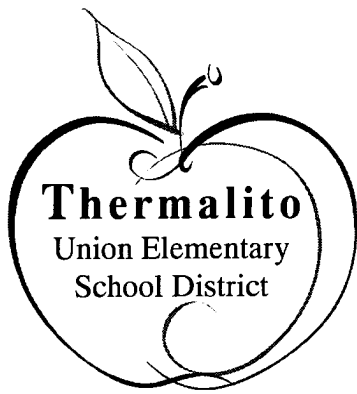
Date: _____

NOTICE TO OWNER

“ Under the mechanics lien” Law, any contractor, subcontractor, laborer, material man or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce his claim against you property through a “mechanics lien”.

Under the law, you may protect yourself against such claims by filing, before commencing such work to improvement, an original contract for the work of improvement or a modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor’s payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of persons furnishing labor, services, equipment or materials for the work described in said contract.

1. Unpaid invoices over 30 days will bear a 1.5 percent monthly service charge (18% per annum) will be added to your account if past due.
2. Time limit for the completion of any work will be sixty days unless otherwise noted.
3. Fees for bonds, inspections, special licenses, or permits are not included unless otherwise noted or specified.
4. All engineering work will be performed by others and furnished by the acceptor of this proposal unless otherwise noted or specified and is not included in the price set out on the front of this forum
5. All quantities, as shown, are based on the approximate area to be paved or seal coated. Should there be an increase or decrease in the quantities, it is understood that the unit price, as quoted, shall be used as a basis as payment for work.
6. We reserve the right to revise our proposal, should the areas to be paved or seal coated be reduced or enlarged from the original plans.
7. All legal costs including court costs and attorney fees incurred in enforcing the terms of this contract or to effect collection and/or payment of this contract are to be paid to the prevailing party in such suit.
8. Contractor, by accepting final payment, waves all claims except those which he has previously made in writing and which remain unsettled at the time of acceptance.
9. To the extent the work covered by this contract includes the installation of material manufactured by others, contractor does not assume responsibility for the performance of such materials and shall be liable for mechanical defects therein only to the extent of the respective manufacturers warranties
10. Contractor shall not be liable for any damages to the repaired areas and for delays resulting from storm, floods, earthquakes, swelling of the ground, or other acts of the elements, or from strikes, fires, acts of other contractors, or acts of God, or from any other accidental or natural causes beyond it’s control
11. This contract shall be binding on the parties, and their successors, heirs, legal representatives, and assigns.
12. Any increase of labor or materials from the time of proposal is signed by acceptor and the time the job is completed will be an additional charge above the total of the original contract.
13. This bid is based on the current price of labor and material and if not accepted on or before the date set forth on the reverse side it is void from that date forward. The right is reserved to submit a new bid.
14. If the customer disposes of the real estate by sale or otherwise, the full amount remaining on this contract becomes due and payable when fund are received by seller or if there is an escrow, then the balance shall be paid by the escrow holder to D&S Asphalt Sealing, at once.
15. The intended use of sealcoating and resurfacing materials is to resurface existing asphalt pavements they are not intended to remove surface variations which may hold water, change existing drainage patterns, restore badly cracked or broken base pavement, or permanently seal cracks subject to base movement. Cracks sealed and filled may open again.
16. D&S Asphalt sealing will not be responsible for damage to any underground utilities, unless said utilities are specifically marked with depths on a furnished blue print. D&S Asphalt Sealing will also not be responsible for surface draining of new or existing pavement surfaces unless said surfaces have a minimum of 1 ½ % slope to drains.



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Joyce Dennison

MEETING DATE: **November 16, 2017**

TOPIC: Approval for New Camera System for three buses.

DESCRIPTION: We currently have Gatekeeper System cameras in our buses. The camera systems are older and need to be upgraded to the new system that we already have three of.
We have one hard drive that currently does not work, and when we drive that bus we have to barrow from another bus to have monitoring of route. I would like to purchase the current system for three of our buses and this will make six buses with the new system.

The quote to install 3 new units is \$7,476.76 and includes new program and cameras.

FUNDING: 0101000830-4400



Creative Bus Sales

Creative Bus Sales, Inc.
14740 Ramona Ave
Chino CA 91710
Phone #:(602) 437-2255
Fax #:(909) 993-5766

Estimate 5111765

5111765

Ticket Date: 10/2/2017
Cashed Out Date:
Parts Employee: (287E) David Mcmanus

Thermalito Union School District
 1123 Sierra Ave
 Oroville CA 95965

8002521 Home: (530) 538-2960

Ship To:

1123 Sierra Ave
 Oroville CA 95965

Comments

QUOTE REQUESTED BY JOYCE

Part #	Description	Drop Shipped	Qty	Selling Price	Extended Discount	Extended Price
G4-304SD1a		<input type="checkbox"/>	3.00	\$565.25	\$0.00	\$1,695.75
G4-SD128GB	128GB SD Card	<input type="checkbox"/>	3.00	\$325.83	\$0.00	\$977.49
G4-DRVALERT	DRIVER ALERT BUTTON W CABLE	<input type="checkbox"/>	3.00	\$51.82	\$0.00	\$155.46
G4-SERIES-GPS-KIT	300 Series GPS Kit	<input type="checkbox"/>	3.00	\$95.04	\$0.00	\$285.12
CAMICAWDRS355-2.9GREY	S355 Camera 2.9mm GREY	<input type="checkbox"/>	12.00	\$235.32	\$0.00	\$2,823.84
CAB000310	G4 CamAdaptCbl,20cmAviat-Molex	<input type="checkbox"/>	12.00	\$7.64	\$0.00	\$91.68
CAMICAS31IP-2.8GREY	CAMERA HD S31IP 2.8MM IR + AUDIO	<input type="checkbox"/>	3.00	\$264.74	\$0.00	\$794.22
CAB000377	ADAPTER IP	<input type="checkbox"/>	3.00	\$7.74	\$0.00	\$23.22
GSWHCAT5-15MLD-B	15 IP Camera Cable	<input type="checkbox"/>	3.00	\$7.33	\$0.00	\$21.99
FREIGHT	FREIGHT OUTBOUND	<input type="checkbox"/>	1.00	\$110.00	\$0.00	\$110.00

This Is Not Your Final Invoice

Pay Type	CC #	Amount				
Signature: _____ I AGREE TO PAY THE ABOVE TOTAL AMOUNT Cashed Out By: Cash Out Date: Cash Drawer:			Parts Total:	\$6,868.77	Discount Total:	\$0.00
			Core Total:	\$0.00	Ext Price:	\$6,978.77
			Freight Total:	\$110.00	Sales Tax:	\$497.99
			Sublet Total:	\$0.00	Total:	\$7,476.76
			Labor Total:	\$0.00	Deposits:	\$0.00
			Other Charges:	\$0.00	Amount Due:	\$7,476.76
			Shop Supplies:	\$0.00	Amt Tendered:	\$0.00
			Sub Total:	\$6,978.77	Chg Returned:	\$0.00

NO RETURNS AFTER 30 DAYS OF INVOICE DATE. NO RETURNS, REFUNDS OR EXCHANGES FOR INSTALLED OR SPECIAL ORDERED PARTS. ALL RETURNED PARTS MUST BE ACCOMPANIED BY A RETURN MERCHANDISE AUTHORIZATION AND THIS INVOICE. RETURNS MUST BE IN THE ORIGINAL PACKAGING AND UNUSED. PURCHASER AGREES TO PAY ALL COSTS ASSOCIATED WITH RETURNS INCLUDING, BUT NOT LIMITED TO, FREIGHT, HANDLING, AND EXPEDITING FEES. ELIGIBLE RETURNS ARE SUBJECT TO A 20% RESTOCKING FEE. ANY WARRANTIES ON THE PARTS SOLD HERBY ARE MADE BY THE MANUFACTURER, CREATIVE BUS SALES DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED. THE PURCHASER ACKNOWLEDGES THAT IT HAS READ, UNDERSTANDS AND AGREE TO SELLER'S DISCLAIMER CONTAINED HEREIN.



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Bill Harrington

Meeting Date: November 16, 2017

Topic: Approval to Discard Surplus Items

Description: We have a variety of old furniture, file cabinets, shelves, and tables that have been in storage at Poplar for years. Most of the materials are in disrepair or have not aged well in storage. Over time, we have reached out to other sites to see if they have any need with no response. With the board's approval, we would like to have it declared surplus material so we can dispose of it appropriately.

Funding: NA



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Bill Harrington

Meeting Date: November 16, 2017

Topic: Surplus Electronic Equipment

Description: With the board's permission, I'd like to have the following electronic equipment declared obsolete or unrepairable so we can dispose of it appropriately:

HP printer 1300n tusd# 969
HP printer 1300n tusd# 968
HP printer 1300n tusd# 1009
HP laser jet printer 4050n tusd# 544
Dell 3100cn serial # 6672q71 no tag
assorted outdated and damaged monitors - no tags

Funding: NA



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Ed Gregorio

Meeting Date: November 16, 2017

Topic: Equipment Disposal

Description: I am requesting the Board's permission to dispose the following items:

Item	District Inventory Tag #
Canon Image Runner 3300 copier	2604
Panasonic TVs	29, 353
Copier/Printer	9792
HP Laserjet Printer	2597
Brother HL 2070n Printer	2594
Gateway 4100 E-Series TUSD # 1019	1019

Funding: N/A

Thermalito Schools.....Moving Forward



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Greg Blake, Superintendent

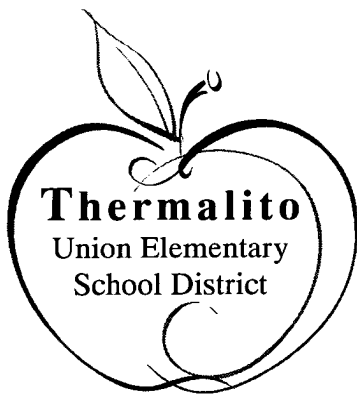
Meeting Date: November 16, 2017

Topic: Incentive Program

Description: I ask for approval to participate in the American Ninja Warrior Incentive program. In an effort to boost school culture, attendance and academics an American Ninja Warrior will come to each of our campuses to deliver a motivational presentation and offer a challenge. The challenge can address attendance or academic achievement or any other challenge our schools deem appropriate. Students, upon successfully meeting the challenge, will be invited to a location in Butte County where they can participate with American Ninja Warriors on an age appropriate challenge course.

Funding: LCFF S&C funds - LCAP Goal 1 Expanded Opportunities

Thermalito Schools.....Moving Forward



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Robyn Solansky, CDC Coordinator

MEETING DATE: **November 16, 2017**

TOPIC: California State Preschool Application for Continued Funding

DESCRIPTION: To request approval to apply to the California Department of Education Child Development Division for continued California State Preschool Program (CSPP) funds. These funds allow TUSD-TLC to continue to provide preschool services through the 2018-2019 school year. Completed applications are due December 1, 2016.

FUNDING: CSPP

**Continued Funding Application (EESD-3704)
Fiscal Year 2018–19
Instructions**

Overview

Contractors must review instructions prior to completing the Continued Funding Application (CFA) for Fiscal Year (FY) 2018–19.

1. Download and save before completing. Complete, print, and sign the application and required attachments located on the Continued Funding Application Web page located at <http://www.cde.ca.gov/sp/cd/ci/cfaforms.asp>.
2. The CFA signature pages must be signed in **blue ink**, by the contractor's authorized representative. If **blue ink** is not used, the contract will be returned for proper signature. Generally, the executive director, owner, president, or superintendent are authorized signers. Applicants should review the organization's bylaws or governing documents to identify authorized signers. The following pages must be included in the packet with a signature:
 - a. Section VI: Personnel Certification for Center-Based Programs and Family Child Care Home Education Networks
 - b. Section VII: Subcontract Certification
 - c. Section VIII: Contractor Certification
 - d. Section IX B: Certification of Contractor Information in the Child Development Management Information System (CDMIS) Database
 - e. Section IX C: Payee Data Record (STD. 204)
3. The CFA must be printed single-sided. Remember to keep a copy for your files.
4. The Early Education and Support Division (EESD) will not accept electronic versions, files on computer discs, or facsimile applications. Applicants may mail or personally deliver applications. Application packages must be received at the following address on or before 5 p.m., December 1, 2017: "Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the Child Development Division of the contractor's intent to discontinue services at the end of the current contract period", as stated in Section 18010(e) of 5 CCR. Mail or deliver in person one (1) original and two (2) copies of the application packet and all required attachments to the address below:

Continued Funding Application FY 2018–19
Early Education and Support Division
California Department of Education
1430 N Street, Suite 3410
Sacramento, CA 95814-5901

If there are any questions regarding the application process, contact the CFA Team by e-mail at CFA@cde.ca.gov. Include your name and phone number on all inquiries.

Section I – Contractor Information

To auto-populate the header on all pages of the application, simply input Legal Name of Contractor, Headquartered County, and Vendor Number, in Section I as instructed below.

Legal Name of Contractor:

Insert the Agency contractor's legal name as stated in your contract.

Contractor "Doing Business As" (DBA):

Insert the DBA name, if applicable. Do not use DBA where contractor's legal name is requested.

Headquartered County:

Select the contractor's Headquartered (HQ) County from the drop-down menu. The HQ County is where: (1) Contractors have provided child care services in the service delivery area, as defined in the *California Code of Regulation (5 CCR)*, Section 18000(f), for at least three years or (2) where contractors have their primary administrative office. The primary administrative office is that office which houses the executive officer(s), fiscal functions, and other centralized support services.

Vendor Number:

Insert the California Department of Education (CDE) assigned four-digit vendor number for the contractor. The vendor number is located on the face sheet of the EESD contract following the words "vendor number".

Tip: The executive director information and the legal business address must match the information in the Child Development Management Information System (CDMIS). To update the information in CDMIS, refer to the instructions for Section IX B of the CFA.

Executive Director Name:

Insert the name of the contractor's executive director, superintendent, chancellor, or president.

Executive Director Telephone Number:

Insert the telephone number for the executive director.

Executive Director Fax Number:

Insert the fax number for the executive director.

Executive Director E-mail address:

Insert the e-mail address for the executive director.

Legal Business Address:

Insert the legal business address.

City:

Insert the city of contractor's legal business address.

Zip Code:

Insert the zip code of contractor's legal business address.

Mailing Address (if different from above):

Insert the contractor's mailing address if different from the legal business address.

City:

Insert the contractor's city if different from the legal business address.

Zip Code:

Insert the zip code if different from the legal business address.

Name of Contact Person Completing Application:

Insert the name of contact person completing the application.

Title of Contact Person Completing Application:

Insert the title of contact person completing the application.

Contact Person Phone Number:

Insert the phone number of the contact person completing the application.

Contact Person E-mail Address:

Insert the e-mail address for the contact person completing the application.

Section II – Contract Types

Check all applicable boxes indicating the programs the contractor intends to continue to administer for the FY 2018–19. In selecting the boxes, the contractor agrees to continue implementation of these programs with funds provided by the CDE.

The contract types are as follows: California State Preschool Program (CSPP), California Center-Based Child Care (CCTR), Program for Special Needs Children (CHAN), Migrant Center-Based (CMIG) and Migrant Special Services (CMSS), Alternative Payment Program (CAPP), CalWORKs Stage 2 (C2AP), CalWORKs Stage 3 (C3AP), Migrant Alternative Payment (CMAP), Resource and Referral Program (CRRP), and Family Child Care Home Education Network (CFCC).

Section III – Contractor’s Officers and Board of Directors Information

Does the Contractor have a Board of Directors?

Select “Yes” or “No” to respond to this question. If the contractor does not have a Board of Directors, provide an explanation in the space provided. Indicate the form of entity (i.e., sole proprietorship, partnership, JPA, etc.) and the governance structure (i.e., number of owners or partners etc.).

Complete contact information for each of the current year Contractor's Officers and Board of Directors or governing individual, including name and title, telephone number, mailing address, and e-mail address. Each individual must provide their own personal contact information that is not associated with the organization. This information is only required for non-LEAs. Attach additional sheets if necessary.

Section IV – Allocation of Funds

Tip: Only contractors with the following contract types must complete this form: CCTR, CSPP, CMIG, CHAN, C2AP, C3AP, CAPP, and CFCC.

The purpose of the Allocation of Funds form is to track contract funds as budgeted by Service County for each of the contract types the contractor operates.

Select the contract type from the drop-down menu. Next, insert the contract number for the contract type selected in the appropriate box.

Contractor's Fiscal Contact Name:

Insert the name of the individual responsible for the contractor's fiscal business.

Contractor's Fiscal Contact's E-Mail Address:

Insert the contact person's e-mail address.

Telephone Number:

Insert the telephone number for the fiscal contact.

Date:

Insert the date completed.

Contract Type:

Select the contract type from the dropdown box with the following options: CCTR, CSPP, CMIG, CHAN, CAPP, C2AP, C3AP and CFCC.

Contract Number:

Insert the contract number. This field is restricted to four characters. The contract number is located on the face sheet of the EESD contract following the words "contract number".

If contractor provided services only in the HQ County:

If the contractor provided services only in the HQ County in FY 2016-17, select from the drop-down menu the county name in space provided, and enter 100 percent in the "% of Total" column. The Total row will auto-calculate. See example on page 6.

If contractor provided services in multiple counties:

Select from the drop-down menu all counties in which children were served with funds from the contract type selected. Show the percentage of funds spent in each service county for FY 2016–17. The percentages must sum to 100 percent. The Total row will auto-calculate. See example on page 6.

Contract Type:	Contract Number:
CHAN	1235
County Name:	% of Total
04 Butte	100 %
00 Select One	%
00 Select One	%
00 Select One	%
Total	EXAMPLE 1 100 %

Contract Type:	Contract Number:
CCTR	3236
County Name:	% of Total
04 Butte	75 %
15 Kern	25 %
00 Select One	%
00 Select One	%
Total	EXAMPLE 2 100 %

<http://www.cde.ca.gov/sp/cd/ci/documents/cfa1819app.pdf>

Section V – Program Narrative Change

A. The following contract types **do not** have programmatic or calendar changes:

Check the box for each contract type the contractor operates that **does not** have programmatic **or** calendar changes.

Tip: The Program Calendar (EESD-9730) form is required for all contract types. Both contractors with Minimum Days of Operation (MDO) changes **and** those without MDO changes are required to submit the Program Calendar in Section IX A.

B. The following contract types **do** have programmatic and/or calendar changes:

Check the box for each contract type(s) the contractor operates that **do** have either a programmatic change and/or a calendar change. Changes to the MDO require program narrative changes.

Contractor must complete a form EESD-3704A for each contract type selected in this section. This form is available on the CFA Web page at <http://www.cde.ca.gov/sp/cd/ci/cfaforms.asp>

Section VI – Personnel Certification for Center-Based Programs and Family Child Care Home Education Networks

Tip: Center-based programs and Family Child Care Home Education Networks must complete this section. This form is not required for agencies who **only** operate Alternative Payment (AP) and Resource & Referral (R&R) programs.

Signature of Authorized Representative:

This form must be completed and signed by the contractors authorized representative, and must contain an original signature in **blue ink**. If **blue ink** is not used, the contract will be returned for proper signature. The Authorized Representative is the person who has the authority to sign and engage in a contractual relationship with the CDE.

Printed Name and Title of Authorized Representative:

Print the name and title of the contractor's authorized representative.

Date of Signature:

Insert the date of signature.

Authorized Representative Phone Number:

Insert the direct phone number of the contractor's authorized representative.

Authorized Representative E-mail Address:

Insert the e-mail address of the contractor's authorized representative.

Section VII – Subcontract Certification

Tip: AP only and R&R programs are exempt from completing the Subcontract Certification, Personnel Certification, and form EESD-3704B.

A. The following contract types do not have subcontractors (check all that apply):

Check the box for each contract type (if any) the contractor operates without the use of a subcontractor.

B. The following contract types **do** have subcontractors (check all that apply):

Check the box for each contract type (if any) the contractor operates **with** the use of a subcontractor. For each contract type identified in this section, submit a separate form EESD-3704B. This form is available on the CFA Web page at <http://www.cde.ca.gov/sp/cd/ci/cfaforms.asp>

Signature of Authorized Representative:

This form must be completed and signed by the contractor's authorized representative, and must contain an original signature in **blue ink**. If **blue ink** is not used, the contract will be returned for proper signature.

Printed Name and Title of Authorized Representative:

Print the name and title of the contractor's authorized representative.

Date of Signature:

Insert the date of signature.

Authorized Representative Phone Number:

Insert the direct phone number of the contractor's authorized representative.

Authorized Representative E-mail Address:

Insert the e-mail address of the contractor's authorized representative.

Section VIII: Contractor Certification

Authorized Representative certifies they are, authorized to execute the CFA, and has supervisory authority over the Child Development program and has actual knowledge of the information in the application and that it is true and correct.

Signature of Authorized Representative:

This form must be completed and signed by the contractor's authorized representative, and must contain an original signature in **blue ink**. If **blue ink** is not used, the contract will be returned for proper signature.

Printed Name and Title of Authorized Representative:

Print the name and title of the contractor's authorized representative.

Date of Signature:

Insert the date of signature.

Authorized Representative Phone Number:

Insert the direct phone number of the contractor's authorized representative.

Authorized Representative E-mail Address:

Insert the e-mail address of the contractor's authorized representative.

Section IX: Required Attachments

All attachments must be completed and attached to the application. These attachments are located on the Continued Funding Application Web page at <http://www.cde.ca.gov/sp/cd/ci/cfaforms.asp>

A. Fiscal Year 2018–19 Program Calendar (EESD-9730)

The Program Calendar (EESD-9730) form is required for all contract types and completed **separately for each contract**. The EESD-9730 form will automatically add the MDO when the dates are marked with an "X". The instructions are as follows:

1. Click on the EESD-9730 form link at <http://www.cde.ca.gov/sp/cd/ci/documents/eesd9730progcald1819.xls>
2. On the top of the form, insert the name of the contractor and vendor number. Click on the County box, select the county from the drop-down list. Click on the Contract Type box, select the contract type from the drop-down list.
3. Click on the date for the days of operation; enter an "X" for all days that the program will serve subsidized children during the FY 2018–19 contract period (Center-Based programs and Family Child Care Home Education Networks). AP and R&R programs should mark the days the program office is open for business.
4. The total number of days marked with an "X" for each contract will constitute each contract's MDO.
5. Print the completed EESD-9730 form.

Complete and submit a Program Narrative Change form (EESD 3704A) to justify changes to the previously approved MDO.

When MDO changes occur during the fiscal year, the contractor is to justify the revision by submitting revised EESD-9730 and EESD-3704A forms to the assigned EESD Field Services Consultant to obtain the necessary approval. The revised forms **must** be received electronically by the EESD Field Services Consultant by **June 29, 2018**. Link to the form located on the Child Care Services Forms Web page at <http://www.cde.ca.gov/sp/cd/ci/cddforms.asp>.

B. Update and Certification of Contractor Information in the Child Development Management Information System (CDMIS) Database

Contractors are required to update all information in CDMIS and certify under penalty of perjury that information in CDMIS is complete and accurate.

All contractors must thoroughly review the information contained in CDMIS and update any outdated information. This update includes the name and contact information for the executive director and program directors, location of offices (for C2AP, C3AP, CAPP, CFCC, and CMAP programs), location and licensed capacity of sites (for CCTR, CHAN, CMIG, and CSPP programs), license numbers, and the numbers of children enrolled.

The information in CDMIS **becomes part of the agency's contract**. Complete and accurate information is critical to the function of the child development program and the maintenance of your agency's contract. Incomplete or inaccurate information in CDMIS can result in an audit finding at the state level and a finding of noncompliance for your agency. Maintenance of complete and accurate information in CDMIS is your responsibility. To perform the review and update, follow the directions below.

To access this information, the person logging on to CDMIS must be a "super user." Only super users can access the Update Agency Information function within CDMIS. To review the information and submit changes, log on to CDMIS at <https://www4.cde.ca.gov/cdmis/default.aspx>. From the Main Menu, select the function, "Update Agency Information" and click the "Submit" button. Review **all** of the information in the sections below, making changes as necessary. Detailed instructions for updating this information can be found within CDMIS. A check list has been provided below for your review.

- ☐ Add/Edit Executive Director Information: Update Executive Director's name, phone number, fax number, and e-mail address.

- ☐ Add/Edit Program Director Information: Update existing Program Director information, add new Program Directors, assign them to the contracts they are responsible for, change Program Director contract assignments, and delete Program Directors who are no longer assigned to a contract or no longer with the agency.
- ☐ Add/Edit Family Child Care Home (FCCH) Information: **This section only applies to** contractors that use family child care homes to serve subsidized children. Update information related to services provided in family child care homes through the contractor's CDE contracts to reflect services as of October 2, 2017.
- ☐ Add/Edit Sites/Offices: Update, add, or delete sites/offices with the physical address of the site/office. Do not use post office boxes or mailing addresses. Update the Site Supervisor's first and last name.
- ☐ Update the site license information. For licensed facilities, the site name and physical address should match the name and address on the license issued by the California Department of Social Services, Community Childcare Licensing Division.
- ☐ Update number of children served by contracts at sites/offices to reflect services as of October 2, 2017.
- ☐ **Generate/Print Agency Information Certification Form:** Once all the information has been reviewed and all changes have been submitted, regardless of whether the changes have been approved by the assigned EESD Field Services Consultant or are still pending approval, generate and **print** the "Agency Information Certification form." Do not generate the Agency Information Certification form until all the information above has been reviewed and any changes needed have been submitted.
- ☐ To generate this form, scroll to the bottom of the "Update Agency Information" Web page and click the "Generate Certification form" button. When the form is generated, print it using the browser's print function. The contractor's representative must sign the form. The signed form must be returned with the CFA. Applications **will be considered incomplete** without the "Agency Information Certification form" attached.
- ☐ All changes submitted (adds, updates, or deletes) will remain pending until the contractor's assigned EESD Field Services Consultant reviews and approves or denies the changes.

- ☐ **Ongoing Updates:** In addition to this annual review of information as part of the CFA process, contractors are required to submit changes to Executive Director Information, Program Director Information, and Site/Office information (site name, physical address, and license information only) as changes occur. The number of children served by contract and age group at each site/office only needs to be updated once a year during the CFA process.
- ☐ **Note:** The contractor's legal name and mailing address cannot be changed through this process as specific documentation is required from the contractor to process that change. For information on how to change your contractor's legal name or headquarters mailing address, contact your assigned EESD Field Services Consultant at 916-322-6233.
- ☐ Any other questions about how to submit changes within the "Update Agency Information" section of the CDMIS Web site, please contact CDMIS staff at 916-445-1907.

C. Payee Data Record (STD. 204) (Non-public Agencies Only)

Tip: The State Administrative Manual defines a **public agency** as any state agency, city, county, special district, school district, community college district, county superintendent of schools, or federal agency. Any agency who does not meet this criteria is considered a "**non-public agency**."

Non-public agencies must download and complete the State of California Payee Data Record (STD. 204) form on the CFA Web page at <http://www.cde.ca.gov/sp/cd/ci/documents/std204formeedsd.pdf>.

1. **Section 1** – Read the instructions and complete sections 2 through 5.
2. **Section 2** – Enter the payee's legal business name. **Please match the Legal Name of Contractor you entered in Section I of this application.** Sole proprietorships must also include the owner's full name. An individual must list his/her full name. **The mailing address and business address should match the information submitted in Section I of this application.**

3. **Section 3** – Check the box that corresponds to the payee business type. **Check only one box.** Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN for individuals and sole proprietorships is the Social Security Number. **Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).**
4. **Section 4 – Are you a California resident or nonresident?** A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California. A partnership is considered a resident partnership if it has a permanent place of business in California. For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose.
5. **Section 5** – Print the Payee Data Record, original signature in **blue ink**, and date. If **blue ink** is not used, the contract will be returned for proper signature.

D. Secretary of State (Non-Public Agencies Only)

Entities that are required to register with the Secretary of State, must have "active" status and the entity name and address must **match** the STD. 204 and the information submitted in Section I of the application. If the agency status is **"inactive,"** contact your EESD Consultant immediately. **Please provide a printed verification of your agency's status.** To search, click on the Secretary of State Web page at <http://businesssearch.sos.ca.gov/>

1. Under Search Type, click on the circle next to Corporation Name, Limited Liability Company/Limited Partnership Name, or Entity Number.
2. Under Search Criteria, insert entity name or number; if entering number of corporation, the number must begin with the letter C.
3. Under Search Filter, using drop down menu select the search filter if searching for entity name.
4. Click on Search.
5. On the Business Search Results page screen, click on the entity name.
6. On the Business Search Entity Detail screen, verify the status as "active".
7. Verify the entity name and address match Section I of the application and the STD. 204.

8. Right click your computer mouse, print the screen to include with the CFA.

E. Verification of School District Name and Address

Please provide printed verification of your district or county office legal name and address from one of the following Web sites. This information must match the information submitted in the application. To search, click on the corresponding link below.

1. **California Community Colleges or Community College Districts** search the California Community College Chancellor's Web page at <http://californiacommunitycolleges.cccco.edu/districts.aspx>
 - a. Click on the letter that your college or district starts with
 - b. Scroll to the college or district
 - c. Press the "**Print Screen**" (Prt Scrn/SysRq) key on your keyboard. This will capture an image of your **screen** and copy it to the clipboard.
 - d. Open a blank document in Microsoft Word and click paste to paste the image into the document.
 - e. Print the Word document.
2. **School Districts and County Offices** search the California School Directory Web page at <http://www.cde.ca.gov/SchoolDirectory/>
 - a. Click on the Advanced Search button.
 - b. Search Type-Click on the circle next to Districts and County Offices.
 - c. County-scroll down and click on your county.
 - d. District-scroll down and click on your District or County Office.
 - e. Scroll down and click on the Search button.
 - f. Right click your computer mouse, and print the current page only.

F. Program Narrative Change (EESD-3704A):

Tip: Only contractors who have selected contract types in Section V-B must complete this form. A separate form must be completed for each contract type selected.

Contract Type:

Select the contract type from the drop-down menu.

Change Type:

Select “Calendar Change” for any changes in the contractor’s MDO. Select “Programmatic Change” for other programmatic changes.

Questions 1, 2, and 3:

Complete questions 1, 2, and 3. Attach additional sheets as necessary.

Program Narrative Change (EESD-3704A) form is available on the CFA Web page at <http://www.cde.ca.gov/sp/cd/ci/cfaforms.asp>.

Subcontract Certification Form EESD-3704B:

Tip: Only agencies who have identified contract types in Section VII B must complete this form. A separate form must be completed for each contract type identified.

Contract Type:

Select the contract type from the drop-down menu.

Contract MRA:

Insert the dollar amount.

Total percentage of MRA subcontracted:

Insert the percentage.

Subcontractor Legal Name:

Insert the legal name of the contractor who you subcontracted with.

Does the subcontractor also contract with the EESD?

Select “Yes” if the contractor to which you subcontract your services also has a current EESD contract to provide state-subsidized child care and development services. Select “No” if your subcontractor does not have an EESD contract.

Site Number, Site Name, Site Address, Service County, Percentage of Maximum Reimbursement Amount Subcontracted:

Complete the form by inserting the child care and development service contract and subcontractor information next to the Site Number the Site Name, Site Address, Select the Service County from dropdown menu, and enter the Percentage of Maximum Reimbursement Amount Subcontracted. Subcontracts for child care and development services must be audited in accordance with CDE Audit Guidelines and reported with the contractor’s audit.

Subcontract Certification (EESD-3704B) is available on the CFA Web page at <http://www.cde.ca.gov/sp/cd/ci/cfaforms.asp>.

Section X: Continued Funding Application (EESD-3704) Checklist

The Checklist must be submitted with the application package. The items in bold require a signature. Check all the boxes for documents submitted and assemble in page number order.

Contractor Name

Thermalito Union School District

Vendor # County

6154 04 Butte

Section X			
Section Number*	Section Description	Page Number	Check Box
Section I	Contractor Information	1	<input checked="" type="checkbox"/>
Section II	Types of Contracts	2	<input checked="" type="checkbox"/>
Section III	Contractor's Officers and Board of Directors Information	3	<input checked="" type="checkbox"/>
Section IV	Allocation of Funds	4	<input checked="" type="checkbox"/>
Section V	Program Narrative Change	5	<input checked="" type="checkbox"/>
Section VI*	Personnel Certification for Center-Based Programs and Family Child Care Home Education Networks	6	<input checked="" type="checkbox"/>
Section VII*	Subcontractor Certification	7	<input checked="" type="checkbox"/>
Section VIII*	Contractor Certification	8	<input checked="" type="checkbox"/>
Section IX:			
Section IX A.	Program Calendar (EESD-9730) (one for each contract type)	9	<input checked="" type="checkbox"/>
Section IX B.*	Certification of Contractor Information in the Child Development Management Information System (CDMIS) Database	9	<input checked="" type="checkbox"/>
Section IX C.*	State of California, Payee Data Record (STD.204) (non-public agencies only)	9	<input checked="" type="checkbox"/>
Section IX D.	Secretary of State search results (non-public agencies only)	9	<input checked="" type="checkbox"/>
Section IX E.	Verification of School District Name and Address search	9	<input checked="" type="checkbox"/>
Section IX F.	Program Narrative Change EESD 3704A	Insert after page 5	<input checked="" type="checkbox"/>
Section IX G.	Subcontract Certification EESD 3704B	Insert after page 7	<input checked="" type="checkbox"/>
*Bolded sections require a signature.			

Continued Funding Application Fiscal Year 2018–19

Contractors must read the accompanying instructions when completing the Continued Funding Application (CFA). Failure to accurately complete the CFA may delay the issuance of the fiscal year 2018–19 contract(s). Instructions may be accessed on the CFA Web page at:
<http://www.cde.ca.gov/sp/cd/ci/cfaforms1819.asp>

Section I – Contractor Information	
Legal Name of Contractor:	Thermalito Union School District
Contractor "Doing Business As" (DBA):	Thermalito Union School District
Headquartered County:	04 Butte
Vendor Number:	6154
Executive Director Name:	Mr. Gregory Blake
Executive Director Telephone Number:	530-538-2900
Executive Director Fax Number:	(530) 538-2908
Executive Director E-mail Address:	gblake@thermalito.org
Legal Business Address:	2075 Poplar Ave
City:	Oroville
Zip Code:	95965
Mailing Address (if different from above):	400 Grand Ave
City:	Oroville
Zip Code:	95965
Name of Contact Person Completing Application:	Robyn Solansky
Title of Contact Person Completing Application:	Child Development Coordinator
Contact Person Telephone Number:	530-538-2950
Contact Person E-mail Address:	rsolansk@thermalito.org

Contractor Name
Thermalito Union School District

Vendor # **County**
6154 04 Butte

Section II – Contract Types

Check all applicable boxes indicating the programs the contractor intends to continue to administer for the Fiscal Year 2018–19. The contractor agrees to continue implementation of these programs with funds provided by the CDE.

Center-Based Programs

- ☒ California State Preschool Program (CSPP)
- ☒ Full-Year ☒ Part-Year
- ☐ California Center-Based (CCTR)
- ☐ Infant/Toddler
- ☐ School-age
- ☐ Program for Special Needs Children (Handicapped) (CHAN)
- ☐ Migrant Center-Based (CMIG) and Migrant Special services (CMSS)

Alternative Payment Programs

- ☐ Alternative Payment Program (CAPP)
- ☐ CalWORKs Stage 2 (C2AP)
- ☐ CalWORKs Stage 3 (C3AP)
- ☐ Migrant Alternative Payment (CMAP)

Resource and Referral Programs

- ☐ Resource and Referral (CRRP)

Family Child Care Home Programs

- ☐ Family Child Care Home Education Network (CFCC)

Contractor Name

Thermalito Union School District

Vendor # County

6154

04 Butte

Section III – Contractor's Officers and Board of Directors Information

Does the contractor have a board of directors?

Yes



No



If no, please explain the entity type and the governance structure (i.e., number of owners and partnership:)

List all officers and board members/ governing individuals (i.e., owner, director, etc.). Attach additional sheets as necessary.

Officer, Board Member, Owner or Governing Individual Name:	Title:	Telephone Number:	Mailing Address:	E-mail Address:
Mrs. Darlene Fultz	President	530-538-2900	400 Grand Ave Oroville, CA 95965	darfultz@comcast.com
Mrs. Gail Shields	Vice President	530-538-2900	400 Grand Ave Oroville, CA 95965	gmshields@thermalito.org
Mrs. Brenda Ielati	Board Clerk	530-538-2900	400 Grand Ave Oroville, CA 95965	ielati@comcast.com
Mrs. Alicia Walker	Board Member	530-538-2900	400 Grand Ave Oroville, CA 95965	
Mrs. Tori Anderson	Board Member	530-538-2900	400 Grand Ave Oroville, CA 95965	
Mr. Gregory Blake	Secretary to the Board of Trustees	530-538-2950	400 Grand Ave Oroville, CA 95965	gblake@thermalito.org

Contractor Name

Thermalito Union School District

Vendor # County

6154 04 Butte

Section IV: Allocation of Funds	
Contractor's Fiscal Contact Name:	Cody Walker
Contractor's Fiscal Contact E-mail Address:	cwalker@thermalito.org
Telephone Number: 530-538-2900 Date:	10/26/2017
If you have any questions regarding this form, please contact Robert Hom, Fiscal & Administrative Services Unit by telephone at 916-322-5090 or by e-mail at RHom@cde.ca.gov .	

Contract Type:	Contract Number:
CSPP	
County Name:	% of Total
04 Butte	100 %
00 Select One	%
00 Select One	%
00 Select One	%
Total	100 %

Contract Type:	Contract Number:
Select One	
County Name:	% of Total
00 Select One	%
00 Select One	%
00 Select One	%
00 Select One	%
Total	0 %

Contract Type:	Contract Number:
Select One	
County Name:	% of Total
00 Select One	%
00 Select One	%
00 Select One	%
00 Select One	%
Total	0 %

Contract Type:	Contract Number:
Select One	
County Name:	% of Total
00 Select One	%
00 Select One	%
00 Select One	%
00 Select One	%
Total	0 %

Contract Type:	Contract Number:
Select One	
County Name:	% of Total
00 Select One	%
00 Select One	%
00 Select One	%
00 Select One	%
Total	0 %

Contract Type:	Contract Number:
Select One	
County Name:	% of Total
00 Select One	%
00 Select One	%
00 Select One	%
00 Select One	%
Total	0 %

Contractor Name

Thermalito Union School District

Vendor # County

6154 04 Butte

Section V – Program Narrative

A. The following types of contracts **do not** have programmatic or calendar changes (select all that apply). **NOTE:** Program calendars must be submitted for all contract types.

- ☒ California State Preschool Program (CSPP)
- ☐ California Center-Based (CCTR)
- ☐ Program for Special Needs (Handicapped) Children (CHAN)
- ☐ Migrant, Center-Based (CMIG) and Migrant Specialized Services (CMSS)
- ☐ Alternative Payment Program (CAPP)
- ☐ CalWORKs Stage 2 (C2AP)
- ☐ CalWORKs Stage 3 (C3AP)
- ☐ Migrant Alternative Payment (CMAP)
- ☐ Resource and Referral (CRRP)
- ☐ Family Child Care Home Education Network (CFCC)

B. The following types of contracts **do** have programmatic and/or calendar changes (select all that apply). For each contract type selected in this section, complete a separate form EESD 3704A. This form is available on the CFA Web page at: <http://www.cde.ca.gov/sp/cd/ci/cfaforms1819.asp>.

NOTE: Program Calendars must be submitted for all contract types. Making changes to Minimum Days of Operation (MDO) does not change the contract Maximum Reimbursable Amount (MRA).

- ☐ California State Preschool Program (CSPP)
- ☐ California Center-Based (CCTR)
- ☐ Program for Special Needs (Handicapped) Children (CHAN)
- ☐ Migrant, Center-Based (CMIG) and Migrant Specialized Services (CMSS)
- ☐ Alternative Payment Program (CAPP)
- ☐ CalWORKs Stage 2 (C2AP)
- ☐ CalWORKs Stage 3 (C3AP)
- ☐ Migrant Alternative Payment (CMAP)
- ☐ Resource and Referral (CRRP)
- ☐ Family Child Care Home Education Network (CFCC)

Contractor Name

Vendor # County

Thermalito Union School District

6154

04 Butte

Section VI – Personnel Certification for Center-Based Programs and FamilyChild Care Home Education Networks

The State of California requires any contractor receiving child care and development funds, disbursed by the California Department of Education (CDE) to employ fully qualified personnel as stipulated in California *Education Code (EC)*; *California Code of Regulations*, Title 5; and Funding Terms and Conditions.

I certify, as the authorized agent representing this contractor, that I have read and understand the staffing requirements for Program Director, Site Supervisor, and Teacher. All child care staff employed in CDE funded program(s) are fully qualified for their respective positions. The exception to this certification is a person employed as Program Director or Site Supervisor who possesses a current Staffing Qualifications Waiver approved by the Early Education and Support Division (EESD).

Signature of Authorized Representative:

Printed Name and Title of Authorized Representative:

Mr. Gregory Blake, TUESD Superintendent

Date of Signature:

10/26/2017

Authorized Representative's Telephone Number:

(530) 538-2950

Authorized Representative's E-mail Address:

gblake@thermalito.org

Contractor Name

Vendor # County

Thermalito Union School District

6154

04 Butte

Section VII – Subcontract Certification

A. The following types of contracts **do not** have subcontractors (check all that apply):

- ☒ California State Preschool Program (CSPP)
- ☐ California Center-Based (CCTR)
- ☐ Program for Special Needs (Handicapped) Children (CHAN)
- ☐ Migrant Center-Based (CMIG)

B. The following types of contracts **do** have subcontractors (check all that apply). For each contract type selected, submit a separate form EESD 3704B. The form is available on the CFA Web page at: <http://www.cde.ca.gov/sp/cd/ci/cfaforms1819.asp>.

- ☐ California State Preschool Program (CSPP)
- ☐ California Center-Based (CCTR)
- ☐ Program for Special Needs (Handicapped) Children (CHAN)
- ☐ Migrant Center-Based (CMIG)

I certify that the contractual arrangement(s) listed above are made in adherence to the required subcontract provisions contained in the *California Code Regulations*, Title 5, and the Funding Terms and Conditions.

I understand that signing this certificate does not lessen the legal responsibility for the child care and development service contract requirements. As the contractor, it is my responsibility to monitor the performance of the subcontractor to ensure services are provided appropriately through the entire contract term.

Signature of Contractor's Authorized Representative:	
Printed Name and Title of Contractor's Authorized Representative:	Mr. Gregory Blake, TUESD Superintendent
Date of Signature:	10/26/2017
Authorized Representative's Telephone Number:	(530) 538-2900
Authorized Representative's E-mail Address:	gblake@thermalito.org

Contractor Name
Thermalito Union School District

Vendor # County

6154 04 Butte



Form EESD 3704B: Subcontract Certification				
Contract Type: California State Preschool Program (CSPP) ▼				
Contract MRA: \$ 846,599				
Total Percentage of MRA Subcontracted: 0				
Subcontractor #1				
Subcontractor Legal Name: 				
Does this subcontractor also contract with EESD?				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Site No.	Site Name	Site Address	Service County	Percentage of MRA Subcontracted
1.			00 Select One	
2.			00 Select One	
3.			00 Select One	
4.			00 Select One	
Subcontractor #2:				
Subcontractor Legal Name: 				
Does this subcontractor also contract with EESD?				Yes <input type="checkbox"/> No <input type="checkbox"/>
Site No.	Site Name	Site Address	Service County	Percentage of MRA Subcontracted
1.			00 Select One	
2.			00 Select One	
3.			00 Select One	
4.			00 Select One	

Contractor Name

Vendor # County

Thermalito Union School District

6154

04 Butte

Section VIII – Contractor Certification

Under penalty of perjury, I certify the following:

- I am authorized by the Contractor's Board of Directors or other governing authority to execute this Continued Funding Application.
- On behalf of Contractor and its governing authority, we understand some information requested in this application is intended for use by CDE auditors in connection with future audit work and performance reviews and may not be used or even reviewed or considered by the CDE until well after the contract has expired, if ever. Therefore, we further understand that the information (and any underlying transactions) disclosed by this Application shall not be considered properly noticed to the CDE nor approved, accepted or authorized by the CDE, even if our request for continued funding by the CDE is subsequently approved.
- The governing board members have been trained in understanding conflict of interest requirements associated with their positions on the board and have reported all known conflicts of interest.
- I have supervisory authority over the child development program, have actual, personal knowledge of the information provided in this Application and certify that it is true and correct in all material respects.
- I am familiar with and will ensure that Contractor complies with all applicable program statutes and regulations, including:
 - Subcontracting requirements, including competitive bidding, CDE approval, and audit requirements in California Code of Regulations (CCR) Title 5, §18026 et. seq.
 - Prohibitions on conflicts of interests, including (i) the assurances required to establish that transactions with officers, directors and other related party transactions are conducted at arm's length, and (ii) employment limitations stated in *Education Code* §8406.9.
 - Cost reimbursement requirements, including reimbursable and non-reimbursable costs, documentation requirements, the provisions for determining the reimbursable amount and other provisions in Title 5, §18033 et. seq.
 - Accounting and reporting requirements in Title 5 §18063 et. seq.
 - Operational and programmatic requirements.

**Signature of Contractor's
Authorized Representative:**

**Printed Name and Title of
Contractor's Authorized
Representative:**

Mr. Gregory Blake, TUESD Superintendent

Date of Signature:

10/26/2017

**Authorized Representative's
Telephone Number:**

(530) 538-2950

**Authorized Representative's
E-mail Address:**

gblake@thermalito.org

Contractor Name

Vendor # County

Thermalito Union School District

6154

04 Butte

Section IX – Required Attachments

All attachments must be completed and attached to the application. These attachments are located on the Continued Funding Application Web page at:
<http://www.cde.ca.gov/sp/cd/ci/cfaforms1819.asp>

A. Fiscal Year 2017–18 Program Calendar (EESD–9730)

B. Update and Certification of Contractor Information in the Child Development Management Information System (CDMIS) Database

C. Payee Data Record (STD. 204) (Non-public agencies only)

D. Secretary of State (Nonpublic agencies only)

E. Verification of School District Name and Address

F. Program Narrative Change (EESD 3704A)

G. Subcontractor Certification (EESD 3704B)

Fiscal Year 2018-19 Program Calendar

Name of Contractor	Vendor Number	County	Contract Type
[Thermalito Union School District]	6154	04 Butte	CSPP - Part Year AND Full Year

Enter an "X" for Days of Operation.

July 2018						
S	M	T	W	T	F	S
1	X	X	4	X	X	7
8	X	X	X	X	X	14
15	X	X	X	X	X	21
22	X	X	X	X	X	28
29	X	X				

Days of Operation **21**

August 2018						
S	M	T	W	T	F	S
			X	X	X	4
5	X	X	X	X	X	11
12	X	14	X	X	X	18
19	X	X	X	X	X	25
26	X	X	X	X	X	

Days of Operation **22**

September 2018						
S	M	T	W	T	F	S
						1
2	3	X	X	X	X	8
9	X	X	X	X	X	15
16	X	X	X	X	X	22
23	X	X	X	X	X	29
30						

Days of Operation **19**

Quarterly Subtotal **62**

October 2018						
S	M	T	W	T	F	S
	X	X	X	X	X	6
7	X	X	X	X	X	13
14	X	X	X	X	X	20
21	X	X	X	X	X	27
28	X	X	X			

Days of Operation **23**

November 2018						
S	M	T	W	T	F	S
				X	X	3
4	X	X	X	X	X	10
11	12	X	X	X	X	17
18	X	X	X	X	X	24
25	X	X	X	X	X	

Days of Operation **21**

December 2018						
S	M	T	W	T	F	S
						1
2	X	X	X	X	X	8
9	X	X	X	X	X	15
16	X	X	X	X	X	22
23	24	25	X	X	X	29
30	31					

Days of Operation **18**

Quarterly Subtotal **62**

January 2019						
S	M	T	W	T	F	S
		1	X	X	X	5
6	X	X	X	X	X	12
13	X	X	X	X	X	19
20	21	X	X	X	X	26
27	X	X	X	X		

Days of Operation **21**

February 2019						
S	M	T	W	T	F	S
					X	2
3	X	X	X	X	X	9
10	X	X	X	X	15	16
17	18	X	X	X	X	23
24	X	X	X	X		

Days of Operation **18**

March 2019						
S	M	T	W	T	F	S
					X	2
3	X	X	X	X	X	9
10	X	X	X	X	X	16
17	X	X	X	X	X	23
24	X	X	X	X	X	30
31						

Days of Operation **21**

Quarterly Subtotal **60**

April 2019						
S	M	T	W	T	F	S
	X	X	X	X	X	6
7	X	X	X	X	X	13
14	X	X	X	X	19	20
21	22	X	X	X	X	27
28	X	X				

Days of Operation **20**

May 2019						
S	M	T	W	T	F	S
			X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	X	25
26	27	X	X	X	X	

Days of Operation **22**

June 2019						
S	M	T	W	T	F	S
						1
2	X	X	X	X	X	8
9	X	X	X	X	X	15
16	X	X	X	X	X	22
23	X	X	X	X	X	29
30						

Days of Operation **20**

Quarterly Subtotal **62**

Total Days of Operation 246

EESD Consultant Initials _____

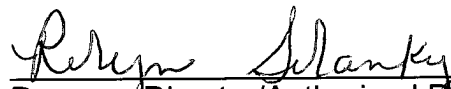
Date approved by EESD Consultant _____

Child Development Division Agency Information Certification

I certify, as the authorized representative of the agency listed below, I have reviewed all the information for **Thermalito Union School Dist (6154)** and updates, additions, or deletions have been submitted as needed for information in all of the areas below:

Executive Director/Superintendent information
Program Director information
Sites and Licenses and/or Office information
Family Child Care Home summary information

To the best of my knowledge, the information on the CDMIS Web site reflects accurate information for **Thermalito Union School Dist (6154)** as of the date this certification was signed.



Program Director/Authorized Representative Signature

10/26/17

Date Signed




Printed Name of Program Director/Authorized Representative

Name of Agency User Generating Certification: Robyn Solansky

Date Generated: 10/9/2017

Assigned CDD Consultant: Alice Trathen

Thermalito Union Elementary

County	Butte
District	Thermalito Union Elementary List of active district's schools
CDS Code	04 61549 0000000
Website	www.thermalito.org 
E-mail	gblake@thermalito.org
Phone Number	(530) 538-2900
Fax Number	(530) 538-2908
District Address	400 Grand Ave. Oroville, CA 95965-4007 Google Map 
Mailing Address	400 Grand Ave. Oroville, CA 95965-4007
Superintendent	Mr. Gregory Blake Superintendent (530) 538-2900 Ext. 219 gblake@thermalito.org
Chief Business Officer	Connie Cavanaugh Assistant Superintendent, Business Operations (530) 538-2900 ccavanaugh@thermalito.org
Status	Active
Low Grade	K
High Grade	8
District Type	Elementary School District
NCES/Federal District ID	0639180
CDS Coordinator (Contact for Data Updates)	Prenny Hancock (530) 538-8828 Ext. 218 Update Data Request

Search Results

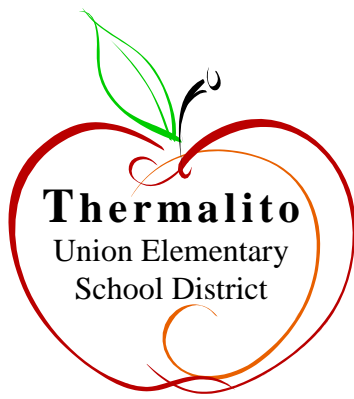
Public Schools ✕ District: Thermalito Union Elementary ✕ Status: Active ✕

6 Schools found

CDS Code ⇅	County ^	District ⇅	School ⇅	School Type ⇅	Status ⇅
04615496121016	Butte	Thermalito Union Elementary	Heritage Community Day	District Community Day Schools	Active
04615496003354	Butte	Thermalito Union Elementary	Nelson Avenue Middle	Intermediate/Middle Schools (Public)	Active
04615490101485	Butte	Thermalito Union Elementary	Pioneer Community Day	District Community Day Schools	Active
04615490102327	Butte	Thermalito Union Elementary	Plumas Avenue Elementary	Elementary Schools (Public)	Active
04615496003362	Butte	Thermalito Union Elementary	Poplar Avenue Elementary	Elementary Schools (Public)	Active
04615496003370	Butte	Thermalito Union Elementary	Sierra Avenue Elementary	Elementary Schools (Public)	Active

6 Schools found

Questions: CDS Administration | [cgsadmin@cde.ca.gov](mailto:cdsadmin@cde.ca.gov) | 916-327-4014



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Joyce Dennison

MEETING DATE: **November 16, 2017**

TOPIC: Approval to Hire Esplanade Office to install new office furniture in front office at District Office.

DESCRIPTION: We need to reconfigure front office at District office for the new position and to get an adequate work space so the office staff is facing the front door.

FUNDING: General Fund.



1802 Esplanade
Chico, Ca, 95926
Tel 530 891-4221
Fax 530 891-4228

Quotation

Quote No. **23532**
Quote Date **11/3/2017**
Quote By **Curtis**

SOLD TO:

Joyce Dennison
Thermalito Union
400 Grand Ave
Oroville, CA 95965
Phone (530) 538-2960
Bus Ph
Mobile Ph

SHIPPED TO:

Joyce Dennison
Thermalito Union
400 Grand Ave
Oroville, CA 95965
Phone (530) 538-2960
Bus Ph
Mobile Ph

Qty	Ord	Description	Price	Extended
1		Pacific Coast Distributors PL194 Reversible Return 24"W X 24"D	\$99.00	\$99.00
1		Esplanade Office Installation And Labor Charge	\$375.00	\$375.00
3		Pacific Coast Distributors PBP12 Post 12"H	\$49.00	\$147.00
1		Pacific Coast Distributors PBTC42L Corner Transaction Top	\$79.00	\$79.00
1		Pacific Coast Distributors PBTC71-R Corner Transaction Top (R.) 71x12	\$99.00	\$99.00
1		Pacific Coast Distributors PB2-BLK1242ACRY Acrylic Panel 42Wx12H Black Frame	\$79.00	\$79.00
1		Pacific Coast Distributors PB2BLK1271ACRYL Frosted Panel 71Wx12H Black	\$119.00	\$119.00
2		Pacific Coast Distributors PL166 Full Pedestal Box/Box/File 22"D	\$209.00	\$418.00
2		Pacific Coast Distributors PL129 Credenza Shell 60"W x 24"D	\$179.00	\$358.00
1		Pacific Coast Distributors PL105 Desk Shell 71"W X 30"D	\$209.00	\$209.00

Reception at Admin PL Mahogany

SPECIAL ORDERS ARE NOT SUBJECT TO CANCELLATION

Availability of merchandise is estimated according to information on hand at the time order is written. • Seller shall not be responsible for delays in delivery of merchandise occasioned by manufacturer's scheduling, stock on hand, availability of materials, transportation difficulty or any other cause beyond the control of the seller.

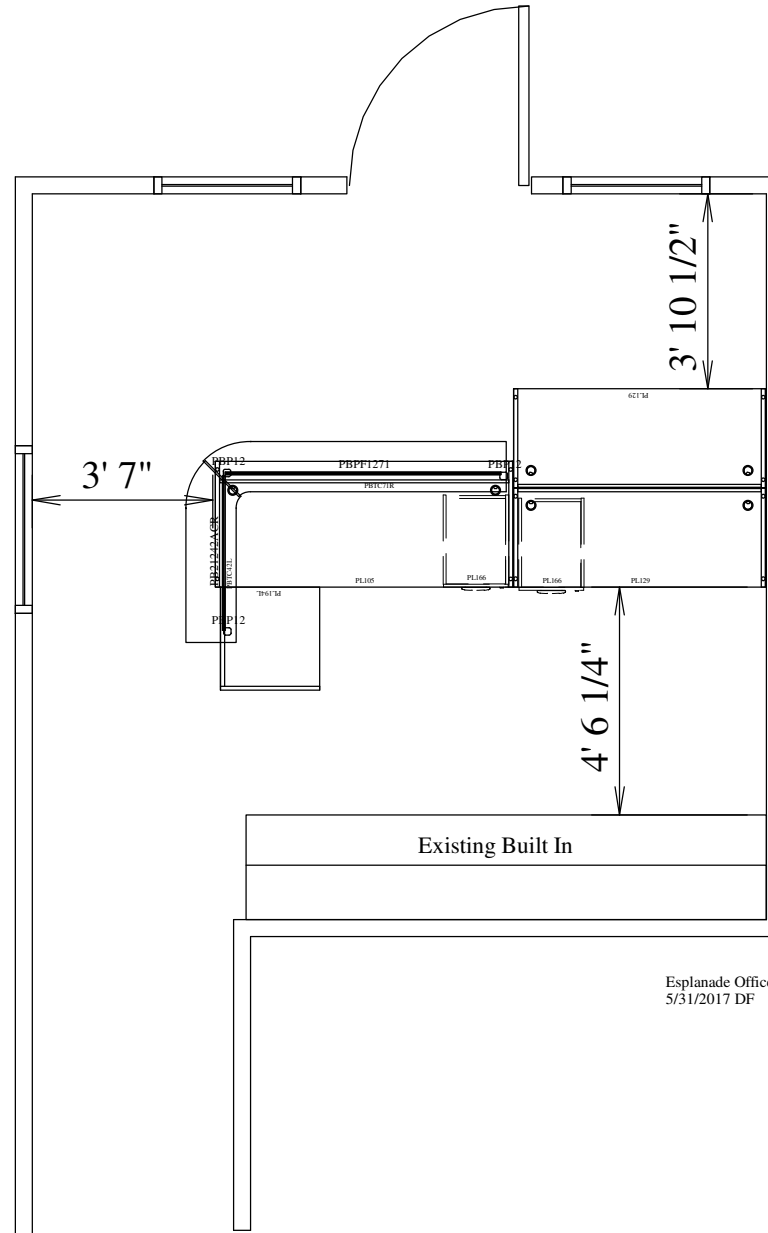
ALL SALES ARE FINAL NO REFUNDS**QUOTES ARE VALID FOR 60 DAYS UNLESS OTHERWISE NOTED**

ALL EXCHANGES AND CANCELLATIONS ARE SUBJECT TO SELLER APPROVAL
A minimum fee of 15% of the purchase price will be assessed (re-stocking fee) on seller approved returns, exchanges or cancellations. • Buyer assumes all risks associated with transportation of merchandise picked up. • Buyer agrees to measure doorways and stairways before ordering, as seller is not responsible for merchandise purchased that is too large to fit. • SELLER CAN DESIGNATE A DAY FOR DELIVERY, but not a specific time. • Seller cannot move, haul, or rearrange old furniture. • Seller makes no warranty beyond any written description itemized on this order. • Such disclaimer does not affect manufacturer warranty, if any. • Seller will assist the buyer in the exercise of all factory warranties.

SUBTOTAL: \$1,982.00
DELIVERY: \$0.00
TAX: \$143.70
INVOICE TOTAL: \$2,125.70

TOTAL DUE: \$2,125.70

Front Reception Area



Esplanade Office
5/31/2017 DF

Site Location:

Thermalto Union School District

400 Grand Ave
Oroville, CA 95965

This Space Plan Created By:

Esplanade Office

Office Furniture For The North State
1802 Esplanade, Chico CA, 95926
Phone: 530.891.4221
www.esplanadeoffice.com
Dana@esplanadeoffice.com

REVISION: 2

DATE: 11/6/2017

DRAWN BY: DAF

TITLE:
Furniture Plan

SHEET:
1
OF 1 SHEETS



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Joyce Dennison

MEETING DATE: **November 16, 2017**

TOPIC: Approval to purchase water bottle drinking fountains for each site.

DESCRIPTION: We are going to install 6 Elkay water bottle drinking fountains that will replace an existing fountain at each school site. Locations are yet to be determined, but have some plans on where they can be installed. These fountains are vandal resistance, which means they are durable because they are not designed with plastic parts. The lowest quote for these types of fountains was given by Pittsburgh Water Cooler Service. \$10,499.70.

FUNDING: General Fund

Pittsburgh Water Cooler Service, Inc.



1006 Glenn Ave
PO Box 437
Glenshaw, PA 15116

1-877-671-4236

www.pittsburghwatercooler.com

Quote

Date	Quote #
10/31/2017	20191

Name / Address
THERMALITO UNION SCHOOL DISTRICT JOYCE DENNISON 400 GRAND AVE ORVILLE, CA 95965

Rep	Project
DK	

Description	Qty	Total
Elkay LVRCTL8WSK EZH2O Bi-Level Barrier Free Filtered 8 GPH Vandal Resistant Water Cooler and Bottle Filling Station (Refrigerated Drinking Fountain) - \$1,749.95 EA	6	10,499.70
Free Shipping	1	0.00
*Refrigerated unit that will require an electrical connection		
Total		\$10,499.70



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

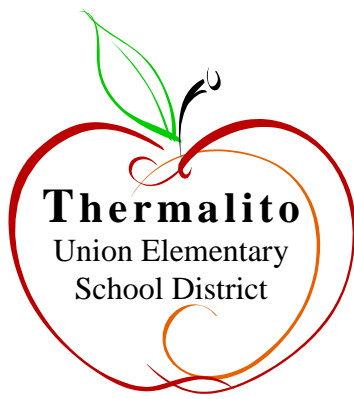
FROM: Rochelle Simmons, Nelson Avenue Middle School

MEETING DATE: **November 16, 2017**

TOPIC: After-school Tutoring and Transportation

DESCRIPTION: I request permission from the Board to provide after-school tutoring for math for Nelson students. Two concept-support math classes would be provided, serving 35 to 40 struggling math students. This intensive, relevant tutoring by a credentialed math teacher will help student attain grade-level or better math concept and skills knowledge. Math classes will be held four days per week, 2:30 to 3:30. We would like to provide district transportation for these students.

FUNDING: (Approx. \$13,100) Title I & LCFF S&C



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Rochelle Simmons, Nelson Principal

Meeting Date: November 16, 2017

Topic: Saturday School Credit Recovery

Description: NAMS would like to offer a Saturday School Credit Recovery Class with priority for 8th graders in order to increase Nelson's promotion rate. This intervention class is an opportunity for students to achieve academic success by revisiting academic weak areas and earning back credits. Saturday School will run 5.5 hours for 18 total Saturdays between December 2 and May 19.

Funding: \$7,830 (LCFF S&C)



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

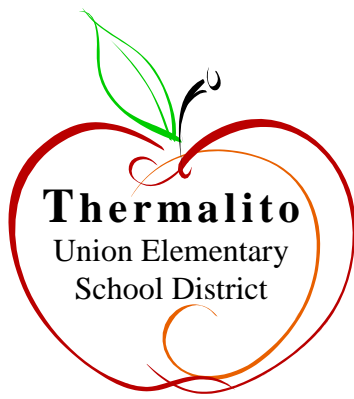
FROM: Rochelle Simmons, Nelson Principal

Meeting Date: November 16, 2017

Topic: Change in Stipend Position

Description: I request permission from the Board to make the following change in the personnel holding the stipend position of 7th grade boys basketball coach: Marc Macaluso is being replaced by Karen Konig.

Funding: LCFF



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Rochelle Simmons, Nelson Principal

Meeting Date: November 16, 2017

Topic: Increase Paraeducator Activity Supervisor's Hours

Description: I request permission from the Board to extend the Pareeducator III - Activity Supervisor's hours from 2.0 to 2.5 to accommodate Nelson's lunch periods. The new time will be 11:00 - 1:30 on regular school days, and 10:00 to 12:30 on minumum days. This position is currently vacant.

Funding: LCFF S&C



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

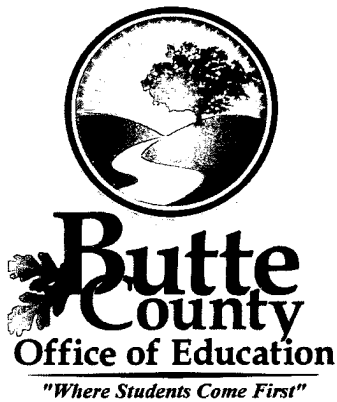
FROM: Karen Williams

Meeting Date: November 16, 2017

Topic: Hiring of 3 (3 hour) CN Assistant-FFVP Positions

Description: The panel interview team consisted of Kelly Gramps, Nancy Cabral, Robin Burgess, Lisa McDonald, and Karen Williams. We would like to recommend Jessica Pond for the CN Assistant-FFVP position at Sierra, Sunny Alexander for the CN Assistant-FFVP position at Plumas, and Andrea Gramps for the CN Assistant-FFVP position at Poplar, effective November 17, 2017 pending clearances.

Funding: Child Nutrition and FFVP Funds



Tim Taylor
Superintendent
ttaylor@bcoe.org

Mia Osborne-Ng
Sr. Executive Assistant
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Board of Education

Amy Christianson
Howard Ferguson
Ryne Johnson
Jeannine MacKay
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Roger Steel
Mike Walsh

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An Equal Opportunity
Employer

TO: District Superintendent's Secretaries

FROM: Mia Osborne-Ng, Sr. Executive Assistant to
Tim Taylor, County Superintendent
Butte County Office of Education

DATE: October 11, 2016

SUBJECT: Date of Annual Organizational Board Meeting

Education Code § 35143 *The governing board of each school district shall hold an annual organizational meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar. Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected. The clerk of the board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time selected for the meeting.*
Education Code § 72000(c)(2)(A) *makes the same provision for a community college district.*

To comply with this requirement, please note the action of your district governing board by completing the statement that appears below. So indicate if local charter provisions or other rules prevail relative to such an organizational meeting. Please return one copy to Tim Taylor, County Superintendent, within 10 days of the organizational meeting, retaining a copy for your district files.

Pursuant to **§ 35143** and **§ 72000(c)(2)(A)** of the **Education Code** the
Governing Board of the _____ School

District, at its meeting on _____, 20____, has selected _
_____, 20____, as the date of the annual organizational
meeting of said board.

The meeting will be held at _____
beginning at _____.

Secretary/Clerk

Date

"WHERE STUDENTS COME FIRST"

**THERMALITO UNION ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES**

RESOLUTION #17-18-05

**ESTABLISHMENT OF AUTHORIZED AGENT FOR SIGNING FOR THERMALITO
UNION ELEMENTARY SCHOOL DISTRICT**

The Board of Trustees at its regular meeting on November 16, 2017 hereby approve Cody Walker, Assistant Superintendent of Business and Operations, as an authorized signatory agent for the Thermalito Union School District in all business and operational decisions, effective October 30, 2017.

Approved this 16th day of November, 2017 in Oroville, California.

AYES:

NOES:

ABSENT:

ABSTAIN:

Darlene Fultz, President
Board of Trustees

Gregory Blake, Superintendent



BOARD ACTION ITEM SUMMARY

TO: Board of Trustees

FROM: Greg Blake, Superintendent

Meeting Date: November 16, 2017

Topic: CSEA New Employee Orientation

Description: I ask for approval of the Memorandum of Understanding (MOU) between CSEA #182 and TUESD. The purpose of the MOU is to comply with the provisions of Assembly Bill 119 and provide CSEA access to new hires for employee orientations and access to contact information in accordance with the Public Records Act.

Funding: N/A

Memorandum of Understanding # 17-18-1

NEW EMPLOYEE ORIENTATION

MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS THERMALITO CHAPTER #182 (CSEA) AND THE THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

PURPOSE OF AGREEMENT

The purpose of this Agreement is to comply with the provisions of Assembly Bill (AB) 119 (2017) adds sections 3555-3559 to the Government Code and amends the Public Records Act at Government Code Section 6254.3. It requires that, absent a waiver by CSEA, the District is required to (1) give CSEA 10 days' notice of every orientation session absent an urgent critical unforeseen need, (2) provide CSEA with access to new hires during any orientation session, (3) provide CSEA with contact information on new hires within 30 days of hire or the first pay period of the month after the employee is hired, whichever is later, and (4) also provide CSEA with a list of all employees' names and contact information every 120 days.

Please note: Employees may, in accordance with the Public Records Act (PRA) and this Agreement, request not to have the following information provided to CSEA:

- home address,
- home telephone number,
- personal cellular telephone number,
- personal email address, and
- birth date provided to their exclusive representative.

The District may not encourage employees to make such a request.

1. DISTRICT NOTICE TO CSEA OF NEW HIRES

- a) The District shall provide CSEA notice of any newly hired employee, within ten (10) days of date of hire, via an electronic mail. Please include the following information: full legal name, date of hire, classification, and site.

2. EMPLOYEE INFORMATION

- a) "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit.
- b) The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service or via password-protected EXCEL spreadsheet, on the last working day of the month in which they were hired. The required contact information is contained in Section 2 (d) below.

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NEW EMPLOYEE ORIENTATION

MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS THERMALITO CHAPTER #182 (CSEA) AND THE THERMALITO UNION ELEMENTARY SCHOOL DISTRICT

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

- c) Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service or via password-protected EXCEL spreadsheet. The required contact information is contained in Section 2 (d) below.
- d) The contact information for new hires as outlined in Section 2 (a) and the period update required under section 3 (c) shall also include the following information, with each field listed in its own column:
 - i. First Name;
 - ii. Middle initial;
 - iii. Last name;
 - iv. Suffix (e.g. Jr., III)
 - v. Job Title;
 - vi. Department;
 - vii. Primary worksite name;
 - viii. Work telephone number;
 - ix. Home Street address (incl. apartment #)
 - x. City
 - xi. State
 - xii. ZIP Code (5 or 9 digits)
 - xiii. Home telephone number (10 digits);
 - xiv. Personal cellular telephone number (10 digits);
 - xv. Personal email address of the employee;
 - xvi. Last four numbers of the social security number;
 - xvii. Birth date;
 - xviii. Employee ID;
 - xix. CalPERS status (Y/N);
 - xx. Hire date.

3. NEW EMPLOYEE ORIENTATION

- a) “New employee orientation” means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.

Memorandum of Understanding # 17-18-1

NEW EMPLOYEE ORIENTATION

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION AND ITS THERMALITO CHAPTER #182 (CSEA) AND THE THERMALITO
UNION ELEMENTARY SCHOOL DISTRICT**

- b) The District shall provide CSEA mandatory access to its new employee orientations which will be held every third Thursday each month.
 - i. CSEA shall have up to one (1) hour of paid release time for one (1) CSEA representative who will be designated by the Chapter President, to travel to and from the orientation session and to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
 - ii. The CSEA representative will be provided approximately thirty (30) minutes to conduct the orientation itself with the new employee(s).
 - iii. Each September, the Chapter President will provide a list to the Personnel Office of all members who might be designated by him/her to conduct new employee orientations for CSEA. A primary presenter will be identified by the Chapter President, and if any of the other designees will make the CSEA presentation at any given orientation, he/or she will notify the Personnel Department by the Tuesday prior to that Thursday's orientation.
- c) The District shall include the CSEA membership application and a CSEA provided link for an electronic application, in any employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.
- d) The orientation session shall be held on District property and the employee(s) shall be on paid time.
- e) During CSEA's orientation session, no District manager or supervisor or non-unit employee shall be present.

4. DURATION OF AGREEMENT

- a) Term: This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2020 and shall be automatically renewed from year to year unless either party serves written notice upon the other between March 1 and April 1, 2019, or any subsequent anniversary date, of its desire to modify the Agreement. If negotiations for a subsequent Agreement continue after June 30, 2020, the provisions of this Agreement shall remain in effect until the negotiation of a new Agreement is completed. In the event an agreement is not reached within sixty (60) days after the demand to negotiation, either party can make a demand for interest arbitration.
 - i. Unless mutually agreed to by the Parties, there shall be no reopening of negotiations on this during the life of the Agreement from the date this Agreement is signed, through June 30, 2020.

Memorandum of Understanding # 17-18-1

NEW EMPLOYEE ORIENTATION

MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION AND ITS THERMALITO CHAPTER #182 (CSEA) AND THE THERMALITO
UNION ELEMENTARY SCHOOL DISTRICT

- b) Savings Clause: If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this section shall be opened for negotiations within thirty (30) days of the invalidation.

DISTRICT

CSEA

DATE

DATE

CSEA LRR

DATE