

**Mesa Union School District**

***Agenda for the Board Meeting of the Board of Trustees to be held on Thursday, November 15, 2018, at 6:00 p.m. in the School Multi-Purpose Room located at 3901 North Mesa School Road, Somis, California 93066***

*The Regular Board Meeting of the Board of Trustees will begin at 6:00 p.m. with closed session and approximately 6:30 p.m. for open session. A complete agenda packet is available at the District Office, 3901 North Mesa School Road, Somis, 72 hours prior to a regularly scheduled meeting and online at [www.mesaschooldistrict.org](http://www.mesaschooldistrict.org).*

**1. CALL TO ORDER AND RECOGNITION OF A QUORUM**

Time _____	Present	Absent
Mr. Bryan Stotko, President	_____	_____
Mrs. Mary Crull, Vice President	_____	_____
Mr. Steven Sullivan, Clerk	_____	_____
Mrs. Tonya Brunett, Trustee	_____	_____
Mr. Jeff Turner, Superintendent	_____	_____
Mrs. Tami Peterson, Chief Business Official	_____	_____
Mrs. Erica Magdaleno, Executive Assistant	_____	_____

**2. ADOPTION OF AGENDA**

Usually an agenda covers an entire session, in which case it is the order of business for that session and is adopted by majority vote of the assembly. Thereafter, no change can be made in the agenda except by a two-thirds vote or by unanimous consent. At the point of adoption of the agenda, any Board member or the Superintendent can request that the agenda be reordered.

**3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

At this time, any member of the public may address the Board concerning the closed session items. A person addressing the Board is urged to use not more than three (3) minutes of time. If you wish to address the Board, please plan to complete a Speaker Form prior to the start of the meeting. Forms are available in the District Office, at the Board meeting and online at [www.mesaschooldistrict.org](http://www.mesaschooldistrict.org).

**4. CLOSED SESSION**

During this time, the Board may adjourn to closed session to discuss confidential material relating to:

- A. Negotiations as it relates to MUTA and MUST- Consult with District Negotiator Jeff Turner, Superintendent, authorized by Government Code §3549.1
- B. Public Employee: Superintendent's Goals/Evaluation authorized by Government Code §54957

**ADJOURN FROM CLOSED SESSION**

Time: \_\_\_\_\_

**RECONVENE IN PUBLIC**

(Approximate time 6:30 p.m.) Time: \_\_\_\_\_

Report of actions taken during closed session: The president of the Board will report on actions taken during closed session.

**5. OFFICIAL OPENING - PLEDGE OF ALLEGIANCE**

**6. MINUTES**

It is the recommendation of the District Administration that the Board of Trustees approve the minutes of the Regular Board Meeting of October 16, 2018.

**7. AUDIENCE TO ADDRESS BOARD OF TRUSTEES - COMMENTS BY THE PUBLIC**

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All individuals are invited to speak to the Board during public comment on matters related to the District. If you wish to address the Board, please plan to complete a Speaker Form prior to the start of the meeting. Forms are available in the District Office, at the Board meeting and online at [www.mesaschooldistrict.org](http://www.mesaschooldistrict.org).

### **9. PUBLIC HEARING**

- A. Presentation of Initial Proposal of the Mesa Union Support Team (MUST) to Mesa Union School District for the 2018-2019 school year for negotiations; and Public Comment

*In accordance with Government Code section 3547, all initial bargaining proposals of a public school employer shall be presented at a public meeting of the public school employer. The initial bargaining proposal of the Mesa Union Support Team (MUST) to Mesa Union School District was first made public at the October 16, 2018 meeting of the Board of Trustees and is hereby returned to this agenda for public discussion.*

**PLEASE SEE AGENDA 9A IN THE PACKET**

### **10. STUDY SESSION-DISCUSSION/INFORMATION**

- A. Board Governance Training--Study Session: The Mesa Union School District Board of Trustees will participate in a study session facilitated by Dr. Joe Condon, Ed.D.
1. Foundations of Effective Governance
- New Board Trustee Orientation

### **11. BOARD MEMBERS' REPORTS AND COMMUNICATIONS**

- A. Correspondence
1. Call for Nominations to CSBA's Delegate Assembly
- B. Board members' reports and communications
- C. Board members' interests and concerns

### **12. CONSENT AGENDA**

Approval of the Consent Agenda – All items on the Consent Agenda are to be approved as one motion unless a Board member requests separate action on a specific item. Each item approved shall be deemed to have been read in full and adopted as recommended.

- A. Purchase Orders – Mesa (October 1-October 31, 2018)

*It is the recommendation of the District Administration that the Purchase Orders be approved as presented.*

**PLEASE SEE AGENDA ITEM 12A IN THE PACKET**

- B. Check Register – Mesa (October 1-October 31, 2018)

*It is the recommendation of the District Administration that the Check Register be approved as presented.*

**PLEASE SEE AGENDA ITEM 12B IN THE PACKET**

- C. Statement of Revenues and Expenditures (October 1-October 31, 2018)

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*It is the recommendation of the District Administration that the Statement of Revenues and Expenditures be approved as presented.*

**PLEASE SEE AGENDA ITEM 12C IN THE PACKET**

**D. Current Enrollment Report**

*It is the recommendation of the District Administration that the Enrollment Report be approved as presented.*

**PLEASE SEE AGENDA ITEM 12D IN THE PACKET**

**E. Student of the Month Listing and Junior High 1st Quarter/Honor Roll & Merit Roll Listing**

*It is the recommendation of the District Administration that the Student of the Month listing be accepted as presented.*

**PLEASE SEE AGENDA ITEM 12E IN THE PACKET**

**13. INFORMATION ITEMS**

**A. Receive the Initial Proposal of the Mesa Union School District to the Mesa Union Teachers' Association (MUTA) for the 2018-2019 school year negotiations**

*In accordance with Government Code section 3547, all initial bargaining proposals of an exclusive bargaining representative shall be presented at a public meeting of a public school employer and thereafter, shall be public record. Mesa Union School District hereby presents its initial proposal to the Mesa Union Teachers' Association (MUTA). This proposal shall be available for public review in the District Office from November 15, 2018 to December 13, 2018 and the public will have an opportunity to respond to this proposal at the next scheduled Board meeting.*

**PLEASE SEE AGENDA ITEM 13A IN THE PACKET**

**B. Receive the Initial Proposal of the Mesa Union School District to the Mesa Union Support Team (MUST) for the 2018-2019 school year negotiations**

*In accordance with Government Code section 3547, all initial bargaining proposals of an exclusive bargaining representative shall be presented at a public meeting of a public school employer and thereafter, shall be public record. Mesa Union School District hereby presents its initial proposal to the Mesa Union Support Team (MUST). This proposal shall be available for public review in the District Office from November 15, 2018 to December 13, 2018 and the public will have an opportunity to respond to this proposal at the next scheduled Board meeting.*

**PLEASE SEE AGENDA ITEM 13B IN THE PACKET**

**14. ACTION/DISCUSSION ITEMS:**

**A. Discuss and adopt the Initial Proposal of the Mesa Union Support Team (MUST) to Mesa Union School District for the 2018-2019 school year negotiations**

**Mesa Union School District**

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*In accordance with Government Code section 3547, discuss and adopt the initial proposal of the Mesa Union Support Team (MUST) to Mesa Union School District for the 2018-2019 school year negotiations.*

**PLEASE SEE AGENDA ITEM 14B IN THE PACKET**

- B.** Consideration of adoption of Resolution #18-19-07 Regarding Annual & Five Year Accounting of Development Fees for Fiscal Year 2017-2018 as per GC66001(D)

*It is the recommendation of the District Administration that the Board of Trustees adopt Resolution #18-19-07 regarding Annual & Five Year Accounting of Development Fees for fiscal year 2017-2018 as per GC66001 (D).*

**PLEASE SEE AGENDA ITEM 14C IN THE PACKET**

- C.** Consideration of approval of the conference request of Christina Jahr and Adell Reyes to attend the NSTA Regional Conference in Charlotte, NC from November 28th-December 1st, 2018

*It is the recommendation of the District Administration that the Board of Trustees approve the conference request of Christian Jahr and Adell Reyes to attend the NSTA Regional Conference in Charlotte, NC, from November 28th-December 1st, 2018.*

**PLEASE SEE AGENDA ITEM 14C IN THE PACKET**

- D.** Consideration of approval of the conference request of Christina Mendoza, Alice Villa and Jolana Ramirez to attend CTA Issues Conference in Las Vegas, NV from January 18th-January 20th

*It is the recommendation of the District Administration that the Board of Trustees approve the conference request of Christina Mendoza, Alice Villa, and Jolana Ramirez to attend CTA Issues Conference in Las Vegas, NV, from November 28th-December 1st, 2018.*

**PLEASE SEE AGENDA ITEM 14D IN THE PACKET**

- E.** Consideration of approval of the Full STEAM Ahead After-school Program field trip request to Cal Poly San Luis Obispo on December 1, 2018

*It is the recommendation of the District Administration that the Board of Trustees approve the Full STEAM Ahead after-school program field trip request to Cal Poly San Luis Obispo on December 1, 2018.*

**PLEASE SEE AGENDA ITEM 14E IN THE PACKET**

- F.** Consideration of approval of the eighth grade field trip request to the Museum of Tolerance on March 14, 2019

*It is the recommendation of the District Administration that the Board of Trustees approve the eighth grade field trip request to Museum of Tolerance on March 14, 2019.*

**PLEASE SEE AGENDA ITEM 14F IN THE PACKET**



**Mesa Union School District**

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- G.** Consideration of approval of the eighth grade field trip request to Six Flags Magic Mountain on June 7, 2019

*It is the recommendation of the District Administration that the Board of Trustees approve the eighth grade field trip request to Six Flags Magic Mountain on June 7, 2019.*

**PLEASE SEE AGENDA ITEM 14G THE PACKET**

- H.** Consideration of acceptance of the receipt of the Golden Valley Charter School Annual Programmatic Audit 2017-2018

*It is the recommendation of the District Administration that the Board of Trustees accept the receipt of the Golden Valley Charter School Annual Programmatic Audit 2017-2018.*

**PLEASE SEE AGENDA ITEM 14H IN THE PACKET**

- I.** Consideration of approval of the obsoleting and disposal of Bus #2 (1996 Thomas Bird VIN# 1T7HT4B21T1142004)

*It is the recommendation of the District Administration that the Board of Trustees approve the obsoleting and disposal of Bus #2 (1996 Thomas Bird, VIN#1T7HT4B21T1142004)*

**PLEASE SEE AGENDA ITEM 14I IN THE PACKET**

- J.** First Read of the October 2018 Board Policy Revisions for sections:

**BP 0420.42-Charter School Renewal**

**BP 1100- Communication with the Public**

**BP 3290-Gifts, Grants and Bequests**

**AR 3320-Claims and Actions Against the District**

**AR 3460-Financial Reports and Accountability**

**BP 5141.6-School Health Services**

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**BP 5144.1-Suspension and Expulsion/Due Process**

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**BP 6142.3-Civic Education**

**BP 6145.2-Athletic Competition**

**AR 6145.2-Athletic Competition**

**BP 6170.1-Transitional Kindergarten**

**BP 6178-Career Technical Education**

**BP 6190-Evaluation of the Instructional Program**

**BB 9110-Terms of Office**

*It is the recommendation of the District Administration that the Board of Trustees review the policies in sections 0000-9000 of the October 2018 CSBA board policy updates. These policies will be placed on the December agenda for adoption.*

**PLEASE SEE AGENDA ITEM 14J IN THE PACKET**

- K.** Consideration of the ratification of the independent contractor agreement with Shallon Cerf to provide Speech and Language Services, service days not to exceed 60 days for the 2018-2019 school year.

*It is the recommendation of the District Administration that the Board of Trustees ratify the independent contractor agreement with Shallon Cerf to provide Speech and Language services, service days not to exceed 60 days for the 2018-2019 school year.*

**PLEASE SEE AGENDA ITEM 14K IN THE PACKET**

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- L.** Consideration of approval of the quote with Renaissance for a 3 year software program subscription to Renaissance Accelerated Math, Renaissance MathFacts in a Flash, Renaissance Star 360 and Renaissance-U

*It is the recommendation of the District Administration that the Board of Trustees approve the quote with Renaissance for a 3 year software program subscription to Renaissance Accelerated Math, Renaissance MathFacts in a Flash, Renaissance Star 360 and Renaissance-U.*

**PLEASE SEE AGENDA ITEM 14L IN THE PACKET**

**15. PERSONNEL: NONE**

**16. ITEMS FOR FUTURE CONSIDERATION:**

- A.** First Interim Report
- B.** Annual Reorganization

**17. FUTURE MEETINGS**

- A.** Regular Board Meeting on Thursday, December 13, 2018, at 6:00 p.m.

**18. ADJOURNMENT**

Time: \_\_\_\_\_

*In accordance with requirement of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's office at least two days before the meeting.*

**Official Minutes of the October 16, 2018 Board Meeting of the Board of Trustees of the  
Mesa Union School District**

Call to Order	The October 16, 2018 Regular Meeting of the Board of Trustees of the Mesa Union School District came to order at 6:00 p.m. in the multi-purpose room.								
Agenda	<p>The Board agenda was by adopted by common consent.</p> <p>Board members present were Tanya Brunett, Mary Crull, Bryan Stotko. Steven Sullivan was absent.</p>								
Roll Call	District administrators present were Mr. Turner, superintendent, Erica Magdaleno, executive assistant, and Tami Peterson, chief business official.								
Public Comment	There were no public comments on closed session items.								
Closed Session	<p>At 6:01p.m., Trustee Stotko asked for public comment on closed session items. Hearing none, he announced that the Board would go into closed session to discuss Negotiations as it relates to MUTA and MUST-Consult with District Negotiator Jeff Turner, authorized by Government Code §3549.1 and Public Employee Superintendent’s Goals/Evaluation authorized by Government Code §54957.</p> <p>Trustee Sullivan arrived at 6:05 p.m.</p>								
Reconvene to Open Session	At 6:34 p.m., the Board of Trustees returned to open session. Trustee Stotko reported that the Board of Trustees had just returned from closed session where they discussed Negotiations as it relates to MUTA and MUST-Consult with District Negotiator Jeff Turner, authorized by Government Code §3549.1 and Public Employee Superintendent’s Goals/Evaluation authorized by Government Code §54957. No action was taken.								
Pledge of Allegiance	The Pledge of Allegiance was led by Trustee Stotko.								
Minutes	<p>On motion of Trustee Sullivan, seconded by Trustee Brunett, and carried with a 4-0-0 vote, the minutes of the September 18, 2018 Board meeting were approved by common consent.</p> <p><b>Vote:</b></p> <table><tr><td>Brunett: <b>Aye</b></td><td>Crull: <b>Aye</b></td><td>Stotko: <b>Aye</b></td><td>Sullivan: <b>Aye</b></td></tr><tr><td>Ayes: <b>4</b></td><td>Noes: <b>0</b></td><td>Abstentions: <b>0</b></td><td>Absent: <b>0</b></td></tr></table>	Brunett: <b>Aye</b>	Crull: <b>Aye</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>	Ayes: <b>4</b>	Noes: <b>0</b>	Abstentions: <b>0</b>	Absent: <b>0</b>
Brunett: <b>Aye</b>	Crull: <b>Aye</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>						
Ayes: <b>4</b>	Noes: <b>0</b>	Abstentions: <b>0</b>	Absent: <b>0</b>						
Comment by the Public	Trustee Stotko asked for public comments by the public. There were no public comments.								
Public Hearing	<p>Trustee Stotko opened the public hearing at 6:36 p.m. for purposes of taking public comments on the initial proposal of Mesa Union Teachers’ Association (MUTA) to the Mesa Union School District. There were no public comments.</p> <p>Hearing no public comments, Trustee Stotko closed the public hearing at 6:37 p.m.</p>								
Superintendent’s Report	<b>2018-2019 Professional Development Plan:</b> Mr.Turner provided an update of the 2018-2019 professional development plan initiatives that he is hoping to have accomplished this year. Mr. Turner shared that one of the most important goals is the adoption of the Multi-Tiered System of Supports (MTSS) framework encompassing both Response to Intervention (RtI) and Positive								

Behavioral Interventions and Support (PBIS) systematically addressing the needs of all students. Mr. Turner also communicated that the district received a \$25,000 grant last year to support MTSS. In addition to RtI and PBIS, the MTSS model also includes applying Universal Design for Learning (UDL), which focuses on instructional strategies to provide opportunities for learning through differentiated content, processes, and products. Mr. Turner spoke of the implementation of a universal behavior support system to teach behavioral expectations, recognize positive behavior, and clarify consequences. The administration of universal formative assessments in grades TK-8 is an essential component to monitor academic growth, target supports and interventions to improve achievement for all students, including English language learners, low income, and gifted subgroups. Mr. Turner also shared that with these new initiatives, teachers are learning how to analyze academic and behavioral data sets using the Plan, Do, Study, Act (PDSA) model to inform decision-making at the classroom, site, and district level. Teachers will also be adopting the California History Social-Science Framework and Next Generation Science Standards to guide instruction. Administration and staff are also working on ensuring that all students develop 21st century practices using the 5 c's of communication, collaboration, critical thinking, creativity, and compassion. Part of this year's professional development will include improving technology literacy among all teachers and students in the district. Teachers will be learning to implement these models during Learning Wednesdays and four professional development days throughout the school year.

**Social Studies Textbook Adoption Update:** Mr. Turner provided an update of the Social Studies textbook adoption process. On August 14th, piloting teachers were introduced to the Social Science tool kit. On September 5th, teachers evaluated the Social Science textbook materials, and on October 21st they will launch session one of the Social Science textbook pilot. Teachers will then debrief on session one Social Science textbook materials, and launch session two of the pilot on January 23rd. Piloting teachers will then debrief on session two textbook materials on May 22nd, and make their recommendation to the Superintendent in advance of the May Board meeting for textbook viewing and adoption.

**Middle School Elective/Program Update:** Mr. Turner provided an update of the junior high electives being offered. Students in junior high have an option to choose from three electives. Students in sixth grade can choose from Agriculture, Coding or Band, seventh grade students can choose from Band, Oceanography, or Creative Writing, and eighth grade students can choose from Drama, Robotics, or Guitar. Mr. Turner also shared that as part of the 6th grade Agriculture elective, Mesa will be hosting a guest pen for students to study and learn about different animals. Last school year, Mesa hosted a heifer cow, currently we have a horse named Brownie, and Mr. Turner is also working on hosting a pig. In the spring, Mesa will once again host another heifer cow. Furthermore, Mr. Turner shared, if Measure O is passed, Mesa will be able to add additional classrooms, which will create more elective opportunities, such as foreign language. Mr. Turner also communicated that as part of the MTSS model, the last thirty minutes of junior high classes are being spent in seventh period, which includes Math and ELA intervention and enrichment, and AVID. Mr. Turner shared some of his experiences as an AVID co-teacher, and communicated the benefits of its offerings for students in middle school. One of its primary goals is college readiness. In addition, Mr. Turner communicated that AVID has the potential to become a full time elective, as many local high schools offer AVID.

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Trustee Crull shared that Camarillo High School has implemented a one semester college and career class that focuses on a similar curriculum as AVID. Trustee Crull also communicated the importance of preparing students for college as early as junior high.

Trustee Stotko recommended that Mr. Turner seek out a partnership with some of the Cal State and UC schools in order to better prepare Mesa students for college.

Trustee Brunett recommended that Mesa host an eighth grade parent orientation as an effort to help prepare students and parents to transition to high school and college. Trustee Brunett also shared that some high schools provide informational college meetings that can be attended during eighth grade. Trustee Brunett further suggested that Mr. Turner invite former students to share their high school and college preparedness experience, as students may find their peers' experience helpful, as they prepare themselves to transition into high school.

**Monthly Attendance/Discipline Report:** Mr. Turner provided a monthly attendance update. In the month of September, the overall attendance average was 97.4%. Mr. Turner communicated that as an incentive students with perfect attendance would be recognized during school assemblies and have the opportunity to get selected to attend a luncheon with Mr. Turner and Ms. Kuklenski. Mr. Turner shared that the next day he and Ms. Kuklenski would be taking 10 elementary students to eat lunch at Toppers. Mr. Turner also shared, as recommended by Trustee Brunett, that students in junior high with perfect attendance will receive a backpack the 1st quarter and accessories thereafter. Furthermore, Mr. Turner mentioned that the weekly attendance rates are being communicated out to parents via Mesa Matters. As requested by Trustee Sullivan, Mr. Turner provided historical attendance data from the 2015-2018 school year. Lastly, Mr. Turner provided a discipline report update. In the month of September, there were three in school suspensions. Mr. Turner communicated that he, Ms. Kuklenski and all school staff will continue to work on school climate.

**Board Reports and  
Communications**

**Board members' correspondence:** Trustee Stotko acknowledged receipt of the Ventura County Office of Education correspondence regarding the LCAP and Mesa's adopted budget for fiscal year 2018-2019.

**Board members' reports and communication:** Trustee Crull reminded Board members that Measure O will be on the November 6th ballot and asked that Board Trustees communicate and remind friends and family to vote yes on Measure O. Trustee Crull also reminded the Board that the measure has been placed on the second page of the ballot.

**Board members' interests and concerns:** None

**Consent Agenda**

**Consent Agenda:**

Purchase Orders \$419,622.58

Checks Totaling \$221,082.76

Fund Balances

Enrollment 615

Student of the Month Listing

The consent agenda was adopted by common consent

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**Information**

Trustee Stotko acknowledged receipt of the initial proposal of the Mesa Union Support Team (MUST) to the Mesa Union School District for the 2018-2019 school year.

**Action Discussion Items  
Board of Trustee Applicant  
Interviews**

Mr. Turner introduced Mrs. Jayme Dryden, Mrs. Roddie Villa and Mrs. Karen Pfeiffer, as interested applicants for the vacant Board of Trustee position. Candidates were asked to respond to a series of interview questions. Based on candidate experience and individual responses to the interview questions, on motion of Trustee Sullivan, seconded by Trustee Brunett, and carried with a 3-1-0 vote the Board of Trustees appointed Mrs. Roddie Villa to the Board of Trustees. Mrs. Villa will take her Oath of Office at the December Board meeting.

**Vote:**

Brunett: <b>Aye</b>	Crull: <b>Nay</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>
Ayes: <b>3</b>	Noes: <b>1</b>	Abstentions: <b>0</b>	Absent: <b>0</b>

**Initial Proposal of MUTA  
to Mesa Union School  
District**

On motion of Trustee Brunett, seconded by Trustee Crull, and carried with a 4-0-0 vote, the initial proposal of the Mesa Union Teachers' Association (MUTA) to Mesa Union School District for the 2018-2019 school year negotiations was adopted.

**Vote:**

Brunett: <b>Aye</b>	Crull: <b>Aye</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>
Ayes: <b>4</b>	Noes: <b>0</b>	Abstentions: <b>0</b>	Absent: <b>0</b>

**Resolution #18-19-03  
Recognition of National  
Red Ribbon Week**

On motion of Trustee Brunett, seconded by Trustee Sullivan, and carried with a 4-0-0 vote, Resolution #18-19-03 in Recognition of National Red Ribbon Week October 23-October 31, 2018 was adopted.

**Vote:**

Brunett: <b>Aye</b>	Crull: <b>Aye</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>
Ayes: <b>4</b>	Noes: <b>0</b>	Abstentions: <b>0</b>	Absent: <b>0</b>

**Resolution #18-19-04  
District of Choice Program  
Renewal**

On motion of Trustee Crull, seconded by Trustee Brunett, and carried with a 4-0-0 vote, Resolution #18-19-04 District of Choice Program Renewal was adopted.

**Vote:**

Brunett: <b>Aye</b>	Crull: <b>Aye</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>
Ayes: <b>4</b>	Noes: <b>0</b>	Abstentions: <b>0</b>	Absent: <b>0</b>

**District of Choice  
Procedures and  
Application for the  
2019-2020 school**

On motion of Trustee Brunett, seconded by Trustee Sullivan, and carried with a 4-0-0 vote, the District of Choice Procedures and Application for the 2019-2020 school year were approved.

**Vote:**

Brunett: <b>Aye</b>	Crull: <b>Aye</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>
Ayes: <b>4</b>	Noes: <b>0</b>	Abstentions: <b>0</b>	Absent: <b>0</b>

**Lunch Price Increase**

On motion of Trustee Brunett, seconded by Trustee Sullivan, and carried with a 4-0-0 vote, the lunch price increase from \$2.75 to \$2.85, effective January 1, 2019, was approved.

**Vote:**

Brunett: <b>Aye</b>	Crull: <b>Aye</b>	Stotko: <b>Aye</b>	Sullivan: <b>Aye</b>
Ayes: <b>4</b>	Noes: <b>0</b>	Abstentions: <b>0</b>	Absent: <b>0</b>

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**Quarterly Report on  
Williams Uniform**

On motion of Trustee Brunett, seconded by Trustee Crull, and carried with a 4-0-0 vote, the Quarterly Report on Williams Uniform Complaints for the quarter ending September 2018 was accepted.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **4**      Noes: **0**      Abstentions: **0**      Absent: **0**

**MOU with VCOE for  
Educator Support and  
Effectiveness Programs**

On motion of Trustee Sullivan, seconded by Trustee Brunett, and carried with a 4-0-0 vote, the Memorandum of Understanding with Ventura County Office of Education for Educator Support Effectiveness Programs was approved.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **4**      Noes: **0**      Abstentions: **0**      Absent: **0**

**Independent Contract  
Agreement with Lynne  
Slidders to provide an  
Afterschool Art Program**

On motion of Trustee Sullivan, seconded by Brunett, and carried with a 4-0-0 vote, the independent contract agreement with Mrs. Lynne Slidders to provide an after-school art program for the Full STEAM Ahead After-school Program was approved.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **4**      Noes: **0**      Abstentions: **0**      Absent: **0**

**Independent Contractor  
Agreement with Shallon  
Cerf to provide temporary  
Speech and Language**

On motion of Trustee Brunett, seconded by Crull, and carried with a 4-0-0 vote, the ratification of the temporary independent contractor agreement with Mrs. Shallon Cerf to provide speech and language services was approved.

**Vote:**

Brunett: **Aye**      Crull: **Aye**      Stotko: **Aye**      Sullivan: **Aye**  
Ayes: **4**      Noes: **0**      Abstentions: **0**      Absent: **0**

**Personnel**

None

**Future Items**

School Safety Plan  
CAASPP State Test Results  
Developer Fees

**Future Meeting**

November 15, 2018, at 6:00 p.m., Regular Board Meeting

**Adjournment**

There being no further items of business, the Board adjourned at 8:16 p.m.

September 17, 2018

Dear Mesa Union School Board and Mr. Turner,

M.U.S.T. will sunshine the following for 2018-2019 negotiations.

Contract Language

- ❖ Article IX: Transfers and Vacancies
- ❖ Article XII: Overtime /Compensatory time off.

Thank you,

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Christina Mendoza, M.U.S.T. President



Karen Kerper, M.U.S.T Vice President

Jolana Ramirez, Treasurer





California School Boards Association

October 26, 2018

## MEMORANDUM

To: CSBA Member Boards  
From: Mike Walsh, CSBA President  
Re: Call for Nominations to CSBA's Delegate Assembly

**DEADLINE: Monday, January 7, 2019**

**IF NOMINATING, BOARD ACTION REQUIRED**

Please deliver to all governing board members. See envelope label for Region/Subregion number or visit <https://www.csba.org/About/Leadership/CSBARegions>

Each year, member boards elect representatives to the California School Boards Association's Delegate Assembly. The Delegate Assembly is a vital link in the Association's governance and sets the general policy direction. Working with member boards, the Board of Directors, and Executive Committee, Delegates ensure that the Association promotes the interests of California's school districts and county offices of education.

Nomination and candidate biographical sketch forms for CSBA's Delegate Assembly are now being accepted until **Monday, January 7, 2019**. Nomination instructions are listed below:

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion.
- A member board may nominate as many individuals as it chooses, but only one nomination form per nominee.
- All nominees must serve on a CSBA member boards and must give their approval prior to being nominated.
- All nominees must submit a **one-page, single-sided**, candidate biographical sketch form.
- An optional one-page, one-sided résumé may also be submitted, but cannot be substituted for the biographical sketch form.
- It is the nominee's responsibility to confirm that all nomination materials have been received deadline. Late submissions will not be accepted.
- The nomination form, candidate biographical sketch form, and optional resume may be returned by Monday, January 7, 2019, via the following methods. Please choose only one method:
  - E-mail to [nominations@csba.org](mailto:nominations@csba.org) by 11:59 p.m.
  - Fax to (916) 371-3407 by 11:59 p.m.
  - Postmarked by U.S.P.S. no later than January 7, 2019.

Elected Delegates serve a two-year term beginning April 1, 2019 through March 31, 2021. There are two required Delegate Assembly meetings each year. In 2019, the dates are May 18-19 in Sacramento and November 4-5 in San Diego. *District eligible to appoint a member of their board to the Delegate Assembly will receive a separate communication from CSBA.* However, districts that appoint may also nominate board members to run for the Delegate Assembly.

The nomination form and current list of CSBA Delegates with their expiration terms are attached. Terms that end in 2019 are up for election. All materials related to the nomination process for elected Delegates are available to download at [www.csba.org/ElectionToDA](http://www.csba.org/ElectionToDA). For more information, please contact the Executive Office at (800) 266-3382. Thank you.

Enclosures: Nomination Form, Candidate Biographical Sketch Form, Delegate Assembly Roster  
S:\EO\Nominations & Elections\DA\For 2019 elections\Nominations\nominations memo.docx



California School Boards Association

## 2019 Delegate Assembly Nomination Form

### *DUE Monday, January 7, 2019*

E-mail to [nominations@csba.org](mailto:nominations@csba.org) or, fax (916) 371-3704 or, Mail to: CSBA Exec. Office | 3251 Beacon Bl., W. Sacramento, 95691.

CSBA Region/subregion # \_\_\_\_\_

The Board of Education of the \_\_\_\_\_ voted to  
(Nominating District)  
nominate \_\_\_\_\_ The nominee is a member of the  
(Nominee)  
\_\_\_\_\_, which is a member of the California  
(Nominee's Board)  
School Boards Association.

- ☐ The nominee has consented to this nomination.
- ☐ Attached is the nominee's required one-page, single-sided, candidate biographical sketch form and optional one-page, single-sided résumé, if submitted.
- ☐ The nominee's required one-page, single-sided, candidate biographical sketch form and optional one-page, single-sided résumé, if submitted, will be sent by Monday, January 7, 2019.

\_\_\_\_\_  
*Board Clerk or Board Secretary (signed)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Board Clerk or Board Secretary (printed)*

**PLEASE NOTE:** This nomination form and nominee's candidate biographical sketch form are both due Monday, January 7, 2019. They may be emailed to [nominations@csba.org](mailto:nominations@csba.org), or faxed to (916) 371-3407 by 11:59 p.m., or mailed to CSBA, Attn: Executive Office, 3251 Beacon Blvd., West Sacramento, CA 95691, postmarked by the U.S.P.S. no later than **Monday, January 7, 2019**. *It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office by the due date. Late submissions cannot be accepted.* Please contact CSBA's Executive Office (800) 266-3382, should you have any questions. Thank you.

## 2019 Delegate Assembly Candidate Biographical Sketch Form

***DUE: Monday, January 7, 2019 – no late submissions accepted***

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

***Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.***

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

Name: \_\_\_\_\_ CSBA Region & subregion #: \_\_\_\_\_

District or COE: \_\_\_\_\_ Years on board: \_\_\_\_\_

Profession: \_\_\_\_\_ Contact Number (please v ☐ Cell ☐ Home ☐ Bus.): \_\_\_\_\_

\*Primary E-mail: \_\_\_\_\_

(\*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate? ☐ Yes ☐ No | If yes, year you became Delegate: \_\_\_\_\_

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**



**DELEGATE ASSEMBLY with 2019 & 2020 terms. Only 2019  
seats are up for election | ♦ = District appointment**

**REGION 1 – 4 Delegates (4 elected)**

Director: Jennifer Owen (Fort Bragg USD)

**Subregion 1-A (Del Norte, Humboldt)**

Donald McArthur (Del Norte County USD), 2019

Lisa Ollivier (Eureka City SD), 2020

**Subregion 1-B (Lake, Mendocino)**

Sandy Tucker (Middletown USD), 2020

**Region 1 County:**

David Browning (Lake COE), 2019

**REGION 2 – 4 Delegates (4 elected)**

Director: Sherry Crawford (Siskiyou COE)

**Subregion 2-A (Modoc, Siskiyou, Trinity)**

Gregg Gunkel (Siskiyou Union HSD), 2019

**Subregion 2-B (Shasta)**

Teri Vigil (Fall River Joint USD), 2019

**Subregion 2-C (Lassen, Plumas)**

Dwight Pierson (Plumas County & USD), 2020

**Region 2 County:**

Brenda Duchi (Siskiyou COE), 2020

**REGION 3 – 8 Delegates (8 elected)**

Director: A.C. (Tony) Ubalde (Vallejo City USD)

**Subregion 3-A (Sonoma)**

Ron Kristof (Santa Rosa City Schools), 2019

My Brott (Bennett Valley Union SD), 2020

**Subregion 3-B (Napa)**

Indira Lopez (Calistoga Joint USD), 2019

**Subregion 3-C (Solano)**

Diane Ferrucci (Benicia USD), 2019

David Isom (Fairfield-Suisun USD), 2019

Michael Kitzes (Vacaville USD), 2020

**Subregion 3-D (Marin)**

Barbara Owens, (Tamalpais Union HSD) 2020

**Region 3 County:**

Herman Hernandez (Sonoma COE), 2019

**REGION 4 – 8 Delegates (8 elected)**

Director: Paige Stauss (Roseville Joint Union HSD)

**Subregion 4-A (Glenn, Tehama)**

Rod Thompson (Red Bluff Jt. Union HSD), 2020

**Subregion 4-B (Butte)**

Judith Peters (Paradise USD), 2019

**Subregion 4-C (Colusa, Sutter, Yuba)**

Jim Flurry (Marysville Joint USD), 2020

Vacant, 2019

**Subregion 4-D (Nevada, Placer, Sierra)**

Julann Brown (Auburn Union ESD), 2019

Linda Campbell (Nevada Joint Union HSD), 2019

Renee Nash (Eureka Union SD), 2020

**Region 4 County:**

Jude McJunkin (Sutter COE), 2020

**REGION 5 – 10 Delegates (7 elected/3 appointed ♦)**

Director: Alisa MacAvoy (Redwood City ESD)

**Subregion 5-A (San Francisco)**

Emily Murase (San Francisco County USD) ♦, 2019

Rachel Norton (San Francisco County USD) ♦, 2019

Vacant (San Francisco County USD) ♦, 2020

**Subregion 5-B (San Mateo)**

Davina Drabkin (Burlingame ESD), 2019

Carrie Du Bois (Sequoia Union HSD), 2019

Amy Koo (Belmont-Redwood Shores SD), 2020

Clayton Koo, (Jefferson ESD), 2020

Kevin Martinez (San Bruno Park ESD), 2019

Kalimah Salahuddin (Jefferson Union HSD), 2020

**Region 5 County:**

Beverly Gerard (San Mateo COE), 2019

**REGION 6 – 19 Delegates (12 elected/7 appointed ♦)**

Director: Darrel Woo (Sacramento City USD)

**Subregion 6-A (Yolo)**

Jackie Wong (Washington USD), 2020

**Subregion 6-B (Sacramento)**

Michael A. Baker (Twin Rivers USD) ♦, 2019

Pam Costa (San Juan USD) ♦, 2019

Craig DeLuz (Robla ESD), 2020

John Gordon (Galt Joint Union ESD), 2019

Jay Hansen (Sacramento City USD) ♦, 2019

Susan Heredia (Natomas USD), 2019

Lisa Kaplan (Natomas USD), 2019

Ramona Landeros (Twin Rivers USD), 2020

Crystal Martinez-Alire (Elk Grove USD) ♦, 2019

Mike McKibbin (San Juan USD) ♦, 2020

Christina Pritchett (Sacramento City USD) ♦, 2020

JoAnne Reinking (Folsom-Cordova USD), 2020

Rebecca Sandoval (Twin Rivers USD), 2019

Edward (Ed) Short (Folsom-Cordova USD), 2019

Bobbie Singh-Allen (Elk Grove USD) ♦, 2020

**Subregion 6-C (Alpine, El Dorado, Mono)**

Misty diVittorio (Placerville Union ESD), 2020

Suzanna George (Rescue Union ESD), 2019

**Region 6 County:**

Shelton Yip (Yolo COE), 2020

**REGION 7 – 20 Delegates (15 elected/5 appointed ♦)**

Director: Yolanda Peña Mendrek (Liberty Union HSD)

**Subregion 7-A (Contra Costa)**

Elizabeth (Liz) Bettis (Walnut Creek ESD), 2019

Elizabeth Block (West Contra Costa USD) ♦, 2020

Laura Canciamilla (Pittsburg USD), 2020

Madeline Kronenberg (West Contra Costa USD), 2020

Linda K. Mayo (Mt. Diablo USD) ♦, 2019

Marina Ramos (John Swett USD), 2019

Richard Severy (Moraga ESD), 2019

Raymond Valverde (Liberty Union HSD), 2020

**Delegate Assembly List as of 10-15-18**

Dana Black (Newport-Mesa USD), 2020  
Lauren Brooks (Irvine USD), 2020  
Carrie Buck (Placentia-Yorba Linda USD), 2019  
Ninnie Castrey (Huntington Beach Union HSD), 2019  
Jeff Cole (Anaheim ESD), 2019  
Ian Collins (Fountain Valley ESD), 2019  
Lynn Davis (Tustin USD), 2020  
Karin Freeman (Placentia-Yorba Linda USD), 2019  
Ira Glasky (Irvine USD) ♦, 2020  
Patricia Holloway (Capistrano USD) ♦, 2019  
Al Jabbar (Anaheim Un. HSD), 2019  
Candice (Candi) Kern (Cypress ESD), 2020  
Martha McNicholas (Capistrano USD) ♦, 2020  
Lan Nguyen (Garden Grove USD) ♦, 2020  
John Palacio (Santa Ana USD) ♦, 2020  
Annemarie Randle-Trejo (Anaheim Union HSD) ♦, 2020  
Teri Rocco (Garden Grove USD) ♦, 2019  
Rosemary Saylor (Huntington Beach City ESD), 2020  
Francine Scinto (Tustin USD), 2020  
Michael Simons (Huntington Beach Union HSD), 2020  
Robert A. Singer (Fullerton Joint Union HSD), 2019  
Suzie R. Swartz (Saddleback Valley USD), 2019  
Sharon Wallin (Irvine USD), 2020  
Dolores Winchell (Saddleback Valley USD), 2019

#### **Region 15 County**

John (Jack) Bedell (Orange COE), 2019 ♦

#### **REGION 16 – 20 Delegates (15 elected/5 appointed) ♦**

Director: Karen Gray (Silver Valley USD)

##### **Subregion 16-A (Inyo)**

Susan Patton (Lone Pine USD), 2019

##### **Subregion 16-B (San Bernardino)**

Christina Cameron-Otero (Needles USD), 2020  
Tom Courtney (Lucerne Valley USD), 2019  
Barbara J. Dew (Victor Valley Union HSD), 2020  
Gwen Dowdy-Rodgers (San Bernardino City USD) ♦, 2019  
Barbara Flores (San Bernardino City USD) ♦, 2020  
Peter Garcia (Fontana USD) ♦, 2019  
Cindy Gardner (Rim of the World USD), 2020  
Margaret Hill (San Bernardino City USD), 2019  
Shari Megaw (Chaffey Joint Union HSD), 2019  
Jim O'Neill, (Redlands USD), 2020  
Sylvia Orozco (Chino Valley USD) ♦, 2019  
Caryn Payzant (Alta Loma ESD), 2020  
Barbara Schneider (Helendale SD), 2020  
Matt Slowik (Fontana USD) ♦, 2020  
Wilson So (Apple Valley USD), 2019  
Mark Sumpter (San Bernardino COE), 2020  
Eric Swanson (Hesperia USD), 2019  
Kathy A. Thompson (Central ESD), 2019  
Donna West (Redlands USD), 2020

#### **Region 16 County**

Laura A. Mancha (San Bernardino COE), 2020

#### **REGION 17 – 24 Delegates (18 elected/6 appointed) ♦**

Director: Katie Dexter (Lemon Grove SD)

##### **County: San Diego**

Elvia Aguilar (South Bay Union SD), 2020

##### **Delegate Assembly List as of 10-15-18**

Barbara Avalos (National SD), 2020  
Richard Barrera, (San Diego USD) ♦, 2019  
Leslie Ray Bunker (Chula Vista ESD), 2019  
Brian Clapper (National SD), 2020  
Eleanor Evans (Oceanside USD), 2020  
Al Guerra (Alpine Union SD), 2019  
Beth Hergesheimer (San Dieguito Union HSD), 2019  
Laurie Humphrey (Chula Vista ESD), 2020  
Claudine Jones (Carlsbad USD), 2020  
Michael McQuary (San Diego USD) ♦, 2020  
Tamara Otero (Cajon Valley Union SD), 2019  
Dawn Perfect (Ramona USD), 2019  
Barbara Ryan (Santee SD), 2019  
Elva Salinas (Grossmont Union HSD), 2020  
Debra Schade (Solana Beach ESD), 2020  
Nicholas Segura (Sweetwater Union HSD) ♦, 2020  
Charles Sellers (Poway USD) ♦, 2019  
Louis Smith (Coronado USD), 2019  
Arturo Solis (Sweetwater Union HSD) ♦, 2019  
Marla Strich (Encinitas Union ESD), 2020  
Cipriano Vargas, (Vista USD), 2020  
Sharon Whitehurst-Payne (San Diego USD) ♦, 2019

#### **Region 17 County**

Guadalupe Gonzalez (San Diego COE), 2019 ♦

#### **REGION 18 – 21 Delegates (16 elected/5 appointed) ♦**

Director: Wendy Jonathan (Desert Sands USD)

##### **Subregion 18-A (Riverside)**

Alfredo Andrade (Banning USD), 2019  
Kenneth Dickson (Murrieta Valley USD), 2019  
Robert Garcia (Jurupa USD), 2019  
Madonna Gerrell (Palm Springs USD), 2019  
Blanca T. Hall (Coachella Valley USD), 2020  
Tom Hunt (Riverside USD) ♦, 2019  
Cleveland (CJ) Johnson (Moreno Valley USD) ♦, 2019  
Marla Kirkland (Val Verde USD), 2020  
Susie Lara (Beaumont USD), 2020  
Patricia Lock-Dawson (Riverside USD) ♦, 2020  
David Nelissen (Perris Union HSD), 2020  
Bill Newberry (Corona-Norco USD) ♦, 2020  
Kristi Rutz-Robbins (Temecula Valley USD), 2019  
Victor Scavarda (Hemet USD), 2020  
Susan (Sue) Scott (Lake Elsinore USD), 2020  
Mary Helen Ybarra (Corona-Norco USD) ♦, 2019  
Vacant, 2019

##### **Subregion 18-B (Imperial)**

Ralph Fernandez (Brawley Union HSD), 2019  
Diahna Garcia-Ruiz (Heber ESD), 2019  
Gloria Santillan (Brawley ESD), 2020  
**County:** Wendel W. Tucker (Riverside COE), 2020

#### **REGION 20 – 12 Delegates (11 elected/1 appointed) ♦**

Director: Albert Gonzalez (Santa Clara USD)

##### **County: Santa Clara**

Frank Biehl (East Side Union HSD), 2020  
Cynthia Chang (Los Gatos-Saratoga Jt. Union HSD), 2020  
Danielle Cohen (Campbell Union SD), 2019  
Pamela Foley (San Jose USD) ♦, 2019

Includes Purchase Orders dated 10/01/2018 - 10/31/2018				Board Meeting Date 11/15/2018	
PO Number	Vendor Name	Order Location	Object Description	Resource Description	Account Amount
B0319-00057	BUSINESS SERVICES AUTHORITY	MESA UNION	BSA	Unrestrict	123,087.00
B0319-00058	ECOLAB INC	MESA UNION	Mat'ls/Sup	Unrestrict	1,000.00
B0319-00059	VTA CNTY OFFICE OF EDUCATION	BUSINESS SER	Internet	Unrestrict	40,500.00
			OtherLocal	Unrestrict	28,350.00-
B0319-00060	DEL NORTE WATER CO	MESA UNION	Water	Unrestrict	5,200.00
B0319-00061	GOLD COAST GLASS, INC	MESA UNION	RntRprNCap	Unrestrict	1,000.00
P0319-00177	SANTA BARBARA MUSEUM OF	MESA UNION	Prof Svc	FTRD	200.00
P0319-00178	VTA CNTY SCHOOL BOARDS ASSN	MESA UNION	Dues/Memb	Unrestrict	200.00
P0319-00179	LUNA METAL CONCEPTS	MESA UNION	RntRprNCap	Unrestrict	325.00
P0319-00180	VTA CNTY OFFICE OF EDUCATION	MESA UNION	STAFF DEV	NCLBIPrtA	115.00
P0319-00181	AFFORDABLE PLUMBING PROS	MESA UNION	RntRprNCap	Unrestrict	1,991.65
P0319-00182	MUSICIANS BRASS & WOODWIND	MESA UNION	RntRprNCap	Supp/Conc	1,371.73
P0319-00183	MISSION LINEN SUPPLY	MESA UNION	Mat'ls/Sup	Unrestrict	160.88
P0319-00184	LEGO EDUCATION	MESA UNION	Mat'ls/Sup	VC INNOVATES GR	5,282.00
P0319-00185	VTA CNTY OFFICE OF EDUCATION	MESA UNION	Prof Svc	Unrestrict	811.60
P0319-00186	SCOTT & SONS ELECTRIC	MESA UNION	Equipment	ChildNutri	2,832.33
P0319-00187	PACIFICOM	MESA UNION	Prof Svc	Unrestrict	90.00
P0319-00188	MARK-IT PLACE	MESA UNION	Mat'ls/Sup	Unrestrict	57.92
P0319-00189	BANK OF AMERICA	MESA UNION	Mat'ls/Sup	Unrestrict	251.95
P0319-00190	NASON'S LOCK & SAFE, INC	MESA UNION	Site Impr	Unrestrict	2,463.10
P0319-00191	TMC DIRECT	MESA UNION	Prof Svc	Unrestrict	1,462.30
P0319-00192	MOBYMAX, LLC	MESA UNION	Prof Svc	Supp/Conc	249.00
P0319-00193	AMAZON.COM	MESA UNION	Mat'ls/Sup	Supp/Conc	231.66
P0319-00194	MJP TECHNOLOGIES, INC	MESA UNION	NonCapEqui	Unrestrict	1,362.10
P0319-00195	DAVID H McGRATH	MESA UNION	Prof Svc	FTRD	405.00
P0319-00196	POSITIVE PROMOTIONS, INC	MESA UNION	Mat'ls/Sup	Unrestrict	904.62
P0319-00197	ESPECIAL NEEDS, LLC	MESA UNION	Mat'ls/Sup	Unrestrict	165.05
			NonCapEqui	Unrestrict	519.04
P0319-00198	FOLLETT SOFTWARE COMPANY	MESA UNION	Mat'ls/Sup	Unrestrict	96.53
P0319-00199	THE PAINTED PONY	MESA UNION	Prof Svc	FTRD	375.00
P0319-00200	EVERYBODY DANCE NOW!	MESA UNION	Prof Svc	Supp/Conc	200.00
P0319-00201	AMAZON.COM	MESA UNION	Othr Books	Supp/Conc	80.88
P0319-00202	BANK OF AMERICA	MESA UNION	Textbooks	LotteryIM	232.13
P0319-00203	FRANCISCO RAMOS TREE SERVICE	MESA UNION	RntRprNCap	Unrestrict	4,800.00
P0319-00204	GUIDED DISCOVERIES, INC	MESA UNION	Prof Svc	FTRD	19,035.00
P0319-00205	VENTURA COUNTY STAR	MESA UNION	Prof Svc	Unrestrict	78.05
P0319-00206	TROXELL	MESA UNION	NonCapEqui	Unrestrict	749.68
P0319-00207	BANK OF AMERICA	MESA UNION	Mat'ls/Sup	Unrestrict	96.98
P0319-00208	EDUCATIONAL DATA SYSTEMS	MESA UNION	Prof Svc	Unrestrict	5.14

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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Includes Purchase Orders dated 10/01/2018 - 10/31/2018

Board Meeting Date 11/15/2018

PO Number	Vendor Name	Order Location	Object Description	Resource Description	Account Amount
P0319-00209	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	85.69
P0319-00210	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	72.64
P0319-00211	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	41.51
P0319-00212	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	119.97
P0319-00213	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	506.06
P0319-00214	SHALLON C. CERF	MESA UNION	Prof Svc	SpecialEd	8,732.10
P0319-00215	COSTCO WHOLESALE	MESA UNION	Dues/Memb	Unrestrict	120.00
P0319-00216	DANIELS TIRE SERVICE	MESA UNION	Mat'ls/Sup	Transportation	1,648.60
			RntRprNCap	Transportation	210.00
P0319-00217	DANIELS TIRE SERVICE	MESA UNION	Mat'ls/Sup	Transportation	1,648.60
			RntRprNCap	Transportation	210.00
P0319-00218	AMAZON.COM	MESA UNION	Mat'ls/Sup	Supp/Conc	19.28
P0319-00219	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	25.74
P0319-00220	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	163.88
				SpecialEd	152.30
P0319-00221	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	349.12
P0319-00222	AMAZON.COM	MESA UNION	Mat'ls/Sup	Unrestrict	235.84
P0319-00223	POSITIVE PROMOTIONS, INC	MESA UNION	Mat'ls/Sup	Unrestrict	1,151.99
P0319-00224	VTA CNTY OFFICE OF EDUCATION	MESA UNION	STAFF DEV	NCLBIIPrA	360.00
P0319-00225	BANK OF AMERICA	MESA UNION	STAFF DEV	NCLBIIPrA	35.00
P0319-00226	GOLD COAST CUE	MESA UNION	STAFF DEV	NCLBIIPrA	35.00
P0319-00227	HOUGHTON MIFFLIN HARCOURT	MESA UNION	Mat'ls/Sup	Unrestrict	185.22
P0319-00228	DANIELS TIRE SERVICE	MESA UNION	Mat'ls/Sup	Unrestrict	476.99
			RntRprNCap	Unrestrict	105.00
P0319-00229	VTA CNTY OFFICE OF EDUCATION	MESA UNION	EmployFees	Unrestrict	1,378.00
P0319-00230	NATIONAL SCHOOL FORMS	MESA UNION	Mat'ls/Sup	Unrestrict	193.05
Total Number of POs			59	Total	207,899.90

## Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	58	205,067.57
130	Cafeteria Fund	1	2,832.33
Total			207,899.90

## PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
B0319-00012	2,800.00	010-4300	General Fund/Mat'ls/Sup	439.42
Total PO Changes				439.42

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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Checks Dated 10/01/2018 through 10/31/2018

Board Meeting Date 11/15/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5003811748	10/03/2018	MISSION LINEN SUPPLY	010-4300	maintenance supplies		134.06
5003811749	10/03/2018	PALI INSTITUTE	010-5800	Outdoor school		855.00
5003811750	10/03/2018	SANTA BARBARA MUSEUM OF	010-5800	field trip for first graders		200.00
5003811751	10/03/2018	MTA CNTY OFFICE OF EDUCATION	010-9510	FY17-18 Special Ed Excess Cost		21,440.00
5003811752	10/03/2018	MTA CNTY OFFICE OF EDUCATION	010-5804	fingerprinting		229.00
5003811753	10/03/2018	BUSINESS SERVICES AUTHORITY	010-5803	FY18-19 BSA Services		41,029.00
5003811754	10/04/2018	Deborah Sussex	010-5200	mileage		41.42
5003811755	10/04/2018	Jolana R. Ramirez	010-5200	mileage		60.49
5003811756	10/04/2018	Spencer C. Goad	010-4300	music supplies		68.90
5003811757	10/04/2018	ALL COMMUNICATIONS	010-5600	phone repairs		542.70
5003811758	10/04/2018	ALTA DENA DAIRY	130-4700	Cafeteria supplies		893.01
5003811759	10/04/2018	ART N' YOU	010-5800	art instruction for students		2,031.05
5003811760	10/04/2018	COASTAL PIPCO	010-4300	maintenance supplies		43.02
5003811761	10/04/2018	GODOY STUDIOS	010-5800	technology		750.00
5003811762	10/04/2018	HOUGHTON MIFFLIN HARCOURT	010-4100	textbooks		387.56
5003811763	10/04/2018	JW PEPPER & SON, INC	010-4300	music supplies		127.65
5003811764	10/04/2018	KP LLC	010-4300	office supplies		148.96
5003811765	10/04/2018	MATHCOUNTS FOUNDATION	010-5800	math competition		150.00
5003811766	10/04/2018	MISSION LINEN SUPPLY	010-5600	linen service	27.18	
			130-5600	cafeteria towel service	51.35	78.53
5003811767	10/04/2018	MJP TECHNOLOGIES, INC	010-5800	License		8,250.00
5003811768	10/04/2018	READ NATURALLY INC	010-5800	LICENSE		690.00
5003811769	10/04/2018	REVOLVING ACCOUNT	010-5804	fingerprinting		54.00
5003811770	10/04/2018	SYSCO VENTURA	130-4300	cafeteria supplies	366.27	
			130-4700	cafeteria supplies	1,122.14	
				FSA - afterschool program	129.86	1,618.27
5003811771	10/04/2018	MTA CNTY OFFICE OF EDUCATION	010-5220	attendance workshop		360.00
5003811772	10/04/2018	MTA CNTY SCHOOL BOARDS ASSN	010-5300	Membership		200.00
5003811773	10/05/2018	LAURA ERHARDT	130-8634	FOOD SERVICES REFUND		12.70
5003811774	10/05/2018	Jolana R. Ramirez	010-4300	supplies for afterschool program		29.21
5003811775	10/05/2018	ECOLAB INC	010-4300	supplies		68.25
5003811776	10/05/2018	LUNA METAL CONCEPTS	010-5600	maintenance services		325.00
5003811777	10/05/2018	POOLE OIL COMPANY	010-4310	fuel for buses		494.43
5003811778	10/05/2018	SYSCO VENTURA	130-4300	cafeteria supplies	296.13	
			130-4700	cafeteria supplies	1,068.72	1,364.85
5003811779	10/09/2018	CALIFORNIA LUTHERAN UNIVERSITY	010-5220	Reading and Literature workshop		3,500.00
5003811780	10/09/2018	SCHOLASTIC INC	010-4300	scholastic books		514.25

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 10/01/2018 through 10/31/2018

Board Meeting Date 11/15/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5003811781	10/09/2018	SYSKO VENTURA	010-4300	supplies for administration	32.28	
			130-4700	cafeteria supplies	66.06	
				FSA - afterschool program	52.71	151.05
5003811782	10/09/2018	VTA CNTY OFFICE OF EDUCATION	010-9510	FY17-18 Nursing Services & Transportation		15,600.24
5003811783	10/11/2018	ACTION SALES	130-6400	Installation of dishwasher		14,051.90
5003811784	10/11/2018	ALL COMMUNICATIONS	010-5600	phone repairs		120.00
5003811785	10/11/2018	ANIMAL & INSECT PEST MGMT INC	010-5506	animal and insect pest management		1,000.00
5003811786	10/11/2018	COASTAL OCC MED GRP	010-5804	TB/physicals		530.00
5003811787	10/11/2018	COASTAL PIPCO	010-4300	maintenance supplies		560.58
5003811788	10/11/2018	ECOLAB INC	010-4300	maintenance supplies		544.95
5003811789	10/11/2018	HOUSE SANITARY SUPPLY	010-4300	maintenance supplies		622.97
5003811790	10/11/2018	MISSION LINEN SUPPLY	010-5600	linen service	54.36	
			130-5600	cafeteria towel service	102.70	157.06
5003811791	10/11/2018	NICK RAIL MUSIC	010-4400	instruments		5,711.06
5003811792	10/11/2018	ANCORA PUBLISHING	010-4200	Champs books		452.43
5003811793	10/11/2018	SCHOOL FURNITURE DEPOT	010-4300	Aero Kidney shape table	1,522.65	
				Unpaid Sales Tax	85.79-	1,436.86
5003811794	10/11/2018	SPARKLETTS	010-5504	bottled water		156.00
5003811795	10/11/2018	VCOE-TECH SERVICES	010-5800	Student Assessment system		2,223.75
5003811796	10/12/2018	Erica G. Magdaleno	010-5200	mileage		75.10
5003811797	10/12/2018	AFFORDABLE PLUMBING PROS	010-5600	plumbing repairs		1,991.65
5003811798	10/12/2018	MARK-IT PLACE	010-4300	supplies		57.92
5003811799	10/12/2018	MISSION LINEN SUPPLY	010-4300	Linens for school		160.88
5003811800	10/12/2018	MUSICIANS BRASS & WOODWIND	010-5600	Repairs on music instruments		1,371.73
5003811801	10/12/2018	PACIFICOM	010-5800	Phone adjustments		90.00
5003811802	10/12/2018	REVOLVING ACCOUNT	010-5220	dinner meeting		20.00
5003811803	10/12/2018	SCOTT & SONS ELECTRIC	130-6400	Electrical work		2,832.33
5003811804	10/12/2018	UNDERWOOD FAMILY FARMS	130-4700	supplies		891.95
5003811805	10/12/2018	VCOE-GRAPHIC SERVICES	010-5800	parent handbook		811.60
5003811806	10/12/2018	VCOE-Curriculum & Instruction	010-5220	workshop		100.00
5003811807	10/12/2018	VCOE-TECH SERVICES	010-5902	VCEDNET INTERNET ACCESS 2018-19	40,500.00	
			010-8699	VCEDNET INTERNET ACCESS 2018-19	28,350.00-	12,150.00
5003811808	10/15/2018	CliftonLarsonAllen LLP	010-5801	District Audit 17-18		4,750.00
5003811809	10/15/2018	NASON'S LOCK & SAFE, INC	010-6170	locksmith		2,463.10
5003811810	10/15/2018	ANDERSON'S IT'S ELEMENTARY	010-4300	supplies	313.13	
				Unpaid Sales Tax	19.14-	293.99

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Checks Dated 10/01/2018 through 10/31/2018

Board Meeting Date 11/15/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5003811811	10/15/2018	GOLDEN VALLEY CHARTER SCHOOL	010-7221	FY18-19 GV Special Ed Assistance & Tech Support		38,711.00
5003811812	10/16/2018	EXCEL LD	010-5901	2018-19 Long Distance Phone Service		16.53
5003811813	10/16/2018	VERIZON WIRELESS	010-5901	FY 2018-19 Verizon Wireless		138.69
5003811814	10/16/2018	THE PAINTED PONY	010-5800	10/19 field trip		375.00
5003811815	10/16/2018	SELF-INSURED SCHOOLS OF CALIF	010-9534	OCT18 H&W INSURANCE PREMIUM	56,539.45	
			010-9537	OCT18 H&W INSURANCE PREMIUM	2,224.40	58,763.85
5003811816	10/17/2018	VTA CNTY OFFICE OF EDUCATION	010-7142	FY17-18 Nursing Services & Transportation	1,201.92	
			010-9510	FY17-18 Nursing Services & Transportation	34,500.00	35,701.92
5003811817	10/18/2018	DEL NORTE WATER CO	010-5504	water services		1,386.45
5003811818	10/18/2018	E.J. HARRISON & SONS, INC	010-5505	rubbish service		560.05
5003811819	10/18/2018	RICOH USA, INC	010-5600	Copier Lease 2/14 - 4/19	1,095.01	
			010-5800	additional images on copy machines	272.47	1,367.48
5003811820	10/18/2018	VENTURA COUNTY SCHOOLS	010-8699	Reimb from Office of Emergency Services		2,443.00
5003811821	10/18/2018	AMAZON/SYNCHRONY BANK	010-4200	supplies for elective classes	80.88	
			010-4300	Music supplies	852.32	
				office supplies	12.77	
				supplies for professional development	24.97	
				Unpaid Sales Tax	2.56-	968.38
5003811822	10/18/2018	BARON INDUSTRIES	010-4300	transportation supplies		29.39
5003811823	10/18/2018	CONFIDENTIAL DATA DESTRUCTION	010-5800	shredding services		72.00
5003811824	10/18/2018	DIAL SECURITY	010-5800	Security services		179.76
5003811825	10/18/2018	EMPIRE THERAPEUTIC	010-5800	counseling contract		922.65
5003811826	10/18/2018	EVERYBODY DANCE NOW!	010-5800	dance company		200.00
5003811827	10/18/2018	FRANCISCO RAMOS	010-5600	landscaping		4,800.00
5003811828	10/18/2018	GUIDED DISCOVERIES, INC	010-5800	Field trip to Catalina Island		2,880.00
5003811829	10/18/2018	HOUGHTON MIFFLIN HARCOURT	010-4100	Textbooks		1,468.04
5003811830	10/18/2018	MISSION LINEN SUPPLY	010-5600	linen service		27.18
5003811831	10/18/2018	SYSCO VENTURA	130-4300	cafeteria supplies	336.37	
			130-4700	cafeteria supplies	1,051.36	1,387.73
5003811832	10/18/2018	TARANGO'S DIESEL REPAIR	010-4300	transportation services	7.73	
			010-5600	transportation services	660.00	667.73
5003811833	10/23/2018	Irene G. Ramirez	010-4300	supplies for afterschool program		42.15
5003811834	10/23/2018	DAVID H McGRATH	010-5800	field trip for kindergarten		405.00
5003811835	10/23/2018	POOLE OIL COMPANY	010-4310	fuel for buses		615.90
5003811836	10/23/2018	REVOLVING ACCOUNT	010-5800	FY18-19 Bank Service Charges		19.00
5003811837	10/23/2018	SYSCO VENTURA	130-4700	FSA - afterschool program		153.92

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Checks Dated 10/01/2018 through 10/31/2018

Board Meeting Date 11/15/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5003811838	10/23/2018	AVID CENTER	010-5220	AVID leadership workshop		5,990.00
5003811839	10/25/2018	Jolana R. Ramirez	010-4300	supplies for afterschool program		34.00
5003811840	10/25/2018	Leticia E. Cousino	010-4300	supplies for PAC mtg		34.34
5003811841	10/25/2018	Spencer C. Goad	010-4300	music supplies		250.79
5003811842	10/25/2018	Patricia Orozco	130-5800	training on line for food safety		6.95
5003811843	10/25/2018	ALL COMMUNICATIONS	010-5600	phone repairs		319.68
5003811844	10/25/2018	DUNN-EDWARDS CORP	010-4300	maintenance supplies		196.47
5003811845	10/25/2018	GOLD COAST GLASS, INC	010-5600	repairs		245.62
5003811846	10/25/2018	HOUSE SANITARY SUPPLY	010-4300	maintenance supplies		309.27
5003811847	10/25/2018	INFINITY COMMUNICATIONS	010-5800	e-rate		787.50
5003811848	10/25/2018	JW PEPPER & SON, INC	010-4300	music supplies		444.78
5003811849	10/25/2018	MISSION LINEN SUPPLY	010-5600	linen service	27.18	
			130-5600	cafeteria towel service	51.35	78.53
5003811850	10/25/2018	NASON'S LOCK & SAFE, INC	010-5600	locksmith		1,267.47
5003811851	10/25/2018	OFFICE DEPOT BUSINESS CREDIT	010-4300	Office Depot - school supplies		1,275.57
5003811852	10/25/2018	POSITIVE PROMOTIONS, INC	010-4300	supplies for Red Ribbon Week	904.62	
				Unpaid Sales Tax	55.70-	848.92
5003811853	10/25/2018	SCHOOL SPECIALTY	010-4300	awrads for students		43.07
5003811854	10/25/2018	SYSCO VENTURA	130-4300	cafeteria supplies	316.40	
			130-4700	cafeteria supplies	1,422.41	1,738.81
5003811855	10/25/2018	VENTURA COUNTY STAR	010-5800	advertisement		78.05
5003811856	10/25/2018	VENTURA LAMINATING INC	010-4300	laminating supplies		288.38
5003811857	10/26/2018	DANIELS TIRE SERVICE	010-4300	tires on bus	1,648.60	
			010-5600	tires on bus	210.00	1,858.60
5003811858	10/26/2018	DANIELS TIRE SERVICE	010-4300	Tires on bus	1,648.60	
			010-5600	Tires on bus	210.00	1,858.60
5003811859	10/26/2018	EDUCATIONAL DATA SYSTEMS	010-5800	supplies		5.14
5003811860	10/26/2018	FOLLETT SCHOOL SOLUTIONS, INC	010-4300	Polythermal labels		96.53
5003811861	10/26/2018	GOLD COAST CUE	010-5220	workshop		35.00
5003811862	10/26/2018	SYSCO VENTURA	010-4300	Admin supplies	48.90	
			130-4300	cafeteria supplies	19.73	
			130-4700	FSA - afterschool program	176.50	245.13
5003811863	10/26/2018	TAX DEFERRED SERVICES	010-9539	OCT18 TSAs		5,850.00
5003811864	10/29/2018	E.J. HARRISON & SONS, INC	010-5505	rubbish service		720.96
5003811865	10/29/2018	CAROLINA BIOLOGICAL SUPPLY CO	010-4300	Ref P0318-00059 - returned merchandise	334.62-	
				supplies for science class	366.91	32.29
5003811866	10/29/2018	REVOLVING ACCOUNT	010-5903	postage		300.00

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Checks Dated 10/01/2018 through 10/31/2018

Board Meeting Date 11/15/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5003811867	10/30/2018	AT&T	010-5901	2018-19 CalNet 3 Phone Service		213.53
Total Number of Checks					120	337,827.19

## Fund Summary

Fund	Description	Check Count	Expensed Amount
010	General Fund	109	312,517.56
130	Cafeteria Fund	16	25,472.82
Total Number of Checks		120	337,990.38
Less Unpaid Sales Tax Liability			163.19
Net (Check Amount)			337,827.19

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## Fund 010 - General Fund

Fiscal Year 2018/19 Through October 2018

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>LCFF Revenue Sources</b>						
8011	Rev Lim/LCFF	3,230,077.00	3,230,077.00	882,638.00	2,347,439.00	27.33
8012	Education Protection Act	717,651.00	717,651.00	209,640.00	508,011.00	29.21
8021	Homeowners' Exemption	16,459.00	16,459.00		16,459.00	
8041	Secured Rolls Tax	2,183,221.00	2,183,221.00		2,183,221.00	
8042	Unsecured Roll Taxes	68,059.00	68,059.00		68,059.00	
8043	Prior Years' Taxes	11,759.00	11,759.00	5,958.47	5,800.53	50.67
8044	Supplemental Taxes	58,755.00	58,755.00	21,753.82	37,001.18	37.02
8045	Education Rev Augmentation Fd	76,257.00	76,257.00	8,336.54	67,920.46	10.93
8096	Charter School Trans In Lieu P	1,203,530.00-	1,203,530.00-		1,203,530.00-	
<b>Total LCFF Revenue Sources</b>		<b>5,158,708.00</b>	<b>5,158,708.00</b>	<b>1,128,326.83</b>	<b>4,030,381.17</b>	<b>21.87</b>
<b>Federal Revenue</b>						
8181	Special Education Entitlement	209,484.00	209,484.00		209,484.00	
8182	Special Education Discretionary	7,459.00	7,459.00		7,459.00	
8290	All Other Federal Revenue	119,428.00	119,428.00	6,292.00	113,136.00	5.27
<b>Total Federal Revenue</b>		<b>336,371.00</b>	<b>336,371.00</b>	<b>6,292.00</b>	<b>330,079.00</b>	<b>1.87</b>
<b>Other State Revenues</b>						
8550	Mandated Cost Reimbursements	105,791.00	105,791.00		105,791.00	
8560	State Lottery Revenue	121,356.00	121,356.00	3,796.87	117,559.13	3.13
8590	All Other State Revenues	2,173.00	2,173.00		2,173.00	
<b>Total Other State Revenues</b>		<b>229,320.00</b>	<b>229,320.00</b>	<b>3,796.87</b>	<b>225,523.13</b>	<b>1.66</b>
<b>Other Local Revenue</b>						
8650	Leases and Rentals	1,900.00	1,900.00	5,000.00	3,100.00-	263.16
8660	Interest	11,901.00	11,901.00	1,015.82	10,885.18	8.54
8677	Interagency Services Between L	70,778.00	70,778.00		70,778.00	
8689	All Other Fees and Contracts	19,443.00	19,443.00	5,530.32	13,912.68	28.44
8699	All Other Local Revenue	50,974.00	50,974.00	72,196.22	21,222.22-	141.63
8792	Transfers of Apportionments Fr	506,042.00	506,042.00	145,182.00	360,860.00	28.69
<b>Total Other Local Revenue</b>		<b>661,038.00</b>	<b>661,038.00</b>	<b>228,924.36</b>	<b>432,113.64</b>	<b>34.63</b>
<b>Total Year To Date Revenues</b>		<b>6,385,437.00</b>	<b>6,385,437.00</b>	<b>1,367,340.06</b>	<b>5,018,096.94</b>	<b>21.41</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							

## Certificated Salaries

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

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## Fund 010 - General Fund

Fiscal Year 2018/19 Through October 2018

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail (continued)</b>							
<b>Certificated Salaries (continued)</b>							
1100	Teachers' Salaries	2,111,753.00	2,111,753.00	1,484,453.84	565,280.19	62,018.97	26.77
1110	Substitute Teacher	26,750.00	26,750.00		7,875.00	18,875.00	29.44
1130	Stipend	18,900.00	18,900.00	27,900.00		9,000.00-	
1140	Extra Duty	66,393.00	66,393.00		39,266.28	27,126.72	59.14
1200	Certificated Pupil Support Sal	89,564.00	89,564.00	65,137.52	14,584.33	9,842.15	16.28
1240	Certificated Pupil Support Sal	560.00	560.00		1,246.59	686.59-	222.61
1301	Superintendent	164,851.00	164,851.00	109,900.00	54,950.00	1.00	33.33
1303	Principal	87,582.00	87,582.00	63,696.44	23,886.16	.60-	27.27
1940	Extra Duty-Parent Technology	105.00	105.00			105.00	
<b>Total Certificated Salaries</b>		<b>2,566,458.00</b>	<b>2,566,458.00</b>	<b>1,751,087.80</b>	<b>707,088.55</b>	<b>108,281.65</b>	<b>27.55</b>
<b>Classified Salaries</b>							
2100	Instructional Aides' Salaries	201,191.00	201,191.00	97,261.22	41,290.52	62,639.26	20.52
2110	Substitute Aide	9,500.00	9,500.00		4,576.63	4,923.37	48.18
2130	Extra Duty Aide	4,250.00	4,250.00		5,866.51	1,616.51-	138.04
2150	Instructional Aide Overtime	250.00	250.00		2,982.48	2,732.48-	1,192.99
2200	Classified Support Salaries	342,260.00	342,260.00	227,202.34	95,253.65	19,804.01	27.83
2210	Classified Support Substitute	200.00	200.00		290.54	90.54-	145.27
2214	Substitute Maintenance	1,000.00	1,000.00		7,311.82	6,311.82-	731.18
2216	Substitute Bus Driver	300.00	300.00			300.00	
2218	Substitute Lib/Comp Res	250.00	250.00			250.00	
2250	Classified Support Overtime	17,550.00	17,550.00		11,247.73	6,302.27	64.09
2400	Clerical and Office Salaries	174,671.00	174,671.00	111,520.83	53,166.48	9,983.69	30.44
2410	Clerical Sub	500.00	500.00		495.64	4.36	99.13
2450	Clerical/Office Overtime	13,000.00	13,000.00		7,597.37	5,402.63	58.44
2900	Other Classified Salaries	48,708.00	48,708.00	57,295.04	24,382.05	32,969.09-	50.06
2910	Other Classified Substitute	250.00	250.00		941.09	691.09-	376.44
2911	Site Coordinator-After School			21,328.08	7,998.03	29,326.11-	NO BDGT
2950	OTHER CLASS OVERTIME				3,299.16	3,299.16-	NO BDGT
<b>Total Classified Salaries</b>		<b>813,880.00</b>	<b>813,880.00</b>	<b>514,607.51</b>	<b>266,699.70</b>	<b>32,572.79</b>	<b>32.77</b>
<b>Employee Benefits</b>							
3101	STRS, certificated positions	416,526.00	416,526.00	285,077.24	114,216.67	17,232.09	27.42
3102	STRS, classified positions	5,194.00	5,194.00	3,777.28	1,630.35	213.63-	31.39
3202	PERS, classified positions	126,480.00	126,480.00	83,717.67	39,297.43	3,464.90	31.07
3301	OASDI/Medicare/Alternative, ce	42,767.00	42,767.00	24,301.54	10,146.85	8,318.61	23.73
3302	OASDI/Medicare/Alternative, cl	58,304.00	58,304.00	36,112.75	19,246.59	2,944.66	33.01

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = R,  
Zero Amounts? = N, SACS? = N, Restricted? = Y)

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## Fund 010 - General Fund

Fiscal Year 2018/19 Through October 2018

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail (continued)</b>							
<b>Employee Benefits (continued)</b>							
3401	Health & Welfare Benefits, cer	349,056.00	349,056.00	264,825.72	66,909.84	17,320.44	19.17
3402	Health & Welfare Benefits, cla	130,592.00	130,592.00	105,655.92	26,413.98	1,477.90-	20.23
3501	SUI, certificated positions	1,240.00	1,240.00	838.02	343.91	58.07	27.73
3502	SUI, classified positions	389.00	389.00	243.89	129.65	15.46	33.33
3601	Work Comp Ins, certificated po	60,638.00	60,638.00	36,823.36	14,874.07	8,940.57	24.53
3602	Work Comp Ins, classified posi	17,390.00	17,390.00	10,806.79	5,600.72	982.49	32.21
3701	Retiree Benefits, certificated	10,037.00	10,037.00			10,037.00	
<b>Total Employee Benefits</b>		<b>1,218,613.00</b>	<b>1,218,613.00</b>	<b>852,180.18</b>	<b>298,810.06</b>	<b>67,622.76</b>	<b>24.52</b>
<b>Books and Supplies</b>							
4100	Textbooks	10,000.00	10,000.00	232.13	7,678.02	2,089.85	76.78
4200	Books Other Than Textbooks	5,000.00	5,000.00		2,565.14	2,434.86	51.30
4300	Materials and Supplies	151,075.00	191,075.00	41,717.99	118,378.19	30,978.82	61.95
4310	Bus Fuel	12,000.00	12,000.00	8,867.72	3,170.28	38.00-	26.42
4319	Supplies Undesignated	33,379.00	33,379.00			33,379.00	
4400	Non-Capitalized Equipment	44,250.00	4,250.00	2,630.82	6,794.15	5,174.97-	159.86
<b>Total Books and Supplies</b>		<b>255,704.00</b>	<b>255,704.00</b>	<b>53,448.66</b>	<b>138,585.78</b>	<b>63,669.56</b>	<b>54.20</b>
<b>Services and Other Operating Expenditures</b>							
5100	Sub Agreements for Prof Servic	49,550.00	49,550.00		201.73-	49,751.73	-0.41
5200	Travel and Conferences	1,020.00	1,020.00		416.48	603.52	40.83
5201	Car Allowance	2,400.00	2,400.00	1,600.00	800.00		33.33
5220	STAFF DEVELOPMENT	20,000.00	20,000.00	12,401.00	14,797.44	7,198.44-	73.99
5300	Dues and Memberships	9,110.00	9,110.00	120.00	7,549.93	1,440.07	82.88
5450	Other Insurance	35,285.00	35,285.00		43,655.00	8,370.00-	123.72
5501	Natural Gas	5,450.00	5,450.00	4,294.03	285.97	870.00	5.25
5502	Electricity	56,000.00	56,000.00	37,907.44	17,792.56	300.00	31.77
5504	Water	6,000.00	6,000.00	4,289.39	1,710.61		28.51
5505	Rubbish	14,750.00	14,750.00	9,928.75	4,571.25	250.00	30.99
5506	Pest Control	8,000.00	8,000.00	5,391.50	2,408.50	200.00	30.11
5600	Rentals,Leases,Repairs & Nonca	108,830.00	108,830.00	30,109.25	81,560.63	2,839.88-	74.94
5800	Professnl/Consult Serv & Opera	342,057.00	342,057.00	106,296.06	82,412.85	153,348.09	24.09
5801	Audit	20,125.00	20,125.00	4,750.00	9,500.00	5,875.00	47.20
5803	Business Services Authority	123,087.00	123,087.00	82,058.00	41,029.00		33.33
5804	Employment Fees	4,300.00	4,300.00	2,268.00	1,562.00	470.00	36.33
5899	Legal Services	15,000.00	15,000.00	9,927.81	72.19	5,000.00	0.48
5901	Phone Services	5,910.00	5,910.00	4,672.04	1,456.24	218.28-	24.64

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = R,  
Zero Amounts? = N, SACS? = N, Restricted? = Y)

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## Fund 010 - General Fund

Fiscal Year 2018/19 Through October 2018

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail (continued)</b>							
<b>Services and Other Operating Expenditures (continued)</b>							
5902	Internet Services	33,100.00	33,100.00		40,500.00	7,400.00-	122.36
5903	Postage	2,630.00	2,630.00		1,321.69	1,308.31	50.25
	<b>Total Services and Other Operating Expenditures</b>	<b>862,604.00</b>	<b>862,604.00</b>	<b>316,013.27</b>	<b>353,200.61</b>	<b>193,390.12</b>	<b>40.95</b>
<b>Capital Outlay</b>							
6170	Site Improvement	100,000.00	100,000.00		7,347.06	92,652.94	7.35
6210	Architect/Engineering Fees				5,402.16	5,402.16-	NO BDGT
6220	DSA Plan Check Fees				1,487.50	1,487.50-	NO BDGT
	<b>Total Capital Outlay</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>.00</b>	<b>14,236.72</b>	<b>85,763.28</b>	<b>14.24</b>
<b>Tuition</b>							
7141	Other Tuition/Excess Costs to	9,300.00	9,300.00			9,300.00	
7142	Other Tuition/Excess Costs to	70,817.00	70,817.00		3,379.92	67,437.08	4.77
	<b>Total Tuition</b>	<b>80,117.00</b>	<b>80,117.00</b>	<b>.00</b>	<b>3,379.92</b>	<b>76,737.08</b>	<b>4.22</b>
<b>Other Transfers Out</b>							
7221	Transfers of Apportionments to	362,717.00	362,717.00	304,596.38	60,172.62	2,052.00-	16.59
	<b>Total Other Transfers Out</b>	<b>362,717.00</b>	<b>362,717.00</b>	<b>304,596.38</b>	<b>60,172.62</b>	<b>2,052.00-</b>	<b>16.59</b>
<b>Transfers of Indirect/direct support costs</b>							
7350	Direct Support/Indirect Costs	4,296.00-	4,296.00-			4,296.00-	
	<b>Total Transfers of Indirect/direct support costs</b>	<b>4,296.00-</b>	<b>4,296.00-</b>	<b>.00</b>	<b>.00</b>	<b>4,296.00-</b>	
	<b>Total Year To Date Expenditures</b>	<b>6,255,797.00</b>	<b>6,255,797.00</b>	<b>3,791,933.80</b>	<b>1,842,173.96</b>	<b>621,689.24</b>	<b>29.45</b>



## Fiscal13a

## Financial Statement

## Fund 010 - General Fund

Fiscal Year 2018/19 Through October 2018

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	6,385,437.00	6,385,437.00		1,367,340.06	5,018,096.94	21.41
B. Expenditures	6,255,797.00	6,255,797.00	3,791,933.80	1,842,173.96	621,689.24	29.45
C. Subtotal (Revenue LESS Expense)	129,640.00	129,640.00		474,833.90-	4,396,407.70	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	129,640.00	129,640.00		474,833.90-	4,396,407.70	
F. Fund Balance:						
Beginning Balance (9791)	1,263,370.00	1,263,370.00		1,358,564.78		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,263,370.00	1,263,370.00		1,358,564.78		
G. Calculated Ending Balance	1,393,010.00	1,393,010.00		883,730.88		
*Components of Ending Fund Balance						
Legally Restricted (9740)	129,931.00	129,931.00				
Other Designations (9780)						
Undesig/Unapprop (9790)	944,955.00	944,955.00				
Other	318,124.00	318,124.00		3,791,933.80		

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = R,  
Zero Amounts? = N, SACS? = N, Restricted? = Y)

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## Fund 130 - Cafeteria Fund

Fiscal Year 2018/19 Through October 2018

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Federal Revenue</b>						
8220	Child Nutrition Programs	136,464.00	136,464.00	7,052.40	129,411.60	5.17
8290	All Other Federal Revenue			300.00	300.00	NO BDGT
<b>Total Federal Revenue</b>		<b>136,464.00</b>	<b>136,464.00</b>	<b>7,352.40</b>	<b>129,111.60</b>	<b>5.39</b>
<b>Other State Revenues</b>						
8520	Child Nutrition Programs	10,086.00	10,086.00	600.28	9,485.72	5.95
<b>Total Other State Revenues</b>		<b>10,086.00</b>	<b>10,086.00</b>	<b>600.28</b>	<b>9,485.72</b>	<b>5.95</b>
<b>Other Local Revenue</b>						
8634	Food Services Sales	51,434.00	51,434.00	8,697.77	42,736.23	16.91
8660	Interest	400.00	400.00		400.00	
<b>Total Other Local Revenue</b>		<b>51,834.00</b>	<b>51,834.00</b>	<b>8,697.77</b>	<b>43,136.23</b>	<b>16.78</b>
<b>Total Year To Date Revenues</b>		<b>198,384.00</b>	<b>198,384.00</b>	<b>16,650.45</b>	<b>181,733.55</b>	<b>8.39</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Classified Salaries</b>							
2200	Classified Support Salaries	56,285.00	56,285.00	38,597.55	14,320.64	3,366.81	25.44
2212	Substitute Cafeteria Worker	2,450.00	2,450.00		293.18	2,156.82	11.97
2250	Classified Support Overtime	4,004.00	4,004.00		3,526.27	477.73	88.07
2400	Clerical and Office Salaries	5,787.00	5,787.00	4,030.00	1,511.25	245.75	26.11
<b>Total Classified Salaries</b>		<b>68,526.00</b>	<b>68,526.00</b>	<b>42,627.55</b>	<b>19,651.34</b>	<b>6,247.11</b>	<b>28.68</b>
<b>Employee Benefits</b>							
3202	PERS, classified positions	10,290.00	10,290.00	6,664.31	3,098.74	526.95	30.11
3302	OASDI/Medicare/Alternative, cl	5,078.00	5,078.00	3,052.23	1,451.13	574.64	28.58
3402	Health & Welfare Benefits, cla	9,991.00	9,991.00	8,047.04	2,011.76	67.80	20.14
3502	SUI, classified positions	33.00	33.00	19.94	9.49	3.57	28.76
3602	Work Comp Ins, classified posi	1,469.00	1,469.00	895.20	412.68	161.12	28.09
<b>Total Employee Benefits</b>		<b>26,861.00</b>	<b>26,861.00</b>	<b>18,678.72</b>	<b>6,983.80</b>	<b>1,198.48</b>	<b>26.00</b>
<b>Books and Supplies</b>							
4300	Materials and Supplies	9,510.00	9,510.00	3,384.80	3,622.71	2,502.49	38.09
4400	Non-Capitalized Equipment	5,000.00	5,000.00			5,000.00	
4700	Food	64,044.00	64,044.00	42,237.96	15,162.04	6,644.00	23.67
<b>Total Books and Supplies</b>		<b>78,554.00</b>	<b>78,554.00</b>	<b>45,622.76</b>	<b>18,784.75</b>	<b>14,146.49</b>	<b>23.91</b>

## Services and Other Operating Expenditures

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = R,  
Zero Amounts? = N, SACS? = N, Restricted? = Y)

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## Fund 130 - Cafeteria Fund

Fiscal Year 2018/19 Through October 2018

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail (continued)</b>							
<b>Services and Other Operating Expenditures (continued)</b>							
5600	Rentals,Leases,Repairs & Nonca	5,000.00	5,000.00	1,857.80	1,037.56	2,104.64	20.75
5800	Professnl/Consult Serv & Opera	821.00	821.00		9.95	811.05	1.21
	<b>Total Services and Other Operating Expenditures</b>	<b>5,821.00</b>	<b>5,821.00</b>	<b>1,857.80</b>	<b>1,047.51</b>	<b>2,915.69</b>	<b>18.00</b>
<b>Capital Outlay</b>							
6400	Equipment				35,710.90	35,710.90-	NO BDGT
	<b>Total Capital Outlay</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>35,710.90</b>	<b>35,710.90-</b>	<b>NO BDGT</b>
<b>Transfers of Indirect/direct support costs</b>							
7350	Direct Support/Indirect Costs	4,296.00	4,296.00			4,296.00	
	<b>Total Transfers of Indirect/direct support costs</b>	<b>4,296.00</b>	<b>4,296.00</b>	<b>.00</b>	<b>.00</b>	<b>4,296.00</b>	
	<b>Total Year To Date Expenditures</b>	<b>184,058.00</b>	<b>184,058.00</b>	<b>108,786.83</b>	<b>82,178.30</b>	<b>6,907.13-</b>	<b>44.65</b>

## Fund 130 - Cafeteria Fund

Fiscal Year 2018/19 Through October 2018

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	198,384.00	198,384.00		16,650.45	181,733.55	8.39
B. Expenditures	184,058.00	184,058.00	108,786.83	82,178.30	6,907.13-	44.65
C. Subtotal (Revenue LESS Expense)	14,326.00	14,326.00		65,527.85-	188,640.68	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	14,326.00	14,326.00		65,527.85-	188,640.68	
F. Fund Balance:						
Beginning Balance (9791)	82,893.00	82,893.00		102,313.36		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	82,893.00	82,893.00		102,313.36		
G. Calculated Ending Balance	97,219.00	97,219.00		36,785.51		
*Components of Ending Fund Balance						
Legally Restricted (9740)	97,907.00	97,907.00				
Other Designations (9780)						
Undesig/Unapprop (9790)	688.00-	688.00-				
Other				108,786.83		

## Fund 140 - Deferred Maintenance Fund

Fiscal Year 2018/19 Through October 2018

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
8660	Interest	200.00	200.00		200.00	
<b>Total Other Local Revenue</b>		<b>200.00</b>	<b>200.00</b>	<b>.00</b>	<b>200.00</b>	
<b>Total Year To Date Revenues</b>		<b>200.00</b>	<b>200.00</b>	<b>.00</b>	<b>200.00</b>	

## Fund 140 - Deferred Maintenance Fund

Fiscal Year 2018/19 Through October 2018

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	200.00	200.00			200.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	200.00	200.00		.00	200.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	200.00	200.00		.00	200.00	
F. Fund Balance:						
Beginning Balance (9791)	17,738.00	17,738.00		17,756.42		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	17,738.00	17,738.00		17,756.42		
G. Calculated Ending Balance	17,938.00	17,938.00		17,756.42		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	17,938.00	17,938.00				

## Fund 150 - Pupil Transportation Equipment

Fiscal Year 2018/19 Through October 2018

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
8660	Interest	150.00	150.00		150.00	
<b>Total Other Local Revenue</b>		<b>150.00</b>	<b>150.00</b>	<b>.00</b>	<b>150.00</b>	
<b>Total Year To Date Revenues</b>		<b>150.00</b>	<b>150.00</b>	<b>.00</b>	<b>150.00</b>	

## Fund 150 - Pupil Transportation Equipment

Fiscal Year 2018/19 Through October 2018

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	150.00	150.00			150.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	150.00	150.00		.00	150.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	150.00	150.00		.00	150.00	
F. Fund Balance:						
Beginning Balance (9791)	20,340.00	20,340.00		20,364.46		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	20,340.00	20,340.00		20,364.46		
G. Calculated Ending Balance	20,490.00	20,490.00		20,364.46		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	20,490.00	20,490.00				



## Fund 171 - S/R Capital Outlay-Technology

Fiscal Year 2018/19 Through October 2018

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)	50,763.00	50,763.00		50,816.55		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	50,763.00	50,763.00		50,816.55		
G. Calculated Ending Balance	50,763.00	50,763.00		50,816.55		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	550.00	550.00				
Other	50,213.00	50,213.00				

## Fund 173 - S/R Capital Outlay-Equipment

Fiscal Year 2018/19 Through October 2018

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
8660	Interest	80.00	80.00		80.00	
<b>Total Other Local Revenue</b>		<b>80.00</b>	<b>80.00</b>	<b>.00</b>	<b>80.00</b>	
<b>Total Year To Date Revenues</b>		<b>80.00</b>	<b>80.00</b>	<b>.00</b>	<b>80.00</b>	

## Fund 173 - S/R Capital Outlay-Equipment

Fiscal Year 2018/19 Through October 2018

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	80.00	80.00			80.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	80.00	80.00		.00	80.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	80.00	80.00		.00	80.00	
F. Fund Balance:						
Beginning Balance (9791)	10,768.00	10,768.00		10,818.06		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	10,768.00	10,768.00		10,818.06		
G. Calculated Ending Balance	10,848.00	10,848.00		10,818.06		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	80.00	80.00				
Other	10,768.00	10,768.00				

## Fund 251 - Developer Fees

Fiscal Year 2018/19 Through October 2018

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
8660	Interest	900.00	900.00		900.00	
<b>Total Other Local Revenue</b>		<b>900.00</b>	<b>900.00</b>	<b>.00</b>	<b>900.00</b>	
<b>Total Year To Date Revenues</b>		<b>900.00</b>	<b>900.00</b>	<b>.00</b>	<b>900.00</b>	

## Fund 251 - Developer Fees

Fiscal Year 2018/19 Through October 2018

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	900.00	900.00			900.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	900.00	900.00		.00	900.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	900.00	900.00		.00	900.00	
F. Fund Balance:						
Beginning Balance (9791)	87,043.00	87,043.00		87,141.26		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	87,043.00	87,043.00		87,141.26		
G. Calculated Ending Balance	87,943.00	87,943.00		87,141.26		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)	83,492.00	83,492.00				
Undesig/Unapprop (9790)	4,451.00	4,451.00				
Other						

## Fund 355 - School Facilities Hardship

Fiscal Year 2018/19 Through October 2018

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)	53,337.00	53,337.00		53,396.20		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	53,337.00	53,337.00		53,396.20		
G. Calculated Ending Balance	53,337.00	53,337.00		53,396.20		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	53,337.00	53,337.00				
Other						

## Fund 510 - Bond Interest &amp; Redem 67117056

Fiscal Year 2018/19 Through October 2018

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other State Revenues</b>						
8571	Voted Indebtedness Levies, HOP	1,567.00	1,567.00		1,567.00	
	<b>Total Other State Revenues</b>	<b>1,567.00</b>	<b>1,567.00</b>	<b>.00</b>	<b>1,567.00</b>	
<b>Other Local Revenue</b>						
8611	Voted Indebtedness Levies, Sec	298,266.00	298,266.00		298,266.00	
8612	Voted Indebtedness Levies, Uns	6,421.00	6,421.00		6,421.00	
8613	Voted Indebtedness Levies, P/Y			70.10	70.10-	NO BDGT
8614	Voted Indebtedness Levies, Sup			145.14	145.14-	NO BDGT
8660	Interest	1,000.00	1,000.00	120.05	879.95	12.01
	<b>Total Other Local Revenue</b>	<b>305,687.00</b>	<b>305,687.00</b>	<b>335.29</b>	<b>305,351.71</b>	<b>0.11</b>
	<b>Total Year To Date Revenues</b>	<b>307,254.00</b>	<b>307,254.00</b>	<b>335.29</b>	<b>306,918.71</b>	<b>0.11</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Debt Service</b>							
7433	Bond Redemptions	165,000.00	165,000.00		165,000.00		100.00
7434	Bond Interest and Other Servic	136,400.00	136,400.00		69,850.00	66,550.00	51.21
	<b>Total Debt Service</b>	<b>301,400.00</b>	<b>301,400.00</b>	<b>.00</b>	<b>234,850.00</b>	<b>66,550.00</b>	<b>77.92</b>
	<b>Total Year To Date Expenditures</b>	<b>301,400.00</b>	<b>301,400.00</b>	<b>.00</b>	<b>234,850.00</b>	<b>66,550.00</b>	<b>77.92</b>

## Fund 510 - Bond Interest &amp; Redem 67117056

Fiscal Year 2018/19 Through October 2018

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	307,254.00	307,254.00		335.29	306,918.71	0.11
B. Expenditures	301,400.00	301,400.00		234,850.00	66,550.00	77.92
C. Subtotal (Revenue LESS Expense)	5,854.00	5,854.00		234,514.71-	240,368.71	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	5,854.00	5,854.00		234,514.71-	240,368.71	
F. Fund Balance:						
Beginning Balance (9791)	286,672.00	286,672.00		294,995.84		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	286,672.00	286,672.00		294,995.84		
G. Calculated Ending Balance	292,526.00	292,526.00		60,481.13		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	1.00	1.00				
Other	292,525.00	292,525.00				



## Fund 511 - Bond Interest &amp; Redem 67118381

Fiscal Year 2018/19 Through October 2018

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other State Revenues</b>						
8571	Voted Indebtedness Levies, HOP	1,470.00	1,470.00		1,470.00	
	<b>Total Other State Revenues</b>	<b>1,470.00</b>	<b>1,470.00</b>	<b>.00</b>	<b>1,470.00</b>	
<b>Other Local Revenue</b>						
8611	Voted Indebtedness Levies, Sec	279,753.00	279,753.00		279,753.00	
8612	Voted Indebtedness Levies, Uns	6,520.00	6,520.00		6,520.00	
8613	Voted Indebtedness Levies, P/Y			73.98	73.98-	NO BDGT
8614	Voted Indebtedness Levies, Sup			154.72	154.72-	NO BDGT
8660	Interest	1,000.00	1,000.00	119.30	880.70	11.93
	<b>Total Other Local Revenue</b>	<b>287,273.00</b>	<b>287,273.00</b>	<b>348.00</b>	<b>286,925.00</b>	<b>0.12</b>
	<b>Total Year To Date Revenues</b>	<b>288,743.00</b>	<b>288,743.00</b>	<b>348.00</b>	<b>288,395.00</b>	<b>0.12</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Debt Service</b>							
7433	Bond Redemptions	145,000.00	145,000.00		145,000.00		100.00
7434	Bond Interest and Other Serv	151,425.00	151,425.00		77,968.75	73,456.25	51.49
	<b>Total Debt Service</b>	<b>296,425.00</b>	<b>296,425.00</b>	<b>.00</b>	<b>222,968.75</b>	<b>73,456.25</b>	<b>75.22</b>
	<b>Total Year To Date Expenditures</b>	<b>296,425.00</b>	<b>296,425.00</b>	<b>.00</b>	<b>222,968.75</b>	<b>73,456.25</b>	<b>75.22</b>

## Fund 511 - Bond Interest &amp; Redem 67118381

Fiscal Year 2018/19 Through October 2018

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	288,743.00	288,743.00		348.00	288,395.00	0.12
B. Expenditures	296,425.00	296,425.00		222,968.75	73,456.25	75.22
C. Subtotal (Revenue LESS Expense)	7,682.00-	7,682.00-		222,620.75-	214,938.75	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	7,682.00-	7,682.00-		222,620.75-	214,938.75	
F. Fund Balance:						
Beginning Balance (9791)	271,911.00	271,911.00		280,101.63		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	271,911.00	271,911.00		280,101.63		
G. Calculated Ending Balance	264,229.00	264,229.00		57,480.88		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	264,229.00	264,229.00				

## MESA UNION SCHOOL DISTRICT

## ENROLLMENT REPORT

11/1/2018

Teacher	Subject	Period	Total Enrolled	
Morgan	Transitional		12	
Morgan	Kinder		8	
Ainsworth	Kinder		21	
Puga	Kinder		20	
White	Kinder		<b>20</b>	
		Total	81	
Garza	First		23	
Reyes	First		<b>23</b>	
Vollmert	First		23	
Torres	SDC		2	
		Total	71	
Dahlin	Second		22	
Webster	Second		23	
Willilams	Second		<b>23</b>	
Torres	SDC		1	
		Total	69	
Ford	Third		26	
Mayes	Third		24	
Torres	SDC		3	
		Total	<b>53</b>	
Catlett	Fourth		31	
Fisher	Fourth		32	
Torres	SDC		1	
		Total	64	
Chenez	Fifth		<b>25</b>	
Demaria	Fifth		<b>25</b>	
Grogan	Fifth		25	
		Total	75	
	Elementary	Total	<b>413</b>	
Sixth Grade			<b>69</b>	
Seventh Grade			<b>68</b>	
Eighth Grade			<b>64</b>	
	Junior High	Total	201	
	Grand Total		<b>614</b>	
McKenna	Homeroom	0	<b>23</b>	
McKenna	Science 6	1	23	
McKenna	Social Studies 6	2	23	
McKenna	Science 6	3	23	

McKenna	Social Studies 6	4	23	
Mckenna	Agriculture 6	5/6	22	
Davis	Homeroom	0	<b>23</b>	
Davis	Social Studies -6	1	23	
Davis	English Lang 6	2	23	
Davis	English-Lang 6	3	23	
Davis	English-Lang 6	4	<b>23</b>	
Davis	PE 6	5/6	<b>69</b>	
Nguyen	Homeroom	0	<b>23</b>	
Nguyen	Science	1	23	
Nguyen	Math 6	2	23	
Nguyen	Math-6	3	23	
Nguyen	Math-6	4	24	
Nguyen	Other Math	5/6	20	
Dekok	Homeroom	0	<b>34</b>	
Dekok	Language 7	1	34	
Dekok	Social Studies 7	2	34	
Dekok	Poetry	3/4	18	
Dekok	Language 7	5	34	
Dekok	Social Studies 7	6	<b>34</b>	
Jahr	Homeroom	0	<b>31</b>	
Jahr	Science 7	1	34	
Jahr	Science 8	2	31	
Jahr	Ocean 7	3/4	30	
Jahr	Science 7	5	35	
Jahr	Science	6	33	
Dwork	Homeroom	0	<b>33</b>	
Dwork	Language 8	1	33	
Dwork	Social Studies	2	33	
Dwork	Drama	3/4	25	
Dwork	Language 8	5	31	
Dwork	Social Studies	6	31	
Buchanan	Homroom	0	34	
Buchanan	Math 8	1	31	
Buchanan	Math 7	2	34	
Buchanan	Robotics	3/4	23	
Buchanan	Math 8	5	33	
Buchanan	Math 7	6	34	
Rosen	7 PE	3/4	68	

Rosen	8 PE	3/4	64	
Goad	Music 7	3/4	21	
Goad	Music 8	3/4	18	
Goad	Music 6	5/6	27	

# **STUDENT OF THE MONTH**

## **OCTOBER 2018**

<b><u>TEACHER</u></b>	<b><u>SOM</u></b>	<b><u>PRINCIPAL'S AWARD</u></b> <b><u>TEAMWORK</u></b>
TORRES	CHARLIE YAH	
AINSWORTH	JESUS LOPEZ GENEVIEVE NURRE BROOKLYN MARTINEZ	DOMINIC SOLTERO MILA SOLIS
MORGAN	VIOLETA GODINEZ IVY VALLEJO	JADA MOORE MONIQUE MOORE
PUGA	DELILAH REYNOLDS MILA CONTRERAS	GABRIEL HERNANDEZ MARILYN CRUZ-BERBER
WHITE	ALEXIS CAMPOS MADDOX VILAUDI	CHRISTIAN SAMANIEGO EMILY PROVENCIO
GARZA	JAYLENE LOPEZ PENELOPE ROBERSON	SANTIAGO LOPEZ BELLA ROSE SALAZAR
REYES	ANGEL ALLENSWORTH MILA SAHAGUN	LUKE NEWMAN MIA RIOS
VOLLMERT	AVISHA SHRESTHA JULIAN ALATORRE	AMELIA AGUILAR XANDER AVELAR

# **STUDENT OF THE MONTH**

## **OCTOBER 2018**

<b><u>TEACHER</u></b>	<b><u>SOM</u></b>	<b><u>PRINCIPAL'S AWARD</u></b>
		<b>TEAMWORK</b>
<b>DAHLIN</b>	<b>RUBI MUNOZ EVAN RIVERA</b>	<b>JAZMIN GALICIA ADRIAN LARA</b>
<b>WEBSTER</b>	<b>EDEN CARROLL NATHANIEL BAUTISTA</b>	<b>ISABELLA LEON LAILA WALEA</b>
<b>WILLIAMS</b>	<b>ANDREW GARCIA JACQUELINE GALICIA</b>	<b>ELEXA BARRAGAN MURDOC MANSON</b>
<b>FORD</b>	<b>RILEY ESPINOSA CONNOR CANBY</b>	<b>RAUL VERA LEVI ZAVALA</b>
<b>MAYES</b>	<b>ARYA PFEIFFER IVAN VALLEJO</b>	<b>IZRIE CHACON KLARISA LARA</b>

# STUDENT OF THE MONTH

## OCTOBER 2018

<u>TEACHER</u>	<u>SOM</u>	<u>PRINCIPAL'S AWARD</u> <u>TEAMWORK</u>
CATLETT	ARPAN SHRESTHA YURIDIA RAMOS	IVAN AMBRIZ MAEVE HOOLMAA
FISHER	JOCELYNN ELSTON NATHAN MONTELONGO	PAOLA HERNANDEZ HANNAH BAUTISTA
CHENEZ	ISIS MARES IAN TOREJA	ELI CERVANTEZ ISABELLE RAMIREZ
DEMARIA	SAMUEL BRYANT GRANT TSUJI	JOSHUA CAMPOS KAMILA LARA
GROGAN	ADRIAN AVALOS AUDREY WALEA	AUDREY WALEA JORDAN GILBREATH



**STUDENT OF THE MONTH  
SPECIAL AWARD  
OCTOBER 2018**

**TEACHER**

**AINSWORTH**

**MORGAN**

**PUGA**

**WHITE**

**GARZA**

**REYES**

**VOLLMERT**

**PHYSICAL EDUCATION**

**LIAM SHEPHERD**

**LOGAN KAFFER  
DIEGO CAMPOS  
OTTO HAMPTON**

**EMMA FLORES  
ISABELLA CASTANEDA**

**ISAAC SILVA**

**MATTHEW AYALA  
JULIAN RIOS**

**GARRISON VILLA**

**MASON GALLEGOS  
MELISSA LOPEZ**

**STUDENT OF THE MONTH  
SPECIAL AWARD  
OCTOBER 2018**

**TEACHER**

**DAHLIN**

**WEBSTER**

**WILLIAMS**

**FORD**

**MAYES**

**PHYSICAL EDUCATION**

**ISAAC SONNENSCHNEIN**

**NATALIE CEJA  
DANIEL HERNANDEZ-PEDRAZA**

**LUIS YAH**

**BO CARSON  
ALINA CLEMONS**

**AALIYAH BALLESTEROS  
ISAAC TELLO ARZOLA**

**STUDENT OF THE MONTH  
SPECIAL AWARD  
OCTOBER 2018**

**TEACHER**

**CATLETT**

**FISHER**

**CHENEZ**

**DEMARIA**

**GROGAN**

**PHYSICAL EDUCATION**

**IVAN AMBRIZ**

**ALEXIS FINROCK**

**AIDYN CRULL**

**SAMUEL BRYANT**

**MAX LUNA**

Quarter 1			
	6th Grade	7th Grade	8th Grade
ELA	Claire Kim	Lily Toreja	Angelina Solis
	Elle Anger	JF Referente	Terilyn Huang
Math	Alexandria Ellison	Jill Lan	Alexio Young
	Sienna Washington	Ryan Serra	Taylor Sentinella
Science	Corey Muhltner	Lucy Grooms	Julian Alfaro
	Sophia Trese	Jackson Walea	Cyndi Ruiz
S.S.	Camilo Solis	Dylan Davis-Boccali	Dhruv Patel
	Lucia Pozzi	Dominic Vincente	Kristin Rosenmund
P.E.	Alyssa Ballesteros	Krystal Andrade	Kristin Rosenmund
	Mitchel Tarazon		Victor Andrade
Music	Connor Deboni	Seanna Petersen	Matthew Romero
	Ivonne Castaneda	Estrella Rivera	Olivia Wolbert
Compassion	Alexandra Pinkerton	James Miranda	Ilianna Velasco
Most Inspirational	Laura Lynch	Jaydee Castro	Marisela Alatorre

Quarter 2			
	6th Grade	7th Grade	8th Grade
ELA			
Math			
Science			
S.S.			
P.E.			
Music			
Compassion			

MESA UNION SCHOOL 2018-2019  
HONOR ROLL/MERIT ROLL  
FIRST QUARTER

HONOR ROLL

6<sup>TH</sup> GRADE

AGRAZ, EDUARDO  
ALAMEDA, JACOB  
ANGER, ELLE  
ANGER, JASE  
CASTANEDA-HUICHAN, IVONNNE  
CHACON, AZAIRIA  
ELLISON, ALEXANDRIA  
FRANTZ, SAMANTHA  
KIM, CLAIRE  
LYNCH, LAURA  
MAGDALENO, ANAIS  
MUHLITNER, COREY  
PINKERTON, ALEXANDRA  
POZZI, LUCIA  
POZZI, STEFANO  
RUSSELL, KIARA  
SAHAGUN, NOAH  
SANCHEZ, CELESTE  
SOLIS, CAMILO  
TRESE, SOPHIA  
VEGA, ANGEL  
WASHINGTON, SIENNA

MERIT ROLL

6<sup>TH</sup> GRADE

ALVAREZ, SOPHIA  
BALLESTEROS, ALYSSA  
BAUTISTA, ISAIAH  
DEARCOS, VICENTE  
HERNANDEZ, ANALIA  
HERNANDEZ-MUNOZ, LOURDES  
HERNANDEZ-MUNOZ, MALEENE  
IBARRA, MADISON  
JAHANGIRI, CYRUS  
KAWATA, KRISTEN  
MIGLINO, AISHWARYA  
MUNOZ, ROMINA  
PACION, KADEN  
SAKAI, KINGSTON  
SCHULTZ, LOLA  
TARAZON, MITCHEL  
TRONCOSO, VIVIA  
VILLA, HUDSON

## HONOR ROLL

### 7<sup>TH</sup> GRADE

ARMSTRONG, SAMANTHA  
AVILES CASTANO, EMILY  
BANOS, NOEMY  
BAUTISTA, KALEA  
CAMMACK, BLYTHE  
CASTRO, JAYDEE  
COUSINO, RICHARD  
CUNNINGHAM, AUDREY  
DAVIS-BOCCALI, DYLAN  
DYKES, BENJAMIN  
ESCOBAR, MADISON  
GROOMS, LUCIANA  
LAN, JILL  
MACHUCA, ANISSA  
MARTINEZ, GABRIEL  
MEDINA, CAMILA  
MEJIA, JASON  
MOORE, RHEA  
ORTIGUERRA, KIELA  
PEREZ, ILLIANA  
PETERSEN, SEANNA  
RECHARTE, JAKE  
REFERENTE, JEAN FREDERIC  
SAHAGUN, EMMA  
SAWYER, NICHOLAS  
SCLAR, DYLAN  
SERRA, RYAN  
SHRESTHA, KRIPA  
STREMCHA, CALEB  
TOREJA, LILY  
VELASQUEZ, VIOLET  
VICENTE, DOMINIC  
WALEA, JACKSON

## MERIT ROLL

### 7<sup>TH</sup> GRADE

AGUILAR, ALINA  
ASPURIA, NEVAEH  
CASTANEDA, CLAUDIA  
GARCIA, DANIEL  
GUTIERREZ, ETHAN  
HERRERA, MADELEINE  
LLAMAS, ELIANA  
MCCLURE, DELANEY  
MIRANDA, JAMES  
RILLO, NICHOLAS  
RIVERA, ESTRELLA  
ROMO, XITLALI  
SANCHEZ, ADRIAN  
STRINGER, JACOB  
VENEGAS, GAVINO  
VILLA OMAR

## HONOR ROLL

### 8<sup>TH</sup> GRADE

ARELLANO, SYDNEY  
CENTENO, EMILIA  
CERVANTES, DANIELLA  
CHADBOURNE, THOMAS  
DEARCOS, ALEJANDRO  
DONNELLY, COLIN  
ESPINOSA, ROLAND  
GARCIA, ALONDRA  
GARCIA, JAMIE  
HUANG, TERILYN  
LOPEZ, OMAR  
LYNCH, KASEN  
MARTINEZ, KATHERINE  
NISWANDER, MADISON  
PATEL, DHRUV  
ROSENMUND, KRISTIN  
RUCKER, JENNIFER  
SABEDRA, SAMUEL  
SENTINELLA, TAYLOR  
SOLIS, ANGELINA  
VEGA, AMANDA  
VEGA, RUBEN  
VELASCO, LLIANNA  
VELASQUEZ, ALEXANDER  
WOLBERT, OLIVIA  
YOUNG, ALEXIO  
YOUNG, EMILIO

## MERIT ROLL

### 8<sup>TH</sup> GRADE

ALATORRE, MARISELA  
ALFARO, JULIAN  
ANDRADE, VICTOR  
DIXON, ANIAH  
EHLER, CLARK  
LEDESMA, ROBERT  
MARES, JANESEA  
MEDINA, CASSANDRA  
MORENCY, REECE  
MORTEZAI, KAMELIA  
ROMERO, MATTHEW  
RUIZ, CYNDI  
SILVA, LITZI  
VILLANUEVAL, ADRIANA

**Board of Trustees:**  
*Tonya Brunett*  
*Mary Crull*  
*Carolyn Rodriguez-Quddus*  
*Bryan Stotko*  
*Steven Sullivan*



**Superintendent**  
*Jeff Turner*  
**Principal**  
*Dr. Stephen Bluestein*

*"Honor the Past, Live in the Present, Drive to the Future....The Mesa Way!"*

**TO:** Cindy Davis, Co-president  
Annie Morgan, Co-president

**From:** Jeffery Turner, Superintendent  
Mesa Union School District

**Date:** November 5, 2018

**Re:** Initial Reopener Proposal

The Mesa Union School District ("District") hereby presents its initial proposal for reopener negotiations for the 2018-2019 school year to the Mesa Union Teachers' Association ("Association" or "MUTA"). The proposal is submitted pursuant to the Educational Employment Relations Act, Government Code section 3547, and incorporates the specific articles that the District wishes to include in its reopener contract negotiations with MUTA.

**Article XI Hours-** The District has an interest in negotiating the current language that requires the District to provide teachers with a duty free recess. This is aligned with the recent Climate Task Force recommendations.

**Article XII Leave-**The District has an interest in developing an Attendance Incentive Award Program.

The District proposes that any article not listed above remain status quo and be included as is in the party's successor contract.

The District's bargaining team looks forward to working with MUTA and its bargaining team.



**Board of Trustees:**  
*Tonya Brunett*  
*Mary Crull*  
*Carolyn Rodriguez-Quddus*  
*Bryan Stotko*  
*Steven Sullivan*



**Superintendent**  
*Jeff Turner*  
**Principal**  
*Dr. Stephen Bluestein*

*"Honor the Past, Live in the Present, Drive to the Future....The Mesa Way!"*

**TO:** Christina Mendoza, President  
Karen Kerper, Vice President

**From:** Jeffery Turner, Superintendent  
Mesa Union School District

**Date:** November 5, 2018

**Re:** Initial Reopener Proposal.

The Mesa Union School District ("District") hereby presents its initial proposal for reopener negotiations for the 2018-2019 school year to the Mesa Union Support Team ("Association" or "MUST"). The proposal is submitted pursuant to the Educational Employment Relations Act, Government Code section 3547, and incorporates the specific articles that the District wishes to include in its reopener contract negotiations with MUST.

Article XI: Hours- The District shall designate areas of shade protection for use by unit members required to be in the direct sun thirty consecutive minutes or more while on duty.

Article XV: Leave- The District has an interest in developing an Attendance Incentive Award Program.

The District proposes that any article not listed above remain status quo and be included as is in the party's successor contract.

The District's bargaining team looks forward to working with MUST and its bargaining team.

September 17, 2018

Dear Mesa Union School Board and Mr. Turner,

M.U.S.T. will sunshine the following for 2018-2019 negotiations.

Contract Language

- ❖ Article IX: Transfers and Vacancies
- ❖ Article XII: Overtime /Compensatory time off.

Thank you,

---

Christina Mendoza, M.U.S.T. President



Karen Kerper, M.U.S.T Vice President

Jolana Ramirez, Treasurer

# Ventura County Schools

## Business Services Authority

5189 Verdugo Way, Camarillo, CA 93012 • 805-383-1974 FAX: 805-383-1973

### Board Agenda Item

**To:** Board of Directors

**From:** Tami Peterson, Chief Business Official

**Date:**

**Re:** Annual Accounting and Five-Year Accounting of Development Fees for Fiscal Year 2017-18 in the Developer Fee Fund(s)

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### Background:

Government Code sections 66001 and 66006 impose stringent requirements on public agencies which levy development fees. These sections require school districts collecting statutory school facilities fees to take certain actions prior to 180 days after the last day of each fiscal year. The purpose of this agenda item is to comply with these requirements.

The District is required to make an annual accounting of those funds available to the public and their governing boards to review that annual accounting at their next regularly scheduled meeting at least 15 days after the accounting was made available to the public. Section 66001 now requires districts collecting development fees to make additional findings every five years about any fund in which those fees remained unexpended at the end of a fiscal year. We have combined these required findings with the annual accounting report.

### Recommended Action:

Approval of Resolution and Report

## **RESOLUTION # 18-19-05**

### **RESOLUTION OF THE GOVERNING BOARD OF THE MESA UNION SCHOOL DISTRICT REGARDING ANNUAL & FIVE-YEAR ACCOUNTING OF DEVELOPMENT FEES FOR FISCAL YEAR 2017-2018 AS PER GC 66001(D)**

#### **1. Authority and Reasons for Adopting this Resolution.**

- a. This District has levied school facilities fees pursuant to various resolutions, the most recent of which is dated August 21, 2012 and is referred to herein as the "School Facilities Fee Resolution" and is hereby incorporated by reference into this Resolution. These resolutions were adopted under the authority of Government Code section 53080, which section was redesignated Education Code section 17620 as of January 1, 1998. These fees have been deposited in the developer fee fund.
- b. Government Code sections 66001(d) and 66006(b) require this District to make an annual accounting of the Fund and to make additional findings every five years if there are any funds remaining in the Fund at the end of the prior fiscal year;
- c. Government Code sections 66001(d) and 66006(b) further require that the annual accounting of the Fund and those findings have been made available to the public no later than 180 days after the last day of the fiscal year, that this information be reviewed by this Board at its next regularly scheduled board meeting held no earlier than 15 days after they become available to the public, and that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) be mailed at least 15 days prior to this meeting to anyone who has requested it.
- d. The Superintendent has informed this Board that a draft copy of this Resolution (along with Exhibit A which is hereby incorporated by reference into this Resolution) was made available to the public. The Superintendent has further informed this Board that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) was mailed at least 15 days prior to this meeting to anyone who had requested it.
- e. The Superintendent has also informed this Board that there is no new information which would adversely affect the validity of any of the findings made by this Board in its School Facilities Fee Resolution.

#### **2. What This Resolution Does.**

This Resolution makes various findings and takes various actions regarding the Funds as required by and in accordance with Government Code sections 66001(d) and 66006(b).

### **3. Findings Regarding the Fund.**

Based on all findings and evidence contained in, referred to, or incorporated into this Resolution, as well as the evidence presented to this Board at this meeting, the Board finds each of the following with respect to the Funds(s) for the 2017-2018 Fiscal Year:

- a. In reference to Government Code section 66006(b)(2), the information identified in section 1 above is correct;
- b. In further reference to Government Code section 66006(b)(2), this Board has reviewed the annual accounting for the Fund as contained in Exhibit A and determined that it meets the requirements set forth in Government Code section 66006(b)(1);
- c. In reference to Government Code section 66001(d)(1), and with respect only to that portion of the Fund(s) remaining unexpended at the end of the 2017-2018 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified in Exhibit B;
- d. In reference to Government Code section 66001(d)(2), and with respect only to that portion of the Fund remaining unexpended at the end of the 2017-2018 Fiscal Year, the findings and evidence referenced above demonstrate that there is a reasonable relationship between the fees and the purpose for which it is charged;
- e. In reference to Government Code section 66001(d)(3), and with respect only to that portion of the Fund remaining unexpended at the end of the 2017-2018 Fiscal Year, all of the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified as the use to which the fees are to be put is identified in Exhibit B;
- f. In reference to Government Code section 66001(d)(4), and with respect only to that portion of the Fund remaining unexpended at the end of the 2017-2018 Fiscal Year, the approximate dates on which the funding referred to in paragraph e above is expected to be deposited into the appropriate fund is designated in Exhibit B; and
- g. In reference to the last sentence of Government Code section 66006(d), because all of the findings required by that subdivision have been made in the fees that were levied in paragraphs c-f above, the District is not required to refund any moneys in the Fund as provided in Government Code section 66001(e).

**4. Superintendent Authorized to Take Necessary and Appropriate Action.**

The Board further directs and authorizes the Superintendent to take on its behalf such further action as may be necessary and appropriate to effectuate this Resolution.

**5. Certification of Resolution.**

I, Jeff Turner, Secretary/Clerk of the Governing Board of the Mesa Union School District of Ventura County, State of California, certify that this Resolution proposed by \_\_\_\_\_, seconded by \_\_\_\_\_, was duly passed and adopted by the Board, at an official and public meeting this 15th day of November, 2018, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Secretary/Clerk of the Board

**MESA UNION ELEMENTARY SCHOOL DISTRICT  
ANNUAL AND FIVE-YEAR ACCOUNTING OF DEVELOPMENT FEES REPORT FOR FISCAL YEAR  
2017-2018 AS PER GC66001(D)  
EXHIBIT A  
ANNUAL REQUIREMENT**

**A. Brief description of the type of fee in the fund:**

The Developer Fee Fund identified herein contains statutory school facility fees imposed as a condition of development for both residential and commercial.

**B. The amount of the fee:**

The fees are based on a square foot charge. For elementary or high school districts sharing the fee with another district the maximum allowable Level I statutory fee is currently \$3.79 per square foot of assessable space of residential construction; and \$0.61 per square foot of covered and enclosed space of commercial/industrial construction; but subject to the district's determination that a particular project is exempt from all or part of these fees. Pursuant to Education Code Section 17623 and agreement with the districts sharing territory with the district, generally only 66.67% of the maximum fee specified above is distributed to this district. Currently the district is collecting less than the District's share of the maximum Level I fees as follows: \$2.13 for residential projects and \$0.34 for commercial projects.

**C. The beginning and ending balance of the fund:**

See Exhibit C

**D. The amount of the fees collected and the interest earned:**

See Exhibit C

**E. An identification of each public improvement on which fees were expended and the amount of the expenditure on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.**

See Exhibit C

**F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified.**

**G. A description of each interfund transfer or loan made from the fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an intervened loan, the date on which the loan will be repaid.**

N/A. The District has not made any such interfund transfers or loans.

**H. The amount of refunds made pursuant to subdivision (e) of section 66001 and any allocations pursuant to subdivision (f) of section 66001:**

See Exhibit C



**MESA UNION ELEMENTARY SCHOOL DISTRICT  
ANNUAL AND FIVE-YEAR ACCOUNTING OF DEVELOPMENT FEES REPORT FOR FISCAL YEAR  
2017-2018 AS PER GC66001(D)  
EXHIBIT B  
FIVE YEAR REQUIREMENT**

**1. Identification of the purpose to which the fee is to be put:**

With respect only to that portion of the Fund remaining unexpended at the end of the 2017-2018 Fiscal Year, the purpose of the fees is to finance the future construction of the District.

**2. Demonstrate a reasonable relationship between the fee and the purpose for which it is charged.**

In reference to Government Code section 66001(d)(2), and with respect only to that portion of the Fund remaining unexpended at the end of the 2017-2018 Fiscal Year, the findings and evidence referenced above demonstrate that there is a reasonable relationship between the fees and the purpose for which it is charged.

See section 3.D of the Resolution

**3. Identify all sources and amounts of funding anticipated to complete financing and incomplete improvements identified in paragraph (2) of subdivision (a) (improvements identified by reference to a capital improvement plan as specified in sections 65403 or 66002 or in other public documents that identify the public facilities for which the fee is charged.)**

With respect only to that portion of the Fund remaining unexpended at the end of the 2017-2018 Fiscal Year, the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified in (a) above are as follows:

Total ending balance, see Exhibit C.

**4. Designate the approximate dates on which the funding referred to in paragraph (3) is expected to be deposited into the appropriate account or fund.**

With respect only to that portion of the Fund remaining unexpended at the end of the 2017-2018 Fiscal Year, the following are the approximate dates on which the funding referred to in (3) above is expected to be deposited into the appropriate fund:

All funds are deposited into the Fund at the time of receipt. No loans have been made.

**\$ 82,931.76**

XX

## TOTAL INCOME

\$ 2,138.52

Board of Trustees:  
Tonya Brunett  
Mary Crull  
Bryan Stotko  
Steven Sullivan



Superintendent  
Jeff Turner  
Assistant Principal  
Kim Kuklenski

*"We teach students to create, connect, and collaborate—for life!"*

Exhibit A

**AUTHORIZATION FOR TRAVEL/CONFERENCE ATTENDANCE FORM**

Employee Name: Christina Jahr Date: 10/11/18

Conference/Meeting Title: National Science Teachers Association(NSTA) National Conference

Location/Address: Charlotte Convention Center, 501 South College St. Charlotte, NC 28202

Dates of Attendance (MM/DD/YYYY): From 11/28/18 to 12/1/18 No. Days 4

To be eligible for travel reimbursement, this form shall be properly completed and submitted for approval no less than 15 business days prior to departure. Advances are not the preferred method of paying travel-related expenses. To the extent possible, all registration, lodging, and airline expenses shall be paid in advance through the District's established purchasing procedures.

**PLEASE NOTE:** all out-of-state travel shall be approved in advance by the Governing Board. Following return from travel, a copy of this completed and approved form shall be submitted with a travel expense form within 10 working days.

**DESCRIPTION OF TRAVEL PURPOSE & FUNDING SOURCE (ATTACH CONFERENCE AGENDA/FLIER):**

NGSS Professional Development

EXPENSE	ESTIMATED COST
Registration Fee	200.00
Meals	240.00
Lodging	261.00
Airline	410.50
Taxi/Shuttle	
Personal Car _____ Miles @ \$0.575/Mile	
Other Expenses	
<b>Total Estimated Expenses</b>	1111.50

- ☐ Check if no Expense Incurred
- ☐ Check if Advance Funds Requested  
Amount \$ \_\_\_\_\_ (NOT TO EXCEED 75%)  
Date Needed: \_\_\_\_\_
- ☒ Check if Substitute Requested  
(Please turn in Time Off Request Form to Principal)

Christina Jahr  
Employee Signature

11/2/18  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent/Designee Signature

\_\_\_\_\_  
Date

Board of Trustees:  
Tonya Brunett  
Mary Crull  
Bryan Stotko  
Steven Sullivan



Superintendent  
Jeff Turner  
Assistant Principal  
Kim Kuklenski

"We teach students to create, connect, and collaborate—for life!"

Exhibit A

**AUTHORIZATION FOR TRAVEL/CONFERENCE ATTENDANCE FORM**

Employee Name: Adell Reyes Date: 10/11/18

Conference/Meeting Title: National Science Teachers Association(NSTA) National Conference

Location/Address: Charlotte Convention Center, 501 South College St. Charlotte, NC 28202

Dates of Attendance (MM/DD/YYYY): From 11/28/18 to 12/1/18 No. Days 4

To be eligible for travel reimbursement, this form shall be properly completed and submitted for approval no less than 15 business days prior to departure. Advances are not the preferred method of paying travel-related expenses. To the extent possible, all registration, lodging, and airline expenses shall be paid in advance through the District's established purchasing procedures.

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NGSS Professional Development

EXPENSE	ESTIMATED COST
Registration Fee	200.00
Meals	240.00
Lodging	261.00
Airline	410.50
Taxi/Shuttle	
Personal Car _____ Miles @ \$0.575/Mile	
Other Expenses	
<b>Total Estimated Expenses</b>	<b>1111.50</b>

- ☐ Check if no Expense Incurred
- ☐ Check if Advance Funds Requested  
Amount \$\_\_\_\_\_ (NOT TO EXCEED 75%)  
Date Needed: \_\_\_\_\_
- ☒ Check if Substitute Requested  
(Please turn in Time Off Request Form to Principal)

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

Superintendent/Designee Signature \_\_\_\_\_

Date \_\_\_\_\_

1840 Wilson Boulevard • Arlington, VA 22201-3000  
703-243-7100 • Fax. 703-243-7177 • [www.nsta.org](http://www.nsta.org)

To Whom It May Concern:

The National Science Teachers Association (NSTA), in conjunction with the North Carolina Science Teachers Association (NCSTA), will be hosting an Area Conference in Charlotte, NC, from November 29–December 1, 2018. The theme of the conference is *Energize Science: Educate and Engage*, and it will feature these supporting strands: Illuminate Literacy Through Science; Amp Up Science Instruction; and High-Voltage Science Strategies Beyond Standards.

**Information on the Conference can be found on the NSTA website.**  
**[www.nsta.org/charlotte](http://www.nsta.org/charlotte). The early bird registration deadline is October 19, 2018.**

**Get a free fifth registration when you sign up four teachers.**  
**Use Promo Code 5FOR4**

Teachers are critical to supporting students' learning, and this highly specialized professional development event will equip teachers with skills and knowledge to support all students in these pursuits. This NSTA area conference offers unique opportunities for those involved in science teaching to learn how to effectively integrate various instructional approaches into their teaching and learning environments including:

- General sessions from nationally known presenters including National Geographic Explorer Andrés Ruzo
- Hands-on workshops that enhance on-going development of teachers and school leaders to improve their content knowledge
- Concurrent sessions to promote current best practices in instructional planning and assessment
- Networking opportunities to develop relationships within a nationwide professional community of science educators
- Focused sessions on instructional strategies that make connections between literacy and scientific concepts and build pedagogical knowledge of science teaching.

We are confident that the programming and events associated with the NSTA Area Conference in Charlotte will help to ensure successful implementation of science education into our schools and communities.

For more information, please visit the NSTA Conference website at [www.nsta.org/charlotte](http://www.nsta.org/charlotte).

We hope you and your colleagues will take advantage of this unique offering.

Sincerely,  
NSTA Charlotte Area Conference Committee

Nancy Addison  
Conference Chair

Alisa B. Wickliff  
Local Arrangements Coordinator

Manley Midgett  
Program Coordinator

Board of Trustees:  
Tonya Brunett  
Mary Crull  
Carolyn Rodriguez  
Bryan Stotko  
Steven Sullivan



Superintendent  
Jeff Turner  
Principal  
Dr. Stephen Bluestein

*"We teach students to create, connect, and collaborate—for life!"*

**AUTHORIZATION FOR TRAVEL/CONFERENCE ATTENDANCE FORM**

Employee Name: Alice Villa Date: 11/1/19

Conference/Meeting Title: CTA Issues Conference

Location/Address: 3801 S. Las Vegas Blvd. Las Vegas, NV 89109

Dates of Attendance (MM/DD/YYYY): From 01/18/2019 to 01/20/2019 No. Days 3

To be eligible for travel reimbursement, this form shall be properly completed and submitted for approval no less than 15 business days prior to departure. Advances are not the preferred method of paying travel-related expenses. To the extent possible, all registration, lodging, and airline expenses shall be paid in advance through the District's established purchasing procedures.

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**DESCRIPTION OF TRAVEL PURPOSE & FUNDING SOURCE (ATTACH CONFERENCE AGENDA/FLIER):**

California Teacher Association(CTA)/National Education Association(NEA) Issues Conference. Housing and conference will be paid by CTA grant. Conference will be held during the weekend therefore will only need to be released from work duties for one day.

EXPENSE	ESTIMATED COST
Registration Fee	
Meals	
Lodging	
Airline	
Taxi/Shuttle	
Personal Car _____ Miles @ \$0.575/Mile	
Other Expenses	
<b>Total Estimated Expenses</b>	

- ☒ Check if no Expense Incurred
- ☐ Check if Advance Funds Requested  
Amount \$ \_\_\_\_\_ (NOT TO EXCEED 75%)  
Date Needed: \_\_\_\_\_
- ☐ Check if Substitute Requested  
(Please turn in Time Off Request Form to Principal)

Alice Villa  
Employee Signature

11/1/18  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent/Designee Signature

\_\_\_\_\_  
Date

Board of Trustees:  
Tonya Brunett  
Mary Crull  
Carolyn Rodriguez  
Bryan Stotko  
Steven Sullivan



Superintendent  
Jeff Turner  
Principal  
Dr. Stephen Bluestein

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## **AUTHORIZATION FOR TRAVEL/CONFERENCE ATTENDANCE FORM**

Employee Name: Jolana Ramirez Date: 11/1/19

Conference/Meeting Title: CTA Issues Conference

Location/Address: 3801 S. Las Vegas Blvd. Las Vegas, NV 89109

Dates of Attendance (MM/DD/YYYY): From 01/18/2019 to 01/20/2019 No. Days 3

To be eligible for travel reimbursement, this form shall be properly completed and submitted for approval no less than 15 business days prior to departure. Advances are not the preferred method of paying travel-related expenses. To the extent possible, all registration, lodging, and airline expenses shall be paid in advance through the District's established purchasing procedures.

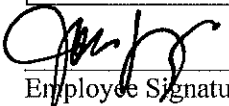
**PLEASE NOTE:** all out-of-state travel shall be approved in advance by the Governing Board. Following return from travel, a copy of this completed and approved form shall be submitted with a travel expense form within 10 working days.

### **DESCRIPTION OF TRAVEL PURPOSE & FUNDING SOURCE (ATTACH CONFERENCE AGENDA/FLIER):**

California Teacher Association(CTA)/National Education Association(NEA) Issues Conference. Housing and conference will be paid by CTA grant. Conference will be held during the weekend therefore will only need to be released from work duties for one day.

EXPENSE	ESTIMATED COST
Registration Fee	
Meals	
Lodging	
Airline	
Taxi/Shuttle	
Personal Car _____ Miles @ \$0.575/Mile	
Other Expenses	
<b>Total Estimated Expenses</b>	

- ☒ Check if no Expense Incurred
- ☐ Check if Advance Funds Requested  
Amount \$ \_\_\_\_\_ (NOT TO EXCEED 75%)  
Date Needed: \_\_\_\_\_
- ☐ Check if Substitute Requested  
(Please turn in Time Off Request Form to Principal)

  
Employee Signature

11.2.18  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent/Designee Signature

\_\_\_\_\_  
Date

Board of Trustees:  
Tonya Brunett  
Mary Crull  
Carolyn Rodriguez  
Bryan Stotko  
Steven Sullivan



Superintendent  
Jeff Turner  
Principal  
Dr. Stephen Bluestein

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**AUTHORIZATION FOR TRAVEL/CONFERENCE ATTENDANCE FORM**

Employee Name: Christina Mendoza Date: 11/1/19

Conference/Meeting Title: CTA Issues Conference

Location/Address: 3801 S. Las Vegas Blvd. Las Vegas, NV 89109

Dates of Attendance (MM/DD/YYYY): From 01/18/2019 to 01/20/2019 No. Days 3

To be eligible for travel reimbursement, this form shall be properly completed and submitted for approval no less than 15 business days prior to departure. Advances are not the preferred method of paying travel-related expenses. To the extent possible, all registration, lodging, and airline expenses shall be paid in advance through the District's established purchasing procedures.

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**DESCRIPTION OF TRAVEL PURPOSE & FUNDING SOURCE (ATTACH CONFERENCE AGENDA/FLIER):**

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EXPENSE	ESTIMATED COST
Registration Fee	
Meals	
Lodging	
Airline	
Taxi/Shuttle	
Personal Car _____ Miles @ \$0.575/Mile	
Other Expenses	
<b>Total Estimated Expenses</b>	

- ☒ Check if no Expense Incurred
- ☐ Check if Advance Funds Requested  
Amount \$ \_\_\_\_\_ (NOT TO EXCEED 75%)  
Date Needed: \_\_\_\_\_
- ☐ Check if Substitute Requested  
(Please turn in Time Off Request Form to Principal)

Christina Mendoza  
Employee Signature

11/2/2018  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent/Designee Signature

\_\_\_\_\_  
Date



Share 2

Tweet

G+

## Event description

### The Challenge of Change-Refresh, Renew, Refocus

Come to the CTA Issues Conference to understand and embrace the challenges facing educators in today's post-Janus environment in our local communities and statewide. You can shape the educational future for our youth and have a positive and dynamic impact in the classroom, on our culture and in our society. Learn how at the CTA Issues Conference!

We are offering many new and updated sessions again in this years agenda (<http://ctago.org/wp-content/uploads/2018/08/Agenda-at-a-glance.pdf>)! The 2019 conference will feature dynamic and inspirational keynote speakers, session presenters, as well as opportunities to network and collaborate with colleagues and education thought leaders from around the state.

The conference will include an array of up-to-date elective skill building sessions (<https://ctago.org/wp-content/uploads/2018/08/Elective-Descriptions-Tentative-1.pdf>) and informative, relevant topic sessions for you to choose from including: *Organizing for Member Retention, Recruitment, and Engagement! Planning Your Year; Building Strong Sites Through Distributed Leadership; CAL STRS Retirement Essentials; PERS Retirement Essentials; Loss of Fair Share—What Does It Mean? What Will We Do?* and many more.

This year, we are fortunate to have **Dr. Gordon Lafer**, Associate Professor at the University of Oregon's Labor Education and Research Center as our primary keynote speaker. His areas of expertise include labor law, union organizing, collective bargaining and the impact of charter schools on public education in the United States as published in his *Breaking Point Report*, May 2018. He is the author of *The Job Training Charade* and *The One Percent Solution: How Corporations are Remaking American One State at a Time*.

At the conference numerous exhibits will showcase CTA services and programs, offering participants the opportunity to learn how local chapters can access the many resources available from CTA. Also, conference participants will be able to meet with CTA and NEA Board representatives and members from other areas throughout the state.

After attending sessions on current issues, collaborating with colleagues to invest in lasting relationships and acquiring new skill sets, you will be stronger than ever as you stand together to refresh, renew and refocus on the importance of CTA's involvement in the future of California's diverse student populations and the future of the teaching profession.

Find out how you may get your transportation reimbursed! (<https://ctago.org/wp-content/uploads/2017/08/Transportation-Reimbursement.pdf>)

# Field Trip Request Form

DISTRICT/CHARTER Mesa Union School District

Trip Date 12/1/2018

Destination Cal Poly San Luis Obispo, 1 Grand Ave. San Luis Obispo, Ca 93407

Type of Activity: ☒ Learning Activity ☐ Athletic Activity ☐ Other (please describe) \_\_\_\_\_

Academic Focus/Purpose of Trip Full STEAM/AVID Ahead College Tour

Lunch Request \_\_\_\_\_

Transportation: ☐ Walking ☒ Vehicle: ☐ Sack ☐ Cafeteria ☐ Other Bus 1 Contract Bus \_\_\_\_\_ Van \* \_\_\_\_\_ Private Car \* \_\_\_\_\_

Number of Students 39 Chaperones 4 Drivers 1

Departure time from School 9:00am Departure time from Destination 3:00pm

Bus to remain with group? ☒ Yes ☐ No Driver's Proof of Liability on File \_\_\_\_\_

List any other planned stops \_\_\_\_\_

Teacher(s) Ms. Reyes, Mr. Oliveras, Mr. Turner, & Mrs. Sonnenschein Grade(s) 6th-8th

Cost 1209.23 Funding Source \_\_\_\_\_ Bill to \_\_\_\_\_ Account # \_\_\_\_\_  
(Program or Resource #)

Approved ☐ Yes ☐ No Board Action ☒ Yes ☐ No Date of Board Action 11/15/2018

Applicant's Signature \_\_\_\_\_ Principal's or Superintendent's Signature \_\_\_\_\_

## Driver's Use Only

Vehicle Number \_\_\_\_\_ Check in Time \_\_\_\_\_  
Ending Odometer \_\_\_\_\_ Departure time from school \_\_\_\_\_  
Beginning Odometer \_\_\_\_\_ Return time to school \_\_\_\_\_  
Odometer difference \_\_\_\_\_ Check out time \_\_\_\_\_

Driver's Signature \_\_\_\_\_

## Use for Split Trips Only

Vehicle Number \_\_\_\_\_ Departure time from school \_\_\_\_\_  
Ending Odometer \_\_\_\_\_ Return time to school \_\_\_\_\_  
Beginning Odometer \_\_\_\_\_ Check out time \_\_\_\_\_  
Odometer difference \_\_\_\_\_

Driver's Signature \_\_\_\_\_

## District's Routing Instructions

\_\_\_\_ Teacher(s) mark your calendars to avoid conflicts  
\_\_\_\_ School Office Staff  
\_\_\_\_ Kitchen Staff  
\_\_\_\_ Other (List) \_\_\_\_\_

## BSA Office Use Only

Miles \_\_\_\_\_ X Rate \_\_\_\_\_  
TOTAL

\* Driver of his/her personal vehicle must submit an Employee/Volunteer Personal Vehicle Use form to the district office prior to trip.  
White - Transportation Department Yellow - BSA Office Pink - District Approved Copy Gold - Originator's Copy

# Field Trip Request Form

DISTRICT/CHARTER Mesa Union School District

Trip Date 3/14/19

Destination Museum of Tolerance 9786 Pico Blvd. Los Angeles, Ca 90035

Type of Activity: ☒ Learning Activity ☐ Athletic Activity ☐ Other (please describe) \_\_\_\_\_

Academic Focus/Purpose of Trip Tour Museum/focus: Holocaust, World War II, and tolerance

Lunch Request ☒ \_\_\_\_\_

Transportation: ☐ Sack ☐ Walking ☒ Cafeteria Vehicle: Bus 1 ☐ Other Contract Bus \_\_\_\_\_ Van \* \_\_\_\_\_ Private Car \* \_\_\_\_\_

Number of Students 66 Chaperones 7 Drivers 1

Departure time from School 8:30am

Departure time from Destination 2:30pm

Bus to remain with group? ☒ Yes ☐ No Driver's Proof of Liability on File \_\_\_\_\_

List any other planned stops Rancho Park(bus parking area) for lunch if there is time.

Teacher(s) Mrs. Dwork

Grade(s) 8th

Cost 796.07

Funding Source VTA Co. Jewish Federation

Bill to \_\_\_\_\_

Account # \_\_\_\_\_  
(Program or Resource #)

Approved ☐ Yes ☐ No Board Action ☒ Yes ☐ No

Date of Board Action 11/15/2018

Applicant's Signature Jean Dwork

Principal's or Superintendent's Signature \_\_\_\_\_

## Driver's Use Only

Vehicle Number \_\_\_\_\_

Check in Time \_\_\_\_\_

Ending Odometer \_\_\_\_\_

Departure time from school \_\_\_\_\_

Beginning Odometer \_\_\_\_\_

Return time to school \_\_\_\_\_

Odometer difference \_\_\_\_\_

Check out time \_\_\_\_\_

Driver's Signature \_\_\_\_\_

## Use for Split Trips Only

Vehicle Number \_\_\_\_\_

Ending Odometer \_\_\_\_\_

Departure time from school \_\_\_\_\_

Beginning Odometer \_\_\_\_\_

Return time to school \_\_\_\_\_

Odometer difference \_\_\_\_\_

Check out time \_\_\_\_\_

Driver's Signature \_\_\_\_\_

## District's Routing Instructions

\_\_\_\_ Teacher(s) mark your calendars to avoid conflicts  
\_\_\_\_ School Office Staff  
\_\_\_\_ Kitchen Staff  
\_\_\_\_ Other (List) \_\_\_\_\_

## BSA Office Use Only

Miles \_\_\_\_\_ X Rate \_\_\_\_\_  
TOTAL \_\_\_\_\_

\* Driver of his/her personal vehicle must submit an Employee/Volunteer Personal Vehicle Use form to the district office prior to trip.

White - Transportation Department

Yellow - BSA Office

Pink - District Approved Copy

Gold - Originator's Copy

# Field Trip Request Form

DISTRICT/CHARTER Mesa Union School District

Trip Date 6/7/19

Destination Six Flags Magic Mountain, 26101 Magic Mountain Pkwy, Valencia, Ca 26101

Type of Activity: ☐ Learning Activity ☐ Athletic Activity ☒ Other (please describe) Promotion Activity

Academic Focus/Purpose of Trip 8th Grade Promotion Activity

Lunch Request \_\_\_\_\_

Transportation: ☐ Sack ☐ Cafeteria ☒ Vehicle: Bus 1 ☐ Contract Bus \_\_\_\_\_ Van \* \_\_\_\_\_ Private Car \* \_\_\_\_\_

Number of Students 67 Chaperones 8 Drivers 1

Departure time from School 8:30am

Departure time from Destination 5:30pm

Bus to remain with group? ☒ Yes ☐ No

Driver's Proof of Liability on File \_\_\_\_\_

List any other planned stops \_\_\_\_\_

Teacher(s) Mrs. Dwork

Grade(s) 8th

Cost 3577.67

Funding Source \_\_\_\_\_

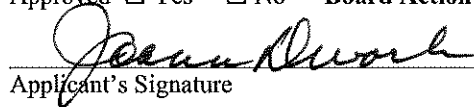
Bill to \_\_\_\_\_

Account # \_\_\_\_\_

(Program or Resource #)

Approved ☐ Yes ☐ No Board Action ☒ Yes ☐ No

Date of Board Action 11/15/2018

Applicant's Signature 

Principal's or Superintendent's Signature \_\_\_\_\_

## Driver's Use Only

Vehicle Number \_\_\_\_\_

Check in Time \_\_\_\_\_

Ending Odometer \_\_\_\_\_

Departure time from school \_\_\_\_\_

Beginning Odometer \_\_\_\_\_

Return time to school \_\_\_\_\_

Odometer difference \_\_\_\_\_

Check out time \_\_\_\_\_

Driver's Signature \_\_\_\_\_

## Use for Split Trips Only

Vehicle Number \_\_\_\_\_

Ending Odometer \_\_\_\_\_

Departure time from school \_\_\_\_\_

Beginning Odometer \_\_\_\_\_

Return time to school \_\_\_\_\_

Odometer difference \_\_\_\_\_

Check out time \_\_\_\_\_

Driver's Signature \_\_\_\_\_

## District's Routing Instructions

\_\_\_\_ Teacher(s) mark your calendars to avoid conflicts

\_\_\_\_ School Office Staff

\_\_\_\_ Kitchen Staff

\_\_\_\_ Other (List) \_\_\_\_\_

## BSA Office Use Only

Miles

X  
Rate

TOTAL

\* Driver of his/her personal vehicle must submit an Employee/Volunteer Personal Vehicle Use form to the district office prior to trip.

White - Transportation Department

Yellow - BSA Office

Pink - District Approved Copy

Gold - Originator's Copy



GOLDEN VALLEY CHARTER SCHOOL  
ANNUAL PROGRAMMATIC AUDIT 2017-18

Prepared for Mesa Union School District  
October 16, 2018

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## **A. SUMMARY DATA OF STUDENT PROGRESS 2017-2018**

### **Golden Valley Charter School Assessment Summary**

The California Assessment of Student Performance and Progress (CAASPP) Smarter Balanced online assessments were administered to more than 3.2 million students in 2018 to gauge their progress in learning the more rigorous academic standards designed to prepare them for college and careers in the 21<sup>st</sup> century. The test is in its fourth operational year. The Smarter Balanced summative assessments tested students in grades 3-8 and 11 in English language arts and mathematics. There are two parts to each Smarter Balanced test. First, there is an adaptive test that gives students different follow-up questions based on their answers. Second, there is a performance task that challenges students to apply their knowledge and skills to real-world problems. The two-parts measure depth of understanding, writing, research, and problem-solving skills. Students will fall into one of four achievement levels: standard exceeded, standard met, standard nearly met, and standard not met.

#### **English Language Arts**

Overall scores of GVCS students meeting and exceeded standards increased by 1% from the previous year to 53%, surpassing Ventura County (by 6%) and State of California (by 3%). Golden Valley has exceeded state and county scores, in this area, for the fourth year in a row.

#### **Mathematics**

Overall scores of GVCS students meeting or exceeded standards increased by 3% from the previous year to 38%. GVCS scored slightly higher than Ventura County (by 2%). GVCS scored lower than the State of California (by 1%).

#### **Science**

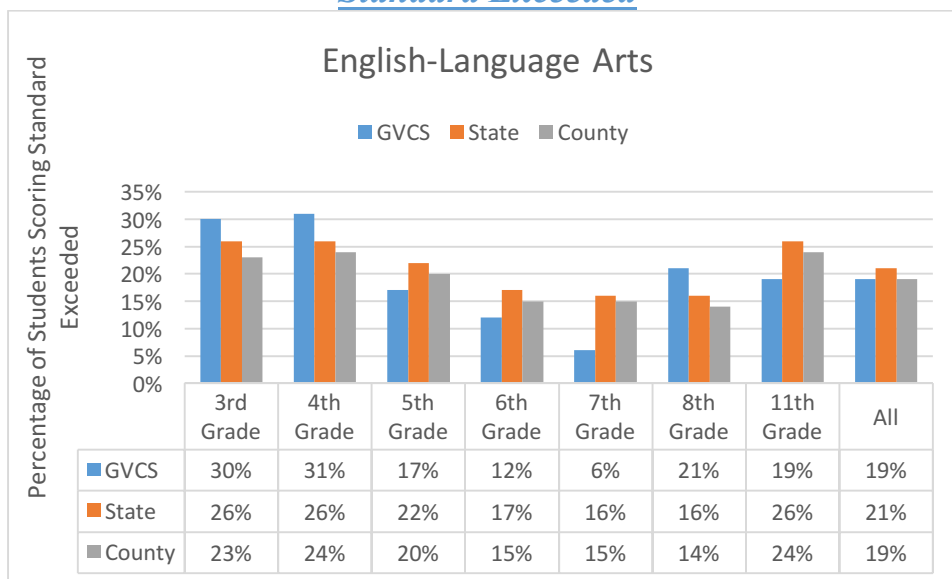
In 2016-17, the California Science Test (CAST) took the place of the California Standards Test (CST) in science. In 2017-18, students in grades 5, 8, 11, and 12 took the field test of the California Science Test (CAST). Scores for the CAST will not be available until the year 2019.

**Science Test Development Cycle**

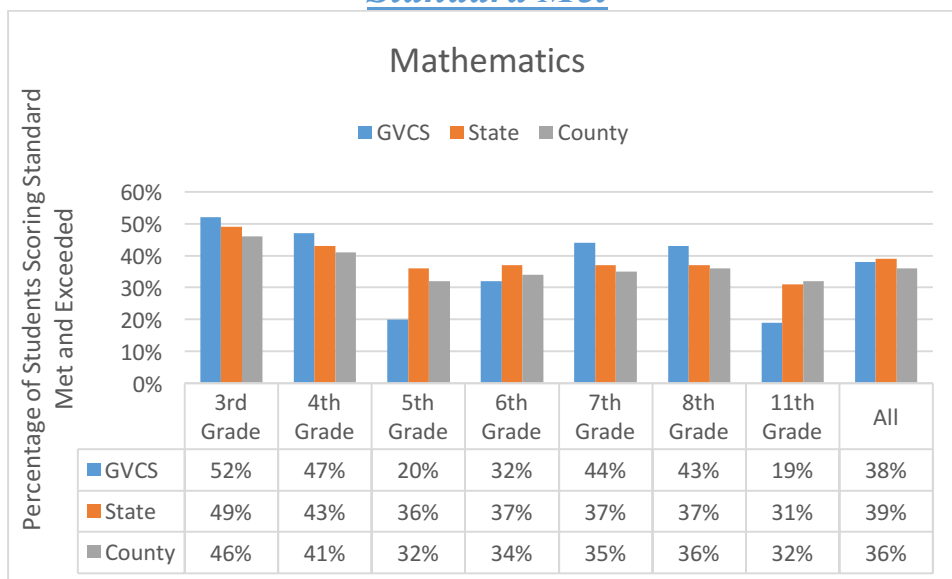
<b>Year</b>	<b>CAST</b>	<b>CAA for Science</b>
2016–17	Pilot test	Pilot test
2017–18	Field test	Pilot test
2018–19	Operational test	Field test
2019–20	Operational test	Operational test

## Spring 2018 CAASPP Smarter Balanced Summative Assessment Results: GVCS vs. State and County

### Standard Exceeded



### Standard Met





## OTHER ASSESSMENTS

**Portfolios/work samples:** Education Facilitators collect monthly work samples for each subject/growth area. A portfolio is compiled, and is included in our yearly audit. Portfolios are kept on file for a period of three years. These portfolios provide evidence of student achievement and accomplishment. Items that may be included in the portfolio are not limited to paper and pencil work; rather, a family may choose to include recordings, art projects, or pictures of activities which the student participated in.

**Learning Plans:** Education Facilitators document all students' learning in a monthly learning plan. It is through these learning plans that we track and document the measurable pupil outcomes, as defined in our charter.

**Report cards/transcripts:** Golden Valley assigns grades on a semester basis. All students receive report cards. All students in grades 9-12 receive semester grades and high school credits on a high school transcript. The grades are determined by the parent and Education Facilitator (and the student, where appropriate) as a team, but the Education Facilitator has the final say in the grade and number of credits earned.

**Schoolwide fall and spring assessments:** All students in grades 3-11 complete pre-tests covering the California State Standards in English Language Arts, Reading, and Math in order to plan instruction for the school year, and take post-tests in the spring in order to focus instruction on areas not yet mastered. Last year we used i-Ready as our testing platform, which is an adaptive, computer-based program that is easily accessible to all students. Based on the results of this assessment, the program provides instruction modules that students can utilize to strengthen areas of need.

## B. HIGH SCHOOL EXIT EXAM DATA

The California High School Exit Examination (CAHSEE), formerly a graduation requirement for students in California public schools, was suspended effective January 1, 2016.

## C. ANALYSIS OF STUDENT PERFORMANCE

Our charter states that the extent to which students achieve the measurable pupil outcomes is determined by mastery of the student standards and by demonstrated proficiency on the state's designated testing and reporting instruments.

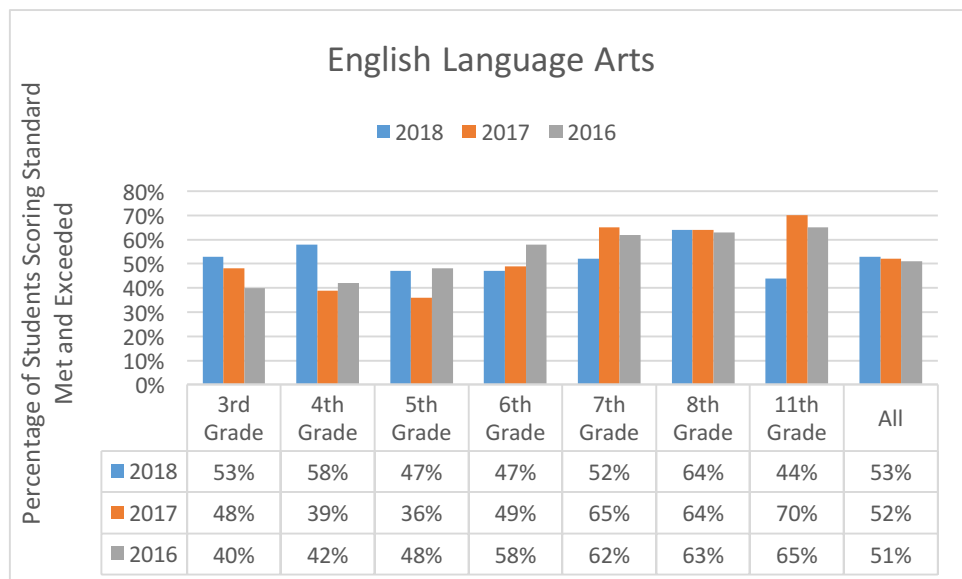
Based on this data, GVCS students perform comparably well with students in a regular public school setting. It's important to keep in mind that the small student population of GVCS compared to the county and state populations can give a somewhat skewed view of results on the graph. For a school as small as ours, a small handful of students can dramatically change the percentages.

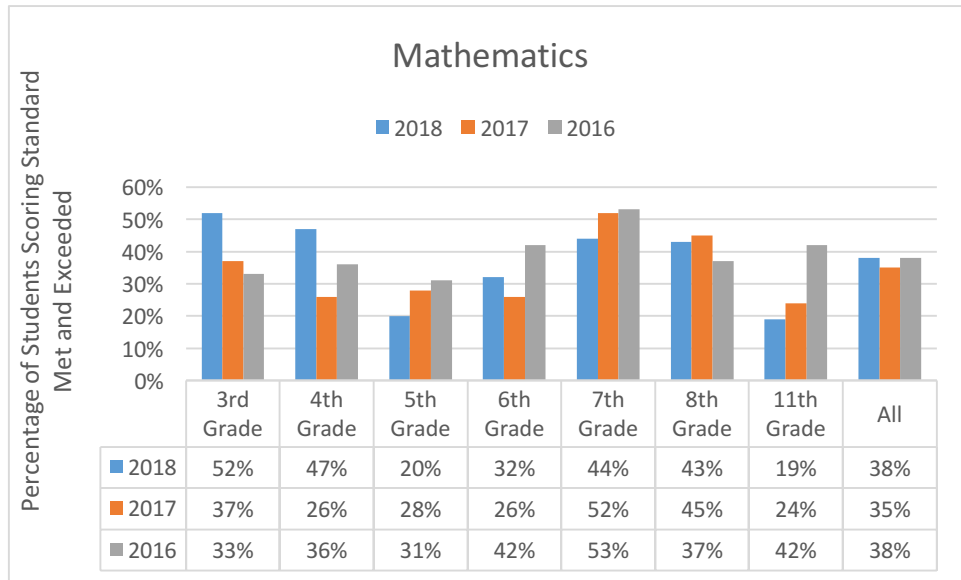
### Overall Impressions

GVCS is pleased with the fourth year of ELA test scores assessing the more rigorous academic Common Core State Standards. Along with a 3% math increase, seventy-eight percent of Math Path students increased their scores in math. GVCS also scored higher than most similar schools analyzed in this report in ELA and math.

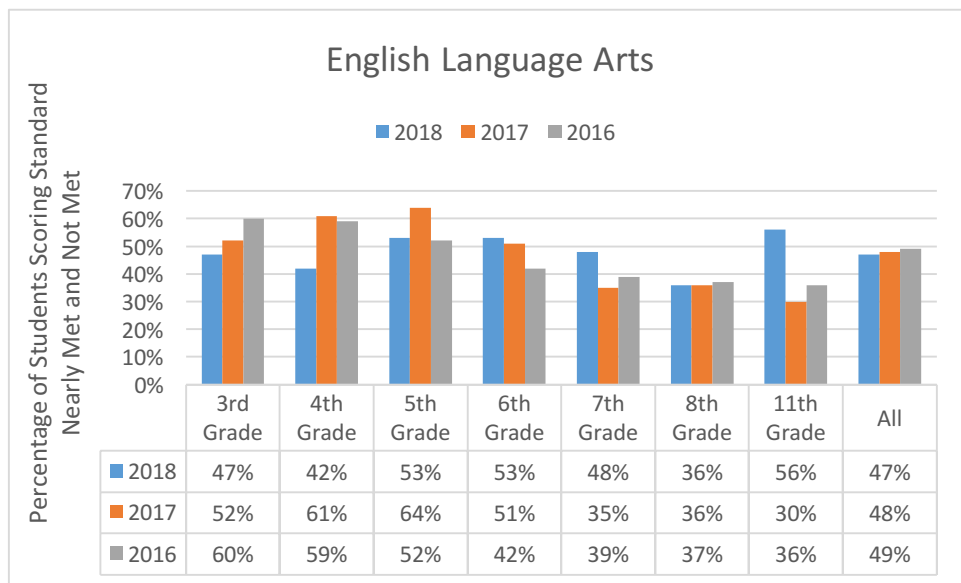
Our goal is to improve test scores on the CAASPP by ensuring that all students show growth and proficiency, are well educated, have access to quality materials, and are challenged to their highest ability. Analyzing and interpreting CAASPP data is one way to help GVCS determine curriculum, instruction, strengths, and areas for growth.

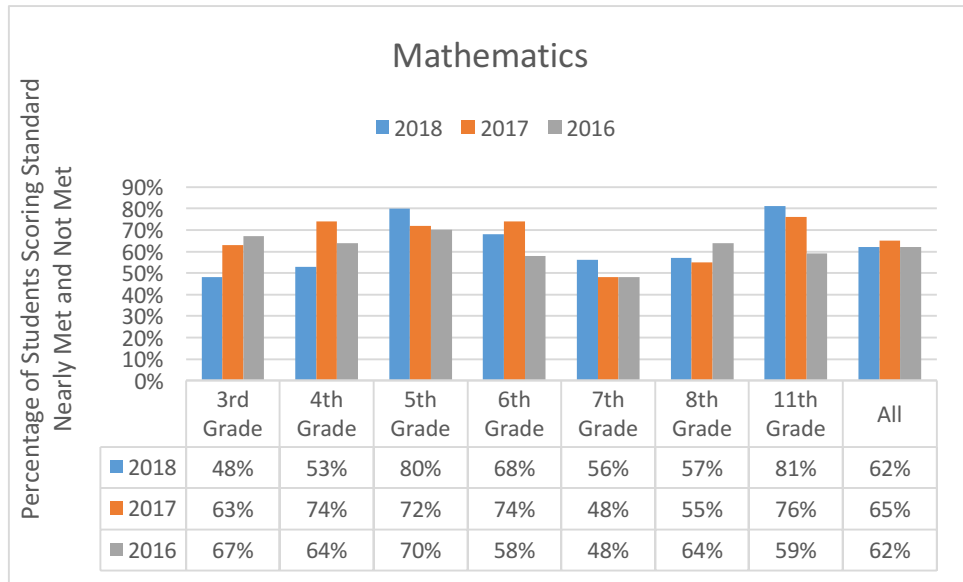
### Spring 2018 CAASPP Smarter Balanced Summative Assessment Results English Language Arts and Mathematics **GVCS 2018 vs. 2017 vs. 2016** *Students Exceeding/Meeting Standards*





Spring 2018 CAASPP Smarter Balanced Summative Assessment Results  
English Language Arts and Mathematics  
**GVCS 2018 vs. 2017 vs. 2016**  
*Students Nearly Meeting/Not Meeting Standards*





## D. PARENT INVOLVEMENT

### Parent Survey Schoolwide Results 2017-18

By nature of the design of our program, parents are highly involved in the education of their children on a daily basis, as the parent is responsible for the day to day teaching. Two seats on our Board of Directors are designated for parents. We received 192 total responses to our last year's survey.

Are You Satisfied With...	Yes		No		N/A	
The Curriculum Provided for my Children	176	91.67%	6	3.13%	10	5.21%
Timeliness of Curriculum Delivery	176	91.67%	6	3.13%	10	5.21%
Schoolwide Online Subscriptions	121	63.02%	0	0.00%	71	36.98%
Mandated State Test Administration	119	61.98%	13	6.77%	60	31.25%
Academic Standards for Students	180	93.75%	1	0.52%	11	5.73%
Guidance Counseling for High School Students	59	30.73%	3	1.56%	130	67.71%
Newsletter Information on the School Website or Provided by EF	178	92.71%	2	1.04%	12	6.25%
Other Information Available on the School Website	179	93.23%	2	1.04%	11	5.73%
Responsiveness of the School Support Staff	179	93.23%	0	0.00%	13	6.77%
School Administration	169	88.02%	1	0.52%	22	11.46%
Contact with Special Education Department, if Applicable	49	25.52%	2	1.04%	140	72.92%
Service Provided by Special Education Vendors, if Applicable	44	22.92%	2	1.04%	146	76.04%
Success in achieving the mission of its Charter?	182	94.79%	0	0.00%	10	5.21%

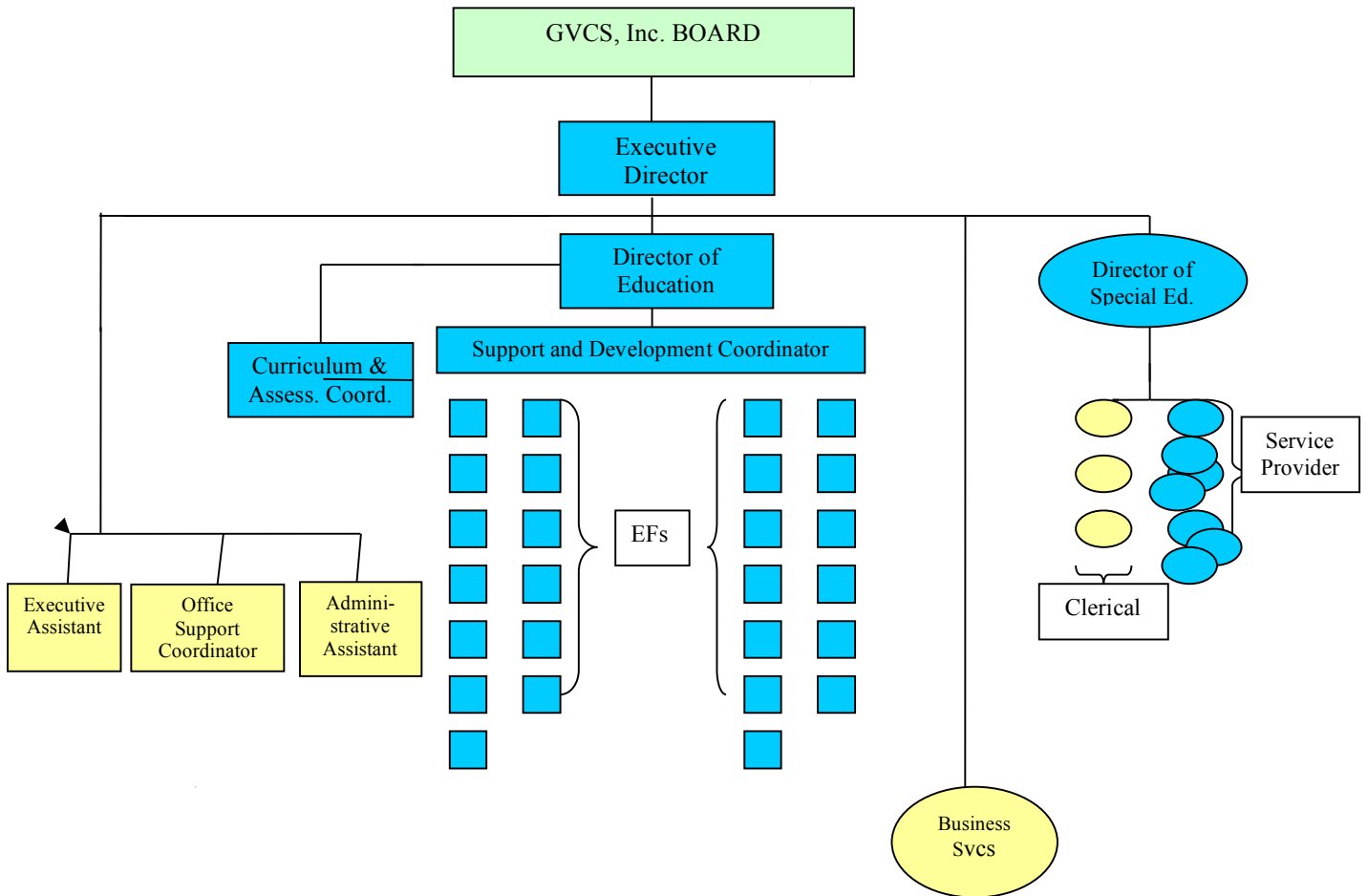
<b>What Parents Like Best about GVCS</b>	
My EF and their dedication to the students/making sure my kids are meeting their goals	
The library and the fact that I don't have to use all of my funds for curriculum/ The library is fantastic - vast curriculum choices available - well stocked	
Testing	
Accountability - they keep me on track	
Friendly Staff at GVCS office and in the library	
Freedom to choose curriculum	
Flexibility in the choice of teaching methods and program but within a structured setting	
Great variety of quality vendors to provide children with a rich educational experience	
Support	
Love the new attendance logs	
Using instructional funds to pay for classes	
Park Days/Field Trips	
Spelling Bee	
Newsletters	
All of the different resources available to us	
Support is given through a wide range of vendor services and supplies	
GVCS is a great school, but it is the people that bring GVCS the wow factor	
The integrity of the school	
Library is so updated and organized	
No changes! It is the best school!	
Appreciate all of the science days at the park	
Online Subscriptions	
I love that someone answers the phone when I call and how quickly the staff answers emails and phone calls	
I appreciate the state testing practice	
Flexible Curriculum for Grades K-8	
GVCS cares about how my student is progressing	
We can work at our own pace and there is less stress on my children	
Meeting with EF every 20 days/ keep me accountable and organized	
Willingness to accommodate various educational needs of students	
Love the direction of the school	
Love the support and encouragement and resources provided /Academic Support	
Very happy with GVCS during high school	
Love our streamlined ordering process	

Add	
Please add Amazon as a vendor	We have added amazon as a vendor beginning with the 2018-19 school year.
Funds should be released earlier in the year	Instructional funds are released several weeks prior to the start of school. We do not pay for materials and services for use outside of the regular school year, per legal requirements.
More social opportunities to meet peers and socialize	For the 18-19 school year, we have over 35 school wide events Including Fun Days, Park Days, Field Trips, Art Contest, Author's Fair, Back to School Event, and more.
Funds that roll over into the next school year	Schools operate on an annual fiscal year, which is audited annually. We are not able to roll funds over from one year to the next.
Make the library open to families at any time for meeting and study sessions.	Effective 11-1-18, we are changing two of the library days from needing appointments to "drop in days".
Vendors should be allowed to teach in the home	We take pride in our policies on student safety, and require services to be provided in public to ensure their safety.
More assistance in writing learning plans maybe in the form of a workshop	This is an EF responsibility. The EF works with the parent for input. It is best done together.
Easier process for vendors to be approved	As long as a vendor meets our requirements for approval, the GVCS process is simple and fast. Delays often occur due to the vendor not qualifying or completing necessary paperwork.
Math classes or tutor offered/study skills classes	We have many vendors that offer math classes, tutoring, and study skills assistance. All parents are encouraged to seek out new vendors near their homes that they would like to have added.
Please add Mystery Science	In addition to Mystery Science being available to parents individually for free through Mystery Science, they are also a GVCS vendor.
Website is hard to navigate, not user friendly or modern	We continue to work on this concern. Our parent portal contains a vast amount of information, and we are trying to find the best way to keep it current at all times.
Improve school pride/culture so that families feel connected.	We have increased the number of school wide activities, have developed a strong Facebook following, and have created a private Facebook group for families to communicate and share ideas. We are looking into an on-demand spirit wear site for families and staff.
The ability to share funds between students	GVCS does not allow this practice because we feel that ALL students should receive equitable funding based on grade level.
More funds for classes and services.	We increased instructional funds in 18-19. Additionally, we keep the library stocked with the most popular curriculum so families can check most or all educational materials out at no cost out of instructional funds, freeing the funds for services and more personalized curriculum.
Help for students with test taking issues	GVCS offers stress-free test taking practice at simulated testing sites, and this has been well attended.

Leadership opportunities	We have two of our five board member positions open to parents.
Why is there a fee to check out already broken instruments	We have eliminated these charges effective the 18-19 year.
Ability to return items directly to the library	The EF manages the check-out list for families. One option would be to arrange a meeting with your EF at the library for this purpose.
More service vendors closer to my home	We increase vendors regularly, based on parent request. Please find vendors that you would like to use near your home and submit the Vendor Approval Request Form.
Better suggestions on how to use funds initially-so overwhelming	Your EF is responsible for assisting you with this. It is one of the services that we are proud to have in place for our families. They are willing and ready to help you!
Please allow occasional online meetings	GVCS does allow occasional online meetings, with administrative approval.
Have a vendor fair	We have a vendor fair scheduled for the 18-19 school year.
Workshops for families	We will work on adding these types of activities into future school years.



## E. STAFF DATA



Key: Certificated Employee: Blue Square  
Certificated Contract Svc: Blue Circle

Classified Employee: Yellow Square  
Classified Contract Svc: Yellow Circle

## STAFF CREDENTIAL INFORMATION:

**Albright, Christine:** Professional Clear Multiple Subject Teaching Credential, General Subjects; Cross-Cultural Language and Academic Development Emphasis, Expires 8-1-21; M.A. in Teaching and Specialization in Reading.

**Alday, Anne:** Clear Multiple Subject Teaching Credential - General Subjects, Expires 5-1-19; Clear Specialist Instruction Credential in Special Education – Severely Handicapped, Expires 5-1-19; M.A. in Special Education.

**Barnett, Melissa:** Professional Clear Multiple Subject Teaching Credential K-12, Expires 5-1-23.

**Gomez, Elizabeth:** Clear Multiple Subject Teaching Credential-General Subjects; Bilingual, Cross-cultural Language and Academic Development, Emphasis: Spanish, Expires 5-1-19.

**Gomez, Tabeth:** Professional Clear Multiple Subject Teaching Credential-General Subjects, Expires 9/1/20; Professional Clear Single Subject – Art, Expires 8-1-15; Professional Clear Single Subject - Home Economics, Expires 8-1-20; M.A. in Education.

**Guy, Laura:** Clear Multiple Subject Teaching Credential - General Subjects, Expires 4-1-20; CLAD certification with Math and Science supplements.

**Halpin, Jacqueline:** Clear Multiple Subject Teaching Credential – General Subjects, Expires 10-1-18; Clear Single Subject Teaching Credential - Social Science, Expires 10-1-18.

**Hamilton, Hayley:** Professional Clear Multiple Subject Teaching Credential K-8, Expires 9-1-19.

**Hammerschmitt, Staci:** Professional Clear Multiple Subject Teaching Credential K-8, Expires 7-1-18.

**Hand-Hogan, Wendy:** Professional Clear Multiple Subject Teaching Credential K-12, Expires 5-1-21.

**Klein, Sylvia:** Professional Clear Multiple Subject Teaching Credential – General Subjects, Expires 7-1-20

**Marston, Cynthia:** Professional Clear Single Subject Teaching Credential - Biological Sciences, Expires 6-1-20.

**McBride, Norma:** Professional Clear Multiple Subject Teaching Credential K-12, Expires 2-1-20.

**Purcell, Tricia:** Clear Multiple Subject Teaching Credential – General Subjects, Expires 7-1-22; Clear Single Subject Teaching Credential – Mathematics, Expires 2/1/19; M.A. in Teaching and Learning.

**Rydman, Margaret:** Clear Multiple Subject Teaching Credential - General Subjects, Expires 5-1-22; Preliminary Administrative Services Credential, Expires 8-1-22; M.A. in Education.

**Salsberry, Joyce** Professional Clear Multiple Subject Teaching Credential with CLAD emphasis, Expires 9-1-20

**Schiavone, Terri:** Professional Clear Multiple Subject Teaching Credential, General Subjects, Expires 10-1-21, Clear Administrative Services Credential, Expires 10-1-21.

**Sharp, Amy:** Professional Clear Multiple Subject Teaching Credential - General Subjects, Expires 9-1-18.

**Stark, Tiffany:** Clear Multiple Subject Teaching Credential – General Subjects, math supplement, Expires 7-1-18.

**Stewart, Tamie:** Professional Clear Multiple Subject Teaching Credential - General Subjects; Cross-cultural Language and Academic Development, Emphasis, Expires 1-11-19

**Stirling, MaryJo:** Life Diploma, 7-12<sup>th</sup>. Grade, M.S. in Education.

**Theobald, Wendy:** Professional Clear Single Subject Teaching Credential – Mathematics, Expires 6-1-22; Clear Cross-cultural, Language and Academic Development Certificate.

**Veiga, Lorrie:** Professional Clear Multiple Subject Teaching Credential, Expires 11-1-19.

**Yard, Racheal:** Professional Clear Multiple Subject Teaching Credential – General Subjects, Expires 1-1-20; Professional Clear Specialist Instruction Credential in Special Education, Expires 1-1-20; Clear Resource Specialist Certificate of Competence; Clear Cross-cultural, Language and Academic Development Certificate; M.A. in Special Education.

## **F. HEALTH AND SAFETY POLICY**

Golden Valley Charter School shall comply with all of the requirements of Education Code, Section 45122.1 to ensure the safety of employees and students. GVCS will comply with all applicable laws, including the Family Education Rights and Privacy Act, concerning immunization, health and safety, child abuse reporting and related issues for both employees and students. All employees of GVCS will furnish criminal record summaries in accordance with Education Code 45122.1. The Health and Safety Policy below is taken from our employee handbook:

The health and safety of employees and others on GVCS property are of critical concern to GVCS. We strive to attain the highest possible level of safety in all activities and operations. GVCS also intends to comply with all health and safety laws applicable to our business. To this end, GVCS must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions.

Employees should be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. You should report any unsafe conditions or potential hazards to the Director immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on GVCS's premises, or in a product, facility, piece of equipment, process, or business practice for which GVCS is responsible, bring it to the attention of the Director immediately. The Director should arrange for the correction of any unsafe condition or concealed danger immediately.

Periodically, GVCS may issue rules and guidelines governing workplace safety and health. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected. Contact the Director for copies of current rules and guidelines. Failure to comply strictly with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety will not be tolerated.

Additionally, GVCS has developed a written Injury and Illness Prevention Program as required by law. If you have not received your copy of this Program, or if you wish an additional copy, please contact the Director. It is your responsibility to read, understand, and observe the Injury and Illness Prevention Program provisions applicable to your job.

Any workplace injury, accident, or illness must be reported to the Director as soon as possible, regardless of the severity of the injury or accident. If medical attention is required immediately, the Director will assist employees in obtaining medical care, after which the details of the injury or accident must be reported.

Health and Safety Issues with GVCS staff/facilities:

None

## G. RACIAL AND ETHNIC SURVEY COMPARISON OF CHARTER PUPILS AS COMPARED WITH DISTRICT PUPILS

Selected School Level Data  
Golden Valley Charter--Mesa Union Elem--5672470-5630363  
for the year 2016-17

School	Total	African American	American Indian or Alaska Native	Asian	Filipino	Hispanic or Latino	Pacific Islander	White	Two or More Races	None Reported (Ethnicity)
<a href="#">Golden Valley Charter</a>	633	2.5%	0.3%	4.1%	0.9%	30.3%	0.0%	52.9%	8.1%	0.8
<a href="#">Mesa Elementary</a>	617	0.6%	0.5%	2.8%	3.9%	67.7%	0.6%	19.8%	4.1%	0.0%

Data source: CDE DataQuest website

## H. ADMISSIONS OVERVIEW

Students are considered for admission without regard to ethnicity, national origin, gender, or disability. Students are placed on a prospective student list once all required paperwork has been submitted, including, but not limited to, immunization and health report information. Parents of special education students must either provide a copy of their child's most recent IEP, or a copy of all assessment reports if a student does not have an IEP, but was evaluated for special education. Parents may provide the charter school with a signed form authorizing the current school of placement to release a copy of the IEP or assessment reports in lieu of providing the IEP or assessment reports. Prior to admission, all parents and students must read the GVCS Charter and Independent Study Policy, and sign the Master Student Agreement indicating an agreement to abide by the charter's philosophy, program, and other applicable requirements and responsibilities. Parents and students sign the master student agreement for each semester of enrollment, which outlines the distribution of educational responsibilities, student educational goals, objectives, methods of evaluation, and additional rights and responsibilities of the parents and students, including special education services offered by the charter school. All students' continued enrollment shall be dependent upon compliance with the Master Student Agreement.

All students in the MUSD, neighboring districts, and TK-12 students residing in counties contiguous with and including Ventura County are eligible to attend Golden Valley Charter School. If more students apply than can be admitted, a lottery system is used to determine those selected to attend. Admission preference is given to siblings of current students and to those students residing within MUSD boundaries and then to students who live in other communities and counties.

GVCS complies with all laws establishing minimum age for public school attendance. For a maximum age limit, the school only allows pupils over 19 years of age to attend if they have been and are continuously enrolled in public school and make satisfactory progress towards a high school diploma.

In keeping with the mission of this school, GVCS seeks to continue to provide this alternative, personalized learning model of education to all those who seek it for their children. However, in order to ensure the survivability of this school and to provide the same level of high quality services GVCS families have had access to thus far, GVCS believes that steady monitored growth is desirable in that it is reflective of our ability to sustain a rigorous, personalized, standards-based education which is a viable, time-tested alternative to those seeking enrollment in this type of school.

In order to achieve this mission, GVCS is committed to the following:

- Continuing attention to stakeholder concerns and desires through our annual survey and open door policy.
- Monitoring of enrollment on a regular basis, and attention to reasons stakeholders may have for leaving our school.
- Systematic process for public awareness of our educational program.
- Continual self-evaluation for the purpose of program improvement.

Ending ADA 2017-18	# students not placed by enrollment deadline of 3- 1-18	Voluntarily Dropped between 8/22/17 and 5/25/18	# students placed on Academic Probation during 2017-18	Dismissed in 2017-18 school year
642	0	262	13	1

Attendance of 75% or less in any given assignment period (not to exceed twenty (20) school days) will automatically result in probationary status of the student. A second probation in the current academic year will result in immediate dismissal from the charter school.

Dismissal data: One student was dismissed due to academic probation.

## **I. INTERNAL AND EXTERNAL DISPUTE MECHANISMS**

Our Uniform Complaint Policy, revised and approved by the board in August 2009, ensures a process by which complaints may be received and investigated. No complaints were received in 2017-18.

## **J. OTHER INFORMATION**

### Summary of Board Decisions 2017-2018:

The following are the major decisions approved by the Golden Valley Board during the 2017-18 school year:

- Approval of Suicide Prevention Policy
- Approval of Revision to the GVCS Vision Statement
- Approval of GVCS Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy
- Approval of GVCS Gender Equity/Title IX Policy

- Approval of Revision to the GVCS Conflict of Interest Code-revised to change filing location from FPPC to Clerk of the Ventura County Board of Supervisors' Office
- Approval of Revision to Employee Handbook: Payroll Policy
- GVCS was voted a Favorite Charter School in the 2017 LA Daily News Readers Choice...and for the 2018 award, we were voted **Best** Non-Traditional Charter School!

**Board of Trustees:**  
*Tonya Brunett*  
*Mary Crull*  
*Bryan Stotko*  
*Steven Sullivan*



**Superintendent**  
*Jeff Turner*  
**Assistant Principal**  
*Kim Kuklenski*

*"Honor the Past, Live in the Present, Drive to the Future....The Mesa Way!"*

**To: Board of Trustees**

**From: Jeff Turner, Superintendent**

**Date: November 15, 2018**

**Re: Item 14I Obsolete and Disposal of Bus#2**

-----

Board of Trustee consent is hereby requested to declare the school bus listed below as obsolete, and to declare that the bus is worth no more than \$2,500. The bus is no longer operable and cost prohibited to a make the necessary repairs needed to meet the State transportation requirements. It is recommended that the Board of Trustees approve the obsoleting and disposal of Bus #2, and authorize the Superintendent to advertise, sell, auction, dispose or donate the listed item in accordance with BP 3270.

<u>Bus</u>	<u>Year</u>	<u>Make</u>	<u>VIN#</u>
2	1996	Thomas	1T7HT4B21T1142004



## Sale And Disposal Of Books, Equipment And Supplies

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

*(cf. 0440 - District Technology Plan)*  
*(cf. 3512 - Equipment)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*  
*(cf. 6163.1 - Library Media Centers)*

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

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

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

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

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

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.4 - Williams Uniform Complaint Procedures)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6143 - Courses of Study)*

The Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return. (34 CFR 80.32)

*(cf. 3440 - Inventories)*

Legal Reference:

EDUCATION CODE

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

*17545-17555 Sale of personal property*

*35168 Inventory, including record of time and mode of disposal*

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

GOVERNMENT CODE

*25505 District property; disposition; proceeds*

CODE OF REGULATIONS, TITLE 5

*3944 Consolidated categorical programs, district title to equipment*

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

UNITED STATES CODE, TITLE 40

*549 Surplus property*

CODE OF FEDERAL REGULATIONS, TITLE 34

*80.32-80.33 Equipment and supplies acquired under a grant or subgrant*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California School Accounting Manual*

*Standards for Evaluating Instructional Materials for Social Content, 2013*

WEB SITES

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

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

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## Sale And Disposal Of Books, Equipment And Supplies

### Instructional Materials

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

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

*(cf. 0440 - District Technology Plan)*

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

*(cf. 6161.11 - Supplementary Instructional Materials)*

*(cf. 6163.1 - Library Media Centers)*

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

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

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

*(cf. 3510 - Green School Operations)*

*(cf. 3511.1 - Integrated Waste Management)*

### Equipment/Supplies Acquired with Federal Funds

When the district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (34 CFR 80.32)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (34 CFR 80.32-80.33)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (34 CFR 80.32)

#### Other Personal Property

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

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

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

*(cf. 3311 - Bids)*

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

*(cf. 9323.2 - Actions by the Board)*

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

- c. The district sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

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

*(cf. 3100 - Budget)*

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# CSBA Sample

## Board Policy

### Charter School Renewal

BP 0420.42

#### Philosophy, Goals, Objectives and Comprehensive Plans

~~\*\*\*Note: The following policy is optional. When the term of a charter granted by the Governing Board pursuant to Education Code 47605 (see BP/AR 0420.4 - Charter School Authorization) is due to expire, the charter school must submit a petition for renewal to the Board in accordance with Education Code 47607 and 5 CCR 11966.4.\*\*\*~~

~~\*\*\*Note: For a charter that was granted by the State Board of Education (SBE) on appeal after being denied by the district, the renewal petition must be first submitted to the district board that denied the charter, pursuant to Education Code 47605. A petition for the renewal of a charter that was originally granted by the County Board of Education on appeal after being denied by the district must be submitted directly to the County Board as the chartering authority pursuant to 5 CCR 11966.5.\*\*\*~~

The Governing Board believes that the ongoing operation of a charter school should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner. The Board shall consider renewal petitions only of charters originally authorized by the Board itself or by the State Board of Education on appeal after initial denial by the Board.

(cf. 0420.4 - Charter School Authorization)  
(cf. 0420.41 - Charter School Oversight)  
(cf. 0420.43 - Charter School Revocation)  
(cf. 0500 - Accountability)

~~\*\*\*Note: Education Code 47604, as amended by AB 406 (Ch. 291, Statutes of 2018), prohibits a charter school from being operated by a for-profit corporation or organization effective July 1, 2019. Any charter school that submits a renewal petition on or after that date must demonstrate that it has nonprofit management or it cannot be renewed.\*\*\*~~

No charter school that submits a renewal petition on or after July 1, 2019 shall be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Education Code 47604)

~~\*\*\*Note: The following optional paragraph may be revised to reflect district timelines for the submission of charter renewal petitions. Although 5 CCR 11966.4 requires that the Board grant or deny the renewal petition within 60 days of receiving it (see section entitled "Timelines for Board Action" below), it is recommended that charter schools submit their petition six to nine~~

~~months before the term of the charter is due to expire. The timeline should take into consideration the date by which student achievement data needed for the petition will be available and the amount of time needed for the Board's deliberations and decision. In the event that the Board denies the renewal, the charter school may need time to appeal to the County Board and then to the SBE and, if the school closes, to allow students of the charter school to transfer to another school.\*\*\*~~

The Board recommends that a charter school submit its petition for renewal to the Board sufficiently early before the expiration of the term of the charter to allow the Board's deliberations and decision on the renewal petition to be completed with minimal disruption to the charter school's educational program in the renewal year.

Each renewal granted by the Board shall be for a period of five years. (Education Code 47607)

#### Criteria for Granting or Denying Renewal

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605, except that the signature requirement for new petitions is not applicable to petitions for renewal. (Education Code 47607; 5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. (Education Code 47607; 5 CCR 11966.4)

In determining whether to grant a charter renewal, the Board shall consider the past academic, financial, and operational performance of the charter school in evaluating the likelihood of future success, along with any plans for improvement. Increases in academic achievement for all numerically significant groups of students served by the charter school, as defined in Education Code 52052, shall be the most important factor. (Education Code 47607; 5 CCR 11966.4)

~~\*\*\*Note: Education Code 47607 and 5 CCR 11966.4 establish grounds for denial of charter renewals. See CSBA's publication Charter Schools: A Guide for Governance Teams for additional information about making the determinations specified in items #1-5 below.\*\*\*~~

The Board shall not deny a renewal petition unless it makes written factual findings, specific to the particular petition, setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.4)

1. The charter school presents an unsound educational program for the students enrolled in the school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).

4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).

5. The charter school has failed to demonstrate that it meets at least one of the following criteria of academic performance:

~~\*\*\*Note: Although Education Code 47607 authorizes the use of the Academic Performance Index (API) to demonstrate academic performance for purposes of charter renewal, the API is no longer being calculated. Pursuant to Education Code 52052, as amended by AB 1808 (Ch. 32, Statutes of 2018), alternative measures that show increases in student achievement for all groups of students schoolwide and among numerically significant student subgroups may be used instead. For example, for purposes of meeting the academic criterion for charter renewal, charter schools may use indicators of student achievement and English learner progress available through the state's accountability system, the California School Dashboard.\*\*\*~~

a. Increases in academic achievement for all groups of students schoolwide and among numerically significant student subgroups, as determined using measures identified pursuant to Education Code 52052

~~\*\*\*Note: When making a determination based on item #5b, Education Code 47607 requires the district to submit copies of supporting documentation and a written summary of the basis for its determination to the Superintendent of Public Instruction (SPI), as provided below. The SPI will review the materials and make recommendations to the district. Those recommendations may be the basis for a revocation of the charter by the SBE.\*\*\*~~

b. Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school

Such performance shall be determined based on a review of documented clear and convincing data; student achievement data from assessments, including, but not limited to, state academic achievement tests, for demographically similar student populations in comparison schools; and information submitted by the charter school. The Board shall not grant a renewal until at least 30 days after the submission of any such documentation by the charter school. The Superintendent or designee shall submit to the Superintendent of Public Instruction copies of supporting documentation and a written summary of the basis for the Board's determination.

(cf. 6162.51 - State Academic Achievement Tests)

~~\*\*\*Note: Charter schools that serve high-risk students may qualify for the state's Dashboard Alternative School Status (DASS) program, which uses modified methods of measurement for accountability indicators when appropriate. Charter schools that participate in the DASS satisfy the academic criterion for charter renewal without being subject to the criteria listed above in item #5a or b.\*\*\*~~



c. Qualification for the state's alternative accountability system for schools that serve high-risk students

#### Timelines for Board Action

~~\*\*\*Note: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 47607, the Board must grant or deny the request for renewal within 60 days of receiving the renewal petition. Thus, the Board should establish a timeline for holding a public hearing that will provide sufficient time for the Board to consider public input before taking action on the request.\*\*\*~~

~~\*\*\*Note: The Education Code does not specifically define when a petition is "received." However, because the Board conducts its business as an entity during public meetings, many education attorneys interpret the 30 days to begin when the petition is presented to the Board at the first Board meeting following the submission of the petition. Others consider the petition to be "received" when it is delivered to the district. Districts with questions regarding when the 30 days begin should consult legal counsel.\*\*\*~~

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

If the Board fails to make a written factual finding pursuant to items #1-5 in the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. (Education Code 47605, 47607.5)

~~\*\*\*Note: Pursuant to Education Code 47604.32, if a charter school ceases operation for any reason, including denial of its renewal, the district must notify the California Department of Education, see BP 0420.41 - Charter School Oversight. In addition, the district and/or charter school must implement the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962, see AR 0420.4 - Charter School Authorization.\*\*\*~~

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992

52052 Definition of numerically significant student subgroup

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools

UNITED STATES CODE, TITLE 20

7223-7225 Charter schools

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Guide for Governance Teams, rev. 2016

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

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

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# CSBA Sample

## Board Policy

### Communication With The Public

BP 1100

#### Community Relations

~~\*\*\*Note: The following optional policy may be revised to reflect district practice.\*\*\*~~

The Governing Board recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the schools and district and to be responsive to the concerns and interests of the community. The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 9000 - Role of the Board)

~~\*\*\*Note: Protocols for media relations, including the identification of Governing Board and staff spokespersons designated to meet with the media on behalf of the district, are addressed in BP 1112 - Media Relations. The district may choose to establish additional protocols for communications with other segments of the public.\*\*\*~~

The Superintendent or designee shall provide the Board and staff with communications protocols and procedures to assist the district in presenting a consistent, unified message on district issues. Such protocols and procedures may include, but are not limited to, identification of the spokesperson(s) authorized to speak to the media on behalf of the district, strategies for coordinating communications efforts and activities, and legal requirements pertaining to confidentiality as well as the public's right to access records.

(cf. 1112 - Media Relations)

(cf. 1340 - Access to District Records)

(cf. 2111 - Superintendent Governance Standards)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 9005 - Governance Standards)

(cf. 9010 - Public Statements)

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

The Superintendent or designee shall utilize a variety of methods to provide information to the public with access to information. Such methods may include, but are not limited to, district and school newsletters, web sites, social media, electronic communications, mailings, notices sent

home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local governments, community organizations, and businesses.

(cf. 0510 - School Accountability Report Card)  
(cf. 1113 - District and School Web Sites)  
(cf. 1114 - District-Sponsored Social Media)  
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 1700 - Relations Between Private Industry and the Schools)

~~\*\*\*Note: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of those students must also be written in that primary language. In addition, the Americans with Disabilities Act (28 CFR 35.130 and 35.160) requires districts to provide services and aids to ensure that a disabled individual is not excluded from participation or denied a benefit, service, or program on the basis of a disability. See BP 0410 - Nondiscrimination in District Programs and Activities.\*\*\*~~

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including individuals with disabilities and those whose primary language is not English.

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

The Superintendent or designee may provide staff members with professional development to assist them in effectively responding to requests for information or assistance by parents/guardians or members of the public.

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

The Superintendent or designee shall provide multiple avenues and opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to become involved in school activities, participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, and use the district's complaint procedures as appropriate.

(cf. 0460 - Local Control and Accountability Plan)  
(cf. 1220 - Citizen Advisory Committees)  
(cf. 1230 - School-Connected Organizations)  
(cf. 1240 - Volunteer Assistance)  
(cf. 1250 - Visitors/Outsiders)  
(cf. 1260 - Educational Foundation)  
(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. 3555 - Nutrition Program Compliance)  
(cf. 6020 - Parent Involvement)  
(cf. 9322 - Agenda/Meeting Materials)  
(cf. 9323 - Meeting Conduct)

#### Mass Mailings at Public Expense

~~\*\*\*Note: Education Code 7054 and 2 CCR 18901.1 prohibit the use of public funds for a mass mailing that (1) expressly advocates the election or defeat of a candidate or the qualification, passage, or defeat of a ballot measure or (2) if taken in context, unambiguously urges an election result. Violation of these provisions could result in an enforcement action by the Fair Political Practices Commission. See BP 1160 - Political Processes for language regarding the use of district funds for activities related to ballot measures, candidates, or lobbying.\*\*\*~~

Newsletters or mass mailings regarding ballot measures, candidates, legislative activities, or any other campaign activities shall be sent and distributed in accordance with law and Board policy.

(cf. 1160 - Political Processes)

~~\*\*\*Note: Government Code 82041.5, 89001, and 89002 prohibit the use of public funds for a mass mailing which features a Board member or includes the name, signature, or photograph of a Board member, except as specifically allowed by law. "Mass mailing" is defined as over 200 substantially similar pieces of mail sent in a single calendar month or course of an election. A "mass mailing" does not include form letters or mail sent in response to an unsolicited request, letter, or other inquiry, or permissible informational materials otherwise authorized by Government Code 89002. Because these laws are very complex, districts should consult with legal counsel if there is a question about the appropriateness of a planned mailing.\*\*\*~~

A mass mailing is prohibited if all of the following criteria are met: (Government Code 89001-89002)

1. The mailing involves sending a tangible item, such as a videotape, record, button, or written document, which is delivered by any means to recipients at their residence, place of employment or business, or post office box.
2. The item features a Board member or includes the name, office, photograph, or other reference to a Board member and is prepared or sent in cooperation, consultation, coordination, or concert with the Board member.
3. The costs of distribution, or any costs of design, production, and printing exceeding \$50, are paid with district funds.
4. More than 200 substantially similar items, as defined in Government Code 89002, are

sent in a single calendar month.

The above prohibition does not apply to the types of mass mailings specified in Government Code 89002(b), including, but not limited to: (Government Code 89002)

1. An item in which the Board member's name appears only in a roster containing the names of all Board members or in the letterhead or logotype of the stationery, forms, and envelopes of the district, a district committee, or the Board member
2. An announcement including only a single mention of the Board member's name which concerns a public meeting related to the Board member's duties or any official district event(s) for which the district is providing the use of its facilities, staff, or other financial support
3. A business card that contains only one mention of the Board member's name and no photograph of the Board member

However, any of the excepted mailings listed in items #1-3 above that meets the criteria for prohibited mass mailings shall not be sent within 60 days preceding an election in which a Board member to whom the mailing relates will appear on the ballot as a candidate. (Government Code 89003)

#### Comprehensive Communications Plan

~~\*\*\*Note: The following optional section may be revised to reflect district practice. A comprehensive district communications plan may include strategies for internal and external communications on issues that are important to the district and community. The plan also may incorporate specific communications strategies required by other Board policies and administrative regulations. For example, see AR 0450 - Comprehensive Safety Plan, BP 1112 - Media Relations, AR 3516 - Emergencies and Disaster Preparedness Plan, and BP/AR 6020 - Parent Involvement.\*\*\*~~

The Superintendent or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored to each target audience, timelines, persons responsible for each activity, and budget implications.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, community leaders, state or federal legislators or agencies, and/or other segments of the public.

The plan shall incorporate strategies for effective communications during a crisis or other emergency situation that may arise.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall periodically evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

Legal Reference:

EDUCATION CODE

7054 Use of district property or funds re: ballot measures and candidates

35145.5 Board meetings, public participation

35172 Promotional activities

38130-38138 Civic Center Act

48980-48985 Parental notifications

GOVERNMENT CODE

54957.5 Meeting agendas and materials

82041.5 Mass mailing

89001-89003 Newsletter or mass mailing

CODE OF REGULATIONS, TITLE 2

18901.1 Campaign-related mailings sent at public expense

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

Management Resources:

WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

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

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# CSBA Sample

## Board Policy

### Gifts, Grants And Bequests

BP 3290

#### Business and Noninstructional Operations

~~\*\*\*Note: Education Code 41032 authorizes the Governing Board to accept gifts on behalf of the district and to prescribe conditions for their acceptance. Criteria listed in this optional policy may be revised to reflect district practice.\*\*\*~~

The Governing Board may accept any gift, grant, or bequest of money, property, or service to the district from any individual, organization, foundation, or public or private agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

(cf. 0200 - Goals for the School District)

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

(cf. 0415 - Equity)

(cf. 1260 - Educational Foundation)

(cf. 9270 - Conflict of Interest)

~~\*\*\*Note: A donor may impose restrictions and conditions on the use of a gift. Unless the conditions are illegal, the district will be subject to those conditions if it accepts the gift.\*\*\*~~

Before accepting any gift, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the district's vision, philosophy, and operations. If the Board believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
2. Entail undesirable or excessive costs
3. Promote the use of violence, drugs, tobacco, or alcohol



(cf. 5131.6 - Alcohol and Other Drugs)  
(cf. 5131.62 - Tobacco)

4. Advertise or endorse the use of non-nutritious food or beverages during the school day

(cf. 5030 - Student Wellness)

5. Encourage or enable the violation of any law or district policy

6. Imply endorsement of any business or product or unduly commercialize or politicize the school environment

(cf. 1325 - Advertising and Promotion)

Any gift of books or instructional materials may only be accepted if they meet district criteria for selection of instructional materials.

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

(cf. 6161.11 - Supplementary Instructional Materials)

All gifts, grants, and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school, classroom, or teacher. At the Superintendent or designee's discretion, a gift may be used at a particular school or classroom.

~~\*\*\*Note: Education Code 41030 allows districts to invest monies gifted to them when not immediately needed. Education Code 41031 requires that such funds be placed in a district special fund in the county treasury and designated as the Foundation Fund. Funds donated for specific purposes must be placed in a separate account in that fund. Pursuant to Education Code 41035-41038, districts that place money in a foundation fund pursuant to these laws must adopt related rules and regulations and appoint an advisory committee to advise the board about investments to be made.\*\*\*~~

When any gift of money received by the district is not immediately used, it shall be placed in the county treasury in accordance with law. (Education Code 41030-41031)

(cf. 3430 - Investing)

The Superintendent or designee shall annually provide a report to the Board indicating the gifts, grants, and/or bequests received on behalf of the district in the preceding fiscal year. The report shall include a statement of account and expenditure of all gifts of money and an inventory of all gifts of physical assets.

(cf. 3440 - Inventories)

(cf. 3460 - Financial Reports and Accountability)

Corporate Sponsorship

~~\*\*\*Note. Under the general authority granted to boards pursuant to Education Code 35160, the Board is authorized to enter into a corporate sponsorship agreement with an outside entity including for-profit and nonprofit corporations. In exchange for funds, products, and services provided by such entities, the Board may allow them to advertise and/or promote their products and services within district buildings or facilities. The Board may set guidelines for entering into such agreements to ensure that they are limited to appropriate matters. Standards related to advertising and promotions are addressed in BP 1325 - Advertising and Promotion. The Board may revise the following optional section to ensure consistency with those standards.\*\*\*~~

The Board may enter into an agreement or arrangement with an outside entity for the sponsorship of an educational, athletic, or other program or activity. When appropriate, the agreement may allow the outside entity to advertise or promote its business, product, or service in district publications or on district property or web sites.

(cf. 1113 - District and School Web Sites)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 3312 - Contracts)

(cf. 6145.2 - Athletic Competition)

Every sponsorship agreement shall be in writing and shall be approved by the Board. The Board shall ensure that the district's relationship and arrangement with the sponsor are consistent with the district's mission, values, and goals. Any advertising or promotional message, image, or other depiction to be used by the sponsor shall meet the standards set for commercial advertising on district property and in district-sponsored publications in accordance with BP 1325 - Advertising and Promotion.

Each sponsorship agreement shall contain statements including, but not limited to:

1. The purpose of the relationship with the sponsor, details of the benefits to the district, and how the benefits will be distributed
2. The duration of the agreement and the roles, expectations, rights, and responsibilities of the district and the sponsor, including whether and to what extent the sponsor is allowed to advertise or promote its products and/or services
3. The authority of the Board to retain exclusive right over the use of the district's name, logo, and other proprietary information and the requirement that the sponsor obtain prior approval of the Board before using such information
4. The prohibition against the collection or distribution of students' personal information except as allowed by law
5. The authority of the Board to terminate the agreement without any penalty or sanction to the district if the sponsor's message, business, or product becomes inconsistent with the district's vision, mission, or goals or the sponsor engages in any prohibited activity

(cf. 5022 - Student and Family Privacy Rights)  
(cf. 5125 - Student Records)

### Online Fundraising

~~\*\*\*Note: The following optional section addresses the practice of using a crowdfunding Internet platform (e.g., GoFundMe, PledgeCents, Donors Choose, etc.) to raise funds for district, school, or classroom projects or equipment and may be revised to reflect district practice.\*\*\*~~

Any person or entity who wishes to conduct an online fundraising campaign, including a crowdfunding campaign, for the benefit of the district, a school, or a classroom shall submit a written request for prior approval to the Superintendent or designee. Approval of requests shall take into consideration compatibility with the district's vision and goals, core beliefs, instructional priorities, and infrastructure; the manner in which donations are collected and distributed; equity of the use of funds; and any other factors deemed relevant or appropriate by the district.

Any person or entity approved to conduct an online fundraising campaign shall comply with relevant district policies and procedures, including ensuring financial transparency in describing the purpose and use of the funds and protecting student privacy as applicable. Such person or entity shall specify that the district, rather than a staff member, classroom, or school, will own the funded resources.

Funds raised by an online fundraising campaign and donated to the district shall be subject to the same terms, criteria for acceptance, and accountability measures as any other donation as specified in this policy.

### Appreciation

The Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.

(cf. 1150 - Commendations and Awards)  
(cf. 7310 - Naming of Facility)

### Legal Reference:

#### EDUCATION CODE

1834 Acquisition of materials and apparatus

35160 Powers and duties

35162 Power to sue, be sued, hold and convey property

- 41030 School district may invest surplus monies from bequest or gifts
- 41031 Special fund or account in county treasury
- 41032 Authority of school board to accept gift or bequest; investments; gift of land requirements
- 41035 Advisory committee
- 41036 Function of advisory committee
- 41037 Rules and regulations
- 41038 Applicability of other provisions of chapter

Management Resources:

WEB SITES

California Consortium of Education Foundations: <http://www.cceflink.org>

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# CSBA Sample

## Administrative Regulation

### Claims And Actions Against The District

AR 3320

#### Business and Noninstructional Operations

~~\*\*\*Note: The Government Claims Act (Government Code 810-996.6) sets forth prelitigation requirements and deadlines for claims against public entities, including school districts. In City of Stockton v. Superior Court, the California Supreme Court held that the claim requirements in Government Code 900-915.4 also apply to claims for breach of contract.\*\*\*~~

~~\*\*\*Note: Because a district's insurance carrier or joint powers authority (JPA) may require the district to comply with certain claims management conditions as part of the district's contractual coverage obligation, it is strongly recommended that this administrative regulation be reviewed for consistency with any applicable conditions of coverage. A district's failure to follow those contractual conditions may result in a loss of coverage benefits. The district's risk manager and legal counsel should also be consulted, as appropriate.\*\*\*~~

#### Time Limitations

~~\*\*\*Note: Items #1-4 below list timelines for claims pursuant to the Government Claims Act and other applicable statutes. As amended by SB 1053 (Ch. 153, Statutes of 2018), Government Code 935 clarifies that the authority of a district to adopt local claims presentation procedures for causes of action which are excepted from the Government Claims Act by Government Code 905 and are not governed by other statutes or regulations does not apply to childhood sexual abuse. Rather, claims for childhood sexual abuse are governed by the timelines and procedures specified in Code of Civil Procedure 340.1.\*\*\*~~

The following time limitations apply to claims against the district:

1. Claims for money or damages relating to any cause of action which is governed by a statute or regulation, including childhood sexual abuse and other causes of action specifically excepted from the Government Claims Act by Government Code 905, shall be filed in accordance with the governing statute or regulation. (Government Code 905, 935)

~~\*\*\*Note: Pursuant to Government Code 935, a district may establish its own procedure for the presentation of those claims which are excluded from the Government Claims Act as specified in Government Code 905. Optional item #2 below is for use by any district whose board has chosen to exercise the authority to establish district procedures for such claims; see the accompanying Board policy. Item #2 provides six months as the time limitation for filing such claims, which is consistent with the requirement in Government Code 935 that the district's procedure not require a shorter time for presentation of a claim than the time specified in Government Code 911.2. However, the Governing Board has the discretion to adopt a more flexible time limitation and~~

~~may increase the amount of time allowed for filing such claims. If the Board adopts a more flexible time limitation, item #2 should be revised accordingly.\*\*\*~~

~~\*\*\*Note: If a claimant misses a deadline for a claim required to be submitted in accordance with item #2 or #3 below, he/she may present an application to present a late claim pursuant to Government Code 911.4; see section below entitled "Late Claims."\*\*\*~~

2. In accordance with the Board's authority pursuant to Government Code 935, claims for money or damages which relate to any cause of action specifically excepted from the Government Claims Act by Government Code 905 but which are not governed by any other claims presentation statute or regulation shall be filed not later than six months after the accrual of the cause of action. (Government Code 905, 935)

3. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Governing Board not later than six months after the accrual of the cause of action. (Government Code 911.2)

4. Claims for money or damages relating to any other cause of action shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.2)

#### Receipt of Claims

A claim, any amendment thereto, or an application to present a late claim shall be deemed presented and received when delivered to the district office or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the district office with postage paid, or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)

~~\*\*\*Note: In most circumstances, a district's insurance provider or JPA is responsible for claims management, including investigating, defending, and managing a district's response to a claim presented under the Government Claims Act. The following paragraph requires the Superintendent or designee to immediately forward any claims received to the district's JPA or insurance provider in order to help ensure compliance with any conditions of coverage.\*\*\*~~

Upon receipt of a claim against the district pursuant to the Government Claims Act, the Superintendent or designee shall promptly provide written notice to the district's joint powers authority or insurance carrier in accordance with the applicable conditions of coverage.

#### Review of Contents of the Claim

~~\*\*\*Note: Most JPAs and insurance carriers provide a claim form. The person submitting the claim need not use the claim form provided by the district, but, pursuant to Government Code 910 and 910.2, the claim must contain a signature and all of the information listed below.\*\*\*~~

The Superintendent or designee shall review any claim received to ensure that the claim contains

all of the following information as specified in Government Code 910 and 910.2:

1. The name and post office address of the claimant
2. The post office address to which the person presenting the claim desires notices to be sent
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted
4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim
5. The name(s) of the district employee(s) causing the injury, damage, or loss if known
6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case.
7. The signature of the claimant or the person acting on his/her behalf

#### Notice of Claim Insufficiency

~~\*\*\*Note: Pursuant to Government Code 911, if the district, or the JPA or insurance carrier acting on the district's behalf, fails to give notice that the claim is insufficient, as specified below, then the district may not later raise that issue as a defense to the claim.\*\*\*~~

If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the Board or its designee shall, within 20 days of receipt of the claim, personally deliver or mail to the claimant, at the address stated in the claim or application, a notice that states the particular defects or omission in the claim. (Government Code 910.8, 915.4)

~~\*\*\*Note: Districts should be cautious before rejecting a claim because of insufficiency of information and consult legal counsel and/or the district's JPA or insurance provider, as appropriate. Courts have held that a claim is sufficient as long as enough information is disclosed to allow the district to adequately conduct an investigation of the claim's merits.\*\*\*~~

The Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

#### Amendment to Claims

Within the time limits provided in the section "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

## Late Claims

~~\*\*\*Note: The reference to item #2 in the following paragraph should be deleted if the district has not established district procedures pursuant to Government Code 935 for claims that are specifically exempted in Government Code 905 or adopted a time limitation that is not less than one year (see the accompanying Board policy and item #2 in the section "Time Limitations" above).\*\*\*~~

For claims under items #2 and #3 in the section "Time Limitations" above, any person who presents a claim later than six months after the accrual of the cause of action shall present, along with the claim, an application to present a late claim. Such claim and the application to present a late claim shall be presented not later than one year after the accrual of the cause of action. (Government Code 905, 911.4)

~~\*\*\*Note: If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its agent should notify the claimant that "no action" was taken because the claim was presented late. If the Board were to state that the claim was "rejected," this would indicate that the Board had accepted the filing of the late claim and taken action to reject it.\*\*\*~~

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee may, within 45 days, give written notice that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason he/she failed to present the claim.
4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.



If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8. (Government Code 911.8)

If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

#### Action on Claims

~~\*\*\*Note: If the Board formally acts to reject a claim and provides notice of such rejection, the claimant has only six months from the rejection to initiate a lawsuit. If the Board takes no action, the claim is considered to be rejected, but the claimant then has two years to initiate a suit against the district. The notice of rejection must comply with the notification requirements of Government Code 913 unless the claim has no address on it.\*\*\*~~

~~\*\*\*Note: Although the Board takes final action on claims as specified below, such action is based on the evaluation of the claim by the district's insurance provider or JPA.\*\*\*~~

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the district and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)

1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected.
2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed.
3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim.
5. If the Board takes no action on the claim, the claim shall be deemed rejected.

If the Board allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Board or its designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in the claim or application. (Government Code 913, 915.4)

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# CSBA Sample

## Administrative Regulation

### Financial Reports And Accountability

AR 3460

#### Business and Noninstructional Operations

##### Interim Reports

~~\*\*\*Note: Education Code 42130 requires that the district issue two interim fiscal reports; see the accompanying Board policy for information about the use of these reports to certify whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years.\*\*\*~~

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

~~\*\*\*Note: Interim reports must be based on the criteria and standards adopted by the State Board of Education (SBE) pursuant to Education Code 33127. These criteria and standards are specified in 5 CCR 15453-15464 and address the areas listed below.\*\*\*~~

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

(cf. 3100 - Budget)  
(cf. 3220.1 - Lottery Funds)  
(cf. 3300 - Expenditures and Purchases)  
(cf. 3314 - Payment for Goods and Services)

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

(cf. 3110 - Transfer of Funds)

## Audit Report

~~\*\*\*Note: Pursuant to Education Code 41020, each year the district is required to arrange for an independent audit of all the district's funds. The audit must be approved by the Governing Board and submitted to the County Superintendent of Schools, California Department of Education (CDE), and State Controller within specified timelines. See the accompanying Board policy.\*\*\*~~

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

~~\*\*\*Note: The following paragraph is optional: Governmental Accounting Standards Board (GASB) Statement 34 contains requirements for the contents of the district's annual audited financial reports.\*\*\*~~

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

~~\*\*\*Note: Pursuant to Education Code 41020, the audit must include an audit of income and expenditures for all district funds, as provided below. Additionally, Education Code 41020 requires that the audit include a determination of whether funds were expended in accordance with the district's local control and accountability plan (LCAP). Pursuant to Education Code 52061, the annual update to the LCAP must list expenditures for specific actions to be taken to achieve the goals in the LCAP, including expenditures for services to English learners, foster youth, and students eligible for free and reduced-price meals. See BP/AR 0460 - Local Control and Accountability Plan for requirements pertaining to the LCAP.\*\*\*~~

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

(cf. 0460 - Local Control and Accountability Plan)  
(cf. 3230 - Federal Grant Funds)  
(cf. 3430 - Investing)  
(cf. 3451 - Petty Cash Funds)  
(cf. 3452 - Student Activity Funds)  
(cf. 3551 - Food Service Operations/Cafeteria Fund)

~~\*\*\*Note: The following optional paragraph is for use by districts that elect to participate in the~~

~~school district of choice program (Education Code 48300-48316), see BP/AR 5117 - Interdistrict Attendance. Pursuant to Education Code 48301, any district that elects to participate in the school district of choice program must ensure that its annual financial audit includes a review of the district's compliance with program requirements to establish a random, unbiased process for student admittance and to provide appropriate and factually accurate parent/guardian communications.\*\*\*~~

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

(cf. 5117 - Interdistrict Attendance)

~~\*\*\*Note: Pursuant to Education Code 41344 and 41344.1, the district may appeal to the Education Audit Appeals Panel (EAAP) when an audit finding requires the district to repay an apportionment or pay a penalty. If the EAAP finds that there has been substantial compliance with the law, it may waive or reduce repayments or order other remedial measures to induce future compliance.\*\*\*~~

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

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

#### Report on Expenditures of State Facilities Funds

~~\*\*\*Note: Pursuant to Education Code 41024, as added by AB 99 (Ch. 15, Statutes of 2017) and amended by AB 1808 (Ch. 32, Statutes of 2018), districts that receive state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30) must annually report a detailed list of all expenditures of state funds, including interest, and of the district's matching funds for completed projects. Education Code 41024 requires that an audit of completed facilities projects be submitted within one year of project completion.\*\*\*~~

~~\*\*\*Note: Education Code 41024 requires CDE to provide the Office of Public School Construction with a copy of the audit identifying any adjustments to be made in grant funding as a result of the audit findings. The district may appeal any finding in accordance with the timelines and process specified in Education Code 41344.\*\*\*~~

When the district participates in the school facilities program pursuant to Education Code 17070.10-17079.30, the Superintendent or designee shall annually report a detailed list of all

expenditures of state facilities funds, including interest, and of the district's matching funds for completed projects until all such funds are expended. The report shall identify expenditures on a project-by-project basis, reflect completed projects that were reimbursed within that fiscal year, and clearly indicate the list of projects that have been completed. (Education Code 41024; 2 CCR 1859.104)

Audits of facilities projects shall be concluded within one year of project completion, and shall be included as part of the district's audit for the fiscal year in which the project is reported as completed. A project shall be deemed completed when any of the following conditions is met: (Education Code 41024; 2 CCR 1859.104)

1. When the notice of completion for the project has been filed, all outstanding invoices, claims, and change orders have been satisfied, and the facility is currently in use by the district
2. Three years from the date of the final fund release for an elementary school project
3. Four years from the date of the final fund release for a middle or high school project

#### Fund Balance

~~\*\*\*Note: The following optional section reflects GASB Statement 54, which addresses the manner in which fund balances in the general fund must be reported in external financial reports. Pursuant to GASB 54, the Board has sole authority to specify purposes of committed funds (item #3 below) and also must express, or delegate the authority to express, intended purposes of resources resulting in the assigned fund balance (item #4 below); see BP 3100 Budget.\*\*\*~~

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

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

#### Negative Balance Report

~~\*\*\*Note: When applicable, Education Code 42127.5 requires districts to report the reasons for a negative unrestricted fund balance or negative cash balance. "Unrestricted funds" are any funds that are not constrained by law to be spent on specific purposes and which therefore may be spent as the Board deems appropriate. Such funds may be reported in the committed fund balance, assigned fund balance, or unassigned fund balance as provided in items #3-5 in the section "Fund Balance" above.\*\*\*~~

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

#### Non-Voter-Approved Debt Report

~~\*\*\*Note: The following section addresses notices regarding the issuance of revenue bonds, certificates of participation, and other non-voter-approved debts. Pursuant to Education Code 17150 and 17150.1, the County Superintendent and county auditor may, within 15 days of receiving these notices from the district, comment publicly to the Board regarding the capability of the district to repay the debt obligation.\*\*\*~~

~~\*\*\*Note: Pursuant to Education Code 42133, a district that has a qualified or negative certification in any fiscal year cannot issue non-voter-approved debt in that fiscal year or in the next fiscal year unless the County Superintendent determines that the district's repayment of the debt is probable.\*\*\*~~

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

(cf. 3470 - Debt Issuance and Management)  
(cf. 7214 - General Obligation Bonds)

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

## Other Postemployment Benefits Report

~~\*\*\*Note: The following section reflects GASB Statement 75, which contains reporting requirements pertaining to "other postemployment benefits" (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits for retired employees). Under GASB 75, districts that do not provide OPEB through a trust are required to report the total unfunded liability (i.e., OPEBs that are not prefunded), as calculated in the most recent actuarial report, in the district's financial statements. The decision of whether to prefund the benefits, and by how much, is at the Board's discretion; see BP 3100-Budget.\*\*\*~~

~~\*\*\*Note: The SBE's criteria and standards for budget adoption (5 CCR 15440-15451) require districts to estimate unfunded OPEBs as well as the unfunded portion of any self-insured benefits program. Changes to the unfunded liabilities are disclosed at interim reporting periods pursuant to 5 CCR 15453 and 15464. These reports are included in the state's standardized account code structure software used to develop budget and interim reports.\*\*\*~~

~~\*\*\*Note: CSBA's OPEB Solutions Program provides access to qualified actuaries and consultants and a GASB 75-compliant trust to prefund future obligations. See CSBA's web site for further information.\*\*\*~~

~~\*\*\*Note: The following optional section may be revised to reflect district practice and should be deleted by districts that do not provide OPEBs.\*\*\*~~

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

~~(cf. 4154/4254/4354 Health and Welfare Benefits)  
(cf. 9250 Remuneration, Reimbursement and Other Benefits)~~

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

~~\*\*\*Note: Pursuant to GASB 75, the district must arrange for an actuary to update the valuation of its OPEB obligations every two years. However, GASB 75 includes an option for the use of a specified alternative method in lieu of an actuarial valuation for purposes of determining the total OPEB liability for benefits provided through an OPEB plan with fewer than 100 members. Such districts may modify the following paragraph to reflect district practice.\*\*\*~~

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



## Workers' Compensation Claims Report

~~\*\*\*Note: The following optional section is for use by districts that are self-insured for workers' compensation claims, either individually or as part of a joint powers agency. See BP 3100 - Budget for provisions related to funding the estimated accrued cost of workers' compensation claims.\*\*\*~~

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

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# CSBA Sample

## Board Policy

### School Health Services

BP 5141.6

#### Students

~~\*\*\*Note: The following optional policy should be revised to reflect district practice. This policy addresses the provision of health services at or near school sites (e.g., a school-based or school-linked health center or mobile van) through the employment of or contract with health care professionals or community health centers. Districts maintaining or planning to establish school health services are encouraged to review CSBA's policy brief entitled Expanding Access to School Health Services: Policy Considerations for Governing Boards.\*\*\*~~

~~\*\*\*Note: Other CSBA sample policies and/or administrative regulations address specific health requirements and services for students. For example, see BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions, AR 5141.24 - Specialized Health Care Services, BP/AR 5141.3 - Health Examinations, and AR 5141.32 - Health Screening for School Entry.\*\*\*~~

The Governing Board recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. The district may provide access to health services at or near district schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses.

The Board and the Superintendent or designee shall collaborate with local and state agencies and health care providers to assess the health needs of students in district schools and the community. Based on the results of this needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the district.

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

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.25 - Availability of Condoms)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)  
(cf. 5141.33 - Head Lice)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5141.52 - Suicide Prevention)  
(cf. 6145.2 - Athletic Competition)  
(cf. 6159 - Individualized Education Program)  
(cf. 6164.6 - Identification and Education Under Section 504)

~~\*\*\*Note: School health centers are generally funded by a combination of insurance reimbursements, state, federal, and county grants, district funds, subsidies from community clinics or hospitals, and/or private donations.\*\*\*~~

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

(cf. 1260 - Educational Foundation)  
(cf. 1330.1 - Joint Use Agreement)  
(cf. 3100 - Budget)  
(cf. 7000 - Facilities Master Plan)

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

The Board may prioritize school health services to schools serving students with the greatest need, including schools with medically underserved populations and/or a high percentage of low-income and uninsured children and youth.

(cf. 0415 - Equity)

School health services shall be provided under the supervision of a licensed health care professional. The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.

(cf. 3312 - Contracts)

If a school nurse is employed by the school or district, he/she shall be involved in planning and implementing the school health services as appropriate.

~~\*\*\*Note: The following optional paragraph may be revised to reflect district practice: The California Department of Education's Health Framework for California Public Schools recommends a coordinated school health approach which integrates health services, health education, physical education, parent/community involvement, nutrition services, psychological and counseling services, a safe and healthy school environment, and health promotion for staff.\*\*\*~~

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, nutrition and physical fitness programs, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

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

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Counseling/Guidance Services)

~~\*\*\*Note: The following optional paragraph is for use by districts that choose to engage in outreach and enrollment efforts to encourage eligible students' participation in no-cost or low-cost health coverage programs.\*\*\*~~

~~\*\*\*Note: Education Code 49557.2 authorizes the district to include on the application for free and reduced-price meals information about the Medi-Cal program and a student's potential eligibility. Pursuant to Education Code 49558, districts may release information on the free and reduced-price meals application to the local agency that determines eligibility under the Medi-Cal program, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information. See BP/AR 3553 - Free and Reduced Price Meals.\*\*\*~~

To further encourage student access to health care services, the Superintendent or designee shall develop and implement outreach strategies to increase enrollment of eligible students from low- to moderate-income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but are not limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law.

(cf. 3553 - Free and Reduced Price Meals)

### Consent and Confidentiality

~~\*\*\*Note: Parent/guardian consent is generally required prior to providing health services to a minor student. However, Family Code 6920-6929 specify exceptions under which minors do not need parent/guardian consent prior to receiving services, including an exception for a minor age 12 years or older to consent to medical care related to the prevention of a sexually transmitted disease. In addition, Health and Safety Code 124260 allows a minor age 12 or older to consent to outpatient mental health services if, in the opinion of a professional person, as defined, the minor is mature enough to participate intelligently in the mental health treatment or counseling services. In this case, the child's parent/guardian must be involved unless the professional person determines it would be inappropriate.\*\*\*~~

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

~~\*\*\*Note: The Health Insurance Portability and Accountability Act (HIPAA) (45 CFR 164.500-164.534) mandates actions that "covered entities" must take to protect the privacy of an individual's health information. Generally, entities covered by HIPAA may release or receive "protected health information" about an individual only if that individual gives permission or the Act expressly permits its release. Districts with questions about the applicability of HIPAA should consult legal counsel as appropriate.\*\*\*~~

~~\*\*\*Note: In addition, 22 CCR 51270 requires districts serving as Medi-Cal providers (see section entitled "Payment/Reimbursement for Services" below) to comply with confidentiality requirements specified in Education Code 49073-49079, Welfare and Institutions Code 14100.2, 22 CCR 51009, 42 USC 1320c-9, and 42 CFR 431.300.\*\*\*~~

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

(cf. 5125 - Student Records)

#### Payment/Reimbursement for Services

~~\*\*\*Note: Some school health services, such as medical and related services specified in an individualized education program for students with disabilities, must be provided free of charge. For other services, districts may charge a fee and are entitled to seek third-party reimbursement from students' private insurance and state or federal programs such as Medi-Cal or the Child Health and Disability Prevention program. See the accompanying administrative regulation.\*\*\*~~

The Superintendent or designee may bill public and private insurance programs and other applicable programs for reimbursement of services as appropriate. Services may be provided free of charge or on a sliding scale in accordance with law.

(cf. 5143 - Insurance)

~~\*\*\*Note: The following optional paragraph is for use by districts that have received approval from the California Department of Health Care Services to serve as Medi-Cal providers. Pursuant to Welfare and Institutions Code 14132.06 and 22 CCR 51051 and 51190.1, to the extent that federal funding is available, local educational agencies (LEAs) may receive partial Medi-Cal reimbursement through the LEA Medi-Cal Billing Option for health services provided to an enrolled student under age 22 who is certified for Medi-Cal and/or a member of the student's family. In addition, pursuant to Welfare and Institutions Code 14132.47, LEAs may be reimbursed through the Medi-Cal Administrative Activities (MAA) program for some of their administrative costs associated with school-based health and outreach activities that are not claimable under the LEA Medi-Cal Billing Option or other programs. See the accompanying administrative regulation.\*\*\*~~

~~\*\*\*Note: Districts may receive assistance with Medi-Cal billing through CSBA's Practi-Cal program. See CSBA's web site for further information.\*\*\*~~

The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

#### Program Evaluation

In order to continuously improve school health services, the Board shall evaluate the effectiveness of such services and the extent to which they continue to meet student needs.

The Superintendent or designee shall provide the Board with periodic reports that may include, but are not necessarily limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; measures of school climate; feedback from staff and participants regarding program accessibility and operations, including accessibility to low-income and linguistically and culturally diverse students and families; and program costs and revenues.

(cf. 0500 - Accountability)

#### Legal Reference:

##### EDUCATION CODE

49073-49079 Privacy of student records

49423.5 Specialized physical health care services

49557.2-49558 Eligibility for free and reduced-price meals; sharing information with Medi-Cal FAMILY CODE

6920-6929 Consent by minor for medical treatment

##### GOVERNMENT CODE

95020 Individualized family service plan

##### HEALTH AND SAFETY CODE

104830-104865 School-based application of fluoride or other tooth decay-inhibiting agent

121020 HIV/AIDS testing and treatment; parental consent for minor under age 12

123110 Minor's right to access health records

123115 Limitation on parent/guardian access to minor's health records

123800-123995 California Children's Services Act

124025-124110 Child Health and Disability Prevention Program

124172-124174.6 Public School Health Center Support Program

124260 Mental health services; consent by minors age 12 and older

130300-130317 Health Insurance Portability and Accountability Act (HIPAA)

##### WELFARE AND INSTITUTIONS CODE

14059.5 Definition of "medically necessary"

14100.2 Confidentiality of Medi-Cal information

14115 Medi-Cal claims process

14115.8 LEA Medi-Cal Billing Option, program guide  
14124.90 Third-party health coverage  
14132.06 Covered benefits; health services provided by local educational agencies  
14132.47 Administrative claiming process and targeted case management  
CODE OF REGULATIONS, TITLE 17  
2951 Testing standards for hearing tests  
6800-6874 Child Health and Disability Prevention Program  
CODE OF REGULATIONS, TITLE 22  
51009 Confidentiality  
51050-51192 Definitions of Medi-Cal providers and services  
51200 Requirements for providers  
51231.2 Wheelchair van requirements  
51270 Local educational agency provider; conditions for participation  
51304 Limitations on specified benefits  
51309 Psychology, physical therapy, occupational therapy, speech pathology, audiological services  
51323 Medical transportation services  
51351 Targeted case management services  
51360 Local educational agency; types of services  
51491 Local educational agency eligibility for payment  
51535.5 Reimbursement to local educational agency providers  
UNITED STATES CODE, TITLE 20  
1232g Family Educational Rights and Privacy Act (FERPA)  
UNITED STATES CODE, TITLE 42  
1320c-9 Prohibition against disclosure of records  
1397aa-1397mm State Children's Health Insurance Program  
CODE OF FEDERAL REGULATIONS, TITLE 42  
431.300 Use and disclosure of information on Medicaid applicants and recipients  
CODE OF FEDERAL REGULATIONS, TITLE 45  
164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

#### Management Resources:

##### CSBA PUBLICATIONS

Expanding Access to School Health Services: Policy Considerations for Governing Boards,  
Policy Brief, November 2008

Promoting Oral Health for California's Students: New Role, New Opportunities for Schools,  
Policy Brief, November 2008

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Framework for California Public Schools, Kindergarten Through Grade Twelve

##### CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS

California School-Based Medi-Cal Administrative Activities Manual

LEA Medi-Cal Provider Manual

##### CALIFORNIA SCHOOL-BASED HEALTH ALLIANCE PUBLICATIONS

How to Fund Health Services in Your School District, September 2014

Documenting the Link Between School-Based Health Centers and Academic Success, May 2014

##### NATIONAL CENTER FOR YOUTH LAW PUBLICATIONS

Confidential Medical Release: Frequently Asked Questions from Schools and Districts,  
November 2015

WEB SITES

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

CSBA, Practi-Cal Program: <http://www.csba.org/ProductsAndServices/AllServices/PractiCal>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Health Services and School Nursing:

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

California Department of Health Care Services: <http://www.dhcs.ca.gov>

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

California School-Based Health Alliance: <http://www.schoolhealthcenters.org>

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

Center for Health and Health Care in Schools: <http://www.healthinschools.org>

Centers for Disease Control and Prevention, School Health Policies and Programs (SHPPS)

Study: <http://www.cdc.gov/HealthyYouth/shpps>

Centers for Medicare and Medicaid Services: <http://www.cms.hhs.gov>

National Center for Youth Law: <http://www.youthlaw.org>

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# **CSBA Sample**

## **Administrative Regulation**

### **School Health Services**

AR 5141.6  
**Students**

#### Types of Health Services

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

In accordance with student and community needs and available resources, school health services offered by the district may include, but are not limited to:

1. Health screenings, evaluations, and assessments of students' need for health services
2. Physical examinations, immunizations, and other preventive medical services

(cf. 5141.26 - Tuberculosis Testing)  
(cf. 5141.3 - Health Examinations)  
(cf. 5141.31 - Immunizations)  
(cf. 5141.32 - Health Screening for School Entry)

3. First aid and administration of medications

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

4. Diagnosis and treatment of minor injuries and acute medical conditions
5. Management of chronic medical conditions

(cf. 5141.23 - Asthma Management)

6. Basic laboratory tests

7. Emergency response procedures

(cf. 5141 - Health Care and Emergencies)

8. Nutrition services

(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 5030 - Student Wellness)

9. Oral health services that may include preventive services, basic restorative services, and referral to specialty services

~~\*\*\*Note: Pursuant to Health and Safety Code 104830-104865, elementary and secondary students must be offered an opportunity each school year to receive a topical application of fluoride or other decay-inhibiting agent by a dentist or dental assistant, under a program organized and operated by the county health officer. Districts are required to cooperate with the county health officer in carrying out the program in any school in their jurisdiction and to provide notification to parents/guardians regarding the availability of the program, as provided below.\*\*\*~~

The Superintendent or designee shall notify all parents/guardians of the opportunity pursuant to Health and Safety Code 104830-104865 for their child to receive the topical application of fluoride, including fluoride varnish, or other decay-inhibiting agent to the teeth during the school year. Such application of fluoride or other decay-inhibiting agent shall only be provided to a student whose parent/guardian returns the notification with an indication consenting to the treatment. (Health and Safety Code 104830, 104850, 104855)

(cf. 5145.6 - Parental Notifications)

10. Mental health services, which may include assessments, crisis intervention, counseling, treatment, and referral to a continuum of services including emergency psychiatric care, community support programs, inpatient care, and outpatient programs

(cf. 5141.52 - Suicide Prevention)

(cf. 6164.2 - Counseling/Guidance Services)

11. Substance abuse prevention and intervention services

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

12. Vision and audiology services

13. Speech therapy

14. Occupational therapy

15. Physical therapy

~~\*\*\*Note: Item #16 may be deleted by districts that offer only elementary grades.\*\*\*~~

16. Reproductive health services

(cf. 5141.25 - Availability of Condoms)

17. Specialized health care services for students with disabilities

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

18. Medical transportation

19. Targeted case management

20. Referrals and linkage to services not offered on-site

21. Public health and disease surveillance

22. Individual and family health education

23. School or districtwide health promotion

Medi-Cal Billing

~~\*\*\*Note: The following optional section is for use by districts that have contracted with the California Department of Health Care Services (DHCS) in order to provide services as a Medi-Cal provider as authorized by Welfare and Institutions Code 14132.06; see the accompanying Board policy. To the extent that the district contracts with health care practitioners or clinics to provide the services, the practitioner or clinic is considered the provider of services and is the entity billing and receiving Medi-Cal payments for services.\*\*\*~~

~~\*\*\*Note: Welfare and Institutions Code 14115.8, as amended by AB 3192 (Ch. 658, Statutes of 2018), requires DHCS, by January 1, 2020, to develop and distribute a program guide containing information regarding processes, documentation, and the proper submission of claims under the LEA Medi-Cal Billing Option program.\*\*\*~~

In order to provide services as a Medi-Cal provider, the district shall enter into and maintain a contract with the California Department of Health Care Services (DHCS). (Welfare and Institutions Code 14132.06; 22 CCR 51051, 51270)

~~\*\*\*Note: With the exception of health care aides who provide specialized physical health care services pursuant to Education Code 49423.5, any practitioner whom the district employs or with whom it contracts must be credentialed to practice as a physician, registered nurse, psychologist, school counselor, or one of the other professions listed in 22 CCR 51190.3 in order for the district to receive Medi-Cal reimbursement.\*\*\*~~

The Superintendent or designee shall ensure that all practitioners employed by or under contract with the district possess the appropriate license, certification, registration, or credential and provide only those services that are within their scope of practice. (22 CCR 51190.3, 51270, 51491)

~~\*\*\*Note: Reimbursement under Medi-Cal is limited to the services specified in Welfare and Institutions Code 14132.06 and 22 CCR 51190.4 and 51360. Pursuant to Welfare and Institutions Code 14132.06, services may be reimbursable whether or not the student has an individualized education program (IEP) or individualized family service plan (IFSP) or whether those same services are provided at no charge to the beneficiary or to the community at large.\*\*\*~~

~~\*\*\*Note: 22 CCR 51360 provides that services for accompanying a student off campus for nursing or school health aide services will be reimbursable when specified as medically necessary in an IEP or IFSP.\*\*\*~~

The Superintendent or designee shall submit a claim for Medi-Cal reimbursement whenever the district provides a Medi-Cal-eligible student under age 22 and/or a member of the student's family a covered service specified in 22 CCR 51190.4 or 51360. (Welfare and Institutions Code 14132.06; 22 CCR 51096, 51098, 51190.1, 51190.4, 51309, 51360, 51535.5)

The district shall maintain records and supporting documentation including, but not limited to, records of the type and extent of services provided to a Medi-Cal beneficiary in accordance with law. (22 CCR 51270, 51476)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

~~\*\*\*Note: 22 CCR 51270 requires federal reimbursements to be reinvested in health and social services for students and their families, as provided below. This requirement does not apply to reimbursements received under the Medi-Cal Administrative Activities (MAA) program described in the following section.\*\*\*~~

Any federal funds received by the district as reimbursement for the costs of services under the Medi-Cal billing option shall be reinvested in approved services for students and their families. The Superintendent or designee shall consult with a local school-linked services collaborative group regarding decisions on reinvestment of federal funds. (22 CCR 51270)

~~\*\*\*Note: 22 CCR 51270 requires that districts submit an annual report, as described below, as a condition of continued participation as a Medi-Cal provider. The deadline for this annual report is specified in the program provider participation agreement that districts enter into with DHCS.\*\*\*~~

The Superintendent or designee shall submit an annual report to DHCS to identify participants in the community collaborative, provide a financial summary including reinvestment expenditures, and describe service priorities for the future. (22 CCR 51270)

#### Medi-Cal Administrative Activities

~~\*\*\*Note: The following optional section is for use by districts that participate in the MAA program administered by DHCS pursuant to Welfare and Institutions Code 14132.47. Under this~~

~~program, districts providing Medi-Cal covered health services may be reimbursed for some of their administrative and outreach costs. This section reflects program requirements described in the California School-Based Medi-Cal Administrative Activities Manual published by DHCS.\*\*\*~~

~~\*\*\*Note: Districts may receive assistance with Medi-Cal administrative billing through CSBA's Practi-Cal program. See CSBA's web site for further information.\*\*\*~~

The district shall apply for reimbursement for activities identified by DHCS which are related to the administration of the Medi-Cal program. Such activities include, but are not be limited to, outreach, translation for Medi-Cal services, facilitation of applications, arrangement of nonemergency and nonmedical transportation of eligible individuals, program planning and policy development, claims coordination and administration, training, and general administration.

Appropriate staff shall receive training in administrative claiming categories and related activities.

~~\*\*\*Note: The district must submit claims through either a local educational agency consortium (i.e., one of the service regions of the California County Superintendent Educational Services Association) or a local governmental agency (i.e., county or chartered city) that has contracted with DHCS. The district may modify the following two paragraphs to reflect the appropriate entity or agency.\*\*\*~~

To receive reimbursement for Medi-Cal administrative activities, the Superintendent or designee shall, on a quarterly basis, submit an invoice to the local educational consortium or local governmental agency through which the district has contracted.

~~\*\*\*Note: The MAA program requires randomly selected employees who perform MAA activities as a normal part of their job duties to complete a random-moment time study which is used to determine the work effort of all time study participants over a given time period. Further information regarding the required procedure is available on the DHCS web site.\*\*\*~~

In addition, the Superintendent or designee shall submit to the local educational consortium or local governmental agency, and shall update each quarter, a roster of all employees who perform direct Medi-Cal services or administrative activities. When notified by the local educational consortium or local governmental agency of the date and time that a random-moment time survey must be conducted by a particular employee, the Superintendent or designee shall coordinate the completion and submission of the survey in accordance with DHCS timelines and procedures.

The Superintendent or designee shall maintain an audit file containing random-moment time survey documentation and other records specified by DHCS. Such documentation shall be kept for three years after the end of the quarter in which expenditures were incurred or, if an audit is in progress, until the completion of the audit.

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# CSBA Sample

## Board Policy

### Suspension And Expulsion/Due Process

BP 5144.1

#### Students

~~\*\*\*Note: Education Code 35291 requires the Governing Board to prescribe rules and regulations for maintaining discipline in the schools under its jurisdiction. Education Code 48918 mandates the setting of rules and regulations for student expulsion as specified in this Board policy and the accompanying administrative regulation.\*\*\*~~

~~\*\*\*Note: While recognizing that suspension or expulsion of students is sometimes necessary, legislative, administrative, regulatory, civic, and educational leaders are united in the belief that instructional time should be used for student learning purposes and that school discipline should be imposed in a way that, as much as possible, does not exclude students from school or limit their ability or opportunity to learn. According to the U.S. Department of Justice's Civil Rights Division (DOJ) and the U.S. Department of Education's Office for Civil Rights (OCR), in their joint January 2014 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, studies suggest a correlation between exclusionary discipline policies and practices (such as suspension and expulsion) and an array of serious educational, economic, and social problems, including school avoidance and diminished educational engagement, decreased academic achievement, increased behavior problems, and increased likelihood of dropping out, substance abuse, and involvement with the juvenile justice system. Consequently, they recommend that districts adopt alternative disciplinary measures that provide students with appropriate interventions and supports as a means for preventing and addressing student misbehaviors.\*\*\*~~

~~\*\*\*Note: Pursuant to Education Code 48900.5, a district is not authorized to suspend a student for certain specified violations unless the student has been subjected to other means of correction which have failed to bring about proper conduct. Such other means of correction include, but are not limited to, conferences between school personnel and the student and his/her parents/guardians, use of study, guidance, or other intervention teams to develop a plan to address the behavior in partnership with the student, and participation in a restorative justice program. For further information about specific disciplinary strategies, including alternatives to class or school removals, see BP/AR 5144 Discipline. Education Code 48900.5 authorizes a district to document in a student's records the alternative means of correction used to address the student's behavior. Furthermore, when a student is being suspended by the Superintendent, principal, or designee, Education Code 48911 requires that the student be informed, during the informal conference that precedes the suspension, of the other means of correction that were attempted before the suspension.\*\*\*~~

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and

well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

~~\*\*\*Note: Pursuant to Education Code 48900(s), a student may be subject to discipline only when the violation is related to a school activity or school attendance as specified below. A student may also be disciplined for a violation committed away from school if it is related to a school activity or to school attendance. For example, Education Code 48900 defines bullying by means of an electronic act as including an act that originates off-campus; see the accompanying administrative regulation and BP/AR 5131.2 - Bullying. Another example is the hostile school environment which a victim may suffer from sexual harassment that occurs off-campus; see BP/AR 5145.7 - Sexual Harassment.\*\*\*~~

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

~~\*\*\*Note: The following paragraph addresses the problem of unlawful discrimination in the administration of student discipline. In their joint January 2014 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, DOJ and OCR noted that, based on the civil rights data collection conducted by OCR, students of certain racial or ethnic groups tended to be disciplined more, and sometimes more harshly, than their similarly situated peers in violation of federal nondiscrimination laws. The letter warned that any district determined to have engaged in unlawful discrimination could be subject to OCR investigation and significant remedial action.\*\*\*~~



District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

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

#### Appropriate Use of Suspension Authority

~~\*\*\*Note: Education Code 48900.5 requires districts to use other means of correction instead of suspension or expulsion except when a student commits certain enumerated offenses. The following section reflects legislative intent regarding appropriate use of suspension as a means of disciplining students and may be modified to reflect district practice.\*\*\*~~

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

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

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

~~\*\*\*Note: Education Code 48900(k) prohibits a district from suspending students in grades K-3 for disruption or willful defiance and authorizes, but does not require, a district to suspend students in grades 4-12 for disruption or willful defiance. Even with this authority, districts should be careful in using these grounds, as available data have indicated a disproportionate use with certain student subgroups. Option 1 below is for use by any district that chooses to suspend students in grades 4-12 for disruption and/or willful defiance as authorized pursuant to Education Code 48900(k). Any district that chooses to eliminate disruption and willful defiance as reasons for suspending any of its students from school should select Option 2 below. Such districts should also delete the first paragraph in the section titled "Additional Grounds for Suspension and Expulsion: Grades 4-12" in the accompanying administrative regulation.\*\*\*~~

~~\*\*\*Note: Each option below reflects an exception granted to teachers pursuant to Education Code 48910 to suspend students, including a K-3 student, from class; see section "Suspension from Class by a Teacher" in the accompanying administrative regulation.\*\*\*~~

OPTION 1: No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

~~OPTION 2: No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)~~

~~\*\*\*Note: The following optional paragraph reflects the Legislature's intent, expressed in Education Code 48900, concerning disciplinary actions against truant, tardy, or absent students. Since these are not enumerated offenses, a district does not have the authority to suspend or expel students for committing any of these acts.\*\*\*~~

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

#### On-Campus Suspension

~~\*\*\*Note: As an alternative to off-campus suspension, Education Code 48911.1 authorizes a supervised suspension classroom program for students who pose no imminent danger to anyone at school and who have not been recommended for expulsion, as specified below. Education Code 48911.2 states that, if the number of students suspended during the prior year exceeds 30 percent of the school's enrollment, the district should consider implementing this program and/or another on-campus progressive discipline program.\*\*\*~~

~~\*\*\*Note: The following optional section is for use by districts implementing a supervised suspension classroom program. Such districts may continue to claim funding apportionments for students so assigned, provided they meet specific criteria which are set forth under "Supervised Suspension Classroom" in the accompanying administrative regulation. A district does not receive funding for off-campus suspensions.\*\*\*~~

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

#### Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory

recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

(cf. 5131.7 - Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm

3. Brandishing a knife at another person

4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

~~\*\*\*Note: Pursuant to Education Code 48917, the Board may decide to suspend the enforcement of an order for expulsion as long as a student satisfies specific conditions. See the accompanying administrative regulation for criteria. In addition, the Attorney General opined in 80 Ops. Cal. Atty. Gen. 85 (1997) that the enforcement of an expulsion order may be suspended even in those cases where the student has committed an offense for which expulsion is required by law. Legal counsel should be consulted as appropriate.\*\*\*~~

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

~~\*\*\*Note: The following paragraph is for use by districts that contract with the California Department of Education (CDE) to operate a California State Preschool Program. Education Code 8239.1, as added by AB 752 (Ch. 708, Statutes of 2017), prohibits the expulsion or disenrollment of a child in a preschool program unless the district has taken specified steps and the child's continued enrollment would present a serious safety threat to the child or other enrolled children. For further details regarding the steps the district must take prior to expelling a child, see BP 5148.3 - Preschool/Early Childhood Education.\*\*\*~~

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

(cf. 5148.3 - Preschool/Early Childhood Education)

#### Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

(cf. 5119 - Students Expelled from Other Districts)

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

#### Maintenance and Monitoring of Outcome Data

~~\*\*\*Note: Education Code 48900.8 and 48916.1 require the district to maintain data related to suspensions and expulsions as provided below. Pursuant to Education Code 48916.1, the Superintendent of Public Instruction may require submission of such data as part of the Federal Program Monitoring process. In addition, 20 USC 7961 requires districts to submit to the CDE a description of the circumstances surrounding any expulsions based on bringing or possessing a firearm on campus, including the name of the school, the number of students expelled, and the type of firearms involved.\*\*\*~~

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

~~\*\*\*Note: Pursuant to Education Code 52060, districts are required to address school climate in the local control and accountability plan, as measured by student suspension and expulsion rates and other local measures for each school and each numerically significant student subgroup. As defined in Education Code 52052, numerically significant subgroups include ethnic subgroups,~~

~~socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students.\*\*\*~~

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 - Local Control and Accountability Plan)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

8239.1 Prohibition against expulsion of preschool student

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

64000-64001 Consolidated application

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

## HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

## LABOR CODE

230.7 Employee time off to appear in school on behalf of a child

## PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

417.27 Laser pointers

422.55 Hate crime defined

422.6 Interference with exercise of civil rights

422.7 Aggravating factors for punishment

422.75 Enhanced penalties for hate crimes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors, or stun guns

868.5 Supporting person; attendance during testimony of witness

## WELFARE AND INSTITUTIONS CODE

729.6 Counseling

## UNITED STATES CODE, TITLE 18

921 Definitions, firearm

## UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7961 Gun-free schools

## UNITED STATES CODE, TITLE 42

11432-11435 Education of homeless children and youths

## COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

#### ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

#### Management Resources:

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

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

#### WEB SITES

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

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

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Healthy Students:

<http://www2.ed.gov/about/offices/list/oese/oshs>

(12/14 12/17) 10/18

# CSBA Sample

## Administrative Regulation

### Suspension And Expulsion/Due Process

AR 5144.1  
Students

~~\*\*\*Note: CSBA recommends that this administrative regulation be approved by the Governing Board, regardless of the usual district practice.\*\*\*~~

~~\*\*\*Note: Education Code 35291 requires the Board to adopt rules and regulations, which are not inconsistent with law or rules adopted by the State Board of Education, for the government and discipline of the schools under its jurisdiction. In addition, Education Code 48918 and 48918.5 mandate that districts adopt rules concerning the due process rights of students in expulsion situations, and Education Code 48916 mandates procedures for filing and processing requests for readmission. Specific language complying with these mandates is included throughout this administrative regulation.\*\*\*~~

~~\*\*\*Note: The acts for which students may be suspended or expelled are specified in law and in the sections below titled "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12." The Board does not have authority to add to these enumerated acts. However, the Board has authority to prohibit suspension or expulsion for certain acts for which suspension or expulsion is permissible rather than mandatory. The Board may consider limiting the use of suspension and expulsion for such offenses as part of the district plan to address school climate within the local control and accountability plan required pursuant to Education Code 52060. In addition, pursuant to Education Code 48900.5, a district is not authorized to suspend a student for certain specified violations unless other means of correction have failed to bring about proper conduct.\*\*\*~~

#### Definitions

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910



Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

#### Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

#### Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))

~~\*\*\*Note. The Attorney General, in 80 Ops. Cal. Atty. Gen. 91 (1997), determined that a student may be expelled for "possession" of a firearm if the student knowingly and voluntarily had direct control over the firearm. The only exceptions are when the student has permission from school officials to possess the firearm (pursuant to Education Code 48900 and 48915) or when the possession is brief and solely for the purpose of disposing of the firearm, such as handing it to school officials. Note that "firearm" does not include "imitation firearm" which is listed separately in item #12 below. See BP 5131.7 - Weapons and Dangerous Instruments.\*\*\*~~

~~\*\*\*Note. Pursuant to Penal Code 417.27, students are prohibited from possessing a laser pointer on school premises, except for a valid instructional or other school-related purpose. See BP 5131 - Conduct.\*\*\*~~

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or

intoxicant of any kind (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

7. Stole or attempted to steal school property or private property (Education Code 48900(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))

11. Knowingly received stolen school property or private property (Education Code 48900(l))

12. Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

~~\*\*\*Note: Education Code 48900(r) defines "bullying" as "any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of electronic act," which is directed toward a student and which would have serious detrimental consequences upon a reasonable student. Pursuant to Education Code 48900, a student may be disciplined for bullying by means of an electronic act even when the act originated off campus. See also BP 5131.2 - Bullying.\*\*\*~~

17. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

~~\*\*\*Note: "Bullying" also would include any act of sexual harassment, hate violence, or harassment, threat, or intimidation committed by a student of any grade level, as set forth in Education Code 48900.2, 48900.3, or 48900.4, when the act results in harm to a reasonable student as specified in the above paragraph. However, when bullying is found under these circumstances, students below grade 4 may be disciplined for the "bullying" but not for the underlying act of sexual harassment, hate violence, or harassment, threat, or intimidation as specified below in items #1-3 of the section "Additional Grounds for Suspension and Expulsion: Grades 4-12."\*\*\*~~

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network

Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

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

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

~~\*\*\*Note: Education Code 48900 allows for the suspension, but not expulsion, of a student who "aids or abets," as defined in Penal Code 31, the infliction or attempted infliction of physical injury to another person. The term "aiding or abetting," is a complex legal term and requires that, at the time he/she committed the crime, the aider or abettor was aware of the crime and specifically intended to commit the crime. Because of the complexities of criminal law, legal counsel should be consulted as appropriate.\*\*\*~~

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-12

~~\*\*\*Note: The following section applies only to students in grades 4-12 and may be revised to reflect grade levels offered by the district.\*\*\*~~

~~\*\*\*Note: Education Code 48900 prohibits the use of disruption and/or willful defiance as reasons for expelling any student. Education Code 48900 also restricts their use as a basis for suspending students from school in grades 4-12. Since districts are authorized but not required to suspend students in grades 4-12 based on these grounds, a district may choose, consistent with Option 2 in accompanying Board policy, to prohibit the use of these reasons for suspending its students. Any district that chooses to do so should delete the following paragraph.\*\*\*~~

Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.  
(Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

~~\*\*\*Note: As discussed in item #17 of "Grounds for Suspension and Expulsion: Grades K-12" above, although Education Code 48900(r) defines bullying to include acts involving items #1-3 below, only students in grades 4-12 may be suspended or expelled for the individual acts that constitute sexual harassment, hate violence, and harassment. The interplay between "bullying" and items #1-3 can raise complex legal issues. Districts should consult legal counsel as appropriate.\*\*\*~~

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

#### Suspension from Class by a Teacher

~~\*\*\*Note: The following section is optional and may be revised to reflect district practice. While Education Code 48900(k) prohibits a district from suspending students in grades K-3 for disruption or willful defiance, it still allows for a teacher to suspend a K-3 student on these grounds.\*\*\*~~

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

#### Suspension by Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

~~\*\*\*Note: Education Code 48900.5 limits situations warranting suspension for a first offense to when the violation involves Education Code 48900(a)-(e) or the student's presence causes a danger to persons.\*\*\*~~

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

~~\*\*\*Note: Pursuant to Education Code 48900 and 48915, except for certain egregious acts or offenses for which suspension is permissible or mandatory, as specified above pursuant to Education Code 48915(a) or (e), the Superintendent or principal is authorized to use his/her discretion to provide an alternative, age-appropriate disciplinary measure that is tailored to correct a student's specific misbehavior. In addition, the U.S. Department of Justice's Civil Rights Division (DOJ) and the U.S. Department of Education's Office for Civil Rights (OCR), in their joint January 2014 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, recommend that effective alternatives to suspension and expulsion be implemented for correcting student misbehavior. For a list of appropriate alternatives, see AR 5144 Discipline.\*\*\*~~

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

(cf. 5125 - Student Records)

#### Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the

student may be suspended in any school year. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

#### Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the available evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

~~\*\*\*Note: Item #2 below should be revised to reflect the district's processing and reporting procedures.\*\*\*~~

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

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

In addition, the notice may state the date and time when the student may return to school.



4. Parent/Guardian Conference: Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

~~\*\*\*Note: When the student being considered for expulsion is a foster youth, Education Code 48911 and 48918.1 require the district to invite the student's attorney and an appropriate county child welfare agency representative to the meeting specified above. See the section below titled "Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students." To ensure such invitation, the following paragraph provides that the district liaison for foster youth be notified. However, any district that has designated another position to carry out this responsibility may modify the paragraph to specify that position. For designation of the liaison for foster youth, see AR 6173.1 - Education for Foster Youth.\*\*\*~~

c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

(cf. 6173.1 - Education for Foster Youth)

~~\*\*\*Note: Pursuant to Education Code 48918.1, the district's liaison for homeless students must be notified when the student being considered for expulsion is a homeless student. See the section below titled "Additional Notice of Expulsion Hearing for Foster Youth and Homeless~~

~~Students.\*\*\*~~

d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

(cf. 6173 - Education for Homeless Children)

~~\*\*\*Note: The following optional paragraph may be revised to reflect district practice. Since Education Code 48900 and 48900.5 require a district, under certain circumstances, to use alternative disciplinary measures prior to imposing suspension, including supervised suspension, the district may, as necessary, provide services that would address the student's specific misbehavior along with the suspension program. For example, the district may require the student to enroll in a program that teaches prosocial behavior or anger management even while the student is suspended.\*\*\*~~

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

#### Suspension by the Board

~~\*\*\*Note: The following optional section reflects the Board's authority to suspend students from school pursuant to Education Code 48912. In practice, it is impractical for boards to directly exercise this authority since circumstances warranting suspension usually require quick and sometimes immediate action which may not be possible for a board due to legal requirements for taking board actions, such as having a meeting.\*\*\*~~

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in

writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

### On-Campus Suspension

~~\*\*\*Note: The following optional section is for use by any district establishing an on-campus suspension program pursuant to Education Code 48911.1. However, pursuant to Education Code 48900.5, such a district is required to use other means of correcting a student's behavior before imposing a supervised suspension, unless such a supervised suspension is otherwise permitted by law for a student's first offense. Use of a supervised suspension classroom program does not in any way limit the district's ability to transfer a student to an opportunity school or class or a continuation education school or class in accordance with law.\*\*\*~~

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

### Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student

3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

#### Student's Right to Expulsion Hearing

~~\*\*\*Note: Education Code 48918 mandates that the Board establish rules and regulations governing procedures for the expulsion of students. The timelines of Education Code 48918 must be strictly followed; failure to do so may result in loss of the district's power to act (Garcia v. Los Angeles Board of Education). In calculating timelines, the district should also be aware of the difference between the calculation of "school days" and "calendar days" under Education Code 48918.\*\*\*~~

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded

without unnecessary delay. (Education Code 48918(a))

### Stipulated Expulsion

~~\*\*\*Note: The following section is optional and may be revised to reflect district practice. "Stipulated expulsion" is for districts that have adopted an expedited procedure which allows a student to waive his/her right to a pre-expulsion hearing in exchange for an agreement as to the terms of the expulsion. Such waivers are not specifically addressed in law and districts should ensure that the due process rights of students are included in the stipulated agreement and are clearly explained to them before the agreement is signed. Districts should consult legal counsel as appropriate.\*\*\*~~

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

### Rights of Complaining Witness

~~\*\*\*Note: Education Code 48918.5 mandates the following rights related to the treatment of witnesses alleging acts of sexual assault or sexual battery. Other procedures related to complaining witnesses also may be added as desired by the district. Additional mandated procedures related to the rights and treatment of complaining witnesses are included where appropriate throughout this regulation.\*\*\*~~

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the

time he/she testifies

3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

#### Written Notice of the Expulsion Hearing

\*\*\*Note: Education Code 48918 mandates the Board to adopt procedures that include the following items.\*\*\*

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing

7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

#### Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

~~\*\*\*Note: Prior to conducting an expulsion hearing to determine whether a foster youth should be expelled, Education Code 48918.1 requires the district to notify the student's attorney and a representative of an appropriate county child welfare agency, provided that the violation does not require a mandatory recommendation for expulsion. Pursuant to Education Code 48918.1, such additional notice must be given to the district liaison for homeless students when the student involved is a homeless child or youth and the violation does not require a mandatory recommendation for expulsion. While such a notice is not required if the offense requires a mandatory recommendation for expulsion, it is nonetheless recommended and the following section reflects this recommendation.\*\*\*~~

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

#### Conduct of Expulsion Hearing

~~\*\*\*Note: Education Code 48918 mandates that the Board adopt procedures that include the following items.\*\*\*~~

~~\*\*\*Note: Instead of the Board conducting an expulsion hearing, it may appoint a hearing officer or an impartial administrative panel to conduct the hearing; see section "Alternative Expulsion Hearing: Hearing Officer or Administrative Panel" below. Even if the district conducts all expulsion hearings in this manner, the requirements of Education Code 48918 pertaining to the conduct of the hearing must be met.\*\*\*~~

1. Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

~~\*\*\*Note: For the purpose of Board deliberations during the closed session described below, the~~

~~presence of any person other than the Board members, including the Superintendent, necessitates allowing the presence of the parent/guardian, student, and student's counsel.\*\*\*~~

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

~~\*\*\*Note: Education Code 48918 authorizes the Board to issue subpoenas for the personal appearance of percipient witnesses at an expulsion hearing. In Woodbury v. Dempsey, the court held that a district's authority to determine whether to issue subpoenas is discretionary, but a district could not have a blanket policy denying the issuance of subpoenas in all cases.\*\*\*~~

~~\*\*\*Note: In accordance with Code of Civil Procedure 1987, the subpoena must be served at least 10 days before the time required for attendance unless the court prescribes a shorter time. Unless they are parties to the hearing or are district or government employees, witnesses who appear pursuant to a subpoena receive fees equal to those prescribed for witnesses in civil actions in a superior court, and all witnesses other than the parties to the hearing receive mileage. These fees and mileage must be paid by the party requesting the subpoena.\*\*\*~~

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))



If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

~~\*\*\*Note: Findings of fact made by the Board or a hearing panel must not be based on hearsay alone. "Hearsay" is evidence of an oral or written statement made by a person who is not present at the hearing which is offered to establish a fact as being true. Some exceptions to the hearsay rule exist under the Evidence Code and Education Code. The district should consult legal counsel as appropriate.\*\*\*~~

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

~~\*\*\*Note: Education Code 48918.6 provides that testimony by a student witness at an expulsion hearing is privileged and thus protected from liability for defamation pursuant to Civil Code 47(b).\*\*\*~~

5. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.

e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.

f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.

(1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

(2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.

(3) The person conducting the hearing may:

(a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness

(b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours

(c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

~~\*\*\*Note: For districts that use a hearing officer or administrative panel, Education Code 48918 mandates that the Board adopt procedures that include the following section.\*\*\*~~

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a

hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

~~\*\*\*Note: Pursuant to Education Code 48918, if the hearing officer or administrative panel does not recommend expulsion, a student must be permitted to return to the classroom instructional program from which the expulsion referral was made, unless the student's parent/guardian requests a different placement. Education Code 48918 also states that a student who is found to have committed any of the violations listed in "Authority to Expel" in the accompanying Board policy but for whom expulsion is not recommended may be referred to his/her prior school. However, the hearing officer or administrative panel, like the Board, must recommend expulsion or a suspended expulsion under Education Code 48915, if it finds that a student committed any such violation that mandates expulsion. District should consult legal counsel to resolve this apparent discrepancy.\*\*\*~~

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

~~\*\*\*Note: Education Code 48918 mandates that the Board adopt procedures that include the following paragraph.\*\*\*~~

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

~~\*\*\*Note: 20 USC 7961 requires the district, in the consolidated application for federal funding, to provide an assurance that it will comply with the state requirement to expel, for a period not less than one year, any student who brings a firearm to school or possesses a firearm at school.\*\*\*~~

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

~~\*\*\*Note: The following paragraph is optional. Education Code 48916.5 authorizes, but does not mandate, the Board to make the following requirement of certain expelled students.\*\*\*~~

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

## Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

## Decision to Suspend Expulsion Order

~~\*\*\*Note: Pursuant to Education Code 48917, the Board's criteria for suspending the enforcement of expulsions must be applied uniformly to all students. Items #1-3 below are optional and should be revised to reflect district criteria.\*\*\*~~

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

#### Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

#### Notification to Law Enforcement Authorities

~~\*\*\*Note: Education Code 48902 requires the principal or designee to notify law enforcement authorities when a student possesses a firearm or explosive or sells or furnishes a firearm at school. However, when the student involved in such a case is a student with a disability, Education Code 49076 requires any law enforcement authority to which student information is~~

~~disclosed to certify that those records will not be disclosed to another party without the prior written consent of the student's parent/guardian or other person invested with the student's educational right; see AR 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities).\*\*\*~~

~~\*\*\*Note: When submitting the consolidated application for federal funding, the district must provide assurance that it has adopted a policy requiring referral to the criminal justice system or juvenile delinquency system of any student who brings a firearm or weapon to a school. The following section fulfills this requirement.\*\*\*~~

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate county or district law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

#### Placement During Expulsion

~~\*\*\*Note: Education Code 48915 requires the Board to refer all expelled students to a program of study that is prepared to accommodate students with discipline problems and that is not located at the school the student currently attends or at any regular elementary, middle, junior, or senior high school. However, students expelled for the acts described in Education Code 48900(d) through (m) or Education Code 48900.2, 48900.3, or 48900.4 may be referred to a program of study that is at another elementary, middle, junior, or senior high school if the County Superintendent of Schools certifies that an alternative program is not available at a site away from such a school.\*\*\*~~

~~\*\*\*Note: Education Code 48915.01 states that if the Board has established a community day school pursuant to Education Code 48661 on the same site as an elementary, middle, junior, or senior high school, expelled students may be referred to the community day school at that site. Although Education Code 48663 prohibits the use of independent study in community day schools, Education Code 48916.1 does not in any way restrict the district from offering independent study as a voluntary alternative placement option for expelled students.\*\*\*~~

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

#### Readmission After Expulsion

~~\*\*\*Note: Education Code 48916 mandates that the Board adopt rules and regulations establishing a procedure for filing and processing requests for readmission and a process for Board review of all expelled students for readmission. Items #1-2 below should be revised to reflect district practice.\*\*\*~~

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the



conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)

5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.

6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

#### Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

~~\*\*\*Note: Education Code 48915.1 requires that, when an expelled student asks to enroll in another district, the receiving district must hold a hearing to determine whether the student poses a danger to its students or staff. The receiving district then may either deny or permit the enrollment. Upon request from another district, the expelling district must provide information about the expulsion within five days.\*\*\*~~

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

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# CSBA Sample

## Board Policy

### Civic Education

BP 6142.3

#### Instruction

~~\*\*\*Note: The following optional policy may be revised to reflect district practice.\*\*\*~~

~~\*\*\*Note: Education Code 51470-51474, as added by AB 24 (Ch. 604, Statutes of 2017), establish the State Seal of Civic Engagement, a voluntary program to recognize high school graduates who have demonstrated excellence in civic education and participation, as well as an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. The Superintendent of Public Instruction will provide an insignia that can be affixed to the diploma or transcript of eligible students. Criteria for the award will be approved by the State Board of Education by January 31, 2021.\*\*\*~~

The Governing Board recognizes that involvement in civic and political institutions is essential to a democratic government and desires to provide a comprehensive civic education program to help students acquire the knowledge, skills, and principles essential for informed, engaged, and responsible citizenship.

~~\*\*\*Note: State standards and guidelines for instruction in civics and government are included in the standards and curriculum framework for history-social science. The history-social science framework contains suggestions for lessons and activities that include simulations of government, student-led debates, research projects, voter education, and service learning. In addition, the Center for Civic Education has developed voluntary National Standards for Civics and Government describing what students should know and be able to do in the field of civics and government in grades K-4, 5-8, and 9-12.\*\*\*~~

The Board shall approve, upon the recommendation of the Superintendent or designee, academic standards and curriculum in civics and government that are aligned with state academic standards and curriculum frameworks.

(cf. 6000 - Concepts and Roles)  
(cf. 6011 - Academic Standards)  
(cf. 6141 - Curriculum Development and Evaluation)  
(cf. 6142.94 - History-Social Science Instruction)  
(cf. 9000 - Role of the Board)

The Superintendent or designee shall determine specific courses within the K-12 curriculum in which civic education and government may be explicitly and systematically taught. He/she shall also encourage the integration of civic education into other subjects as appropriate.

(cf. 6143 - Courses of Study)  
(cf. 6146.1 - High School Graduation Requirements)

The district's civic education program shall provide students with an understanding of the rights and responsibilities of citizens in American democracy and the workings of federal, state, and local governments. As appropriate, instruction should include an examination of fundamental American documents, including, but not limited to, the Declaration of Independence, the United States Constitution, the Federalist Papers, and other significant writings and speeches. Instruction should also promote a student's understanding of shared democratic principles and values, such as personal responsibility, justice, equality, respect for others, civic-mindedness, and patriotism, and enable students to make their own commitment to these civic values.

Service learning, extracurricular and cocurricular activities, class and school elections, simulations of government, student-led debates, voter education, and observation of local government processes may be used to reinforce classroom instruction by linking civic knowledge to practical experience and encouraging civic involvement.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 6142.4 - Service Learning/Community Service Classes)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 9150 - Student Board Members)

Whenever civic education includes topics that may be controversial due to political beliefs or other influences, instruction shall be presented in a balanced manner that does not promote any particular viewpoint. Students shall not be discriminated against for expressing their ideas and opinions and shall be encouraged to respect different points of view.

(cf. 5145.2 - Freedom of Speech/Expression)  
(cf. 6144 - Controversial Issues)

#### Constitution/Citizenship Day

Each year on or near September 17, in commemoration of Constitution and Citizenship Day, the district shall hold an educational program for students in grades K-12 pertaining to the United States Constitution which shall include exercises and instruction in the purpose, meaning, and importance of the Constitution, including the Bill of Rights. (Education Code 37221; 36 USC 106 Note)

(cf. 6115 - Ceremonies and Observances)

#### Student Voter Registration

~~\*\*\*Note: The following section is for use by districts that maintain high schools. Elections Code 2146 requires the California Secretary of State to annually provide high schools with voter registration forms in numbers specifically requested by the school.\*\*\*~~

~~To encourage students to participate in the elections process when they are of voting age, the Superintendent or designee shall provide high school students with voter registration information, including information regarding the state's online voter registration system.~~

~~The Superintendent or designee shall identify an employee at each high school whom the California Secretary of State may contact to facilitate the distribution of voter registration forms to eligible students. The Superintendent or designee shall provide the business address, phone number, and email address of each contact person to the Secretary of State. (Elections Code 2148)~~

~~\*\*\*Note: The following optional paragraph reflects examples of methods of distributing voter registration forms as specified in Elections Code 2146 and may be revised to reflect district practice.\*\*\*~~

~~The designated employee shall determine the most effective means of distributing voter registration forms provided by the Secretary of State, which may include, but are not limited to, distributing the forms at the start of the school year with orientation materials, placing voter registration forms at central locations, including voter registration forms with graduation materials, and/or providing links and the web site address of the Secretary of State's online voter registration system on the district's web site and in email notices sent to students.~~

~~The principal or designee may appoint one or more students enrolled at each high school to serve as voter outreach coordinators at that school. The voter outreach coordinator(s) may coordinate voter registration activities at the school to encourage eligible persons to register to vote. With the approval of the principal or designee, the voter outreach coordinator(s) may also coordinate election-related activities on campus, including voter registration drives, mock elections, debates, and other election-related student outreach activities. (Education Code 49041)~~

~~(cf. 0410 Nondiscrimination in District Programs and Activities)  
(cf. 5145.13 Response to Immigration Enforcement)~~

~~\*\*\*Note: Education Code 49040 designates the last two full weeks in April and the last two full weeks in September as "high school voter education weeks" during which elections officials may, at their discretion, visit high school campuses to register students and school personnel to vote. This does not preclude registration events on a high school campus as otherwise permitted by the Elections Code.\*\*\*~~

~~During the last two full weeks in April and September, in areas on each high school campus that are reasonably accessible to all students as designated by the principal or designee, the county elections official shall be allowed to register students and school personnel to vote. (Education Code 49040)~~

Legal Reference:  
EDUCATION CODE

54 Student service on boards and commissions  
233.5 Teaching of principles  
33540 Standards for government and civics instruction  
37221 Commemorative exercises including anniversary of U.S. Constitution  
48205 Absence from school for jury duty or precinct board service  
49040-49041 Student voter registration  
51210 Courses of study, grades 1-6  
51220 Courses of study, grades 7-12  
51470-51474 State Seal of Civic Engagement  
ELECTIONS CODE  
2146 Student voter registration  
2148 Student voter registration, contact person  
12302 Precinct boards, appointment of students  
UNITED STATES CODE, TITLE 20  
6711-6716 Education for Democracy Act  
UNITED STATES CODE, TITLE 36  
101-144 Patriotic observances

Management Resources:

AMERICAN BAR ASSOCIATION PUBLICATIONS

Essentials of Law-Related Education, rev. 2003

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

History-Social Science Content Standards

History-Social Science Framework for California Public Schools

CENTER FOR CIVIC EDUCATION PUBLICATIONS

Education for Democracy: California Civic Education Scope & Sequence, 2003

National Standards for Civics and Government, 1994

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP) PUBLICATIONS

Civics Assessment

WEB SITES

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

American Bar Association: [http://www.americanbar.org/groups/public\\_education.html](http://www.americanbar.org/groups/public_education.html)

American Political Science Association: <http://www.apsanet.org>

Bill of Rights Institute: <http://www.billofrightsinstitute.org>

California Association of Student Leaders: <http://www.casl1.org>

California Council for the Social Studies: <http://www.ccss.org>

California Secretary of State Online Voter Registration: <http://registertovote.ca.gov>

Center for California Studies: <http://www.csus.edu/calst>

Center for Civic Education: <http://www.civiced.org>

Center for Information and Research on Civic Learning and Engagement:  
<http://www.civicyouth.org>

Constitutional Rights Foundation: <http://www.crf-usa.org>

National Assessment of Educational Progress, Civics Assessment:

<http://nces.ed.gov/nationsreportcard/civics>

National Council for the Social Studies: <http://www.ncss.org>

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# CSBA Sample

## Board Policy

### Athletic Competition

BP 6145.2

#### Instruction

~~\*\*\*Note: Pursuant to Education Code 35179, the Governing Board has control of and responsibility for all aspects of district interscholastic athletic policies, programs, and activities.\*\*\*~~

~~\*\*\*Note: Pursuant to Education Code 51242, the Board may exempt any high school student engaged in a school-sponsored interscholastic athletic program after regular school hours from the requirement to attend physical education courses, see BP 6142.7 - Physical Education and Activity.\*\*\*~~

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

~~\*\*\*Note: Pursuant to Education Code 35179, the Board is responsible for ensuring that district and interscholastic athletic policies, programs, and activities are in compliance with law. Gender equity and nondiscrimination in district and interscholastic athletic programs and activities are governed by both federal law (Title IX, 20 USC 1681-1688) and state law (Education Code 200-262.4; 5 CCR 4900-4965).\*\*\*~~

~~\*\*\*Note: In Mansourian v. Regents of University of California, the Ninth Circuit Court of Appeals ruled that a university receiving federal funds can be held liable for failing to effectively accommodate the athletic interests of both men and women even if the aggrieved women did not first provide the appropriate university officials with notice of their disadvantageous treatment and an opportunity to cure it. See the accompanying administrative regulation for factors the district must consider in determining whether equivalent opportunities are being provided.\*\*\*~~

~~\*\*\*Note: Education Code 221.2-221.3 (the California Racial Mascot Act) declare the use of racially derogatory or discriminatory school or athletic team names, mascots, or nicknames in public schools to be contrary to an equal education and specifically prohibit public schools from using the term "Redskins" as a school or athletic team name, mascot, or nickname. The following paragraph includes an expansion of this prohibition to cover any racially derogatory or discriminatory athletic team name, mascot, or nickname and may be revised to reflect district practice. Also see BP 0410 - Nondiscrimination in District Programs and Activities.\*\*\*~~

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 alleging discrimination in 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

~~\*\*\*Note: The following optional section is for use by districts that maintain grades 9-12. Pursuant to Education Code 35179, the district may join an association, such as the California Interscholastic Federation (CIF), for the purpose of providing regional or statewide interscholastic athletic programs and activities for district students. Pursuant to Education Code 33353, CIF is responsible for setting rules governing interscholastic athletic programs. Students who attend schools that participate in interscholastic sports are therefore subject to CIF~~



~~regulations as well as applicable district rules.\*\*\*~~

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

~~\*\*\*Note: Pursuant to CIF rules established in accordance with Education Code 33353, the Board is required to designate an individual from each school that participates in CIF sports to serve as a representative to the local CIF league. The name and contact information of these representatives must be annually reported to CIF. The following paragraph may be revised to reflect district practice.\*\*\*~~

~~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

~~\*\*\*Note: The following section provides that student eligibility for participation in athletic programs shall be based on the same criteria adopted by the Board for all other extracurricular or cocurricular activities (see BP/AR 6145 - Extracurricular and Cocurricular Activities), and may be revised to reflect district practice.\*\*\*~~

~~\*\*\*Note: Education Code 48850 specifies that a homeless student, or a foster youth whose residence changes pursuant to a court order or decision of a child welfare worker, shall be deemed to meet all residency requirements for participation in extracurricular activities and interscholastic sports; see AR 6173 - Education for Homeless Children and AR 6173.1 - Education for Foster Youth.\*\*\*~~

~~\*\*\*Note: In addition, Education Code 49700-49701 establish a uniform means of assisting children of active-duty military families transferred from one state to another, by reducing or eliminating the barriers to their educational success caused by the frequent moves and deployments of their parents/guardians; see BP/AR 6173.2 - Education of Children of Military Families. Among other things, Education Code 49701 requires flexibility of districts' local rules to facilitate eligibility for extracurricular activities of children of military personnel.\*\*\*~~

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)

~~\*\*\*Note: The following optional paragraph is for use by districts that participate in CIF. CIF bylaws specify eligibility criteria for participating student athletes, including criteria related to age, grade, attendance, scholastic achievement, residence, transfers, and discipline. In addition, in accordance with CIF bylaws, students in home schooling or home study/independent study programs are not eligible for CIF interscholastic competition unless they are enrolled in a program under the jurisdiction of a CIF member school district (i.e., a program in which the district approves the curriculum, administers the program, and evaluates the student).\*\*\*~~

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

~~\*\*\*Note: Education Code 49010-49011 and the California Department of Education's (CDE) Fiscal Management Advisory 12-02, Pupil Fees, Deposits, and Other Charges, clarify that districts may not charge a fee for student participation in extracurricular activities, regardless of whether the activity is elective. Such prohibited fees include, but are not limited to, the cost of uniforms, locks, lockers, and equipment.\*\*\*~~

~~\*\*\*Note: However, pursuant to Education Code 32220-32224, the district may charge a fee for required medical and accident insurance for athletic team members that is not paid for with school district or student body funds, as long as costs for insurance are covered for those determined to be financially unable to pay, see the accompanying administrative regulation and AR 5143 - Insurance. The district may also charge a fee for other students to attend athletic events as spectators since such attendance is not directly related to the educational program. Districts are advised to seek legal counsel before charging a fee for any activity which may be construed as related to the educational program.\*\*\*~~

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

~~\*\*\*Note: CIE has adopted a set of principles entitled Pursuing Victory with Honor to provide the tools for teaching character development to student athletes. Districts that are not affiliated with CIF may delete or modify the following optional section to reflect district practice.\*\*\*~~

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.

(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

~~\*\*\*Note: See the accompanying administrative regulation for additional requirements pertaining to the health and safety of student athletes, including students who experience concussions or other head injuries, heat illness, or sudden cardiac arrest.\*\*\*~~

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

~~\*\*\*Note: CIE requires students in grades 9-12 to undergo medical examinations before participating in interscholastic competition; see BP 5141.3 - Health Examinations. Pursuant to Education Code 49458, any examination required for participation in an interscholastic athletic program may be conducted by a physician or physician assistant.\*\*\*~~

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)

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)

~~\*\*\*Note: Education Code 35179.4, as added by AB 2009 (Ch. 646, Statutes of 2018), requires any district that offers an interscholastic athletic program to develop a written emergency action plan, as provided below. A sample emergency action plan that may be used in the event of sudden cardiac arrest, catastrophic injury, or other medical emergency is available on CIP's web site.\*\*\*~~

The Superintendent or designee shall develop a written emergency action plan that describes the location of automated external defibrillator(s) and procedures to be followed in the event of sudden cardiac arrest or other medical emergency related to the athletic program's activities or events. The plan shall be posted in accordance with guidelines of the National Federation of State High School Associations. (Education Code 35179.4)

In the event of a serious injury or a perceived imminent risk to a student's health 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)

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

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

Legal Reference:  
EDUCATION CODE  
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  
35179.4 Emergency action plan  
35179.5 Interscholastic athletics; limitation on full-contact practices  
35179.6 Automated external defibrillator, athletic activities  
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

#### HEALTH AND SAFETY CODE

1797.196 Automated external defibrillator

#### 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

Athletic Department Emergency Action Plan: Response Teams

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

Event Emergency Guidelines, 2013

Pursuing Victory with Honor, 1999

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

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

NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS PUBLICATIONS

Emergency Action Planning Guide for After-School Practices and Events

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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# CSBA Sample

## Administrative Regulation

### Athletic Competition

AR 6145.2

#### Instruction

#### Nondiscrimination and Equivalent Opportunities in the Athletic Program

~~\*\*\*Note: The following section reflects pertinent provisions of state and federal law regarding nondiscrimination (Education Code 200-262.4; 5 CCR 4900-4965; Title IX, 20 USC 1681-1688). The Office for Civil Rights (OCR) in the U.S. Department of Education oversees complaints regarding violations of Title IX.\*\*\*~~

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 any actual or perceived characteristic specified in law and BP 0410 - Nondiscrimination in District Programs and Activities. (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)

~~\*\*\*Note: 5 CCR 4921 and 34 CFR 106.41 authorize the establishment of separate teams for males and females where the selection of teams is based on competitive skills. 34 CFR 106.41 also authorizes single-sex teams for contact sports, as defined. Because state regulations do not address single-sex teams for contact sports, districts should consult legal counsel prior to establishing any such single-sex team for a contact sport for which selection is not based on competitive skills.\*\*\*~~

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)

~~\*\*\*Note: Pursuant to Education Code 221.5, a district is required to permit a transgender student to participate in sex-segregated school programs and activities, including athletic teams and competitions, consistent with his/her gender identity, regardless of the gender listed in the student's records; see BP/AR 5145.3 - Nondiscrimination/Harassment. The California Interscholastic Federation's (CIF) bylaws and Guidelines for Gender Identity Participation contain procedures for addressing student complaints regarding gender identity-based participation in interscholastic sports. Also see CSBA's Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination.\*\*\*~~

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)

~~\*\*\*Note: 5 CCR 4922 and 34 CFR 106.41, as reflected in items #1-11 below, list factors that districts must consider when determining whether equivalent opportunities are being provided. CIF's A Guide to Equity in Athletics suggests actions that districts can take for each of the factors to help the district meet its equivalence goals. Any district with questions about equivalent athletic opportunities for its students should consult legal counsel.\*\*\*~~

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

~~\*\*\*Note: Education Code 230 provides the following three-part test to determine if a district has effectively accommodated the interests and abilities of both sexes in athletics. This test is the same three-part test that is used by OCR for helping to determine equivalent opportunities under Title IX.\*\*\*~~

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)

~~\*\*\*Note: CIF's A Guide to Equity in Athletics advises that, in order to meet the criterion specified in item #1a below, the ratio of male/female athletes should be within five percent of the ratio of male/female district enrollment.\*\*\*~~

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

~~\*\*\*Note: In evaluating whether there is an unmet interest in a particular sport and sufficient ability to sustain a team in the sport (item #1c below), OCR considers (1) whether an institution uses nondiscriminatory methods of assessment when determining the athletic interests and~~



abilities of its students, (2) whether a viable team for the underrepresented sex was recently eliminated, (3) multiple indicators of interest, (4) multiple indicators of ability, and (5) frequency of conducting assessments. A student survey is one indicator that may be used. A letter issued by OCR in April 2010 provides information that the district might consider in developing its own survey. In addition, CIF's A Guide to Equity in Athletics provides sample surveys.\*\*\*

c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program 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

~~\*\*\*Note: 5 CCR 4922 clarifies that unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams shall not by itself constitute a failure to provide equivalent opportunities. However, the provision of necessary funding for teams of both sexes is a factor in the determination, as specified below.\*\*\*~~

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

~~\*\*\*Note: Education Code 49475 requires districts to distribute information on concussions and head injuries to student athletes and their parents/guardians. The district may use fact sheets developed by the Centers for Disease Control and Prevention (CDC), available on CIE's web site, or other resources to develop the information sheet.\*\*\*~~

~~\*\*\*Note: The requirements of Education Code 49475 apply to any district that offers an athletic program at any grade level and for any sport. These requirements do not apply to students engaging in an athletic activity during the regular school day or as part of a physical education course.\*\*\*~~

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 initiates practice or competition. (Education Code 49475)

(cf. 5145.6 - Parental Notifications)

~~\*\*\*Note: Education Code 49032 requires that each high school coach complete an education program that includes, but is not limited to, a basic understanding of the signs and symptoms of concussions and appropriate response to them. CIE makes free online courses available through its web site. Also see AR 4127/4227/4327 - Temporary Athletic Team Coaches.\*\*\*~~

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)

~~\*\*\*Note: Education Code 49475 requires that a student at any grade level engaged in an athletic program apart from the regular school day or physical education course who is suspected of sustaining a concussion be immediately removed from the athletic activity and not be allowed to return until a health care provider provides written clearance. CDC's web site includes an Acute Concussion Evaluation form which may be used to provide injured students and their~~

~~parents/guardians with information about monitoring symptoms and the health care provider's recommendations regarding returning to daily activities, school, and sports. See CIF's web site for additional information regarding concussions.\*\*\*~~

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)

~~\*\*\*Note: The following paragraph is for use by districts that offer a football program and may be revised to reflect the grade levels offered by the district.\*\*\*~~

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)

#### Heat Illness

~~\*\*\*Note: Pursuant to Education Code 35179.1, as amended by AB 2800 (Ch. 21, Statutes of 2018), effective January 1, 2019, the district or CIF-developed coaching education program required by Education Code 49032 must include training on the signs and symptoms of, and the appropriate response to, heat illness. The National Federation of State High Schools offers a free online course, available on CIF's web site, that fulfills these requirements.\*\*\*~~

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, heat illness, including heat cramps, heat syncope, heat exhaustion, and exertional heat stroke. (Education Code 35179.1, 49032)

~~\*\*\*Note: The following optional paragraph reflects recommendations in CSBA's and CIF's joint publication Preventing Catastrophic Heat Illness, and may be expanded to include additional district strategies.\*\*\*~~

To assist in the prevention of heat illness, coaches and/or athletic trainers shall gradually increase the intensity and duration of exercise to acclimate student athletes to practice in the heat, provide adequate rest breaks, make water available during all athletic activities, and alter practice plans in extreme environmental conditions.

## Sudden Cardiac Arrest

~~\*\*\*Note: Education Code 33479.3 requires that student athletes and their parents/guardians receive information on the nature and warning signs of sudden cardiac arrest, as provided below. This information is available from CIF or, if the athletic activity is not governed by CIF, on the California Department of Education's (CDE) web site. In addition, Education Code 33479.2 encourages districts to post on their web sites the information provided on CDE's web site pertaining to 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 CIF, the student and his/her parent/guardian shall, prior to the student's participation 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)

~~\*\*\*Note: Education Code 33479.6 requires the coach of an athletic activity to complete, every two years, a training course related to the nature and warning signs of sudden cardiac arrest. See AR 4127/4227/4327 Temporary Athletic Team Coaches. CIF makes free online courses available through its web site.\*\*\*~~

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)

~~\*\*\*Note: Education Code 33479.5 and CIF bylaws provide for a student's removal from participation in an athletic activity if he/she passes out or faints. As defined by Education Code 33479.1, an "athletic activity" includes (1) interscholastic athletics; (2) an athletic contest or competition sponsored by a school, including cheerleading and club sponsored sports activities; (3) noncompetitive cheerleading sponsored by a school; and (4) practices, interscholastic practices, and scrimmages for all these activities. Pursuant to Education Code 33479.5, this requirement does not apply when a student engages in an athletic activity during the regular school day or as part of a physical education course, unless the activity constitutes a practice, interscholastic practice, or scrimmage. Furthermore, Education Code 33479.5 authorizes, but does not require, the removal of a student from an athletic activity if he/she exhibits symptoms of sudden cardiac arrest other than passing out or fainting, as provided below. However, to promote student safety, the district may choose to require its staff to remove a student from an athletic activity if he/she exhibits any symptom of sudden cardiac arrest at any time.\*\*\*~~

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)

#### Automated External Defibrillators

~~\*\*\*Note: Pursuant to Education Code 35179.6, as added by AB-2009 (Ch. 646, Statutes of 2018), effective July 1, 2019, a district that offers an interscholastic athletic program is required to make an automated external defibrillator (AED) available to coaches, athletic trainers, and/or other authorized persons at athletic activities or events. Education Code 35179.6 encourages districts to make AEDs available for emergency care or treatment within three to five minutes of sudden cardiac arrest to any person in attendance at an on-campus athletic activity or event.\*\*\*~~

~~\*\*\*Note: Education Code 35179.6 clarifies that the district or district employee will not be liable for civil damages resulting from any act or omission in the rendering of emergency care or treatment provided that the employee complies with the requirements of Health and Safety Code 1797.196 and does not act with gross negligence or willful or wanton misconduct by using, attempting to use, or maliciously failing to use an AED to render emergency care or treatment.\*\*\*~~

The Superintendent or designee shall acquire at least one automated external defibrillator (AED) for each district school and shall make the AED(s) available to coaches, athletic trainers, and/or other authorized persons at athletic activities or events for the purpose of providing emergency care or treatment to students, spectators, and other individuals in attendance at athletic activities and events. (Education Code 35179.6)

(cf. 5141 - Health Care and Emergencies)

The district shall comply with all requirements of Health and Safety Code 1797.196 pertaining to any AED acquired by the district, including, but not limited to, regular maintenance and testing of the AED and the provision and posting of information regarding the proper use of the AED. (Education Code 35179.6; Health and Safety Code 1797.196)

#### Additional Parental Notifications

~~\*\*\*Note: The following optional section lists notices that the district may send to parents/guardians of students participating in interscholastic athletics. This section should be revised to reflect district practice.\*\*\*~~

~~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:~~

~~\*\*\*Note: Education Code 33353 requires CIF to provide information to students and parents/guardians about procedures for discrimination complaints arising from interscholastic athletic activities. Education Code 33354 allows a complainant to file a discrimination complaint directly with CDE.\*\*\*~~

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)

~~\*\*\*Note: Education Code 221.61 requires districts to post specified information on their web sites related to Title IX. A district that does not maintain a web site may comply by posting the information on the web site of its county office of education. A comprehensive list of rights based on the provisions of the federal regulations implementing Title IX can be found in Education Code 221.8. See AR 5145.3 - Nondiscrimination/Harassment. Optional item #2 below provides that this information will also be provided in writing to the parents/guardians of student athletes.\*\*\*~~

2. ~~Includes a copy of students' Title IX rights pursuant to Education Code 221.8~~

~~\*\*\*Note: In Kahn v. East Side Union High School District, the California Supreme Court analyzed the liability of a coach for an injury to a member of a high school diving team. The court acknowledged that some risk of injury is inherent in sports and part of a coach's job is to "push" a student athlete to advance his/her skill level and to undertake more difficult tasks. According to the court, a coach could be found liable only when he/she intentionally injures the student or engages in conduct that is so reckless that it is outside of the ordinary activity involved in teaching or coaching the sport.\*\*\*~~

~~\*\*\*Note: The district may or may not wish to seek a waiver of liability for accidents or injuries resulting from participation in athletic activities. Whether a liability waiver is legally effective is likely to be determined on a case-by-case basis, and it is questionable whether a student's right to participate in extracurricular activities could be made contingent upon the submission of a waiver. Legal counsel should be consulted when addressing the complex issues related to liability waivers.\*\*\*~~

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)

~~\*\*\*Note: Education Code 32221.5 requires the district to provide information about insurance~~

~~protection to each student participating on a school athletic team. For specific language that must be contained in this statement, see AR 5143 - 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)

~~\*\*\*Note: Pursuant to Education Code 48900, a student may be subject to suspension or expulsion if he/she engages, or attempts to engage, in hazing.\*\*\*~~

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 CIF league rules

~~\*\*\*Note: Pursuant to Education Code 49033 and CIF bylaws, any student participating in athletics and his/her parent/guardian must sign a statement that the student will not use androgenic/anabolic steroids, unless he/she has a written prescription from a licensed health care practitioner, or dietary supplements banned by the U.S. Anti-Doping Agency as well as the substance synephrine. See BP/AR 5131.63 - Steroids.\*\*\*~~

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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# CSBA Sample

## Board Policy

### Transitional Kindergarten

BP 6170.1

#### Instruction

~~\*\*\*Note: The following policy is for use by districts that maintain kindergarten and may be revised to reflect district practice. Education Code 48000 provides that children are eligible for kindergarten enrollment if they have their fifth birthday on or before September 1 in that school year; see AR 5111 Admission. Pursuant to Education Code 48000, any child whose fifth birthday is between September 2 and December 2 must be offered a transitional kindergarten (TK) program.\*\*\*~~

~~\*\*\*Note: Education Code 48000 defines TK as the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. Many of the requirements applicable to kindergarten (e.g., class size, minimum school day, facilities) are also applicable to TK. The district will receive funding based on average daily attendance (ADA) for students in a TK program that meets the requirements specified in Education Code 48000.\*\*\*~~

~~\*\*\*Note: For guidance on implementing TK programs, see the Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, published by the California Department of Education (CDE).\*\*\*~~

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

#### Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)



~~\*\*\*Note: The CDE's "Transitional Kindergarten FAQs" clarify that children are required to have documentation of required immunizations or a valid exemption prior to admission to TK. For information about required immunizations and exemptions, see BP/AR 5141.31 - Immunizations.\*\*\*~~

Parents/guardians of eligible children shall be notified of the availability of the TK program and age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)  
(cf. 5111.1 - District Residency)  
(cf. 5141.22 - Infectious Diseases)  
(cf. 5141.3 - Health Examinations)  
(cf. 5141.31 - Immunizations)  
(cf. 5141.32 - Health Screening for School Entry)

~~\*\*\*Note: The following paragraph is optional. If the district chooses to allow kindergarten-eligible children to enroll in the TK program, CDE recommends that the district establish criteria to determine selection requirements. The parent/guardian of a kindergarten-eligible child who is enrolled in TK must, at the end of the year, sign a Kindergarten Continuance Form verifying that he/she agrees to have the child enroll in kindergarten the following year, see section "Continuation in Kindergarten" below.\*\*\*~~

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

~~\*\*\*Note: The following paragraph is optional. Pursuant to Education Code 48000, the district may, at its discretion, determine whether to allow admittance of children whose fifth birthday is after December 2. Such students may be admitted at any time during the school year, including at the beginning of the year. Education Code 48000 provides that districts will not receive ADA apportionment for a child whose birthday is after December 2 until the child reaches his/her fifth birthday.\*\*\*~~

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and

developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)

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

~~\*\*\*Note: Education Code 48000 states the Legislature's intent that the TK curriculum be aligned to the California Preschool Learning Foundations developed by CDE. These standards address essential skills in the subject areas listed below. The standards and companion preschool curriculum frameworks are available on CDE's web site.\*\*\*~~

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

~~\*\*\*Note: The following optional paragraph may be revised to reflect district practice. Education Code 37202 permits districts to maintain TK and kindergarten classes for different lengths of time during the school day, either at the same or a different school site. Districts offering TK classes for different lengths of time are still required to meet the minimum and maximum length of school day provided in law. Pursuant to Education Code 46111, 46115, and 46117, at the kindergarten and TK level the minimum school day is three hours (180 minutes), including recess but excluding noon intermission, and the maximum school day is four hours (240 minutes), excluding recess, unless the district has adopted an extended-day kindergarten pursuant to Education Code 8973. However, pursuant to Education Code 46119, if the district has fewer than 40 kindergarten students, the Governing Board may apply to the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each, including recesses, taught on the same day by the same teacher. Also see AR 6112 - School Day.\*\*\*~~

~~\*\*\*Note: Pursuant to Education Code 48003, districts are required to provide an annual report to CDE regarding the type of kindergarten program offered by the district, including part day, full day, or both. The School Information Form 2017, located on the CDE web site, requires a report on the type of TK program offered.\*\*\*~~

The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46115, 46117, 48003)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

~~\*\*\*Note: The following optional paragraph may be revised to reflect district practice. According to CDE's "Transitional Kindergarten FAQs," it is the intent of the law to provide separate and unique experiences for TK and kindergarten students. However, districts have flexibility to determine how best to meet the curricular needs of each child and whether TK and kindergarten students may be enrolled in the same classrooms.\*\*\*~~

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

~~\*\*\*Note: AB 1808 (Ch. 32, Statutes of 2018) amended Education Code 8235 and 48000 to allow districts to place 4-year-old children enrolled in a California State Preschool Program into a TK program and to commingle children from both programs in the same classroom as long as all of the requirements of each program are met and the district adheres to specified requirements, including that the classroom does not contain children enrolled in TK for a second year or children enrolled in a regular kindergarten. Also see BP/AR 5148.3 Preschool/Early Childhood Education.\*\*\*~~

TK students may be placed in a classroom commingled with 4-year-old students from a California State Preschool Program as long as the classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten. (Education Code 8235, 48000)

## Staffing

~~\*\*\*Note: To be qualified to teach a TK class, the teacher must possess an appropriate multiple subjects or early childhood education credential issued by the Commission on Teacher Credentialing authorizing instruction in TK. Education Code 48000 establishes additional requirements for credentialed teachers who are first assigned to a TK class after July 1, 2015, as provided below.\*\*\*~~

~~\*\*\*Note: TK assignments are subject to assignment monitoring and reporting by the County Superintendent of Schools in accordance with Education Code 44258.9.\*\*\*~~

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that

TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

~~\*\*\*Note: The following section is consistent with guidance in CDE's "Transitional Kindergarten FAQs."\*\*\*~~

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

~~\*\*\*Note: The following optional paragraph is for use by districts that allow kindergarten-eligible children to enroll in TK; see "Eligibility" section above. When such students are subsequently enrolled in kindergarten, the district is required to obtain a signed Kindergarten Continuance Form in order to receive kindergarten ADA for those children since they would otherwise be age-eligible for first grade. CDE recommends that approval for a student to continue in kindergarten not be sought until near the end of the year of TK, since permission obtained unreasonably far in advance could be found invalid.\*\*\*~~

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

~~\*\*\*Note: Pursuant to Education Code 46300, the district may not include for ADA purposes the attendance of any student for more than two years in a combination of TK and kindergarten.\*\*\*~~

A student shall not attend more than two years in a combination of TK and kindergarten.  
(Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

~~\*\*\*Note: The following section may be revised to reflect district practice. One assessment resource for TK students is CDE's Desired Results Developmental Profile, which is designed to assess the developmental progression of all children from early infancy to kindergarten entry.\*\*\*~~

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

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

Legal Reference:

EDUCATION CODE

8235 California State Preschool Program  
8973 Extended-day kindergarten  
37202 School calendar; equivalency of instructional minutes  
44258.9 Assignment monitoring by county superintendent of schools  
46111 Kindergarten, hours of attendance  
46114-46119 Minimum school day, kindergarten  
46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten  
48000 Age of admission, kindergarten and transitional kindergarten  
48002 Evidence of minimum age required to enter kindergarten or first grade  
48003 Kindergarten annual report  
48200 Compulsory education, starting at age six

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016  
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School  
District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 3, 2013

California Preschool Learning Foundations, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Learning Foundations, Vol. 2, 2010

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

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

Transitional Kindergarten California: <http://www.tkcalifornia.org>

# CSBA Sample

## Board Policy

### Career Technical Education

BP 6178

#### Instruction

~~\*\*\*Note: The following policy is for use by districts that maintain any of grades 7-12. Education Code 51220 requires that the adopted course of study for grades 7-12 include courses in career technical education (CTE); see BP/AR 6143 - Courses of Study.\*\*\*~~

~~\*\*\*Note: Funding for CTE programs may be available through the federal Strengthening Career and Technical Education for the 21st Century Act, sometimes referred to as Perkins V (20 USC 2301-2414, as amended by P.L. 115-224 and effective July 1, 2019), and state grant programs such as the California Career Pathways Trust pursuant to Education Code 53010-53016 and the California Career Technical Education Incentive Grant Program pursuant to Education Code 53070-53076.4, as amended by AB 1808 (Ch. 32, Statutes of 2018). In addition, secondary schools may offer CTE through partnership academies (Education Code 54690-54697), regional occupational centers and programs (ROC/Ps) (Education Code 52300-52335.12), and/or district-funded programs.\*\*\*~~

~~\*\*\*Note: The following policy should be revised to reflect program(s) offered by the district and grade levels at which such programs shall be offered.\*\*\*~~

The Governing Board desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with practical experience and understanding of all aspects of an industry.

(cf. 6143 - Courses of Study)

(cf. 6200 - Adult Education)

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs (ROC/Ps), charter schools, small learning communities, magnet programs, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

(cf. 0420.4 - Charter School Authorization)

(cf. 6178.2 - Regional Occupational Center/Program)

The Superintendent or designee shall explore available funding sources that may be used to support CTE programs. The Board shall review and approve all district plans and applications for the use of district, state, and/or federal funds supporting CTE.

(cf. 3230 - Federal Grant Funds)

~~\*\*\*Note: State model curriculum standards for CTE for grades 7-12 integrate the state's academic content standards with industry-specific knowledge and skills in 58 career pathways organized into 15 industry sectors: agriculture and natural resources; arts, media, and entertainment; building trades and construction; education, child development, and family services; energy and utilities; engineering and design; fashion and interior design; finance and business; health science and medical technology; hospitality, tourism, and recreation; information technology; manufacturing and product development; marketing, sales, and service; public services; and transportation. The state's curriculum framework for CTE provides guidance in implementing the state content standards. Any district that adopts a course of study that meets or exceeds the state model curriculum standards will be deemed to have satisfied the requirement of Education Code 51228 that the district offer students in grades 7-12 the opportunity to attain entry-level employment skills in business or industry upon high school graduation; see BP 6143 - Courses of Study.\*\*\*~~

The Board shall adopt district standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

~~\*\*\*Note: Pursuant to Education Code 52376, the following two paragraphs are mandated for districts that accept funds for the purpose of developing and implementing, in consultation with the ROC/P and community college serving the geographic area of the district, a CTE program for high school students \*\*\*~~

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

~~\*\*\*Note: Education Code 52376 requires districts to determine the extent to which their CTE courses may offer an alternative means for completing course requirements for high school graduation. In addition, Education Code 51225.3 authorizes the Board to include a course in CTE as an alternative to the visual or performing arts or foreign language course requirement for high school graduation; see BP 6146.1 - High School Graduation Requirements.\*\*\*~~

The Superintendent or designee shall systematically review the district's CTE courses to determine the degree to which each course may offer an alternative means for completing and

receiving credit for specific portions of the course of study prescribed by the district for <sup>middle school</sup> ~~high~~ school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

~~(cf. 6146.1 - High School Graduation Requirements)~~

~~(cf. 6146.11 - Alternative Credits Toward Graduation)~~

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

~~\*\*\*Note: Education Code 51760.1 authorizes districts, county offices of education, ROC/PS, and partnership academies to provide work-based learning opportunities which may include, but are not limited to, work experience education as defined in Education Code 51764, community classrooms or cooperative CTE programs as defined in Education Code 52372.1, and job shadowing as defined in Education Code 51769; see BP/AR 6178.1 - Work-Based Learning. In addition, although not specified in state law, other examples of work-based learning opportunities cited in the CDE's publication Multiple Pathways to Student Success: Envisioning the New California High School include student internships/field study, apprenticeships, service learning, work in social/civic enterprises or school-based enterprises such as student stores, and technology-based or other simulated work experiences.\*\*\*~~

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect labor market needs and priorities. He/she shall also work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work-Based Learning)

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. ~~Articulation opportunities may include dual or concurrent enrollment in community college courses.~~

~~(cf. 6172.1 - Concurrent Enrollment in College Classes)~~

~~\*\*\*Note: Education Code 8070 requires the Board to appoint a CTE advisory committee composed of representatives from specified groups, as detailed below. During the Federal Program Monitoring process, CDE staff will review whether the district has appointed such a committee.\*\*\*~~

~~\*\*\*Note: In addition, pursuant to 20 USC 2354, as amended by P.L. 115-224, districts that receive Perkins V funding are required to involve specified stakeholders in conducting a needs assessment and developing the district application, and on a continuing basis thereafter. One way to accomplish this is to include such stakeholders on the CTE advisory committee. Other~~



~~programs may have similar requirements for stakeholder involvement. The following paragraph may be revised to reflect requirements applicable to programs offered by the district.\*\*\*~~

~~The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)~~

~~(cf. 1220 - Citizen Advisory Committees)~~

~~\*\*\*Note: The following optional paragraph may be revised to reflect district practice. Among the criteria for admission to the University of California (UC) or California State University (CSU) system is a requirement that high school students satisfactorily complete 15 units of specified courses ("a-g" courses). These include a growing number of CTE courses that connect knowledge of academic content with practical or work-related applications. Education Code 51229 requires that districts annually provide parents/guardians of students in grades 9-12 with (1) a brief explanation of the a-g course requirements; (2) a list of UC and CSU web sites that provide related information and a list of certified a-g courses; (3) a brief description of CTE, as defined by CDE; (4) the Internet address for the portion of the CDE web site where students can learn more about CTE; and (5) information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or to enroll in CTE courses. See AR 6143 - Courses of Study and E 5145.6 - Parental Notifications.\*\*\*~~

~~\*\*\*Note: In addition, districts that include a course in CTE as an alternative to the visual or performing arts or foreign language course requirement for high school graduation, as authorized by Education Code 51225.3, are required by Education Code 48980 to provide a list of CTE courses offered by the district that satisfy the a-g course requirements for college admission and to specify which requirements they satisfy. Districts that do not allow this alternative graduation requirement should modify the following paragraph accordingly.\*\*\*~~

~~The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized academic counseling which provides information about academic and CTE opportunities related to the student's career goals.~~

~~(cf. 5145.6 - Parental Notifications)~~

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

~~\*\*\*Note: Pursuant to 34 CFR 100 (Appendix B), the notice specified below may be made in local newspapers, publications or media reaching target populations, or by other means and should include a brief summary of program offerings, admission criteria, and the name and contact information of the person designated to coordinate Title IX and Section 504 compliance activity. If the population within the district contains a community of persons with limited~~

~~English language skills, the notification must be disseminated in the languages of the community. See BP 5145.6 - Parental Notifications for state requirements pertaining to the translation of parental notifications. \*\*\*~~

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. The notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100 Appendix B, 104.8, 106.9)

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.3 - Uniform Complaint Procedures)

~~\*\*\*Note: The following paragraph is for use by districts that receive funding through Perkins V for basic CTE programs pursuant to 20 USC 2301-2414. See the accompanying administrative regulation for further information regarding the participation of private school students and staff in district programs.\*\*\*~~

~~To the extent required by law, the Superintendent or designee shall invite the participation of private school students in CTE programs supported by federal funding under the Strengthening Career and Technical Education for the 21st Century Act (Perkins). (20 USC 2397)~~

~~\*\*\*Note: Teachers of technical, trade, or vocational courses must possess a single subject credential or a designated subjects credential issued by the Commission on Teacher Credentialing which authorizes teaching CTE courses. The designated subjects CTE credential is available in 15 subjects which reflect the 15 industry sectors identified in the state's model curriculum standards; see AR 4112.2 - Certification. In order to obtain the preliminary designated subjects credential, teachers must have at least three years of work experience directly related to each industry sector specified on the credential.\*\*\*~~

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. He/she shall also provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

(cf. 4112.2 - Certification)  
(cf. 4131 - Staff Development)  
(cf. 4331 - Staff Development)

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning

opportunities, and postsecondary education and employment options following high school.

~~\*\*\*Note: The following paragraph is optional. Education Code 17078.72 provides funding for improving and expanding CTE programs through construction of new facilities, remodeling of existing facilities, and/or purchase of equipment.\*\*\*~~

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

(cf. 0440 - District Technology Plan)

(cf. 3440 - Inventories)

(cf. 3512 - Equipment)

(cf. 7110 - Facilities Master Plan)

~~\*\*\*Note: The following paragraph may be revised to reflect requirements applicable to programs offered by the district. Pursuant to Education Code 52060, the district must annually review its progress toward the goals identified in its local control and accountability plan, including, when applicable, measures of student achievement such as the percentage of students who have successfully completed courses that satisfy the requirements for CTE sequences or programs of study that align with state CTE standards and frameworks. The California School Dashboard provides a tool to assist in evaluation of district and school performance and includes measures of CTE pathway completion within the college/career readiness indicator.\*\*\*~~

~~\*\*\*Note: In addition, each district receiving Perkins V funding must evaluate its progress in achieving specific performance levels on core indicators as detailed in the state plan and 20 USC 2323, as amended by P.L. 115-224. Pursuant to 20 USC 2343, if the district falls below 90 percent on any of these targets, the district will be required to develop and implement an improvement plan.\*\*\*~~

The Superintendent or designee shall annually report to the Board achievement data on participating students, including, but not limited to, the percentage of participating students who successfully complete CTE programs, their performance on state and district academic achievement tests, and graduation rate. Data shall be disaggregated by program and various student subgroups. Based on such data, the Board shall determine the need for program improvements and update the goals in the district's local control and accountability plan as necessary.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:  
EDUCATION CODE

1205 Classification of counties  
8006-8155 Career technical education  
17078.70-17078.72 Career technical education facilities  
33430-33432 Health science and medical technology grants  
35168 Inventory of equipment  
41540-41544 Targeted instructional improvement block grant  
44257.3 CTC recognition of study in linked learning teaching methods  
44260-44260.1 Designated subjects career technical education credential  
44260.9 Designated subjects career technical education credential  
48430 Legislative intent; continuation education schools and classes  
48980 Parental notifications  
51220-51229 Courses of study, grades 7-12  
51760-51769.5 Work experience education  
52060-52077 Local control and accountability plan  
52300-52499.66 Career technical education  
52519-52520 Adult education, occupational training  
53010-53016 California Career Pathways Trust  
53070-53076.4 The California Career Technical Education Incentive Grant Program  
53086 California Career Resource Network  
54690-54699.1 California Partnership Academies  
54750-54760 California Partnership Academies, green technology and goods movement occupations  
56363 Related services for students with disabilities; specially designed career technical education  
66205.5-66205.9 Approval of career technical education courses for admission to California colleges  
88500-88551 Community college economic and workforce development program  
GOVERNMENT CODE  
54950-54963 Brown Act  
LABOR CODE  
3070-3099.5 Apprenticeships  
CODE OF REGULATIONS, TITLE 5  
1635 Credit for work experience education  
3051.14 Specially designed career technical education for students with disabilities  
10070-10075 Work experience education  
10080-10092 Community classrooms  
10100-10111 Cooperative vocational education  
11500-11508 Regional occupational centers and programs  
11535-11538 Career technical education contracts with private postsecondary schools  
11610-11611 Regional adult and vocational education councils  
CODE OF REGULATIONS, TITLE 8  
200-240 Apprenticeships  
UNITED STATES CODE, TITLE 20  
2301-2414 Strengthening Career and Technical Education for the 21st Century Act  
6301-6578 Improving the Academic Achievement of the Disadvantaged  
CODE OF FEDERAL REGULATIONS, TITLE 34

100 Appendix B Guidelines for eliminating discrimination in career technical education programs

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

#### Management Resources:

##### CSBA PUBLICATIONS

A Governance Perspective: Interviews with School Board Members from the Nine Linked Learning Initiative School Districts, March 2014

The Linked Learning Approach to High School Reform, Governance Brief, January 2014

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, January 2013

Multiple Pathways to Student Success: Envisioning the New California High School, 2010

Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007

##### WEB SITES

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

Association for Career and Technical Education: <http://www.acteonline.org>

California Association of Regional Occupational Centers and Programs: <http://www.carocp.org>

California Career Resource Network: <http://www.californiacareers.info>

California Department of Education, Career Technical Education: <http://www.cde.ca.gov/ci/ct>

California Department of Employment Development: <http://www.edd.ca.gov>

California Department of Industrial Relations: <http://www.dir.ca.gov>

California Workforce Development Board: <http://www.cwdb.ca.gov>

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

University of California, a-g Course Submissions:

[http://www.ucop.edu/a-gGuide/ag/course\\_submissions](http://www.ucop.edu/a-gGuide/ag/course_submissions)

U.S. Department of Education, Office of Vocational and Adult Education:

<http://www.ed.gov/about/offices/list/ovae/pi/cte/index.html>

U.S. Department of Labor, Bureau of Labor Statistics: <http://www.bls.gov>

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# CSBA Sample

## Board Policy

### Evaluation Of The Instructional Program

BP 6190

#### Instruction

~~\*\*\*Note: The following optional policy may be revised to reflect district practice.\*\*\*~~

The Governing Board recognizes that it is accountable to students, parents/guardians, and the community for the effectiveness of the district's educational program in meeting district goals for student learning. The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to identify strategies for improving student achievement.

(cf. 0200 - Goals for the School District)

(cf. 0500 - Accountability)

(cf. 6000 - Concepts and Roles)

(cf. 6141 - Curriculum Development and Evaluation)

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

~~\*\*\*Note: The district may revise the following paragraph to specify the data and reports that will be used to evaluate the district's instructional program.\*\*\*~~

~~\*\*\*Note: Education Code 52060-52061 require that the district's local control and accountability plan (LCAP) establish goals, for all students and for each numerically significant subgroup, that are aligned with the state priorities, and that the district annually review progress toward the goals; see BP/AR 0460 - Local Control and Accountability Plan. Pursuant to Education Code 52052, numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when the subgroup consists of at least 30 students with a valid test score or 15 foster or homeless youth. The California School Dashboard reports the status of district and school performance on multiple state and local indicators and is intended to assist districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP.\*\*\*~~

The Superintendent or designee shall provide the Board and the community with regular reports on student achievement. The reports shall include data for each district school and for each numerically significant student subgroup, as defined in Education Code 52052, including, but not limited to, school and subgroup performance on statewide achievement indicators and progress toward goals specified in the district's local control and accountability plan (LCAP).

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 6011 - Academic Standards)  
(cf. 6162.5 - Student Assessment)  
(cf. 6162.51 - State Academic Achievement Tests)  
(cf. 6173 - Education for Homeless Children)  
(cf. 6173.1 - Education for Foster Youth)  
(cf. 6174 - Education for English Learners)

In addition, the Superintendent or designee shall conduct an evaluation of any new instructional program implemented in the district and shall regularly assess district progress toward increasing student achievement in all subject areas taught in the district. The findings of such evaluations and assessments shall be reported to the Board.

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education provided to district students.

#### Annual Evaluation of Consolidated Application Programs

~~\*\*\*Note: The following optional section should be revised to reflect district practice: Pursuant to Education Code 64000-64001, the consolidated application is used by the California Department of Education to distribute funds from certain federal categorical programs. Pursuant to 5 CCR 3942, as a condition of receiving continued funding for these programs, the district must make certain general assurances and certifications, including an assurance that the district's annual evaluation of categorical programs demonstrates that each program is "not one of low effectiveness." The district does not need to sign or return the general assurances, but does need to keep them on file for compliance reviews, complaint investigations, or audits.\*\*\*~~

~~\*\*\*Note: Pursuant to 5 CCR 3942, criteria for the annual program evaluation are to be established by the Governing Board. The district may consider measures of the academic progress of students participating in the program, including numerically significant student groups, in addition to other measures contained in school plans or adopted by the Board.\*\*\*~~

The Board and the Superintendent or designee shall annually determine whether the district's categorical programs funded through the state's consolidated application are effective in meeting the needs of the students they are intended to serve. As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the district level. These criteria may include, but are not necessarily limited to, the progress of all students participating in the program and of each numerically significant subgroup toward goals contained in the district's LCAP, the school's single plan for student achievement, and/or other applicable district or school plans.

#### ~~Western Association of Schools and Colleges (WASC) Accreditation~~

~~\*\*\*Note: The following optional section is for use by districts that participate in the evaluation process leading to accreditation by the Western Association of Schools and Colleges (WASC). WASC is a private, nonprofit organization whose Accrediting Commission for Schools provides regular assessments of public and private schools in order to support ongoing improvement of~~

~~the educational program. The term of the accreditation process varies from one to six years, as determined by WASC. Districts may seek accreditation for both elementary and secondary schools and may revise the following section to specify schools that will seek accreditation (e.g., only secondary schools and/or middle schools). Districts also may revise the following section to apply to any other accrediting agency.\*\*\*~~

~~The Board believes that accreditation by the Western Association of Schools and Colleges (WASC) can foster excellence and ongoing academic improvement in the district's schools. The results of the accreditation process also may demonstrate to parents/guardians and the community that the schools are meeting their goals and objectives and the WASC criteria for school effectiveness through a viable instructional program.~~

~~The Superintendent or designee shall undertake procedures whereby district schools may achieve and maintain full WASC accreditation status. The schools shall conduct a self-study in accordance with WASC requirements, cooperate with the WASC committee during a site visit, and develop and review action plans to increase the effectiveness of the instructional program for students. The Superintendent or designee shall regularly report to the Board on the status of district schools and any WASC recommendations for school improvement.~~

~~Not later than 60 days after receiving the results of an inspection of a school by WASC or any other accrediting agency, the Superintendent or designee shall notify parents/guardians in writing of the inspection results and/or shall post the information on the district's or school's web site. (Education Code 35178.4)~~

~~(cf. 1113 - District and School Web Sites)  
(cf. 5145.6 - Parental Notifications)~~

~~If any district school loses its accreditation status, the Board shall give official notice at a regularly scheduled Board meeting. The Superintendent or designee shall provide written notification to each parent/guardian of a student in the school that the school has lost its accreditation status, including the potential consequences of the loss of accreditation status. This notice shall also be posted on the district's web site and the school's web site. (Education Code 35178.4)~~

#### Legal Reference:

#### EDUCATION CODE

33400-33407 Educational evaluations

35178.4 Notice of accreditation status

44662 Evaluation and assessment guidelines, certificated employee performance

48985 Compliance with translation of parental notifications

51041 Education program, evaluation and revisions

51226 Model curriculum standards

52052 Accountability; numerically significant student subgroups

52060-52077 Local control and accountability plan



62005.5 Failure to comply with purposes of funds  
64000-64001 Consolidated application process  
CODE OF REGULATIONS, TITLE 5  
3930-3937 Program requirements  
3942 Continuity of funding  
UNITED STATES CODE, TITLE 20  
6311 State plans

Management Resources:

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

Focus on Learning: Joint ACS WASC/CDE Process Guide, 2017

WEB SITES

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

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

Western Association of Schools and Colleges (WASC), Accrediting Commission for Schools:  
<http://www.acswasc.org>

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# CSBA Sample

## Board Bylaw

### Terms Of Office

BB 9110

#### Board Bylaws

~~\*\*\*Note: Governing boards consist of three, five, or seven members as provided in Education Code 5018 and 35012. The district should fill in the blank in the following paragraph to reflect the number of Governing Board members in the district.\*\*\*~~

~~\*\*\*Note: For information about the election of Board members, including election dates, see BB 9220 - Governing Board Elections.\*\*\*~~

The Governing Board shall consist of 5 members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each year in which the Board's elections are regularly held. (Education Code 35012)

(cf. 9220 - Governing Board Elections)

~~\*\*\*Note: AB 2449 (Ch. 146, Statutes of 2018) amended Education Code 5017 to change the commencement of the term of office of board members from the first Friday in December following their election to the second Friday in December. Although Education Code 5000 still states that a board member's four-year term expires on the first Friday in December, Education Code 5017 requires board members to continue to discharge their duties until their successor has qualified by taking the oath of office. Therefore, the following paragraph reflects the date specified in Education Code 5017.\*\*\*~~

The term of office for Board members elected in regular elections shall be four years, commencing on the second Friday in December following their election. (Education Code 5017)

(cf. 9223 - Filling Vacancies)

(cf. 9224 - Oath or Affirmation)

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

Board members whose terms have expired shall continue to discharge the duties of office until their successors have qualified by taking the oath of office. (Education Code 5017; Government Code 1302, 1360)

~~\*\*\*Note: Pursuant to Elections Code 10404.5, whenever a regularly scheduled board election is changed due to consolidation of elections, the term of office of incumbent Board members is extended to align with the next applicable election. Pursuant to Elections Code 1302 and 10404.5, districts are authorized to request consolidation of their board elections with the local~~

~~municipal or state primary or general elections, and under defined circumstances are required to consolidate their elections with statewide elections as specified in Elections Code 14051-14052. See BB-9220 - Governing Board Elections.~~

If a regularly scheduled Board election date is changed due to consolidation with a statewide or municipal general election, the term of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

Legal Reference:

EDUCATION CODE

5000-5033 Election of school district board members

35010 Control of district

35012 Board members; number, election and terms

35107 Eligibility

ELECTIONS CODE

1302 Local elections, school district election

10400-10418 Consolidation of elections

14050-14057 California Voter Participation Rights Act

GOVERNMENT CODE

1302 Continuance in office until qualification of successor

1303 Exercising functions of office without having qualified

1360 Necessity of taking constitutional oath

Management Resources:

WEB SITES

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

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## IRS 20 FACTOR CHECKLIST

Below are the 20 factors used by the IRS to determine whether the control over a worker is sufficient to constitute an employer-employee relationship. If the relationship is an Independent Contractor, you should only be concerned with the results of the work, not the way in which it is performed. Though these rules are intended only as a guide (the IRS says the importance of each factor depends on the individual circumstances) they should be helpful in determining whether enough control is exercised to show an employer-employee relationship.

If you answer "YES" to all of the first four questions, you're probably dealing with an independent contractor; "YES" to any of questions 5 through 20 means your worker is probably an employee.

1. Profit or loss. Can the worker make a profit or suffer a loss as a result of the work aside from the money earned from the project? (This should involve real economic risk - not just the risk of not getting paid.)
2. Investment. Does the worker have an investment in the equipment and facilities used to do the work? (The greater the investment, the more likely independent contractor status.)
3. Works for more than one firm. Does the person work for more than one company at a time? (This tends to indicate independent contractor status, but employees can also work for more than one business.)
4. Services offered to the general public. Does the worker offer services to the general public?
5. Instructions. Do you have the right to give the worker instructions about when, where, and how to work? (This shows control over the worker.)
6. Training. Do you train the worker to do the job in a particular way? (Independent contractors are already trained.)
7. Integration. Are the worker's services so important to your business that they have become a necessary part of the business? (This may show that the worker is subject to your control.)
8. Services rendered personally. Must the worker provide the services personally, as opposed to delegating tasks to someone else? (This indicates that you are interested in the methods employed, and not just the results.)
9. Hiring assistants. Do you hire, supervise, and pay the worker's assistants? (Independent contractors hire and pay their own staffs.)
10. Continuing relationship. Is there an ongoing relationship between the worker and yourself? (A relationship can be considered ongoing if services are performed frequently, but irregularly.)
11. Work hours. Do you set the worker's hours? (Independent contractors are masters of their own time.)
12. Full-time work. Must the worker spend all of his or her time on your job? (Independent contractors choose when and where they will work.)
13. Work done on premises. Must the individual work on your premises, or do you control the route or location where the work must be performed? (Answering no doesn't by itself mean independent contractor status.)
14. Sequence. Do you have the right to determine the order in which services are performed? (This shows control over the worker.)
15. Reports. Must the worker give you reports accounting for his or her actions? (This may tend to show lack of independence.)
16. Pay schedules. Do you pay the worker by the hour, week, or month? (Independent contractors are generally paid by the job or on commission, although by industry practice, some are paid by the hour.)
17. Expenses. Do you pay the worker's business or travel costs? (This tends to show control.)
18. Tools and materials. Do you provide the worker with equipment, tools or materials? (Independent contractors generally supply the materials for the job and use their own tools and equipment.)
19. Right to fire. Can you fire the worker? (An independent contractor can't be fired without subjecting you to the risk of a breach of contract lawsuit, so long as the results meet specifications.)
20. Worker's right to quit. Can the worker quit at any time, without incurring liability? (An independent contractor has a legal obligation to complete the contract.)

By affixing my initials below, I certify I have reviewed the above "checklist."

\_\_\_\_\_  
District Manager

  
\_\_\_\_\_  
Contractor

Requisition No.	
Purchase Order No.	
Contract No.	

## AGREEMENT CONTRACTOR / INDEPENDENT CONTRACTOR SERVICES

THIS AGREEMENT, made this 29th day of October, 2018, between Mesa Union School District, hereinafter referred to as "**District**" and Shallon Cert, hereinafter referred to as "**Contractor**".

The District desires to engage the Contractor to render certain technical and/or specialized services and Contractor or Contractor's staff is specifically qualified to perform said services, the parties do therefore agree as follows:

1. **Scope of Services.** The Contractor shall perform all the necessary services provided under this contract and shall do, perform, and carry out, in a satisfactory and proper manner, as determined by the District, **the following** (If additional space is required, attach additional pages as Exhibits.)
  
2. **Period of Performance.** The term of this Agreement is for the period October 30, 2018 through June 30, 2019, and shall be undertaken and completed in such sequence as to assure their full completion in accordance with the purposes of this Agreement.
  
3. **Payment. UPON PROPER INVOICING**, District agrees to pay the Contractor at the rate of \$65.00 per (hour/day), not to exceed the total amount of \$31,200 (60 Days); or, the lump sum of \$\_\_\_\_\_, payable within 20 days of approval by the Program Manager designated below as District's contact. Said payment(s) to be made as follows:
  
4. **Expenses.** (Program manager initial the applicable option.)
  - \_\_\_\_A. The contractor will not be reimbursed for travel or other expenses.
  - \_\_\_\_B. In addition to the specified compensation, travel and/or expenses will be reimbursed as follows:
    - Travel:** Mileage at the rate of \$\_\_\_\_ per mile up to the total of \$\_\_\_\_\_.
    - Actual air fare (original receipts required - canceled checks are not accepted as a receipt) for \_\_\_\_\_ number of trips, up to a total maximum of \$\_\_\_\_\_.
    - Other:** (Original Receipts Required - canceled checks are not accepted as a receipt.) **List authorized expenses, limits and maximum amounts.**
  
5. **Terminations or Amendment.** This agreement may be terminated or amended in writing at any time by mutual consent of the parties hereto; or, upon 14 (days/months) advance notice by either party. In the event of cancellation prior to completion of the specified services, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this agreement shall, at the option of the District, become District's property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such items. If the contracted service is contingent on number of registrations, no payment shall be provided if the stated activity is cancelled within seven (7) calendar days of the scheduled date.

**AGREEMENT  
CONTRACTOR / INDEPENDENT CONTRACTOR SERVICES (Continued)**

Notwithstanding the above, the Contractor shall not be relieved of liability to the District for damages sustained by the District by virtue of any breach of the contract by the Contractor, and the District may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the District from the Contractor is determined.

6. **Independent Contractor.** It is expressly understood and agreed that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of District. Contractor further understands and agrees that he or she is an independent contractor and that the filing and acceptance of this declaration creates a rebuttable presumption of his or her status as an independent contractor and that, as such, Contractor or Contractor's employees are not entitled to coverage under the California Workers' Compensation Insurance laws, Unemployment Insurance or any other benefit normally conveyed to District's employees. Contractor will be responsible for payment of all Contractor's employees' wages, payroll taxes, employee benefits and any amounts due for federal and state income taxes and Social Security taxes since these taxes will not be withheld from payments under this agreement.

**Both Contractor and the District's Manager shall initial the attached "IRS 20 Factor Checklist"** indicating they have reviewed the "checklist" and, by signing this contract, certify that the duties, terms and conditions of this Agreement meet the definition of an independent contractor per IRS guidelines.

7. **Assignment and Subcontractors.** Contractors shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the District, which may be withheld for any reason. Nothing contained herein shall prevent Contractor from employing independent associates, subcontractors, and subconsultants, as Contractor may deem appropriate to assist in the performance of services herein, subject to the approval of District. Any attempted assignment, sublease, or transfer shall be considered a violation of this Agreement.
8. **Insurance.** (If the contractor is a public school agency within Ventura County, participating in the VCSSFA liability program, this insurance section does not apply.)

**If requested,** Contractor shall not begin work under this Agreement until Contractor has obtained insurance required under this section and has submitted satisfactory proof of such insurance to the Authorized Representative of the District, and such insurance has been approved by the District.

☐ **Workers' Compensation Insurance.** Contractor shall procure and maintain, during the life of this Agreement, Workers' Compensation Insurance on all of its employees to be engaged in work related to the performance of this Agreement. In the case of any such work, which is sublet, Contractor shall require the subcontractors to provide Workers' Compensation Insurance for all of the subcontractor's employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workers' Compensation Insurance.

☐ **Public Liability and Property Damage Insurance.** Contractor shall procure and maintain, during the life of this Agreement, not less than the following Public Liability Insurance:

Individual:	\$100,000/\$300,000
Sole Proprietorship, Partnership, Corporation, or Other:	\$1,000,000/\$2,000,000

☒ **Errors and Omissions Insurance.** Contractor shall procure and maintain, during the life of this Agreement, Professional Liability/Errors and Omissions Insurance in an amount of not less than \$1,000,000.

☐ **Other Coverage as Dictated by the District.** Contractor shall procure and maintain, during the life of this Agreement, other insurance coverage as follows:

<input type="checkbox"/> Automobile Liability	\$300,000/\$500,000
<input type="checkbox"/> Pollution Liability	\$1,000,000/\$2,000,000

**AGREEMENT**  
**CONTRACTOR / INDEPENDENT CONTRACTOR SERVICES (Continued)**

9. **Safety and Security.** Contractor shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

Certain entities that contract with a school district are required to comply with Education Code section 45125.1 regarding fingerprinting requirements unless the district determines that the Contractor will have limited contact with students.

- ☒ Contractor is required to comply with Education Code section 45125.1. Fingerprint certification requirements. Contractor must provide proof that fingerprint certification requirements have been fulfilled.
- ☐ Contractor is not required to comply with Education Code section 45125.1, Fingerprint certification requirements.

Certain entities that contract with a school district may be required to comply with Education Code section 49406 regarding examination for tuberculosis unless the district determines that the Contractor will not constitute a health hazard to students.

- ☒ Contractor is required to comply with Education Code section 49406, Examination for tuberculosis requirements. Contractor must cause to be on file with the District a certificate from the examining physician showing the Contractor, officers, agents, employees and/or subcontractors of Contractor have been examined and found free from active tuberculosis.
- ☐ Contractor is not required to comply with Education Code section 49406, Examination for tuberculosis requirements.

10. **Protection of Work and Property.** Contractor shall maintain at all times, as required by conditions and progress of work, all necessary safeguards for the protection of employees and the public. In an emergency affecting life and safety of life or work or of adjoining property, Contractor is permitted, without special instruction or authorization from the District, to act at its discretion to prevent such threatened loss or injury.

11. **Copyright.** Contractor hereby agrees that District shall be the sole owner of the copyright for any publications, writings, materials or product developed by or as a result of this Agreement. Contractor shall maintain the confidentiality of any such materials produced.

12. **Arbitration.** Any dispute arising out of the performance of this Agreement shall be resolved by binding arbitration in accordance with rules and procedures of the American Arbitration Association.

13. **Compliance with Laws.** Contractor hereby agrees that Contractor, officers, agents, employees, and subcontractors of Contractor shall obey all local, state, and federal laws in the performance of this Agreement, including, but not limited to minimum wages and/or prohibitions against discrimination.

Contractor, officers, agents, employees and/or subcontractors of Contractor shall secure and maintain in force, at Contractor's sole cost and expense, such licenses and permits as are required by law, in connection with the furnishing of the Services, materials, or supplies necessary for completion of the Services described. Contractor is responsible for all costs of clean up and/or removal of hazardous and toxic substances spilled as a result of Contractor's services or operations performed under this Agreement.

14. **Indemnification.** Contractor shall indemnify and hold harmless the District, its' officers, agents and employees from every claim or demand made, and every liability, loss, damages, or expense of any nature whatsoever, which may be incurred as a result of Contractor's performance under this agreement, except for liability resulting from the sole negligence or willful misconduct of the District, its officers, employees, or agents who are directly employed by the District, and except for liability resulting from the active negligence of the District.

15. **Severability.** It is intended that each paragraph of this Agreement shall be treated as separate and divisible, and in the event that any paragraphs are deemed unenforceable, the remainder shall continue to be in full force and effect so long as the primary purpose of this Agreement is unaffected.

**AGREEMENT  
CONTRACTOR / INDEPENDENT CONTRACTOR SERVICES (Continued)**

IN WITNESS WHEREOF, the District and Contractor have executed this agreement as of the date first written above.

DISTRICT

CONTRACTOR

Requested by: Jeff Turner  
(Authorized Representative)

  
Signature

Date: 10/29/2018

Date: 10/29/2018

Maximum Contract and  
Expense Amount \$ 31,200

Tax I.D.# or SS#: 305-90-0471  
(W-9 form must be on file)

Charge to Account(s) \_\_\_\_\_

License #: ASHA#12042150  
(if applicable)

Approved by: Jeff Turner  
(Authorized Representative)

Contractor's Mailing Address:

Title: Superintendent

2590 Villamonte Court

Date: 10/29/2018

Camarillo, Ca 93010

Account Code(s)	\$ Distribution	Account Code(s)	\$ Distribution	Total

Review and initial "checklist" on following page.



## CERTIFICATION OF FINGERPRINTING

TO THE GOVERNING BOARD AND THE DISTRICT ADMINISTRATOR IN CHARGE OF THE FOLLOWING SERVICES:

### I. Identification of Parties

I, Shallon Cerf, am an individual contractor and/or vendor, or

I am an authorized representative of \_\_\_\_\_.

My entity seeks to contract with the District, which may cause my entity and its employees, agents or independent contractors to come in contact with pupils, and I am aware of the requirements of Education Code section 45125 et. Seq.

### II. Certifications

I make the following certifications, under penalty of perjury:

- a. I shall not begin to provide services nor shall I permit any of my employees, agents or independent contractors to come in contact with pupils until the Department of Justice has ascertained that the person has not been convicted of a serious or violent felony as defined in Penal Code section 11102.7 © and 667.5 ©. (Education Code 45125.1(e)).
- b. I certify that I have reviewed the results of the fingerprinting information ascertained by the Department of Justice, and I certify that none of my employees, agents or independent contractors, including myself, who may come in contact with pupils have been convicted of a felony as noted in Paragraph A, above (Education Code 45125(f)).
- c. I have attached a list of the names of my employees or independent contractors who may come in contact with pupils to this certification form. (Education Code 45125.1(f)).

I declare under penalty of perjury under the laws of the State of California that the information presented above is true and correct. Executed this 29th day of October, 2018 at Mesa, California.



Signature of Contractor/Vendor and/or  
Authorized Representative

Date: 10/29/2018



AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

2200 Research Boulevard  
Rockville, MD 20850-3289

Building the future of the professions

**Shallon C Cerf**

Affiliation Status: Member

Certification Status: CCC-SLP

SIGs:

12042150

Account Number

12/31/2018

Valid Through

*Robert A. Phipps*  
Chief Executive Officer

Membership in ASHA offers numerous benefits including discounts on annual Convention, workshops, seminars, and subscriptions.

Interested ASHA members can contact these companies directly for more information on benefits programs:

Mercer Consumer (866) 795-9340

GEICO (800) 368-2734

For information, call Action Center (800) 498-2071  
Visit the ASHA web site at [www.asha.org](http://www.asha.org)  
Verify your certification at [www.asha.org/certification](http://www.asha.org/certification)

Client # 2653607

**MEMORANDUM OF INSURANCE**

Date Issued 08/27/2018

**Producer**

Mercer Consumer, a service of  
 Mercer Health & Benefits Administration LLC  
 P.O. Box 14576  
 Des Moines, IA 50306-3576  
 1-800-503-9230

This memorandum is issued as a matter of information only and confers no rights upon the holder. This memorandum does not amend, extend or alter the coverages afforded by the Certificate listed below.

**Company Affording Coverage**

Liberty Insurance Underwriters Inc

**Insured**

Shallon Cerf  
 2590 Villamonte Ct  
 Camarillo CA 93010

This is to certify that the Certificate listed below has been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this memorandum may be issued or may pertain, the insurance afforded by the Certificate described herein is subject to all the terms, exclusions and conditions of such Certificate. The limits shown may have been reduced by paid claims.

The Memorandum of Insurance and verification of payment are your evidence of coverage. No coverage is afforded unless the premium is successfully paid in full.

Type of Insurance	Certificate Number	Effective Date	Expiration Date	Limits	
Professional Liability SpeechLangH SE Speech Language Pathologist	AHY-926948001	08/27/2018	08/27/2019	Per Incident/ Occurrence	\$1,000,000
				Annual Aggregate	\$3,000,000

**PROOF OF INSURANCE**

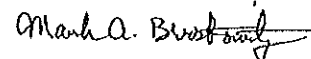
Memorandum Holder:

**PROOF OF COVERAGE ONLY**

Should the above describe Certificate be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the Memorandum Holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

Mark Brostowitz



# RENAISSANCE

November 7, 2018

Mesa Union Elem School District  
Attention: Jeff Turner  
3901 Mesa School Rd  
Somis, CA 93066-9734

Dear Jeff:

Renaissance is pleased to work with Mesa Union Elem School District to allow the following payment terms for quote 1999184.

1. Payment Amount and Schedule:

Description	Due Date	Amount
1st Payment	November 30, 2018	\$13,957.34
2nd Payment	November 30, 2019	\$13,957.33
3rd Payment	November 30, 2020	\$13,957.33
Totals:		\$41,872.00

2. The Payment Terms Number is 18-375019-01. Include this Payment Terms number on all correspondence and payments.

3. Send all payments to:

**Renaissance**  
**P.O. Box 8036**  
**Wisconsin Rapids, WI 54495-8036**

Please sign and return this schedule along with a purchase order for the full amount and other appropriate paperwork to process the order. Please retain one completed copy of the paperwork for your records. Fax a copy to the attention of: Lexi Fink or Wanda Gessert at 877-280-7642. Or email a copy to Lexi.Fink@renaissance.com or Wanda.Gessert@renaissance.com or mail a copy to: Renaissance, 2911 Peach Street, Wisconsin Rapids, WI 54494. If you have any questions, please contact me at (715)424-3636.

Thank you, Amy Callahan

**AGREED TO:**

**Renaissance**

**Mesa Union Elem School District**

By:



By:

\_\_\_\_\_  
Signature

Date: November 7, 2018

Date: \_\_\_\_\_

Name: Allen S. Thurber  
VP-Corporate Controller, Finance  
& Accounting

Name: \_\_\_\_\_  
(Typed or printed)

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P.O. Box 8036 | Wisconsin Rapids, WI 54495-8036 | (800) 338-4204 | www.renaissance.com

# RENAISSANCE®

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

Quote

# 1999184

**Mesa Union Elem School District - 705117**

3901 Mesa School Rd

Somis, CA 93066-9734

Contact: Jeff Turner - (805) 485-1411

Email: [jturner@mesaschool.org](mailto:jturner@mesaschool.org)

Reference ID: 375019

Created: 11/07/2018

## Quote Summary

School Count: 1

Renaissance Products & Services Total	\$62,426.20
Applied Discounts	\$(20,554.20)
Shipping and Processing	\$0.00
Sales Tax	\$0.00
<b>Grand Total</b>	<b>USD \$41,872.00</b>

**This quote includes: Renaissance Accelerated Math, Renaissance MathFacts in a Flash, Renaissance Star 360 and Renaissance-U.**

\*\* USD \$1,240.00 of the discount is due to paying for multiple years.

This quote and your use of the Applications, the Hosting Services and Services is subject to the terms and conditions you or your state department, district, purchasing cooperative or archdiocese previously agreed to with Renaissance which terms and conditions are incorporated herein. To accept this offer and place an order, please submit your organization's required purchase order with reference to quote number 1999184. An invoice will be sent upon receipt of your purchase order. Payment is due net 30 days from the invoice date. If your organization does not require a purchase order, please contact our order services team at 877-444-3172 for assistance with placing your order.

**Mail:** PO Box 8036, Wisconsin Rapids, WI 54495-8036

**Fax:** (877)280-7642

**Email:** [electronicorders@renaissance.com](mailto:electronicorders@renaissance.com)

**If changes are necessary, or additional information is required, please contact your account executive Amy Callahan at (715)424-3636, Thank You.**

Use your Prop 98 funding to lock in multi-year discounts on the solutions you need.

# RENAISSANCE®

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
General I.D. 39-1559474  
www.renaissance.com

Quote

# 1999184

## Quote Details

Mesa Elementary School - 275128

Products & Services	Subscription Period	Quantity	Unit Price	Total
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### Quote Year 1

Accelerated Math 2.0 Only One-Time Fee		1	\$1,599.00	\$1,599.00
Math Facts in a Flash One-Time Fee		1	\$1,599.00	\$1,599.00
Star 360 One-time Fee - Existing Customer		1	\$0.00	\$0.00

### Renaissance Applications

Accelerated Math Student Subscription	11/01/2018 - 10/31/2019	620	\$6.60	\$4,092.00
Math Facts in a Flash Subscription	11/01/2018 - 10/31/2019	620	\$2.70	\$1,674.00
Star 360 Subscription	11/01/2018 - 10/31/2019	620	\$13.60	\$8,432.00

### Professional Services

Live Hourly Webinar - Assessment		1	\$250.00	\$250.00
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00
Assessment Renaissance - U	11/01/2018 - 10/31/2019	1	\$1,899.00	\$1,899.00
Reading Renaissance-U	11/01/2018 - 10/31/2019	1	\$1,299.00	\$1,299.00
Math Renaissance-U	11/01/2018 - 10/31/2019	1	\$1,299.00	\$1,299.00

**Quote Year 1 Subtotal** **\$22,143.00**

### Quote Year 2

### Renaissance Applications

Accelerated Math Student Subscription Renewal	11/01/2019 - 10/31/2020	620	\$6.80	\$4,216.00
Math Facts in a Flash Subscription Renewal	11/01/2019 - 10/31/2020	620	\$2.70	\$1,674.00
Star 360 Subscription Alignment **	11/01/2019 - 11/30/2019	620	\$1.15	\$713.00
Star 360 Subscription Alignment **	12/01/2019 - 10/31/2020	620	\$13.15	\$8,153.00

### Hosting Services

Renaissance Place Hosting Alignment **	12/01/2019 - 10/31/2020	1	\$584.20	\$584.20
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### Professional Services

Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00
Assessment Renaissance-U Renewal	11/01/2019 - 10/31/2020	1	\$1,899.00	\$1,899.00
Math Renaissance-U Renewal	11/01/2019 - 10/31/2020	1	\$1,299.00	\$1,299.00
Reading Renaissance-U Renewal	11/01/2019 - 10/31/2020	1	\$1,299.00	\$1,299.00

**Quote Year 2 Subtotal** **\$19,837.20**

### Quote Year 3

### Renaissance Applications

# RENAISSANCE®

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

## Quote

# 1999184

Accelerated Math Student Subscription Renewal	11/01/2020 - 10/31/2021	620	\$7.00	\$4,340.00
Math Facts in a Flash Subscription Renewal	11/01/2020 - 10/31/2021	620	\$2.70	\$1,674.00
Star 360 Subscription Renewal	11/01/2020 - 10/31/2021	620	\$15.00	\$9,300.00
<b>Hosting Services</b>				
Annual All Product Renaissance Place Hosting Fee	11/01/2020 - 10/31/2021	1	\$635.00	\$635.00
<b>Professional Services</b>				
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00
Assessment Renaissance-U Renewal	11/01/2020 - 10/31/2021	1	\$1,899.00	\$1,899.00
Math Renaissance-U Renewal	11/01/2020 - 10/31/2021	1	\$1,299.00	\$1,299.00
Reading Renaissance-U Renewal	11/01/2020 - 10/31/2021	1	\$1,299.00	\$1,299.00
<b>Quote Year 3 Subtotal</b>				<b>\$20,446.00</b>
<b>Mesa Elementary School Subtotal</b>				<b>\$62,426.20</b>
<b>Applied Discounts</b>				<b>\$(20,554.20)</b>
<b>Mesa Elementary School Total</b>				<b>\$41,872.00</b>

\*\*This item is pro-rated for less than full year subscription period.

This quote is valid for 30 days. All quotes and orders are subject to availability of merchandise. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ("TPT"). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Students can become their most amazing selves — only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom — transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

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