

**Pierce Joint Unified School District
Board of Trustees Regular Meeting**

**Pierce Technology Building
940A Wildwood Road
Arbuckle CA 95912**

Thursday

August 16, 2018

6:00 p.m.



"Students First"



Pierce Joint Unified School District
540A 6th Street
P.O. Box 239
Arbuckle CA 95912
(530) 476-2892 * (530) 476-2289 Fax

BOARD OF TRUSTEES REGULAR MEETING
PIERCE TECHNOLOGY BUILDING
940A WILDWOOD RD, ARBUCKLE CA 95912

THURSDAY AUGUST 16, 2018 6:00 p.m.

AGENDA

Governing Board

John Friel, President

Nadine High, Vice President

George Green, Board Clerk

Amy Charter, Member

Abel Gomez, Member

Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 540A 6th Street, Arbuckle CA 95912, during normal business hours.

1. CALL TO ORDER
A. *Pledge of Allegiance*
2. APPROVAL OF AGENDA ACTION
3. HEARING OF THE PUBLIC
(Speakers will be given three (3) minutes to speak with a twenty (20) minute limit per topic)
4. Student Body Representative Report INFORMATION
5. PRINCIPAL'S REPORTS INFORMATION
 - A. Arbuckle Elementary School/Grand Island Elementary School
 - B. Lloyd G. Johnson Junior High School
 - C. Pierce High School/Arbuckle Alternative High School
6. REPORTS: INFORMATION/
DISCUSSION
 - A. Transportation Report
 - B. Facility Report
 - C. Williams Complaint Procedure Quarterly Report – 4th Quarter 2017/18**
 - D. Oral Health Assessment Results 2017/18**
7. PJUEA (Pierce Joint Unified Educators Association) Report INFORMATION
8. CSEA (California School Employees Association) Report INFORMATION
9. Consider and approve **Teacher Consent Form** for: ACTION
 - A. Patricia Bendorf: Math – PHS**
 - B. Swade Schmidt: Academic Advancement - JJH**
10. Consider and approve **Memorandum of Understanding between the Pierce Joint Unified Educators Association and the Pierce Joint Unified School District for the 2018/19 School Year – 3% increase to current salary schedule retroactive to July 1, 2018 and Salary Schedule** ACTION

11. Consider and approve **Memorandum of Understanding between the California School Employees Association Pierce Chapter #97 and the Pierce Joint Unified School District for the 2018/19 School Year - 3% increase to current salary schedule retroactive to July 1, 2018 and Salary Schedule** ACTION
12. Consider and approve **Agreement between the Unrepresented Employees and the Pierce Joint Unified School District for the 2018/19 School Year: 3% increase to current salary schedule retroactive to July 1, 2018 and Salary Schedules** ACTION
13. Consider and approve **Public Disclosure of Proposed Collective Bargaining Agreement between the Pierce Joint Unified Educators Association, the California School Employees Association Pierce Chapter #97, the Unrepresented Employees and the Pierce Joint Unified School District for the 2018/19 School Year** ACTION
14. Consider and approve **Amendment to Employee Contract between Carol Geyer and the Board of Trustees of the Pierce Joint Unified School District of Colusa County, California: 3% increase to current salary schedule retroactive to July 1, 2018** ACTION
15. Consider and approve **2018/19 Pierce Joint Unified School District Superintendent Salary Schedule** ACTION
16. Consider and approve **TCIP Participants and Mentors 2018/19 School Year** ACTION
17. Consider and approve **Mandate Block Grant Application Fiscal Year 2018/19** ACTION
18. Consider and approve **Resolution #18/19 – 1: Budget Revision** ACTION
19. Consider and approve **Resolution #18/19 – 2: Tax Collection Schedule for Fiscal Year 2018/19** ACTION
20. Consider and approve **Resolution #18/19 – 3: Professional Legal Services Recommendation** ACTION
21. Consider and approve **Agreement for Legal Services between Pierce Joint Unified School District and Lozano Smith Attorneys at Law** ACTION
22. Consider and approve **Certification of Fall Sports Coaches** ACTION
23. Consider and approve **Change Order No. 001 – Arbuttle Elementary Site Work Package** ACTION
24. Consider and approve **2018/19 Ag Advisory Committee – Terms To Be Determined** ACTION

25. Consider and approve Consent Agenda: ACTION
- A. Minutes of July 19, 2018 Regular Board Meeting**
 - B. Minutes of July 24, 2018 Special Board Meeting**
 - C. Warrant List for July 2018**
 - D. Interdistrict Transfers:
 - 1. Transferring **IN** for **2018/19** School Year:
 - a. Twelve (12) Students from Williams CA – ((3) new)
 - b. Two (2) Students from Orland CA – continuing
 - c. Three (3) Students from Colusa CA – continuing
 - d. Two (2) Students from Maxwell CA – continuing
 - e. One (1) Student from Red Bluff CA – new
 - 2. Transferring **OUT** for the **2018/19** School Year:
 - a. Five (5) Students to Colusa Co. Office of Education., Colusa CA – (continuing)
 - b. One (1) Student to Williams CA – continuing
 - c. Four (4) Students to Woodland CA – (1) continuing
 - d. One (1) Student to Colusa CA - new

26. BOARD POLICIES INFORMATION/
POSSIBLE
ACTION
- A. FIRST READING
 - 1. **BP 0415 – Equity**
 - 2. **BP 1020 – Youth Services (DELETED)**
 - 3. **BP 1400 – Relations Between Other Governmental Agencies and the Schools**
 - 4. **BP 2210 – Administrative Discretion Regarding Board Policy**
 - 5. **BP/AR 3312.2 – Educational Travel Program Contracts (AR DELETED)**
 - 6. **BP/AR 4161.3/4261.3 – Professional Leaves (AR DELETED)**
 - 7. **BP/AR 5112.5 – Open/Closed Campus (AR DELETED)**
 - 8. **AR 5141.32 – Health Screening for School Entry**
 - 9. **BP/AR 6174 – Education for English Learners**
 - 10. **BB 9310 – Board Policies**

27. Items to be agendized for the next regular meeting:

28. Superintendent’s Report

29. Board President Report

30. CLOSED SESSION: ACTION
- A. PUBLIC EMPLOYMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:

Certification	Position	Status
Certificated	P.E. Teacher – JJH	Resignation
Certificated	P.E. Teacher – JJH	Hiring
Certificated	Spanish Teacher – PHS	Hiring
Certificated	Math Teacher – PHS	Hiring
Certificated	District Nurse	Hiring
Classified	Campus Supervisor – PHS	Hiring

B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss public employee discipline/dismissal/release

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Superintendent: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION for verbal evaluation of Superintendent

31. OPEN SESSION: Report ACTION taken in CLOSED SESSION:

ACTION

A. PUBLIC EMPLOYMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:

Certification	Position	Status
Certificated	P.E. Teacher – JJH	Resignation
Certificated	P.E. Teacher – JJH	Hiring
Certificated	Spanish Teacher – PHS	Hiring
Certificated	Math Teacher – PHS	Hiring
Certificated	District Nurse	Hiring
Classified	Campus Supervisor – PHS	Hiring

B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss public employee discipline/dismissal/release

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Superintendent: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION for verbal evaluation of Superintendent

32. Adjourn

In compliance with the American with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact our office at (530) 476-2892 x13006. Notification at least 48 hours prior to the meeting will enable the office to make reasonable arrangements to ensure accessibility to the Board meeting. (Government Code § 54954.2)

WILLIAMS UNIFORM COMPLAINT PROCEDURE
QUARTERLY REPORT
PIERCE JOINT UNIFIED SCHOOL DISTRICT
April 1, 2018 - June 30, 2018

Education Code 35186(d) requires that a district report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.

No complaints have been received this quarter.

The following complaints have been received this quarter.

Education Code 35186(e)(1) requires that districts investigate and resolve complaints when a complainant alleges that (a) students do not have standards-aligned instructional materials to use in class; or (b) for use at home or after school in order to complete required homework assignments; or (c) are in poor or unusable condition.

Complaints have been received regarding insufficient instructional materials.

District Resolutions:

Education Code 36186(e)(1) requires that districts investigate and resolve complaints when a complainant alleges that (a) students do not have standards-aligned textbooks or state- or district-adopted textbooks required for use in class; or (b) for use at home or after school in order to complete required homework assignments; or (c) are in poor or unusable condition.

Complaints have been received regarding insufficient textbooks.

District Resolutions:

Education Code 35186(e)(3) requires that districts investigate and resolve complaints when a complainant alleges that facilities have conditions that pose an emergency or urgent threat to the health or safety of students or staff.

Complaints have been received that facilities have emergency/urgent threat conditions.

District Resolutions:

Education Code 35186(e)(2) requires that districts investigate and resolve complaints when a complainant alleges that (a) a qualified certificated teacher has not been assigned to a vacant position to a class for an entire year; (b) a teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class; or (c) a teacher is assigned to teach a class for which the teacher lacks subject matter competency.

____ Complaints have been received regarding unqualified teachers.

District Resolutions:

The district investigated and remedied any valid complaint within a reasonable time period not exceeding 30 working days from the date the complaint was received. EC 35186 (b)

Superintendent

Date

Oral Health Assessment Report Form

School year: 2017-2018

Employee: Kathy Boehm, RN Signature: Kathy Boehm Date: 12/12/17

District: Pierce Joint Unified School District Site: Arbuckle Elementary

Superintendent: Ms. Carol Geyer

Address: PO Box 100 Arbuckle, CA 95912 Phone: (530) 476-2522

110 1. The total number of pupils in the district, by school, who are subject to the oral health assessment requirement (i.e. the number of kindergarten students plus the number of first grade students who did not attend public school kindergarten).

87 2. The total number of pupils who present proof of assessment.

3 3. Total number of pupils who submitted waiver of oral health assessment requirement.

1 3a. Total number of pupils who submitted waiver of oral health assessment requirement, but indicated they had oral health assessment and/or dental care (did not submit proof from a dental health professional).

0 4. Total number of pupils who could not complete an assessment due to financial burden.

1 5. Total number of pupils who could not complete an assessment because their parents or legal guardians did not consent to their child receiving the assessment.

0 6. Total number of pupils who could not complete an assessment due to lack of access to a licensed dentist or other licensed or registered dental health professional.

10 7. Total number of pupils who are assessed and found to have untreated decay.

3 8. Total number of pupils who are assessed and found to need urgent dental care.

20 9. Total number of pupils who did not return either the assessment form or the waiver request to the school.

Oral Health Assessment Report Form

School year: 2017-2018

Employee: Kathy Boehm, RN Signature: Kathy Boehm Date: 12/12/2017

District: Pierce Joint Unified School District Site: Grand Island Elementary

Superintendent: Ms. Carol Geyer

Address: PO Box 30 Grimes, CA 95950 Phone: (530) 437-2416

13 1. The total number of pupils in the district, by school, who are subject to the oral health assessment requirement (i.e. the number of kindergarten students plus the number of first grade students who did not attend public school kindergarten).

13 2. The total number of pupils who present proof of assessment.

0 3. Total number of pupils who submitted waiver of oral health assessment requirement.

0 3a. Total number of pupils who submitted waiver of oral health assessment requirement, but indicated they had oral health assessment and/or dental care (did not submit proof from a dental health professional).

0 4. Total number of pupils who could not complete an assessment due to financial burden.

0 5. Total number of pupils who could not complete an assessment because their parents or legal guardians did not consent to their child receiving the assessment.

0 6. Total number of pupils who could not complete an assessment due to lack of access to a licensed dentist or other licensed or registered dental health professional.

4 7. Total number of pupils who are assessed and found to have untreated decay.

0 8. Total number of pupils who are assessed and found to need urgent dental care.

0 9. Total number of pupils who did not return either the assessment form or the waiver request to the school.



Teacher Consent Form

PURPOSE: Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

School Site: Pierce High School Grade Level: 9-12

Teacher: Patricia Bendorf SS#: xxx-xx-2654

Credential Held: Clear Single Subject: Foundational-Level Math (Exam)

1. Assignment: Math Legal Authorization per EC or T5: T5 80005(a)

I mutually agree and consent to this assignment.

Teachers Signature: Patricia Bendorf Date 7/17/18

Printed/Typed Name: Patricia Bendorf



Teacher Consent Form

PURPOSE: Pursuant to the Education Code or Title 5, provides written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Pierce Joint Unified School District School Year: 2018/2019

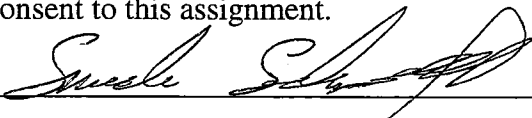
School Site: Johnson Junior High School Grade Level: 7-8

Teacher: Swade Schmidt SS#: xxx-xx-4295

Credential Held: Clear Single Subject: PE

1. Assignment: Academic Advancement Legal Authorization per EC or T5: T5 80005(b)

I mutually agree and consent to this assignment.

Teachers Signature:  Date 7-31-18

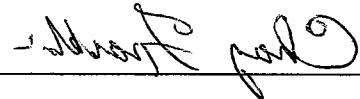
Printed/Typed Name

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
PIERCE JOINT UNIFIED EDUCATORS ASSOCIATION
AND THE
PIERCE JOINT UNIFIED SCHOOL DISTRICT
FOR THE 2018/19 SCHOOL YEAR**

The Pierce Joint Unified School District ("District") and the Pierce Joint Unified Educators Association ("PJUEA") having met and negotiated pursuant to the Educational Employment Relations Act hereby agree to modify the current Collective Bargaining Agreement as follows:

1. The 2018/19 Certificated salary schedule set forth in Appendix A to the current Collective Bargaining Agreement shall be increased by 3%. Payments of increase shall be made retroactive to July 1, 2018.


PIERCE JOINT UNIFIED EDUCATORS
ASSOCIATION

BY: 

TITLE: PJUEA President

DATED: 7-30-18

PIERCE JOINT UNIFIED SCHOOL
DISTRICT

BY: 

TITLE: Superintendent

DATED: 7/30/18

**Pierce Joint Unified School District
Certificated Salary Schedule
2018-19**

****DRAFT****

	I	II	III	IV	V
	BA *	BA + 30	BA + 45 or MA	BA + 60 or MA + 15	BA + 75 or MA + 30
1	44,685	51,659	53,927	56,296	58,767
2		52,562	54,870	57,279	60,117
3		53,479	55,828	58,911	61,496
4		54,412	56,803	60,262	62,909
5		55,363	59,053	61,647	64,352
6		56,331	60,407	63,060	65,830
7		59,194	61,795	64,510	67,343
8		60,555	63,214	65,991	68,889
9		61,944	64,666	67,505	70,470
10		63,366	66,150	69,055	72,090
11		64,821	67,669	70,642	73,744
12		66,309	69,223	72,265	75,439
13			70,812	73,923	77,171
14			72,438	75,621	78,943
15				77,357	80,756
18				82,811	86,450
20					89,423
22					92,396
Based on 187 Work Days					

* Teachers that hold less than a Preliminary or Clear Credential.

1. Language Development Certificate - \$100 per step included in salary schedule above
2. \$800 for Masters' degree
3. \$2,000 for Bilingual Credential

Credit for experience:

A maximum of 9 years experience may be granted on the salary schedule.

Salary Related Benefits

Health Care: Plan Year is 10-1-18 to 9-30-19

Employee and dependents health insurance, dental, and vision. Annual premium costs range from \$232.09 to \$1,516.09 monthly, over an 10 month pay period. Employee can choose from 6 medical plans. The district's annual contribution toward health benefits is \$10,288.

Dental Care: (Employee & dependents)

Full dental coverage through Delta Dental Plan is provided.
70% coverage 1st year / 80% 2nd year / 90% 3rd year/ 100% thereafter.

Vision Care: (Employee & dependents)

Plan provides for exams and for the purchase of glasses or contacts, if needed.

Extra Duty Schedule:

PJUSD provides a comprehensive extra-duty schedule.

Pending Board Approval 8/16/18

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
PIERCE CHAPTER #97
AND THE
PIERCE JOINT UNIFIED SCHOOL DISTRICT
FOR THE 2018/19 SCHOOL YEAR**

The Pierce Joint Unified School District ("District") and the California School Employees Association Pierce Chapter #97 having met and negotiated pursuant to the Educational Employment Relations Act hereby agree to modify the current Collective Bargaining Agreement as follows:

1. The 2018/19 Classified salary schedule set forth in Exhibit A to the current Collective Bargaining Agreement shall be improved by 3%. Payments of increase shall be made retroactive to July 1, 2018.

CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION PIERCE CHAPTER #97

BY: Francisco Mendoza

TITLE: Maintenance tech

DATED: 7-31-18

PIERCE JOINT UNIFIED SCHOOL
DISTRICT

BY: Carol Meyer

TITLE: Superintendent

DATED: 7/31/18

Maryann Drey
administrative assistant
7/31/18

Bill
7/30/18

[Signature]
7/31/18

Pierce Joint Unified School District
2018/19
Classified Salary Schedule

****DRAFT****

STEP	1	2	3	4	5-10	11-15	16-20	21-25	26-30	31
CLASS										
1	14.88 2,591	15.36 2,675	15.80 2,753	16.37 2,852	16.93 2,948	17.43 3,035	18.01 3,136	18.59 3,238	19.21 3,347	19.91 3,467
2	15.36 2,675	15.80 2,753	16.37 2,852	16.93 2,948	17.43 3,035	18.01 3,136	18.59 3,238	19.21 3,347	19.91 3,467	20.60 3,588
3	15.80 2,753	16.37 2,852	16.93 2,948	17.43 3,035	18.01 3,136	18.59 3,238	19.21 3,347	19.91 3,467	20.60 3,588	21.34 3,716
4	16.37 2,852	16.93 2,948	17.43 3,035	18.01 3,136	18.59 3,238	19.21 3,347	19.91 3,467	20.60 3,588	21.34 3,716	22.18 3,863
5	16.93 2,948	17.43 3,035	18.01 3,136	18.59 3,238	19.21 3,347	19.91 3,467	20.60 3,588	21.34 3,716	22.18 3,863	22.92 3,991
6	17.43 3,035	18.01 3,136	18.59 3,238	19.21 3,347	19.91 3,467	20.60 3,588	21.34 3,716	22.18 3,863	22.92 3,991	23.83 4,151
7	18.01 3,136	18.59 3,238	19.21 3,347	19.91 3,467	20.60 3,588	21.34 3,716	22.18 3,863	22.92 3,991	23.83 4,151	24.76 4,312
8	18.59 3,238	19.21 3,347	19.91 3,467	20.60 3,588	21.34 3,716	22.18 3,863	22.92 3,991	23.83 4,151	24.76 4,312	25.65 4,467
9	19.21 3,347	19.91 3,467	20.60 3,588	21.34 3,716	22.18 3,863	22.92 3,991	23.83 4,151	24.76 4,312	25.65 4,467	26.55 4,624
10	19.91 3,467	20.60 3,588	21.34 3,716	22.18 3,863	22.92 3,991	23.83 4,151	24.76 4,312	25.65 4,467	26.55 4,624	27.88 4,856
11	20.59 3,586	21.61 3,764	22.69 3,953	23.84 4,153	25.02 4,358	27.60 4,807	28.97 5,046	30.42 5,297	31.94 5,563	33.54 5,841

CLASSIFICATIONS
1 - Cashier
Cafeteria Helper
Campus Supervisor
4 - Library Clerk
Paraeducator
Health Clerk
Assistant Cook
Office Assistant I
K-12 Clerical Aide
5 - After School Program-Site Leader
6 - Custodian
College and Career Center Technician
Office Assistant II
Cook
Car/Van Driver
7 - Custodian/Bus Driver
Administrative Assistant
Part-time Driver
Groundswoker
Bus Driver/Groundswoker
Custodian/Groundswoker/Bus Driver
8 -Utility Technician/Bus Driver
9 -
10 - Technology Support Technician
Transportation Tech/Utility Tech/Bus Driver
11 - Accounting Technician
Maintenance Tech
District Mechanic/Maintenance

- * Step 11-15 is a longevity step granted after ten years experience credit.
- ** Step 16-20 is a longevity step granted after fifteen years experience credit.
- *** Step 21-25 is a longevity step granted after twenty years experience credit.
- **** Step 26-30 is a longevity step granted after twenty-five years experience credit.
- ***** Step 31 is a longevity step granted after thirty years experience credit.

The monthly schedule based on 12 months' full time employment. Full time employee salary is based on 2090 hours per yr. Part time employee salary is based on number of days worked + annual leave & classified holidays occurring within the year.

3% increase to salary for passing the District adopted Bilingual Test (both written & oral)
(positions qualified to take the Bilingual Test will be at the discretion of the Superintendent)

Pending Board Approval 8/16/18

**Pierce Joint Unified School District
2018/19
Administrative Salary Schedule**

****DRAFT****

STEPS	ELEMENTARY VICE-PRINCIPAL	ELEMENTARY AND JR HIGH PRINCIPAL	HIGH SCHOOL PRINCIPAL	HIGH SCHOOL VICE-PRINCIPAL	COUNSELOR
1	81,762	96,260	105,938	88,284	73,535
2	84,214	99,148	108,586	90,492	75,741
3	86,740	102,123	111,301	92,754	78,013
4	89,344	105,186	114,083	95,072	80,353
5	92,022	108,342	116,935	97,450	82,764
6	94,784	111,592	119,859	99,885	85,247
7	97,627	114,940	122,855	102,382	87,804
10	103,486	120,687	128,998	108,525	92,195
13	109,694	126,721	135,448	115,038	96,804
16	112,985	129,889	138,834	118,489	99,708
19	118,353	133,136	142,305	124,294	102,700
Work Days	200	205	215	200	200

Master's Degree = \$800 Stipend
 Doctorate Degree = \$1,000 Stipend

Medical/Dental/Vision: \$10,288.00 Annual District Contribution; \$935.27 per month (11 months)

Pierce Joint Unified School District
 2018/19
 Capital Projects Manager Salary Schedule
 Classified Management

****DRAFT****

STEPS	
1	68,857
2	72,299
3	75,914
4	79,710
5	83,696
6	87,880
7	92,274
8	96,888
9	101,732
10	106,819
11	112,160
DAYS WORKED	226.00

Bachelor's Degree = \$500 Stipend

Medical/Dental/Vision: \$10,288.00 Annual District Contribution; \$857.33 per month.

*12 month position with no vacation accrual and no holidays in addition to 226 work days

Pending Board Approval 8/16/18

Pierce Joint Unified School District
2018/19
Classified Management Salary Schedule

DRAFT

STEPS	Chief Business Official	Facilities & Transportation Director and Technology Director	Food Services Director
1	81,387	64,666	53,602
2	85,456	67,899	56,282
3	89,729	71,294	59,096
4	94,216	74,859	62,051
5	98,926	78,602	65,154
6	103,873	82,532	68,411
7	109,066	86,659	71,832
10	112,338	89,258	73,987
13	115,708	91,936	76,206
16	119,180	94,694	78,493
19	122,755	97,535	80,847
DAYS WORKED	261.25	261.25	261.25

Bachelor's Degree = \$500 Stipend

Medical/Dental/Vision: \$10,288.00 Annual District Contribution; \$857.33 per month.

Pending Board Approval 8/16/18

Pierce Joint Unified School District
2018/19
Confidential Salary Schedule

****DRAFT****

	Executive Administrative Assistant
	Payroll/Personnel Technician
STEPS	Fiscal Specialist
1	45,149
2	47,406
3	49,776
4	52,265
5	54,878
6	57,622
7	60,504
10	63,529
13	66,705
16	70,040
19	73,542
DAYS WORKED	261.25

Master's Degree = \$800 Stipend

Medical/Dental/Vision:

\$10,288.00 Annual District Contribution; \$857.33 per month.

Summary of Agreement with the Certificated, Classified, and Unrepresented

Public Disclosure of Proposed Collective Bargaining Agreement
Pierce Joint Unified School District

To be acted upon by the Governing Board at its meeting on August 16, 2018

TO THE GOVERNING BOARD AND THE COUNTY SUPERINTENDENT OF SCHOOLS: In compliance with the Public Disclosure requirements of AB1200 as well at the Salary Settlement Notification requirements of SB1677 when Salary/Benefits Negotiations are finalized after the final budget is adopted.

Section 1: STATUS OF BARGAINING UNIT AGREEMENTS

Table with 4 columns: Category (Certificated, Classified, Unrepresented), Agreement Status (Settled Agreement), Count (-74-, -56-, -16-), and Employees Represented.

Section 2: PERIOD OF AGREEMENT

The proposed agreement covers the period beginning July 1, 2018 and ending June 30, 2019. A one year agreement.

Section 3: INCREASE IN SALARIES and/or BENEFITS IN PROPOSED AGREEMENT: The proposed agreement includes the following costs in salaries and benefits:

The Certificated, Classified, and Unrepresented Bargaining Units will receive a 3% increase to the schedules, payment based on their regular contracted salary.

Table showing salary and benefit costs: Current Year Salary and Benefit Cost before Settlement (\$12,428,512), Current year Salary and Benefit Cost after Settlement (\$12,730,393), Total Cost Increase (\$ 301,881), Percentage Increase on salary schedules (3%), and Cost of 1% for Certificated, Classified, and Unrepresented Bargaining Unit is (\$ 100,627).

Section 4: IMPACT OF PROPOSED AGREEMENT ON THE GENERAL FUND BUDGET IN CURRENT YEAR (Reflects total of both Restricted and Unrestricted Amounts) See Multiple Year Projection

Section 5: IMPACT OF PROPOSED AGREEMENT IN FUTURE FISCAL YEARS: The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years:

The cost of this agreement will be built into the 2018/19 budget, the multi-year projection attached includes the increase in costs per this settlement.

Section 6: COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT BASE FUNDING: The District's proposed increase in funding for the Local Control Funding Formula is approximately 7.21%.

CERTIFICATION

The information provided in this document summarizes the financial implications of the proposed agreements in accordance with the requirement of AB1200 and GC 3547.5. I certify the costs incurred by the school district under the agreement can be met by the district during the term of the agreement.

Signed Carol Geyer Date 8/8/18
Carol Geyer, Superintendent

Signed Daena Meras Date 8/7/18
Daena Meras, Chief Business Official

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on August 16, 2018, took action to approve the proposed Agreements with the Certificated and Unrepresented Bargaining Units.

Signed _____ Date _____
John Friel, President, Board of Trustees

Pierce Joint Unified School District

2018/19

AB 1200 Continued Disclosure-CTA, CSEA, Unrepresented

**Unrestricted/Restricted
MULTIPLE YEAR PROJECTION - August 16, 2018**

INCOME	<u>18/19</u>	<u>19/20</u>	<u>20/21</u>
8011-8089 LCFF SOURCES	12,814,618	13,115,839	13,516,811
8012 EPA-EDUCATION PROTECTION ACT	2,074,381	2,042,828	2,037,369
8019 PRIOR YEAR ADJUSTMENTS	<u>0</u>	<u>0</u>	<u>0</u>
<i>TOTAL REVENUE LIMIT SOURCES</i>	14,888,999	15,158,667	15,554,180
<i>TOTAL FEDERAL REVENUE</i>	375,830	375,830	375,830
STATE REVENUES			
8311 STATE APPORTIONMENT PROGRAMS	0	0	0
8550 MANDATED COSTS	55,357	55,357	55,357
8560 LOTTERY	286,532	286,532	286,532
8590 OTHER STATE	<u>682,443</u>	<u>682,443</u>	<u>682,443</u>
<i>TOTAL STATE REVENUE</i>	1,024,332	1,024,332	1,024,332
OTHER LOCAL REVENUES			
8650 LEASES AND RENTALS	30,814	30,814	30,814
8660 INTEREST	110,000	121,000	133,100
8677 INTERAGENCY REVENUES	0	0	0
8699 OTHER LOCAL INCOME	124,389	126,877	129,414
8782 OTHER TRANSFERS FROM COUNTY	<u>0</u>	<u>0</u>	<u>0</u>
<i>TOTAL LOCAL REVENUES</i>	265,203	278,691	293,328
TOTAL REVENUES	16,554,364	16,837,520	17,247,670
8912-8919 INTERFUND TRANSFERS IN	0	0	0
TOTAL REVENUES AND TRANSFERS IN	16,554,364	16,837,520	17,247,670
 EXPENDITURES			
1100 TEACHER'S SALARIES	5,726,395	5,838,583	5,953,015
1200 PUPIL SUPPORT SALARIES	292,084	297,926	303,884
1300 SUPERVISOR/ADMIN. SALARIES	746,159	761,082	776,304
1900 OTHER CERTIFICATED SALARIES	<u>51,122</u>	<u>52,144</u>	<u>53,187</u>
<i>TOTAL CERTIFICATED</i>	6,815,760	6,949,735	7,086,390
2100 INSTRUCTIONAL AIDES	227,968	232,527	237,178
2200 CLASSIFIED SUPPORT	837,855	854,612	871,704
2300 CLASSIFIED ADMINISTRATORS	326,851	333,388	340,056
2400 CLERICAL AND OFFICE	484,770	494,465	504,355
2900 OTHER CLASSIFIED SALARIES	<u>122,142</u>	<u>124,585</u>	<u>127,077</u>
<i>TOTAL CLASSIFIED</i>	1,999,586	2,039,578	2,080,369
<i>TOTAL SALARIES</i>	8,815,346	8,989,313	9,166,759
3100 STRS	1,423,173	1,487,395	1,640,740
3200 PERS	327,779	369,164	432,717
3300 SOCIAL SECURITY/MEDICARE	244,961	249,860	254,857
3400 HEALTH	1,207,361	1,207,361	1,207,361
EXPENDITURES (Continued)	18/19	19/20	20/21
3500 UNEMPLOYMENT INSURANCE	9,457	9,646	9,839

3600 WORKER'S COMPENSATION	197,330	201,277	205,302
3900 OTHER BENEFITS	<u>51,729</u>	<u>52,764</u>	<u>53,819</u>
<i>TOTAL BENEFITS</i>	3,461,790	3,577,466	3,804,636
4100 TEXTBOOKS	109,080	112,025	115,050
4200 OTHER BOOKS	82,684	84,916	87,209
4300 INSTRUCTIONAL SUPPLIES	629,064	646,049	663,492
4400 NON CAPITALIZED EQUIPMENT	<u>386,255</u>	<u>396,684</u>	<u>407,394</u>
<i>TOTAL BOOKS AND SUPPLIES</i>	1,207,083	1,239,674	1,273,145
5200 TRAVEL AND CONFERENCE	66,750	68,552	70,403
5300 DUES AND MEMBERSHIPS	19,603	20,132	20,676
5400 INSURANCE	158,486	162,765	167,160
5500 UTILITIES	382,338	392,661	403,263
5600 CONTRACTS, RENTS, LEASES	148,224	152,226	156,336
5800 OTHER SERV. & OPERATING EXP.	987,859	1,014,531	1,041,924
5900 COMMUNICATIONS	<u>208,156</u>	<u>213,776</u>	<u>219,548</u>
<i>TOTAL CONTRACTS</i>	1,971,416	2,024,644	2,079,310
6170 LAND IMPROVEMENTS	0	0	0
6200 NEW BLDGS/IMPROVEMENTS	200,000	0	0
6400 NEW EQUIPMENT	107,718	79,816	81,971
6500 EQUIPMENT REPLACEMENT	<u>0</u>	<u>0</u>	<u>0</u>
<i>TOTAL EQUIPMENT</i>	307,718	79,816	81,971
7142 COMMUNITY SCHOOL/SELPA	881,756	899,391	917,379
7282 ALL OTHER TRANSFERS TO COUNTY	0	0	0
7350 INTERFUND INDIRECT COST	0	0	0
7400 DEBT SERVICE	0	0	0
7600 TRANSFERS TO OTHER FUNDS	39,827	39,827	39,827
7649 OTHER LOAN PAYMENTS	<u>0</u>	<u>0</u>	<u>0</u>
<i>TOTAL 7000 OTHER OUTGO</i>	921,583	939,218	957,206
TOTAL EXPENDITURES & TRANSFERS OUT	16,684,936	16,850,132	17,363,027

MULTIPLE YEAR PROJECTION SUMMARY

2018/19

AB 1200 Continued Disclosure-CTA, CSEA, Unrepresented

Unrestricted/Restricted

MULTIPLE YEAR PROJECTION - August 16, 2018

	<u>18/19</u>	<u>19/20</u>	<u>20/21</u>
TOTAL REVENUES & TRANSFERS IN	16,554,364	16,837,520	17,247,670
TOTAL EXPENSES & TRANSFERS OUT	16,684,936	16,850,132	17,363,027
TOTAL REVENUES LESS EXPENDITURES	-130,572	-12,612	-115,357
BEGINNING BALANCE	4,333,477	4,192,905	4,170,293
LESS AMOUNT ABOVE REVENUES LESS EXP	-130,572	-12,612	-115,357
LESS REVOLVING CASH	<u>-20,000</u>	<u>-20,000</u>	<u>-20,000</u>
UNDISTRIBUTED RESERVE	4,182,905	4,160,293	4,034,936
% UNDISTRIBUTED RESERVE	25.07%	24.69%	23.24%
3% UNDISTRIBUTED RESERVE IS	500,548	505,504	520,891
AMOUNT ABOVE (-BELOW) 3%	3,682,357	3,654,789	3,514,045
5% UNRESTRICTED BOARD RESERVE	688,267	695,456	717,416
AMOUNT ABOVE (-BELOW) 5%	3,494,638	3,464,836	3,317,520
<i>Recommended Reserve: 3% plus one year LCFE Growth</i>			
LCFE Growth over prior year	883,979	260,749	400,844
Plus 3% reserve	<u>500,548</u>	<u>505,504</u>	<u>520,891</u>
Total Recommended Reserve	1,384,527	766,253	921,735
Amount Above (-Below) Recommended Reserve	2,798,378	3,394,040	3,113,201
% Undistributed Reserve	16.77%	20.14%	17.93%

**Pierce Joint Unified School District
2018/19**

AB 1200 Continued Disclosure-CTA, CSEA, Unrepresented

UNRESTRICTED MULTIPLE YEAR PROJECTION - August 16, 2018
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INCOME	<u>18/19</u>	<u>19/20</u>	<u>20/21</u>
8011-8089 LCFF SOURCES	12,814,618	13,115,839	13,516,811
8012 EDUCATION PROTECTION ACT-EPA	2,074,381	2,042,828	2,037,369
8019 PRIOR YEAR ADJUSTMENTS	<u>0</u>	<u>0</u>	<u>0</u>
<i>TOTAL REVENUE LIMIT SOURCES</i>	14,888,999	15,158,667	15,554,180
<i>TOTAL FEDERAL REVENUE</i>	0	0	0
STATE REVENUES			
8311 STATE APPORTIONMENT PROGRAMS	0	0	0
8550 MANDATED COSTS	55,357	55,357	55,357
8560 LOTTERY	215,642	215,642	215,642
8590 OTHER STATE	<u>2,390</u>	<u>2,390</u>	<u>2,390</u>
<i>TOTAL STATE REVENUE</i>	273,389	273,389	273,389
OTHER LOCAL REVENUES			
8650 LEASES AND RENTALS	30,814	30,814	30,814
8660 INTEREST	110,000	121,000	133,100
8677 INTERAGENCY SERVICES	0	0	0
8699 OTHER LOCAL INCOME	124,389	126,877	129,414
8782 OTHER TRANSFERS FROM COUNTY	<u>0</u>	<u>0</u>	<u>0</u>
<i>TOTAL LOCAL REVENUES</i>	265,203	278,691	293,328
8912-8919 INTERFUND TRANSFERS IN	0	0	0
TOTAL REVENUES	15,427,591	15,710,747	16,120,897
 8980-8999 CONTRIBUTIONS TO RESTRICTED	 -1,792,832	 -1,814,230	 -1,887,933
 EXPENDITURES			
1100 TEACHER'S SALARIES	5,195,073	5,296,634	5,400,227
1200 PUPIL SUPPORT SALARIES	213,271	217,536	221,887
1300 SUPERVISOR/ADMIN. SALARIES	744,159	759,042	774,223
1900 OTHER CERTIFICATED SALARIES	<u>51,122</u>	<u>52,144</u>	<u>53,187</u>
<i>TOTAL CERTIFICATED</i>	6,203,625	6,325,358	6,449,525
2100 INSTRUCTIONAL AIDES	83,478	85,148	86,851
2200 CLASSIFIED SUPPORT	717,360	731,707	746,341
2300 CLASSIFIED ADMINISTRATORS	239,737	244,532	249,422
2400 CLERICAL AND OFFICE	484,770	494,465	504,355
2900 OTHER CLASSIFIED SALARIES	<u>120,990</u>	<u>123,410</u>	<u>125,878</u>
<i>TOTAL CLASSIFIED</i>	1,646,335	1,679,262	1,712,847

<i>TOTAL SALARIES</i>	7,849,960	8,004,619	8,162,372
3100 STRS	967,376	1,029,768	1,169,299
3200 PERS	264,484	303,946	356,272
3300 SOCIAL SECURITY/MEDICARE	209,354	213,541	217,812
3400 HEALTH	1,104,586	1,104,586	1,104,586
3500 UNEMPLOYMENT INSURANCE	8,393	8,561	8,732
EXPENDITURES (Continued)	<u>18/19</u>	<u>19/20</u>	<u>20/21</u>
3600 WORKER'S COMPENSATION	175,099	178,601	182,173
3900 OTHER BENEFITS	<u>51,729</u>	<u>52,764</u>	<u>53,819</u>
<i>TOTAL BENEFITS</i>	2,781,021	2,891,767	3,092,693
4100 APPROVED TEXTBOOKS	88,080	90,458	92,901
4200 BOOKS OTHER THAN TEXTBOOKS	44,274	45,469	46,697
4300 INSTRUCTIONAL SUPPLIES	536,760	551,253	566,136
4400 NON CAPITALIZED EQUIPMENT	<u>345,570</u>	<u>354,900</u>	<u>364,483</u>
<i>TOTAL BOOKS AND SUPPLIES</i>	1,014,684	1,042,080	1,070,217
5200 TRAVEL AND CONFERENCE	64,986	66,741	68,543
5300 DUES AND MEMBERSHIPS	19,603	20,132	20,676
5400 INSURANCE	158,486	162,765	167,160
5500 UTILITIES	382,338	392,661	403,263
5600 CONTRACTS, RENTS, LEASES	135,435	139,092	142,847
5700 TRANSFERS OF DIRECT COSTS	0	0	0
5800 OTHER SERV. & OPERATING EXP.	893,201	917,317	942,085
5900 COMMUNICATIONS	<u>208,156</u>	<u>213,776</u>	<u>219,548</u>
<i>TOTAL CONTRACTS</i>	1,862,205	1,912,485	1,964,122
6100 IMPROVEMENTS OF SITES	0	0	0
6170 LAND IMPROVEMENTS	0	0	0
6200 NEW BLDGS/IMPROVEMENTS	200,000	0	0
6400 NEW EQUIPMENT	77,718	79,816	81,971
6500 EQUIPMENT REPLACEMENT	<u>0</u>	<u>0</u>	<u>0</u>
<i>TOTAL EQUIPMENT</i>	277,718	79,816	81,971
7142 COMMUNITY SCHOOL/SELPA	0	0	0
7282 ALL OTHER TRANSFERS TO COUNTY	0	0	0
7310 TRANSFERS OF INDIRECT COSTS	-60,084	-61,466	-62,880
7350 TRANSFERS OF INDIRECT COSTS-INTERFUND	0	0	0
7600 TRANSFERS TO OTHER FUNDS	39,827	39,827	39,827
7649 OTHER LOAN PAYMENTS	<u>0</u>	<u>0</u>	<u>0</u>
<i>TOTAL 7000 OTHER OUTGO</i>	-20,257	-21,639	-23,053
TOTAL EXPENDITURES & TRANSFERS OUT	13,765,331	13,909,129	14,348,322

UNRESTRICTED
MULTIPLE YEAR PROJECTION SUMMARY

	<u>18/19</u>	<u>19/20</u>	<u>20/21</u>
TOTAL REVENUES	15,427,591	15,710,747	16,120,897
Other Financing Sources-Contributions to Rest.	<u>-1,792,832</u>	<u>-1,814,230</u>	<u>-1,887,933</u>
Total Revenues & Contributions	13,634,759	13,896,517	14,232,964
TOTAL EXPENSES & TRANSFERS OUT	13,765,331	13,909,129	14,348,322
TOTAL REVENUES LESS EXPENDITURES	<u>-130,572</u>	<u>-12,612</u>	<u>-115,358</u>
ESTIMATED BEGINNING BALANCE	4,333,474	4,192,902	4,170,290
LESS AMOUNT ABOVE REVENUES LESS EXP	-130,572	-12,612	-115,358
LESS REVOLVING CASH	<u>-20,000</u>	<u>-20,000</u>	<u>-20,000</u>
UNDISTRIBUTED RESERVE	4,182,902	4,160,290	4,034,932
% UNDISTRIBUTED RESERVE	30.39%	29.91%	28.12%
3% UNDISTRIBUTED RESERVE IS	500,548	505,504	520,891
AMOUNT ABOVE (-BELOW) 3%	<u>3,682,354</u>	<u>3,654,786</u>	<u>3,514,041</u>
5% UNRESTRICTED BOARD RESERVE	688,267	695,456	717,416
AMOUNT ABOVE (-BELOW) 5%	<u>3,494,635</u>	<u>3,464,834</u>	<u>3,317,516</u>
<i>Recommended Reserve: 3% plus one year LCFF Growth</i>			
LCFF Growth over prior year	883,979	260,749	400,844
Plus 3% reserve	<u>500,548</u>	<u>505,504</u>	<u>520,891</u>
Total Recommended Reserve	1,384,527	766,253	921,735
Amount Above (-Below) Recommended Reserve	<u>2,798,375</u>	<u>3,394,037</u>	<u>3,113,197</u>
% Undistributed Reserve	20.33%	24.40%	21.70%

Pierce Joint Unified School District

2018/19

AB 1200 Continued Disclosure-CTA, CSEA, Unrepresented

RESTRICTED
MULTIPLE YEAR PROJECTION - August 16, 2018

INCOME	<u>18/19</u>	<u>19/20</u>	<u>20/21</u>
<i>TOTAL FEDERAL REVENUE</i>	375,830	375,830	375,830
STATE REVENUES			
8560 LOTTERY	70,890	70,890	70,890
8590 OTHER STATE	<u>680,053</u>	<u>680,053</u>	<u>680,053</u>
<i>TOTAL STATE REVENUE</i>	750,943	750,943	750,943
OTHER LOCAL REVENUES			
8677 INTERAGENCY REVENUES	0	0	0
8699 OTHER LOCAL INCOME	0	0	0
8782 OTHER TRANSFERS FROM COUNTY	<u>0</u>	<u>0</u>	<u>0</u>
<i>TOTAL LOCAL REVENUES</i>	0	0	0
TOTAL REVENUES	1,126,773	1,126,773	1,126,773
 8980-8999 Contributions	 1,792,832	 1,814,230	 1,887,933
 EXPENDITURES			
1100 TEACHER'S SALARIES	531,322	541,948	552,787
1200 PUPIL SUPPORT SALARIES	78,813	80,389	81,997
1300 SUPERVISOR/ADMIN. SALARIES	2,000	2,040	2,081
1900 OTHER CERTIFICATED SALARIES	<u>0</u>	<u>0</u>	<u>0</u>
<i>TOTAL CERTIFICATED</i>	612,135	624,378	636,865
2100 INSTRUCTIONAL AIDES	144,490	147,380	150,327
2200 CLASSIFIED SUPPORT	120,495	122,905	125,363
2300 CLASSIFIED ADMINISTRATORS	87,114	88,856	90,633
2400 CLERICAL AND OFFICE	0	0	0
2900 OTHER CLASSIFIED SALARIES	<u>1,152</u>	<u>1,175</u>	<u>1,199</u>
<i>TOTAL CLASSIFIED</i>	353,251	360,316	367,522
<i>TOTAL SALARIES</i>	965,386	984,694	1,004,388
3100 STRS	455,797	457,627	471,442
3200 PERS	63,295	65,217	76,445
3300 SOCIAL SECURITY/MEDICARE	35,607	36,319	37,046
3400 HEALTH	102,775	102,775	102,775
3500 UNEMPLOYMENT INSURANCE	1,064	1,085	1,107
EXPENDITURES (Continued)	18/19	19/20	20/21
3600 WORKER'S COMPENSATION	<u>22,231</u>	<u>22,676</u>	<u>23,129</u>
<i>TOTAL BENEFITS</i>	680,769	685,699	711,943
4100 TEXTBOOKS	21,000	21,567	22,149
4200 OTHER BOOKS	38,410	39,447	40,512
4300 INSTRUCTIONAL SUPPLIES	92,304	94,796	97,356
4400 NON CAPITALIZED EQUIPMENT	<u>40,685</u>	<u>41,783</u>	<u>42,912</u>

<i>TOTAL BOOKS AND SUPPLIES</i>	192,399	197,594	202,929
5200 TRAVEL AND CONFERENCE	1,764	1,812	1,861
5300 DUES AND MEMBERSHIPS	0	0	0
5400 INSURANCE	0	0	0
5600 CONTRACTS, RENTS, LEASES	12,789	13,134	13,489
5700 TRANSFERS OF DIRECT COSTS	0	0	0
5800 OTHER SERV. & OPERATING EXP.	94,658	97,214	99,839
5900 COMMUNICATIONS	<u>0</u>	<u>0</u>	<u>0</u>
<i>TOTAL CONTRACTS</i>	109,211	112,160	115,188
6170 LAND IMPROVEMENTS	0	0	0
6200 NEW BLDGS/IMPROVEMENTS	0	0	0
6400 NEW EQUIPMENT	30,000	0	0
6500 EQUIPMENT REPLACEMENT	<u>0</u>	<u>0</u>	<u>0</u>
<i>TOTAL EQUIPMENT</i>	30,000	0	0
7142 COMMUNITY SCHOOL/SELPA	881,756	899,391	917,379
7282 ALL OTHER TRANSFERS TO COUNTY	0	0	0
7310 TRANSFER OF INDIRECT COSTS	60,084	61,466	62,880
7600 TRANSFERS TO OTHER FUNDS	0	0	0
7649 OTHER LOAN PAYMENTS	<u>0</u>	<u>0</u>	<u>0</u>
<i>TOTAL 7000 OTHER OUTGO</i>	941,840	960,857	980,259
TOTAL EXPENDITURES & TRANSFERS OUT	2,919,605	2,941,003	3,014,706

RESTRICTED MULTIPLE YEAR PROJECTION SUMMARY
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	18/19	19/20	20/21
TOTAL REVENUES	1,126,773	1,126,773	1,126,773
Other Financing Sources-Contributions	<u>1,792,832</u>	<u>1,814,230</u>	<u>1,887,933</u>
Total Revenues & Contributions	2,919,605	2,941,003	3,014,706
TOTAL EXPENSES & TRANSFERS OUT	2,919,605	2,941,003	3,014,706
TOTAL REVENUES LESS EXPENDITURES	0	0	0
BEGINNING BALANCE	0	0	0
LESS AMOUNT ABOVE REVENUES LESS EXP	<u>0</u>	<u>0</u>	<u>0</u>
UNDISTRIBUTED RESERVE	0	0	0

**AMENDMENT TO
EMPLOYMENT CONTRACT
BETWEEN
CAROL GEYER
and the
BOARD OF TRUSTEES OF THE
PIERCE JOINT UNIFIED SCHOOL DISTRICT
OF COLUSA COUNTY, CALIFORNIA**

This amendment alters the existing Employment Contract ("Contract") between Board of Trustees of the Pierce Joint Unified School District, hereafter referred to as ("Board" or "District"), and Carol Geyer, hereinafter referred to as ("Superintendent"), previously ratified by the Board on June 25th, 2018.

WHEREAS, other administrators in the District received a three percent (3%) increase in salary and three percent (3%) off of the salary schedule.

NOW, THEREFORE, the Board and Superintendent hereby agree as follows:

1. Section II. COMPENSATION. Pursuant to Section II., subsection B.1., the Superintendent's annual base salary shall be increased by the same percentage increase that is granted to other administrators in the District. Accordingly, Section II., subsection A. of the Contract is hereby amended, in its entirety, to read as follows:
Commencing on July 1, 2018, District shall pay Superintendent an annual base salary of One Hundred Sixty Four Thousand Ninety Two Dollars (\$164,092). Salary shall be payable on the last day of each month in installments of one-twelfth (1/12) of the annual salary rate for services rendered during the preceding month.
2. Effective Date. This Amendment shall be effective as of July 1, 2018.
3. No Other Modification. Except as amended hereby, all other terms contained in the Contract, and any amendments, extensions or addendums thereto, shall remain the same and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment to the Superintendent's Employment Contract on August 16th, 2018.

For the Board of Trustees OF THE PIERCE JOINT UNIFIED SCHOOL DISTRICT

By: _____
John Friel, Board President

By: _____
Nadine High, Board Vice President

By: _____
George Green, Board Clerk

By: _____
Amy Charter, Board Member

By: _____
Abel Gomez, Board Member

By: _____
Carol Geyer, Superintendent

Pierce Joint Unified School District
2018/19
Superintendent Salary Schedule

Annual Salary	\$164,092
Contract Days	225

Master's Degree = \$800 Stipend
Doctorate Degree = \$1,000 Stipend

Health Benefit Cap \$857.33 per month - \$10,288 Annual Cap

**TCIP Participants and Mentors
2018/19 School Year**

AES

1st Year TCIP

TCIP Teacher

Mentor

- | | |
|-----------------|------------|
| 1. Hallie Ochoa | Haley Leue |
|-----------------|------------|

AES

2nd Year TCIP

TCIP Teacher

Mentor

- | | | |
|----------------------|---------------|----------------|
| 1. Alena Anberg | Megan Hall | (One Semester) |
| 2. Katherine Moresco | Molly Conrado | |

JJH

1st Year TCIP

TCIP Teacher

Mentor

- | | |
|---------------------|----------------|
| 1. Jonah McInnis | Scott Burnum |
| 2. Kyle Teramoto | Julie Dillard |
| 3. Matthew Peterson | Jeanine Schaap |

JJH

2nd Year TCIP

TCIP Teacher

Mentor

- | | |
|-------------------|--------------------|
| 1. Christine Dyer | Amy Hannon-Korynta |
|-------------------|--------------------|

PHS

1st Year TCIP

TCIP Teacher

Mentor

PHS

2nd Year TCIP

TCIP Teacher

Mentor

- | | |
|-------------------|----------------|
| 1. Sean Gallagher | Scott Burnum |
| 2. Max Struble | Amy Kuykendall |
| 3. Nicholas Green | Amy Kuykendall |

AES Intern

Intern Teacher

Mentor


- | | | |
|------------------|-------------|----------------|
| Erica Pina-Munoz | Lisa Burnum | (One Semester) |
|------------------|-------------|----------------|

PHS Intern

Intern Teacher

Mentor

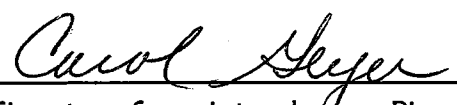
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|-------------------|-----------------|
| 1. David Coorough | Nicole Arias |
| 2. Heather Riley | Michael Richins |



7/30/18

Signature CTA President, Pierce Joint Unified School District

Date



7/30/18

Signature Superintendent, Pierce Joint Unified School District

Date



Mandate Block Grant (MBG) Application

Fiscal Year 2018–19

Contact Information

Local Educational Agency (LEA): Pierce Joint Unified
CDS Code: 06-61614-0000000
Charter Number:
Mailing Address 1: PO Box 239
Mailing Address 2:
City / State / Zip: Arbuckle / CA / 95912-0239
Phone: (530) 476-2892

Administrator Name: Mr. Carol Geyer, Superintendent
Phone: (530) 476-2892
Email: cgeyer@pierce.k12.ca.us

Secondary Contact
Name: Daena Meras, Business Manger
Phone: 530-476-2892 x 13005
Email: dmeras@pierce.k12.ca.us

Request for Funding

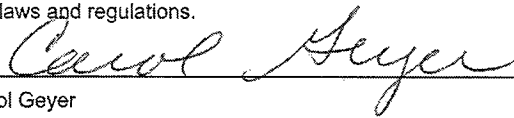
As the authorized representative of the above applicant entity I am submitting this application, which represents my letter requesting funding, for the 2018–19 Mandate Block Grant (MBG) pursuant to *Government Code (GC) Section 17581.6*. Funding apportioned for the 2018–19 MBG is specifically intended to fund the costs of the programs and activities identified in GC Section 17581.6(f). A school district or county office of education that receives MBG funding shall not be eligible to submit claims to the State Controller for reimbursement pursuant to GC Section 17560 for any costs of any state mandates identified in GC Section 17581.6(f) incurred in the same fiscal year that MBG funding is received.

Certification and Signature of Authorized Representative

I want to participate I do not want to participate

I hereby certify that to the best of my knowledge and belief, this data is true and correct and that data reported on this application have been reported in accordance with applicable laws and regulations.

* Signature: _____



* Type name of Authorized Representative:
 Carol Geyer

Date: 8/3/2018 1:50:27 PM

* It is recommended that this certification be printed, signed, and retained for the local educational agency's records.

PIERCE JOINT UNIFIED SCHOOL DISTRICT
2018/19 BUDGET REVISION
August 16, 2018
RESOLUTION #18/19-1

2018-19 Estimated Beginning Balance \$4,406,316
 Estimated Income 16,455,894
 Total Income + Beg. Balance 20,862,210

REVENUES:

Resource # and Description

0000 Unrestricted - LCFF calculation increase
 0600 Discretionary Funds: one-time
 3550 CD Perkins

<i>Current Budget</i>	<i>Revenue Revision</i>	<i>Revised Budget</i>
16,445,894	98,470	16,544,364
0	260,246	260,246
9,929	425	10,354

Revenue Revision 359,141
 Revised Revenue 16,815,035
 Revised Revenue + Beg. Balance 21,221,351

EXPENDITURES

Resource # and Description

0600 Discretionary Funds: one-time
 3550 CD Perkins

<i>Current</i>	<i>Expenditure Revision</i>	<i>Revised Expenditures</i>
0	260,246	260,246
9,929	425	10,354

Expenditure Revision 260,671
 Total Current Expenditures 16,383,055
 Revised Expenditure Budget 16,643,726

2018-19 Estimated Beginning Balance \$4,406,316
 +Total Revised Revenue 16,815,035
 Less Revised Expenditure Budget (16,643,726)
 Estimated Ending Fund Balance \$4,577,625

PASSED AND ADOPTED this 16th day of August 2018 at a meeting of the Board of Trustees of Pierce Joint Unified School District.

AYES:
 NOES:
 ABSENT:

 Carol Geyer, Superintendent

 Date

**BEFORE THE BOARD OF TRUSTEES
OF THE PIERCE JOINT UNIFIED SCHOOL DISTRICT
OF THE COUNTY OF COLUSA
STATE OF CALIFORNIA**

RESOLUTION #18/19 - 2

**Adoption of Tax Collection Schedule
for Fiscal Year 2018/19**

WHEREAS, this Board of Trustees, by Resolution previously established the Pierce Joint Unified School District Community Facilities District No. 1 and Community Facilities District No. 2, pursuant to the Mello-Roos Community Facilities Act of 1982, Government Code § 53311 et seq.;

WHEREAS, in accordance with Mello-Roos Community Facilities Act of 1982, Government Code § 53311 et seq., the Superintendent and/or his designee has submitted to this Board of Trustees the 2018/19 Tax Collection Schedule for CFD No. 1 and CFD No. 2;

NOW, THEREFORE, BE IT RESOLVED, as follows:

A. That this Board of Trustees, by adoption of this resolution, hereby adopts the Tax Collection Schedules set forth in Exhibit "A" hereto and incorporated herein by this reference.

B. The Superintendent or his Designee is directed to file the Tax Collection Schedule with the County Auditor prior to September 14th;

Passed and Adopted this 16th day of August, 2018, by the following vote of the Board of Trustees to wit:

AYES:

NAYS:

ABSENT:

ATTEST:

President of the Board of
Trustees

Clerk of the Board of Trustee

2018/19 56528 Pierce Joint Unified School District CFD 1 and 2
Exhibit "A"

<u>Owner</u>	<u>Assessment</u>	<u>Charge</u>	<u>DC Fee</u>	<u>Levy</u>
Ambriz, Jose & Erica	020181007000	\$180.00	\$1.00	\$181.00

PIERCE JOINT UNIFIED SCHOOL DISTRICT
Resolution # 18/19-3

Professional Legal Services Recommendation

WHEREAS, the District has a continuing need for professional legal services; and

WHEREAS, the District evaluated and screened proposals and interviewed three law firms with attention to the firms' backgrounds, qualifications, experience, references, costs, and billing methods; and

NOW, THEREFORE, BE IT RESOLVED, that it is the recommendation of the interview panel that the District contract with Lozano Smith for legal services;

PASSED AND ADOPTED by the following vote of the members of the Governing Board of the Pierce Joint Unified School District, Colusa County, State of California, this 16th day of August, 2018.

AYES:

NOES:

ABSENT:

ABSTAIN:

Carol Geyer,
Superintendent/Secretary Governing Board,
Pierce Joint Unified School District
Colusa County, State of California

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT is effective July 1, 2018, between the PIERCE JOINT UNIFIED SCHOOL DISTRICT (“Client”) and the law firm of LOZANO SMITH, LLP (“Attorney”) (each a “Party” and collectively the “Parties”). Attorney shall provide legal services as requested by Client on the following terms and conditions:

1. **ENGAGEMENT.** Client hires Attorney as its legal counsel with respect to matters the Client refers to Attorney. Attorney shall provide legal services to represent Client in such matters, keep Client informed of significant developments and respond to Client’s inquiries regarding those matters. Client understands that Attorney cannot guarantee any particular results, including the costs and expenses of representation. Client agrees to be forthcoming with Attorney, to cooperate with Attorney in protecting Client’s interests, to keep Attorney fully informed of developments material to Attorney’s representation of client, and to abide by this Agreement. Client is hereby advised of the right to seek independent legal advice regarding this Agreement.
2. **RATES TO BE CHARGED.** Client agrees to pay Attorney for services rendered based on the attached rate schedule. Agreements for legal fees on other-than-an-hourly basis may be made by mutual agreement for special projects (including as set forth in future addenda to this Agreement).
3. **REIMBURSEMENT.** Client agrees to reimburse Attorney for actual and necessary expenses and costs incurred in the course of providing legal services to Client, including but not limited to expert, consultant, mediation and arbitration fees. Attorney shall not be required to advance costs on behalf of Client over the amount of \$1,000 unless otherwise agreed to in writing by Attorney. Typical expenses advanced for Client, without prior authorization, include messenger fees, witness fees, expedited delivery charges, travel expenses, court reporter fees and transcript fees. Client authorizes Attorney to retain experts or consultants to perform services for Client in relation to litigation or Specialized Services.
4. **MONTHLY INVOICES.** Attorney shall send Client a statement for fees and costs incurred every calendar month (the “Statement”). Statements shall set forth the amount, rate and description of services provided. Client shall pay Attorney’s Statements within thirty (30) calendar days after receipt. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) calendar days past due, not to exceed 10% per annum.
5. **COMMUNICATIONS BETWEEN ATTORNEY AND CLIENT.** The Parties recognize that all legal advice provided by Attorney is protected by the Attorney-Client and Work Product Privileges. In addition to regular telephone, mail and other common business communication methods, Client hereby authorizes Attorney to use facsimile transmissions, cellular telephone calls and text, unencrypted email, and other electronic transmissions in communicating with

Client. Unless otherwise instructed by Client, any such communications may include confidential information.

6. **POTENTIAL AND ACTUAL CONFLICTS OF INTEREST.** If Attorney becomes aware of any potential or actual conflict of interest between Client and one or more other clients represented by Attorney, Attorney will comply with applicable laws and rules of professional conduct.

7. **INDEPENDENT CONTRACTOR.** Attorney is an independent contractor and not an employee of Client.

8. **TERMINATION.**

a. Termination by Client. Client may discharge Attorney at any time, with or without cause, by written notice to Attorney.

b. Termination by Mutual Consent or by Attorney. Attorney may terminate its services at any time with Client's consent or for good cause. Good cause exists if (a) Client fails to pay Attorney's Statement within sixty (60) calendar days of its date, (b) Client fails to comply with other terms of this Agreement, including Client's duty to cooperate with Attorney in protecting Client's interests, (c) Client has failed to disclose material facts to Attorney or (d) any other circumstance exists that requires termination of this engagement under the ethical rules applicable to Attorney. Additionally, to the extent allowed by law, Attorney may decline to provide services on new matters or may terminate the Agreement without cause upon written notice to Client if Attorney is not then providing any legal services to Client.

c. Following Termination. Upon termination by either Party: (i) Client shall promptly pay all unpaid fees and costs for services provided or costs incurred pursuant to this Agreement up to the date of termination; (ii) unless otherwise required by law or agreed to by the Parties, Attorney will provide no legal services following notice of termination; (iii) Client will cooperate with Attorney in facilitating the orderly transfer of any outstanding matters to new counsel, including promptly signing a substitution of counsel form at Attorney's request; and (iv) Client shall, upon request, be provided the Client's file maintained for the Client by Attorney and shall sign acknowledgment of receipt upon delivery of that file. For all Statements received by Client from Attorney prior to the date of termination, Client's failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services as shown in the Statement within thirty (30) calendar days of the date of termination shall be deemed Client's acceptance of and agreement with the Statement. For any billing appearing for the first time on a Statement received by Client from Attorney after the date of termination, failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services within thirty (30) calendar days from receipt of the Statement shall be deemed to signify Client's acceptance of and agreement with the Statement.

9. MAINTENANCE OF INSURANCE. Attorney agrees that, during the term of this Agreement, Attorney shall maintain liability and errors and omissions insurance.

10. CONSULTANT SERVICES. Attorney works with professional consultants that provide services, including but not limited to investigations, public relations, educational consulting, leadership mentoring and development, financial, budgeting, management auditing, board/superintendent relations, administrator evaluation and best practices, and intergovernmental relations. Attorney does not share its legal fees with such consultants. Attorney may offer these services to Client upon request.

11. DISPUTE RESOLUTION.

a. Mediation. Except as otherwise set forth in this section, Client and Attorney agree to make a good faith effort to settle any dispute or claim that arises under this Agreement through discussions and negotiations and in compliance with applicable law. In the event of a claim or dispute, either Party may request, in writing to the other Party, to refer the dispute to mediation. This request shall be made within thirty (30) calendar days of the action giving rise to the dispute. Upon receipt of a request for mediation, both Parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. The mediator's fee shall be shared equally between Client and Attorney. Each Party shall bear its own attorney fees and costs. Whenever possible, any mediator selected shall have expertise in the area of the dispute and any selected mediator must be knowledgeable regarding the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, is non-binding on the Parties. Mediation pursuant to this provision shall be private and confidential. Only the Parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both Parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1115, et seq., and shall sign an agreement to that effect. Completion of mediation shall be a condition precedent to arbitration, unless the other Party refuses to cooperate in the setting of mediation.

b. Dispute Regarding Fees. Any dispute as to attorney fees and/or costs charged under this Agreement shall to the extent required by law be resolved under the California Mandatory Fee Arbitration Act (Bus. & Prof. Code §§ 6200, et seq.).

c. Binding Arbitration. Except as otherwise set forth in section (b) above, Client and Attorney agree to submit all disputes to final and binding arbitration, either following mediation which fails to resolve all disputes or in lieu of mediation as may be agreed by the Parties in writing. Either Party may make a written request to the other for arbitration. If made in lieu of mediation, the request must be made within sixty (60) calendar days of the action giving rise to the dispute. If the request for arbitration is made following an unsuccessful attempt to mediate the Parties' disputes, the request must be made within ten (10) calendar days of termination of the mediation. The Parties shall

make a good faith attempt to select an arbitrator and complete the arbitration within ninety (90) calendar days. If there is no agreement on an arbitrator, the Parties shall use the Judicial Arbitration and Mediation Service (JAMS). The arbitrator's qualifications must meet the criteria set forth above for a mediator, except, in addition, the arbitrator shall be an attorney unless otherwise agreed by the Parties. The arbitrator's fee shall be shared equally by both Parties. Each Party shall bear its own attorney fees and other costs. The arbitrator shall render a written decision and provide it to both Parties. The arbitrator may award any remedy or relief otherwise available in court and the decision shall set forth the reasons for the award. The arbitrator shall not have any authority to amend or modify this agreement. Any arbitration conducted pursuant to this paragraph shall be governed by California Code of Civil Procedure sections 1281, et seq. By signing this Agreement, Client acknowledges that this agreement to arbitrate results in a waiver of Client's right to a court or jury trial for any fee dispute or malpractice claim. This also means that Client is giving up Client's right to discovery and appeal. If Client later refuses to submit to arbitration after agreeing to do so, Client maybe ordered to arbitrate pursuant to the provisions of California law. Client acknowledges that before signing this Agreement and agreeing to binding arbitration, Client is entitled, and has been given a reasonable opportunity, to seek the advice of independent counsel.

d. Effect of Termination. The terms of this section shall survive the termination of the Agreement.

12. **ENTIRE AGREEMENT.** This Agreement with its exhibit supersedes any and all other prior or contemporaneous oral or written agreements between the Parties. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by all Parties hereto.

13. **SEVERABILITY.** Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, but the remainder of the Agreement can be enforced without failure of material consideration to any Party, then this Agreement shall not be affected and it shall remain in full force and effect, unless amended or modified by mutual consent of the Parties; provided, however, that if the invalidity or unenforceability of any provision of this Agreement results in a material failure of consideration, then, to the extent allowed by law, the Party adversely affected thereby shall have the right in its sole discretion to terminate this Agreement upon providing written notice of such termination to the other Party.



14. **NON-WAIVER.** None of the provisions of this Agreement shall be considered waived by either Party unless such waiver is specified in writing.

15. **NO THIRD PARTY RIGHTS.** This Agreement shall not create any rights in, or inure to the benefit of, any third party.

16. ASSIGNMENT. The terms of this Agreement may not be assigned to any third party. Neither Party may assign any right of recovery under or related to the Agreement to any third party.

SO AGREED:

PIERCE JOINT UNIFIED SCHOOL DISTRICT LOZANO SMITH, LLP

 _____ Carol Geyer Superintendent	<u>8/8/18</u> Date	 _____ Karen M. Rezendes Managing Partner	<u>August 6, 2018</u> Date
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PROFESSIONAL RATE SCHEDULE
 FOR PIERCE JOINT UNIFIED SCHOOL DISTRICT
(Effective July 1, 2018)

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate*:

Partner** / Senior Counsel / Of Counsel	\$ 275 - \$ 300 per hour
Associate	\$ 215 - \$ 275 per hour
Paralegal / Law Clerk	\$ 135 - \$ 155 per hour
Consultant	\$ 135 - \$ 195 per hour

* Rates for individual attorneys within each category above vary based upon years of experience. Specific rates for each attorney are available upon request.

** Rates for work performed by Senior Partners with 20 years of experience or more may range from \$300 - \$350 per hour.

2. BILLING PRACTICE

Lozano Smith will provide a monthly, itemized Statement for services rendered. Time billed is broken into 1/10 (.10) hour increments, allowing for maximum efficiency in the use of attorney time. Invoices will clearly indicate the department or individuals for whom services were rendered.

Written responses to audit letter inquiries will be charged to Client on an hourly basis, with the minimum charge for such responses equaling .5 hours. Travel time shall be prorated if the assigned attorney travels for two or more clients on the same trip.

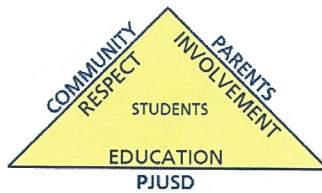
3. COSTS AND EXPENSES

In-office copying/electronic communication printing	\$ 0.25 per page
Facsimile	\$ 0.25 per page
Postage	Actual Usage
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

**Pierce Joint Unified School District
2018/19 Fall Coaches Certification**

Name	Sport	Level	Position	All Human Resource Paperwork Turned in & approved to begin assignment	CIF Requirements Cleared	Fingerprints	Two years- Expiration Date		Cardiac Arrest	Concussion Course	Coaching Course	PAF OR REPEAT	Application	Safeschool Videos	
							CPRA/AED	First Aid						One-time Completion Date	Mandated Reporter
Tapia, Anthony	Football	Varsity	Head Coach	yes	Yes-MB	yes	5/6/2019	5/6/2019	6/9/2019	6/14/2019	12/2/2010	PAF	Yes	8/6/2018	8/6/2018
Tapia, Chris	Football	Varsity	Assistant	yes	Yes-MB	yes	3/30/2019	3/30/2019	7/11/2019	7/11/2019	8/11/2014	REPEAT	Yes	8/7/2018	8/6/2018
Travis, Kim	Volleyball	Varsity	Head Coach	yes	Yes-MB	yes	7/11/2019	7/11/2019	6/12/2019	7/30/2019	7/6/2011	REPEAT	Yes	7/27/2018	7/27/2018
Crandall, Alison (Ornbaun)	Volleyball	FS	Head Coach	yes	Yes-MB	yes	7/11/2019	7/11/2019	8/8/2019	8/8/2019	11/8/2016	PAF	Yes	7/26/2018	7/26/2018
VanLaningham, Luke	Football	FS	Head Coach	yes	Yes-MB	yes	7/11/2019	7/11/2019	7/28/2019	7/28/2019	7/28/2017	REPEAT	Yes	8/8/2018	8/8/2018
Gallagher, Sean	Football	FS	Assistant	yes	Yes-MB	yes	7/11/2019	7/11/2019	7/24/2019	7/24/2019	7/24/2017	REPEAT	Yes	8/8/2018	8/6/2018
Struble, Max	Football	FS	Assistant	yes	Yes-MB	yes	5/1/2019	5/1/2019	7/28/2019	7/28/2019	7/28/2017	REPEAT	Yes	8/9/2018	8/9/2018
Corona, Merced	Cross Country	Varsity	Head Coach	yes	Yes-MB	yes	9/3/2018	9/3/2018	8/6/2019	8/10/2020	12/20/2008	REPEAT	Yes	8/3/2018	8/3/2018
Solorio-Lopez, Alejandra	Cheerleading	Varsity	Head Coach	yes	Yes-MB	yes	5/22/2019	5/22/2019	7/28/2019	7/27/2019	5/27/2017	REPEAT	Yes	8/7/2018	8/7/2018
Mattos, Kevin	Football	Varsity	Assistant	yes	Yes-MB	yes	7/20/2019	7/20/2019	7/25/2019	7/25/2019	7/24/2017	PAF	Yes	8/6/2018	8/6/2018



PIERCE JOINT UNIFIED SCHOOL DISTRICT

Distribution to:

- OWNER**
- ARCHITECT**
- CONTRACTOR**

PROJECT: Pierce Joint Unified SD
Arbuckle ES
Site Work Package Inc.1

CHANGE ORDER NO: 001
DATE: August 16, 2018

TO: McCuen Construction
3269 Swetzer Road
Loomis, CA 95650

PROJECT NO:
FILE #: 06-18
CONTRACT FOR:
CONTRACT DATE: 5/7/2018

PN #: AES-01
DSA APPL #: 02-116802

You are directed to make the following changes in this Contract:

Refer to attached Listing; PCO No. 05 – Change of UG Pull Box Lid type, PCO No. 06 – Provide Final Elect. Connections to Bldgs 27, 28 & 29, PCO No. 07 – Omit Irrigation Connection & Change location for BFP, PCO No. 08 – Remove Existing OH Phone Wires, PCO No. 09 – Remove Elect. Meter Panel Bldg. 29, PCO No. 10 – Remove & Replace Additional Side Walk for ADA Compliance, PCO No. 11R1 – Provide Additional Grading at Fire Lane ADA POT, PCO No. 12 – Provide Additional Fire Hydrant at 7th & King for Local Fire Authority, PCO NO. 13 – Omit Sidewalk at Playground, PCO No. 14 – Provide Additional Concrete Slab at Bldg. D, PCO No. 015 – Omit Sidewalk along North Side of Future Bldg., PCO No. 17 – Provide Additional Heat Detectors Bldg. 28, PCO No. 16R1 – Provide Additional AC Paving and Subgrade Work at Fire Lane Approach, PCO No. 18 – Provide Low Voltage Pathway for Data Between Bldgs., PCO No. 19 – Install Pipe Bollards around PG&E Transformer, PCO No. 20 – Provide Change Devices per DSA approved Drawings vs. Bid Set Drawings, PCO No. 21 – Delete Requirements to re-install playground equipment, PCO No. 22 – Install Plastic Barriers at Portables, PCO No. 23 – Modify Existing Ramp at Bldg. 24.

Not valid until signed by both the Owner and Contractor.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum.....	\$	710,000.00
Net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	710,000.00
The Contract Sum will be increased by this Change Order.....	\$	36,877.27
The new Contract Sum including this Change Order will be.....	\$	746,518.32
The Contract Time will be changed by [0] Days.		
The Date of Completion as of the date of this Change Order remains unchanged:		August 1, 2018

ARCHITECT
CA+ SA Architecture
Trent Sommers

CONTRACTOR
McCuen Construction, Inc.
Trenton McCuen, President

Authorized:
OWNER
Pierce Joint Unified SD
Daena Meras,
Chief Business Official

By _____

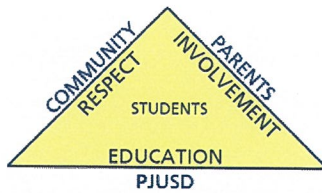
By _____

By _____

Date _____

Date _____

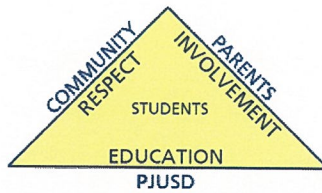
Date _____



PIERCE JOINT UNIFIED SCHOOL DISTRICT

SCOPE OF WORK

<u>ITEM PCO No. 5:</u> AES Site	Change UG Utility Box Cover lids from Traffic Rated to typical concrete grade
<u>Justification:</u>	Cost Saving Measure/Fiscal Prudence
<u>Requested by:</u>	Owner
<u>ITEM PCO No. 6:</u> AES Site	Provide Final Electrical Service connections to Bldgs. 27, 28 & 29
<u>Justification:</u>	Power connection needed after new PG&E Service
<u>Requested by:</u>	Design/Owner
<u>ITEM PCO No. 7:</u> AES Site	Omit Irrigation Connection to Field, Change location of Back Flow Preventor.
<u>Justification:</u>	Differing Site Conditions
<u>Requested by:</u>	Contractor
<u>ITEM PCO No. 8:</u> AES Site	Remove existing OH phone lines from Bldgs.
<u>Justification:</u>	Not Shown on Design Drawings
<u>Requested by:</u>	Contractor
<u>ITEM PCO No. 9:</u> AES Site	Remove Existing Electrical Meter Service Boxes and Piping.
<u>Justification:</u>	Not Shown on Design Drawings
<u>Requested by:</u>	Contractor
<u>ITEM PCO No. 10:</u> AES Site	Provide all labor and equipment to Remove and Replace Existing Sidewalk not ADA Compliant
<u>Justification:</u>	Differing Site Condition
<u>Requested by:</u>	DSA/Owner
<u>ITEM PCO No. 11R1:</u> AES Site	Provide all labor and materials to modify Fire Lane to become the ADA Path of Travel.
<u>Justification:</u>	Differing Site Conditions
<u>Requested by:</u>	District



PIERCE JOINT UNIFIED SCHOOL DISTRICT

ITEM PCO No 12.

AES Site

Justification:

Requested by:

Provide Additional Fire Hydrant at King & 7th Street

Local Fire Authority Request (Plan Approval for Inc. 2)

Local Fire Authority

ITEM PCO No. 13:

AES Site

Justification:

Requested by:

Omit Sidewalk at Playground Area

Constructability for Inc. 2 (Deferral of Scope)

District

ITEM PCO No. 14 :

AES Site

Justification:

ITEM PCO No 15.

AES Site

Justification:

Requested by:

Provide New 8' x 30' Concrete Slab for better use of Staff

AES Site Request

Omit Sidewalk along the North Side of Future Bldg.

Constructability for Inc. 2 (Deferral of Scope)

District

ITEM PCO No. 16R1:

AES Site

Justification:

Requested by:

Provide Additional Subgrade and AC Paving at Fire Lane Approach

Design Error/Omission

Contractor

ITEM PCO No. 17 :

AES Site

Justification:

Requested by:

Provide Additional Fire Alarm Detectors Bldg. 28

Design Error/Omission

DSA/Code

ITEM PCO No. 18 :

AES Site

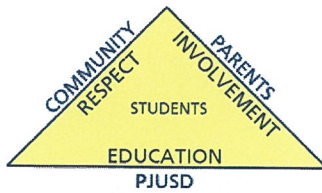
Justification:

Requested by:

Provide Low Voltage Pathway for Data

Design Error/Omission

Contractor



PIERCE JOINT UNIFIED SCHOOL DISTRICT

ITEM PCO No. 19 :
AES Site

Provide 9 4” Dia. Pipe Bollards around new PG&E Transformer and Main Electrical Switch Board.

Justification:

Design Omission/PG&E Standards

Requested by:

Contractor/PG&E

ITEM PCO No. 20 :
AES Site

Provide Fire Alarm Devices and Changes required per Approved DSA Drawings vs Bid Set Drawings

Justification:

DSA Plan Check Modified Actual Bid Set Types and Counts

Requested by:

DSA/Code

ITEM PCO No. 21:
AES Site

Delete Requirements to re-install existing play equipment.

Justification:

Code/Risk Management

Requested by:

Contractor

ITEM PCO No. 22:
AES Site

Install Plastic Barrier at Portables at Track

Justification:

Safety Concerns

Requested by:

District

ITEM PCO No. 23:
AES Site

Provide Modifications to Existing Ramp at Bldg. 24

Justification:

Differing Site Conditions

Requested by:

District

End of Change Order 001

2018/19 Ag Advisory Committee

Terms To Be Determined

Ag Mechanics:

Kurt Amsler
Matt Sweet

Ornamental Horticulture:

Carole Cain
Analee Lauwerjissen

Ag Science:

Todd Hartill
Jimmy Manhart

Ag Construction:

Vacant
Vacant

School Farm:

Todd Miller
Jeff Charter

Ag Business:

Kyle McCullough

Pierce Joint Unified School District
540-A 6th Street Arbuckle, CA 95912
(530) 476-2892 * FAX (530) 476-2289
Thursday, July 19, 2018 6:00 pm
Pierce Joint Unified School District
Technology Building
940A Wildwood Rd, Arbuckle CA 95912
Regular Board Meeting Minutes

Governing Board:

John Friel, President

Nadine High, Vice President

George Green, Board Clerk

Amy Charter, Member

Abel Gomez, Member

1. CALL TO ORDER

President John Friel called the meeting to order at 6:00 p.m.

Members Present: Nadine High, John Friel, George Green, Amy Charter, and Abel Gomez.

Absent: None

Others Present: Dave Vujovich, Jessica Geierman, Daena Meras, George Parker, Carol Geyer, and Melanie Brackett

Nadine High led the *Pledge of Allegiance*

A. *Pledge of Allegiance*

A motion was made by Ms. High and seconded by Ms. Charter to add item #14A: Board Policy Second Reading to the agenda approve the agenda. Voting Aye: Ms. High, Mr. Gomez, Mr. Green, Ms. Charter, and Mr. Friel. Voting No: None. Absent: None.

2. APPROVAL OF AGENDA

No one spoke at this time.

3. HEARING OF THE PUBLIC

(Speakers will be given three (3) minutes to speak with a twenty (20) minute limit per topic)

4. PRINCIPAL'S REPORTS

A. Arbuckle Elementary School/Grand Island Elementary School

B. Lloyd G. Johnson Junior High School

C. Pierce High School/Arbuckle Alternative High School

In Summer Shadley's absence, Mrs. Geyer read the following report: It's been a busy summer at AES with all the moves and preparing for the construction of the new classroom facility. The project appears to be on schedule and we look to have teachers back in their rooms on August 1st. Parent letters will go out to both AES and GI parents on July 23rd when the secretaries come back. The summer library program is underway. We are offering pool passes and a pizza party at the start of school as an incentive to continue reading over the summer. July 11th our new Custodian/Groundswoker/Bus Driver started and we are excited to start the new year with him. I have spent the summer reading Mathematical Mindsets and look forward to incorporating its

content into my weekly rev-ups. AES office will open July 23rd and GI will open July 31st.

Jessica Geierman started off by thanking the Board for hiring her as Principal at Lloyd G. Johnson Junior High School. She is very excited to be in our district and about the opportunities that are going to arise at JJH. She is looking forward to working with the new high school principal and has already started talking with him regarding making a smooth transition from junior high to high school. Tim started at JJH as the full-time Custodian/Groundsworker/Bus Driver and it is going great. He has been really helpful in getting things set up for the start of the school year. There are so far five (5) new teachers at JJH. One more teacher needs to be hired. The school looks beautiful and everything is ready to go for the first day of school. Ms. Charter asked if the remaining vacancy is for P.E. Mrs. Geierman responded yes. Mrs. Geyer added that the position is being advertised until filled. She has also reached out to contacts at Sacramento State and Chico State to let them know of our opening.

Dave Vujovich introduced himself as the new Principal at Pierce High School. He thanked the Board for being welcoming and receptive. He stated that it has been both an honor and a pleasure to begin working in this great community. Next week will be extremely busy with the finishing of the new multi-purpose room and the finishing up of the deep cleaning. It's been great to watch the team-work of all of the different crews that are working to get PHS ready for students. He shared that he has not met all of the teachers yet but will get a letter out to all staff next week when Mary returns from vacation. Three teaching positions were open at PHS and two of them have been filled. He thanked all of the people who volunteered to be on the interview committees. He reported that an applicant has applied for the music teacher position. The math department has a lot of work to do. The team will gather next Thursday to start planning and look at fresh data to create a long term plan for the math department. The math teachers will attend professional development the week of July 30th. Dave attended the second CTE facilities grant meeting last night and is looking forward to the next meeting in about 2 weeks. Parent letters will go out on the same day as the staff letters. Fall sports will officially start on July 30th.

George Parker welcomed the two new principals and let them know they would be included in operational meetings soon so they will know what is happening facility wise at each of their sites. George reported on the summer cleaning crew. He outlined the

5. REPORTS:

A. Facility Report

changes he made in the summer cleaning schedule which included team work skills. He reported that with the changes the crew worked better, were happier in their jobs, and took pride in cleaning “their” site. He sees a different energy in the employees. On the construction side George spoke about the projects happening throughout the district. He outlined the progress at Arbuckle Elementary. All of the underground work has been completed and sidewalks have been poured for the temporary portable location. Staff will be able to move into the portables before the start of the school year. Cleaning is complete at Arbuckle Elementary, Johnson Junior High School, and most of Pierce High School. He held a very productive meeting with the cleaning staff to establish expectations on both sides. He is really proud of the team they have built. DSA plans have been submitted for the new classroom building at AES. Comments from DSA have been received and returned and final approval should come in about 4 weeks. He reported that the architect believes we are on track with the budget. George then outlined the progress at Pierce High School. He reported that there are some issues with the floor in the new multi-purpose room, but they are being dealt with. The kitchen staff has already moved in equipment and supplies, the bathrooms have all been stocked and the employees are very excited to use their new facility. New data connections have been added increasing our data capacity tenfold. He explained the different ways that technology can be used in the new expansion. George outlined the weight room project and gave a brief update on the progress of that project. He attended the facility CTE grant meeting last night. It was well attended and the energy was high. There will be back to back meetings in August to make sure the grant is ready for submittal in October.

B. Raptor Technology Implementation

Mrs. Geyer outlined the new safety application that the district will be utilizing for the 2018/19 school year. There are two programs that the district will be using through the Raptor application. One of the programs is a visitor system. There will be a sign-in portal at each school office. Campus visitors and volunteers will be asked to submit their identification for scanning and to print a name tag for the visitor/volunteer. Once visitors/volunteers are in the system, they do not need to have their identification scanned again. The scanning will ensure that no one with a criminal background has access to our schools. Mrs. Geyer reported that this system will let the sites know exactly who is on the campuses. The other part of the application is an emergency notification system. The application will be on each staff member’s phones which will allow the site principal to alert all staff members of an emergency. The application will also allow

teachers to immediately take roll and know which students were absent on that day. The program also has a reunification system which will allow parents to be notified if students need to be taken off site due to an emergency. The entire district will get a chance to upload the application at the district breakfast. District emergency Wi-Fi will be available to staff to run this application. Mrs. Charter asked if this will apply to all staff. Mrs. Geyer responded that yes, all employees with a smart phone will have the app. Mrs. Geyer also reported on the new radios that bus drivers will be receiving to ensure proper communication between the district and bus drivers. The radios would allow the district to communicate with all bus drivers at the same time in case of an emergency.

The Board conducted their 2017/18 Board Self Evaluation. The Board agreed that they all believe they are doing a good job but can always improve and continue learning.

A motion was made by Mr. Gomez and seconded by Mr. Green to approve the Board Declaration of Surplus Textbooks - PHS. Voting Aye: Ms. High, Mr. Gomez, Mr. Green, Ms. Charter, and Mr. Friel. Voting No: None. Absent: None.

George Parker explained the change order to the Board. A motion was made by Ms. Charter and seconded by Mr. Gomez to approve Change Order No. 4 – Pierce High School Multi-Purpose Room. Voting Aye: Ms. High, Mr. Gomez, Mr. Green, Ms. Charter, and Mr. Friel. Voting No: None. Absent: None.

George Parker gave a brief outline of the amendment. A motion was made by Ms. High and seconded by Mr. Gomez to approve the Architect Services Agreement Amendment No. 2 – Arbuckle Elementary School Classroom Addition and Portable Relocation Project. Voting Aye: Ms. High, Mr. Gomez, Mr. Green, Ms. Charter, and Mr. Friel. Voting No: None. Absent: None.

A motion was made by Ms. Charter and seconded by Ms. High to approve the CEQA Notice of Exemption – Arbuckle Elementary New Classrooms. Voting Aye: Ms. High, Mr. Gomez, Mr.

6. 2017/18 Board Self Evaluation

7. Consider and approve Board Declaration of Surplus Textbooks - PHS

8. Consider and approve Change Order No. 4 – Pierce High School Multi-Purpose Room

9. Consider and approve Architect Services Agreement Amendment No. 2 – Arbuckle Elementary School Classroom Addition and Portable Relocation Project

10. Consider and approve CEQA Notice of Exemption – Arbuckle Elementary New Classrooms

Green, Ms. Charter, and Mr. Friel. Voting No: None. Absent: None.

A motion was made by Ms. High and seconded by Ms. Charter to approve the Notice of Completion for Roof Repair Project at Arbuckle Elementary School, Lloyd G. Johnson Junior High School, and Pierce High School. Voting Aye: Ms. High, Mr. Gomez, Mr. Green, Ms. Charter, and Mr. Friel. Voting No: None. Absent: None.

A motion was made by Ms. Charter and seconded by Ms. High to approve the Notice of Completion for Window Replacement in North Gym at Pierce High School. Voting Aye: Ms. High, Mr. Gomez, Mr. Green, Ms. Charter, and Mr. Friel. Voting No: None. Absent: None.

George Parker gave an outline of the work that Terracon will be doing at Pierce High School. A motion was made by Mr. Gomez and seconded by Mr. Green to approve the Professional Services Contract between Pierce Joint Unified School District and Terracon for New Athletic Field Bleachers at Pierce High School. Voting Aye: Ms. High, Mr. Gomez, Mr. Green, Ms. Charter, and Mr. Friel. Voting No: None. Absent: None.

11. Consider and approve **Notice of Completion for Roof Repair Project at Arbuckle Elementary School, Lloyd G. Johnson Junior High School, and Pierce High School**

12. Consider and approve **Notice of Completion for Window Replacement in North Gym at Pierce High School**

13. Consider and approve **Professional Services Contract between Pierce Joint Unified School District and Terracon for New Athletic Field Bleachers at Pierce High School**

14. Consider and approve **Consent Agenda:**

- A. Minutes of June 21, 2018 Regular Board Meeting
- B. Minutes of June 25, 2018 Regular Board Meeting
- C. Minutes of June 13, 2018 Special Board Meeting
- D. Warrant List for June 2018
- E. Interdistrict Transfers:
 - 1. Transferring **IN** for the **2018/19** School Year:
 - a. Seven (7) Students from Williams CA (continuing)
 - 2. Transferring **OUT** for the **2018/19** School Year:

- a. One (1) Student to Elverta CA (new)
 - b. One (1) Student to Esparto CA (new)
- F. Donations:
- 1. Susan Richter – GI in Memory of Keith Williams
 - 2. Patricia Hamilton - GI in Memory of Keith Williams
 - 3. Joseph and Cath Marsh - GI in Memory of Keith Williams
 - 4. Michael Kley – PHS Athletic Department
 - 5. Rojelio Dance Academy – AES:
 - a. Ciro and Olivia Ordaz
 - b. Colusa Indian Community Council
 - c. Colusa Rotary Club
 - d. Martin’s Dusters Inc.
 - e. Colusa Dairy

A motion was made by Ms. Charter and seconded by Ms. High to approve the Consent Agenda. Voting Aye: Ms. High, Mr. Gomez, Mr. Green, Ms. Charter, and Mr. Friel. Voting No: None. Absent: None.

- 14A. BOARD POLICIES:
A. SECOND READING:
1. AR 3542 – School Bus Drivers

A motion was made by Ms. High and seconded by Mr. Gomez to approve the Second Reading Board Policies. Voting Aye: Ms. High, Mr. Gomez, Mr. Green, Ms. Charter, and Mr. Friel. Voting No: None. Absent: None.

15. Items to be adgendized for next regular meeting

Legal Counsel Agreement
Coaching Certification
Budget Revision
TCIP Providers/Participants Update

16. Superintendent’s Report

Mrs. Geyer reported that she is excited to have the two new principals in our district. They were able to join the rest of the admin team for a training on the new walk-through system they will be using. The day was spent talking about instructional strategies and coming together as a team. There will be an all-day planning day on August 1st. Mrs. Geyer thanked George Parker for all of his help with the custodial staff. He is building great teams and the district has never been this far ahead with summer cleaning. She further stated that Mr. Parker works to build these teams and works to build peoples’ capacity. He is an awesome model for the staff and she appreciates all he does for

our district. Mrs. Geyer signed a letter of support for Gear Up Program out of UC Davis. If the district receives the grant it will provide a counselor that will be working at Lloyd G. Johnson Junior High with 6th and 7th graders on college and career readiness. It is a seven (7) year grant in which the counselor will follow the students until graduation. Mrs. Geyer gave copies of the letter that went out to employees inviting them to the Annual District Breakfast. She reported that the speaker for the district breakfast will be talking about trauma and understanding students. She invited the Board to stay and listen to the speaker who works for Colusa County Office of Education and Special Education. She also gave copies of the Multi-Purpose Room Open House invitation to the Board so they could hand them out to community members. Mrs. Geyer reported that Stacie Velazquez has been an incredible find for our district. She's got passion, energy and drive, and has been a great addition. She has good vision and works well with our team. There was a forklift training yesterday put on by Keenan to certify employees who operate a fork lift. The Electric Bus Program Grant is being reviewed to make sure it is complete for submission. There are two grant cycles for the grant. A meeting with an electric bus vendor was held to gain information on the electric bus. The part-time bus driver is ready to begin behind-the-wheel training. The new bus driver at AES is currently working on his 20 hours of training with Bill and will be working on taking his test. The district nurse signed her acceptance offer today. Mrs. Geyer explained the new transportation schedule for Grand Island and let the Board know that Manual would be doing the grounds at Grand Island. She reported that the district has purchased shirts for all of the bus drivers and Stacie will continue purchasing shirts for the kitchen staff.

No report was given.

17. Board President's Report

18. CLOSED SESSION:

A. PUBLIC EMPLOYMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:

Certification	Position	Status
Classified	Part-Time Bus Driver - District	Hiring
Classified	Campus Supervisor - PHS	Hiring
Certificated	Custodian/ Groundsworker/ Bus Driver - AES	Hiring

B. CONFERENCE WITH LABOR NEGOTIATOR: Pursuant to Government Code sec. 54957.6, the Board will meet in CLOSED SESSION to give direction to Agency Negotiator, Carol Geyer, regarding negotiations with PJUEA (Pierce Joint Unified Educators Association), CSEA (California School Employees Association), and unrepresented groups

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION PURSUANT TO PARAGRAPH (2) OR (3) OF SUBDIVISION (D) OF GOVERNMENT CODE 54956.9: One Case

The Board went into CLOSED SESSION at 7:22 p.m.

- 32. OPEN SESSION
 - A. Report Action Taken in CLOSED SESSION

The Board reconvened at 7:48 p.m. and reported action taken on the following:

- A. PUBLIC EMPLOYMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:
A motion was made by Mr. Green and seconded by Ms. Charter to approve the PUBLIC EMPLOYMENT. Voting Aye: Ms. High, Mr. Gomez, Mr. Green, Ms. Charter, and Mr. Friel. Voting No: None. Absent: None.

Certification	Position	Status
Classified	Part-Time Bus Driver - District	Hiring
Classified	Campus Supervisor - PHS	Hiring
Certificated	Custodian/ Groundswoker/ Bus Driver - AES	Hiring

- B. CONFERENCE WITH LABOR NEGOTIATOR: Pursuant to Government Code sec. 54957.6, the Board will meet in CLOSED SESSION to give direction to Agency Negotiator, Carol Geyer, regarding negotiations with PJUEA (Pierce Joint Unified Educators

Association), CSEA (California School Employees Association), and unrepresented groups.

No Action Taken.

C. CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION PURSUANT TO
PARAGRAPH (2) OR (3) OF SUBDIVISION (D) OF
GOVERNMENT CODE 54956.9: One Case

No Action Taken.

The Board adjourned at 7:50 p.m.

33. ADJOURN

Carol Geyer, Secretary to the Board
of Trustees

Pierce Joint Unified School District

540-A 6th Street Arbuckle, CA 95912

(530) 476-2892 * FAX (530) 476-2289

Tuesday, July 24, 2018

9:00 a.m.

Pierce Technology Building

940A Wildwood Rd, Arbuckle CA 95912

Special Board Meeting Minutes

Governing Board:

John Friel, President

Nadine High, Vice President

George Green, Board Clerk

Amy Charter, Member

Abel Gomez, Member

1. CALL TO ORDER

Vice-President Nadine High called the meeting to order at 9:00 a.m.

Members Present: Nadine High, Abel Gomez, and George Green

Absent: Amy Charter and John Friel

Others Present: Carol Geyer, Daena Meras, and George Parker

A. *Pledge of Allegiance*

Mr. Gomez led the *Pledge of Allegiance*

2. APPROVAL OF AGENDA

A motion was made by Mr. Gomez and seconded by Mr. Green to approve the agenda. Voting aye: Ms. High, Mr. Green, and Mr. Gomez. Voting no: None. Absent: Ms. Charter and Mr. Friel

3. HEARING OF THE PUBLIC

No one spoke at this time.

4. Review of Attorney Proposals

The Board reviewed proposals from three (3) attorney firms.

5. ADJOURN

The Board adjourned at 11:47 a.m.

Carol Geyer, Secretary to the Board
of Trustees

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/06/2018

BATCH 1

07/05/18 PAGE 6

FUND : 01

GENERAL FUND/COUNTY SCH.SRV.

OBJECT	DESCRIPTION	AMOUNT
5200	TRAVEL AND CONFERENCE	2,740.00
5300	DUES AND MEMBERSHIPS	12,996.07
5400	INSURANCE	147,005.60
5600	RENTALS, LEASES AND REPAIRS	550.00
5800	CONSULTING SERV/OPERATING EXP	17,182.58
9510	ACCOUNTS PAYABLE	25,614.71
	TOTAL FUND :	206,088.96

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/06/2018

07/05/18 PAGE 7

FUND : 13

CAFETERIA FUND

OBJECT	DESCRIPTION	AMOUNT
5300	DUES AND MEMBERSHIPS	60.00
9510	ACCOUNTS PAYABLE	248.80
	TOTAL FUND :	308.80

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/06/2018

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 21

BUILDING FUND

OBJECT	DESCRIPTION	AMOUNT
9510	ACCOUNTS PAYABLE	231,425.74
	TOTAL FUND :	231,425.74

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/06/2018

FUND : 41

07/05/18 PAGE 9
SPECIAL RESERVE-CPTL.OUTLAY

OBJECT	DESCRIPTION	AMOUNT
9510	ACCOUNTS PAYABLE	300.00
	TOTAL FUND :	300.00
	TOTAL DISTRICT:	438,123.50

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0001 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
001536	ACSA PV-000006	FLD NOT USED	397484	UNDISTRIBUTED WARRANT TOTAL	DUES AND MEMBERSHIPS	1,726.07 \$1,726.07 *
001536	ACSA PV-000009	FLD NOT USED	397485	UNDISTRIBUTED WARRANT TOTAL	DUES AND MEMBERSHIPS	220.00 \$220.00 *
003344	CALIFORNIA FFA PV-000011	PIERCE HIGH SCHOOL	397486	VOCATIONAL EDUCATION WARRANT TOTAL	TRAVEL AND CONFERENCE	2,740.00 \$2,740.00 *
000033	CASBO PV-000005 PV-000008	FLD NOT USED FLD NOT USED	397487	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	DUES AND MEMBERSHIPS DUES AND MEMBERSHIPS	240.00 1,000.00 \$1,240.00 *
004723	COSTCO MEMBERSHIP PV-000003	FLD NOT USED	397488	UNDISTRIBUTED WARRANT TOTAL	DUES AND MEMBERSHIPS	60.00 \$60.00 *
005221	CREATIVE BUS SALES CL-000023 CL-000024	FLD NOT USED FLD NOT USED	397489	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	298.96 112.30 \$411.26 *
003351	CSBA PV-000010	FLD NOT USED	397490	UNDISTRIBUTED WARRANT TOTAL	DUES AND MEMBERSHIPS	8,610.00 \$8,610.00 *
005291	DOCUMENT TRACKING SERVICES LLC PV-000013	FLD NOT USED	397491	REGULAR EDUCATION, K-12 WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	1,850.00 \$1,850.00 *
005668	ESS ENVIRONMENTAL INC CL-000013	FLD NOT USED	397492	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	300.00 \$300.00 *
003725	ETS STAR TECH ASSISTANCE CTR CL-000011	FLD NOT USED	397493	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	173.66 \$173.66 *
005534	FLYERS ENERGY LLC CL-000006 CL-000007	FLD NOT USED FLD NOT USED	397494	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	FUEL FUEL	530.99 1,009.51 \$1,540.50 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0001 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
000127	FRONTIER CL-000009	FLD NOT USED	397495	UNDISTRIBUTED WARRANT TOTAL	COMMUNICATIONS	10,767.45 \$10,767.45 *
005020	FRONTLINE TECHNOLOGIES GROUP PV-000012	FLD NOT USED	397496	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	4,107.58 \$4,107.58 *
004254	GAGGLE.NET PV-000007	FLD NOT USED	397497	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	11,225.00 \$11,225.00 *
001787	INLAND BUSINESS SYSTEMS CL-000008 CL-000014	FLD NOT USED GRAND ISLAND	397498	REGULAR EDUCATION, K-12 ELEMENTARY SCHOOL WARRANT TOTAL	CONSULTING SERV/OPERATING EXP COPY MACHINE MAINTENANCE	1,388.68 244.53 \$1,633.21 *
005728	MCCUEN CONSTRUCTION INC CL-000016	FLD NOT USED	397499	UNDISTRIBUTED WARRANT TOTAL	LAND	231,425.74 \$231,425.74 *
000724	MARLA PAGLIAI CL-000004	FLD NOT USED	397500	UNDISTRIBUTED WARRANT TOTAL	TRAVEL AND CONFERENCE	39.70 \$39.70 *
005759	MATTHEW PETERSON CL-000001	FLD NOT USED	397501	UNDISTRIBUTED WARRANT TOTAL	FINGERPRINTING	20.00 \$20.00 *
000682	PLATT ELECTRIC SUPPLY CL-000020	FLD NOT USED	397502	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	214.92 \$214.92 *
005760	JONATHAN REYES ALVARADO CL-000002	FLD NOT USED	397503	UNDISTRIBUTED WARRANT TOTAL	FINGERPRINTING	10.00 \$10.00 *
005619	EARL JAMES RUSSELL CL-000003	FLD NOT USED	397504	UNDISTRIBUTED WARRANT TOTAL	TRAVEL AND CONFERENCE	28.34 \$28.34 *
003466	SAC-VAL CL-000017 CL-000018 CL-000022	FLD NOT USED FLD NOT USED FLD NOT USED	397505	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	1,579.37 186.62 1,283.68 \$3,049.67 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0001 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
000310	SCHOOL SPECIALTY INC CL-000010	GRAND ISLAND	397506	ELEMENTARY SCHOOL REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	3,143.41 \$3,143.41 *
003529	SSDA PV-000001	FLD NOT USED	397507	UNDISTRIBUTED WARRANT TOTAL	DUES AND MEMBERSHIPS	1,200.00 \$1,200.00 *
001953	STAPLES ADVANTAGE CL-000025 CL-000026 CL-000027	FLD NOT USED FLD NOT USED FLD NOT USED	397508	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	209.10 7.82 77.08 \$294.00 *
005397	STEVENSON PEST CONTROL CL-000021	FLD NOT USED	397509	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	370.00 \$370.00 *
005688	THATCHER COMPANY CL-000019	FLD NOT USED	397510	COMMUNITY SERVICES WARRANT TOTAL	MATERIALS AND SUPPLIES	1,901.27 \$1,901.27 *
003982	THE TREMONT GROUP CL-000005	FLD NOT USED	397511	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	391.78 \$391.78 *
000841	TRI-COUNTY SCHOOLS PV-000002	FLD NOT USED	397512	UNDISTRIBUTED WARRANT TOTAL	INSURANCE	147,005.60 \$147,005.60 *
001199	UMPQUA BANK PV-000004	FLD NOT USED	397513	UNDISTRIBUTED WARRANT TOTAL	RENTALS, LEASES AND REPAIRS	550.00 \$550.00 *
000111	WALLACE SAFE & LOCK CO INC CL-000012	FLD NOT USED	397514	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	1,874.34 \$1,874.34 *
***	BATCH TOTALS ***		TOTAL NUMBER OF WARRANTS:	31	TOTAL AMOUNT OF WARRANTS:	\$438,123.50*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF WARRANTS:	31	TOTAL AMOUNT OF WARRANTS:	\$438,123.50**

BATCH 2

APY280 L.00.03

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/13/2018

07/12/18 PAGE 5

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 01

GENERAL FUND/COUNTY SCH.SRV.

OBJECT	DESCRIPTION	AMOUNT
4200	BOOKS OTHER THAN TEXTBOOKS	1,170.00
4300	MATERIALS AND SUPPLIES	19.93
4400	NONCAPITALIZED EQUIPMENT	2,840.00
5200	TRAVEL AND CONFERENCE	551.42
5600	RENTALS, LEASES AND REPAIRS	5,270.67
5800	CONSULTING SERV/OPERATING EXP	14,372.91
7100	TUITION	310,609.00
9510	ACCOUNTS PAYABLE	51,677.64
	TOTAL FUND :	386,511.57

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/13/2018

07/12/18 PAGE 6

FUND : 13

CAFETERIA FUND

OBJECT	DESCRIPTION	AMOUNT
9510	ACCOUNTS PAYABLE	2,367.89
	TOTAL FUND :	2,367.89

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/13/2018

07/12/18 PAGE 7

FUND : 21

BUILDING FUND

OBJECT	DESCRIPTION	AMOUNT
4300	MATERIALS AND SUPPLIES	2,737.70
9510	ACCOUNTS PAYABLE	25,868.58
	TOTAL FUND :	28,606.28

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/13/2018

07/12/18 PAGE 8

FUND : 25

CAPITAL FACILITIES FUND

OBJECT	DESCRIPTION	AMOUNT
9510	ACCOUNTS PAYABLE	797.50
	TOTAL FUND :	797.50

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/13/2018

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 41

SPECIAL RESERVE-CPTL.OUTLAY

OBJECT	DESCRIPTION	AMOUNT
9510	ACCOUNTS PAYABLE	45,645.60
	TOTAL FUND :	45,645.60
	TOTAL DISTRICT:	463,928.84

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0002 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
002380	ALHAMBRA		397586			
	CL-000055	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	79.25
	CL-000056	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	49.00
	CL-000057	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	104.07
				WARRANT TOTAL		\$232.32 *
004503	ALSCO-GEYER/ACE	HARDWARE	397587			
	CL-000078	FLD NOT USED		COMMUNITY SERVICES	MATERIALS AND SUPPLIES	164.58
	CL-000079	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	1,492.08
	CL-000080	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	5.31
	CL-000082	PIERCE HIGH SCHOOL		VOCATIONAL EDUCATION	MATERIALS AND SUPPLIES	54.07
				WARRANT TOTAL		\$1,716.04 *
000179	BUSWEST NORTH		397588			
	CL-000053	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	35.93
	CL-000054	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	50.97
				WARRANT TOTAL		\$86.90 *
005400	CINTAS		397589			
	CL-000061	FLD NOT USED		UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	111.04
				WARRANT TOTAL		\$111.04 *
000295	COLUSA CO WATER WORKS DIST #1		397590			
	CL-000038	FLD NOT USED		UNDISTRIBUTED	WATER	120.00
				WARRANT TOTAL		\$120.00 *
000043	COLUSA COUNTY OFFICE OF ED		397591			
	CL-000058	FLD NOT USED		UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	1,599.83
	PV-000015	FLD NOT USED		UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	799.91
	PV-000020	FLD NOT USED		SPECIAL EDUCATION-UNSPECIFIED	OTHER TUITION, ETC. TO COUNTY	310,609.00
				WARRANT TOTAL		\$313,008.74 *
004992	MOLLY CONRADO		397592			
	CL-000033	FLD NOT USED		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	24.20
				WARRANT TOTAL		\$24.20 *
000736	CRESO FRESNO		397593			
	CL-000046	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	450.97
	CL-000047	FLD NOT USED		UNDISTRIBUTED	FOOD	1,517.05
				WARRANT TOTAL		\$1,968.02 *
000429	CRYSTAL CREAMERY		397594			
	CL-000043	FLD NOT USED		UNDISTRIBUTED	FOOD	238.17
				WARRANT TOTAL		\$238.17 *
000428	THE DANIELSEN CO.		397595			
	CL-000036	FLD NOT USED		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	293.49

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0002 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount
WARRANT TOTAL					\$293.49 *
005264	DE LAGE LANDEN PUBLIC FINANCE PV-000019 FLD NOT USED ARBUCKLE ELEMENTARY SCHOOL JOHNSON JR HIGH SCHOOL	397596	UNDISTRIBUTED REGULAR EDUCATION, K-12 REGULAR EDUCATION, K-12 WARRANT TOTAL	COPY MACHINE MAINTENANCE COPY MACHINE MAINTENANCE COPY MACHINE MAINTENANCE	1,429.08 2,200.08 1,641.51 \$5,270.67 *
000028	DEPT OF JUSTICE CL-000040 FLD NOT USED	397597	UNDISTRIBUTED WARRANT TOTAL	FINGERPRINTING	373.00 \$373.00 *
005753	DIGITAL THEATRE.COM LIMITED PO-000014 PIERCE HIGH SCHOOL	397598	REGULAR EDUCATION, K-12 WARRANT TOTAL	BOOKS OTHER THAN TEXTBOOKS	1,170.00 \$1,170.00 *
004973	ANGELA DORANTES PV-000018 FLD NOT USED	397599	UNDISTRIBUTED WARRANT TOTAL	TRAVEL AND CONFERENCE	20.71 \$20.71 *
005762	E.B. BRADLEY CO CL-000083 FLD NOT USED CL-000084 FLD NOT USED	397600	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	24.87 8.66 \$33.53 *
000514	ELFRINK'S INC. CL-000041 FLD NOT USED	397601	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	101.16 \$101.16 *
005668	ESS ENVIRONMENTAL INC CL-000081 FLD NOT USED	397602	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	840.00 \$840.00 *
005163	GAYNOR TELESYSTEMS INCORP CL-000062 FLD NOT USED CL-000063 FLD NOT USED CL-000064 FLD NOT USED	397603	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	EQUIPMENT EQUIPMENT EQUIPMENT	19,969.00 9,835.82 12,235.20 \$42,040.02 *
004920	NOAH GOMEZ CL-000032 FLD NOT USED	397604	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	38.95 \$38.95 *
004020	KELLI GRIFFITH-GARCIA CL-000031 FLD NOT USED	397605	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	98.92 \$98.92 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0002 AP

Vendor#	Vendor name (remit)	Warrant	GOAL	OBJECT	Amount
Reference	SCHOOL				
004976	HARRIS COMPUTER SYSTEMS CL-000044 FLD NOT USED	397606	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	6.25 \$6.25 *
005687	HUST BROTHERS INC. CL-000034 FLD NOT USED CL-000035 FLD NOT USED	397607	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES MATERIALS AND SUPPLIES	667.76 1,059.54 \$1,727.30 *
005199	ILLUMINATE EDUCATION INC. PV-000021 FLD NOT USED	397608	REGULAR EDUCATION, K-12 WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	6,473.00 \$6,473.00 *
001787	INLAND BUSINESS SYSTEMS CL-000039 GRAND ISLAND ELEMENTARY SCHOOL	397609	REGULAR EDUCATION, K-12 WARRANT TOTAL	COPY MACHINE MAINTENANCE	81.40 \$81.40 *
005222	J.M. KING CONSULTING INC. CL-000050 FLD NOT USED	397610	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	797.50 \$797.50 *
005725	LAUGENOUR AND MEIKLE CL-000066 FLD NOT USED	397611	UNDISTRIBUTED WARRANT TOTAL	LAND	4,040.00 \$4,040.00 *
003446	TAMMY MINTEN PV-000017 FLD NOT USED	397612	UNDISTRIBUTED WARRANT TOTAL	TRAVEL AND CONFERENCE	20.71 \$20.71 *
000094	PACIFIC GAS & ELECTRIC CO CL-000037 FLD NOT USED CL-000051 FLD NOT USED	397613	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	GAS AND ELECTRICITY GAS AND ELECTRICITY	387.43 144.73 \$532.16 *
005645	GEORGE PARKER CL-000030 FLD NOT USED CL-000077 FLD NOT USED PV-000014 FLD NOT USED	397614	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES FUEL MATERIALS AND SUPPLIES	19.29 19.29 19.93 \$58.51 *
000682	PLATT ELECTRIC SUPPLY CL-000059 FLD NOT USED	397615	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	200.63 \$200.63 *
001907	RAMOS ENVIRONMENTAL SERV CL-000052 FLD NOT USED	397616	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	81.00 \$81.00 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0002 AP

Vendor#	Vendor name (remit)	Warrant	GOAL	OBJECT	Amount
Reference	SCHOOL				
005745	RAPTOR TECHNOLOGIES PO-000008 FLD NOT USED FLD NOT USED	397617	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	NONCAPITALIZED EQUIPMENT CONSULTING SERV/OPERATING EXP	2,840.00 7,100.00 \$9,940.00 *
004206	RECOLOGY BUTTE COLUSA COUNTIES CL-000048 FLD NOT USED	397618	UNDISTRIBUTED WARRANT TOTAL	GARBAGE	3,267.54 \$3,267.54 *
001369	RICHARD'S TREE SERV INC CL-000065 FLD NOT USED	397619	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	2,500.00 \$2,500.00 *
005679	RUA & SON MECHANICAL INC. CL-000085 FLD NOT USED	397620	UNDISTRIBUTED WARRANT TOTAL	NEW & IMPROVEMENT OF BUILDINGS	45,645.60 \$45,645.60 *
000310	SCHOOL SPECIALTY INC PV-000016 FLD NOT USED	397621	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	2,737.70 \$2,737.70 *
005386	STRICTLY TECHNOLOGY LLC CL-000045 FLD NOT USED CL-000068 ARBUCKLE ELEMENTARY SCHOOL CL-000069 FLD NOT USED CL-000070 FLD NOT USED CL-000071 FLD NOT USED	397622	UNDISTRIBUTED REGULAR EDUCATION, K-12 UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES NONCAPITALIZED EQUIPMENT NONCAPITALIZED EQUIPMENT NONCAPITALIZED EQUIPMENT NONCAPITALIZED EQUIPMENT	91.10 4,021.57 416.11 2,759.58 1,822.05 \$9,110.41 *
004205	JEFFREY STUIVENBERG CL-000028 FLD NOT USED CL-000029 FLD NOT USED	397623	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES TRAVEL AND CONFERENCE	7.99 28.34 \$36.33 *
005365	TERRACON CONSULTANTS INC CL-000042 FLD NOT USED	397624	UNDISTRIBUTED WARRANT TOTAL	NEW & IMPROVEMENT OF BUILDINGS	640.00 \$640.00 *
005761	TIAA BANK CL-000049 GRAND ISLAND ELEMENTARY SCHOOL	397625	REGULAR EDUCATION, K-12 WARRANT TOTAL	COPY MACHINE MAINTENANCE	219.06 \$219.06 *
005115	TOP TIER DATACOM INC. CL-000067 FLD NOT USED	397626	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	5,660.00 \$5,660.00 *
005613	U.S. BANK CORP PAYMENT SYSTEM CL-000072 PIERCE HIGH SCHOOL	397627	VOCATIONAL EDUCATION	TRAVEL AND CONFERENCE	492.68

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0002 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
	CL-000073	PIERCE HIGH SCHOOL		REGULAR EDUCATION, K-12	TRAVEL AND CONFERENCE	736.90
	CL-000074	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	51.56
	CL-000075	FLD NOT USED		UNDISTRIBUTED	COMMUNICATIONS	34.11
	CL-000076	FLD NOT USED		UNDISTRIBUTED	FOOD	10.30
				WARRANT TOTAL		\$1,325.55 *
004627	UC REGENTS		397628			
	PO-000011	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	TRAVEL AND CONFERENCE	510.00
				WARRANT TOTAL		\$510.00 *
000610	VERIZON WIRELESS		397629			
	CL-000060	FLD NOT USED		UNDISTRIBUTED	COMMUNICATIONS	532.31
				WARRANT TOTAL		\$532.31 *
***	BATCH TOTALS ***		TOTAL NUMBER OF WARRANTS: 44		TOTAL AMOUNT OF WARRANTS:	\$463,928.84*
***	DISTRICT TOTALS ***		TOTAL NUMBER OF WARRANTS: 44		TOTAL AMOUNT OF WARRANTS:	\$463,928.84**

APY280 L.00.03

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/20/2018

BATCH 3

07/19/18 PAGE 5

FUND : 01

GENERAL FUND/COUNTY SCH.SRV.

OBJECT	DESCRIPTION	AMOUNT
3400	HEALTH & WELFARE	10,741.00
4300	MATERIALS AND SUPPLIES	5,192.10
5200	TRAVEL AND CONFERENCE	430.00
5300	DUES AND MEMBERSHIPS	4,630.00
5500	OPERATIONS & HOUSEKEEPING SERV	44.00
5600	RENTALS, LEASES AND REPAIRS	7,637.35
5800	CONSULTING SERV/OPERATING EXP	12,796.00
9510	ACCOUNTS PAYABLE	47,755.19
9514	HEALTH/WELFARE LIAB	14,768.00
	TOTAL FUND :	103,993.64

APY280 L.00.03

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/20/2018

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DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 21

BUILDING FUND

OBJECT	DESCRIPTION	AMOUNT
9510	ACCOUNTS PAYABLE	20,313.75
	TOTAL FUND :	20,313.75
	TOTAL DISTRICT:	124,307.39

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0003 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount
001120	A-Z BUS SALES INC PV-000030 FLD NOT USED	397755	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	515.76 \$515.76 *
000516	APPEAL-DEMOCRAT CL-000098 FLD NOT USED	397756	UNDISTRIBUTED WARRANT TOTAL	NEWSPAPER ADVERTISEMENTS	1,318.04 \$1,318.04 *
000141	ARBUCKLE PUBLIC UTILITIES CL-000097 FLD NOT USED PV-000023 FLD NOT USED	397757	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	WATER WATER	6,742.38 44.00 \$6,786.38 *
003371	BOARD OF EQUALIZATION CL-000095 FLD NOT USED	397758	UNDISTRIBUTED WARRANT TOTAL	FUEL	44.69 \$44.69 *
000179	BUSWEST NORTH PV-000029 FLD NOT USED	397759	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	917.05 \$917.05 *
004678	CETPA PO-000094 FLD NOT USED	397760	UNDISTRIBUTED WARRANT TOTAL	TRAVEL AND CONFERENCE	430.00 \$430.00 *
000043	COLUSA COUNTY OFFICE OF ED CL-000090 FLD NOT USED CL-000091 FLD NOT USED	397761	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP CONSULTING SERV/OPERATING EXP	89.78 34,047.00 \$34,136.78 *
005201	TIMOTHY CORTEZ CL-000086 FLD NOT USED	397762	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	60.00 \$60.00 *
003351	CSBA PV-000032 FLD NOT USED	397763	UNDISTRIBUTED WARRANT TOTAL	DUES AND MEMBERSHIPS	4,630.00 \$4,630.00 *
005121	CUMMINS PACIFIC LLC PV-000028 FLD NOT USED	397764	UNDISTRIBUTED WARRANT TOTAL	RENTALS, LEASES AND REPAIRS	7,087.35 \$7,087.35 *
005520	EAGLE ARCHITECTS CL-000096 FLD NOT USED	397765	UNDISTRIBUTED WARRANT TOTAL	NEW & IMPROVEMENT OF BUILDINGS	13,095.00 \$13,095.00 *
005733	EVOLUTION LABS INC PO-000004 FLD NOT USED	397766	REGULAR EDUCATION, K-12	CONSULTING SERV/OPERATING EXP	8,000.00

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0003 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount

WARRANT TOTAL					\$8,000.00 *
005534	FLYERS ENERGY LLC	397767			
	CL-000093 FLD NOT USED		UNDISTRIBUTED	FUEL	1,008.57
	CL-000094 FLD NOT USED		UNDISTRIBUTED	FUEL	320.85
WARRANT TOTAL					\$1,329.42 *
005119	HD SUPPLY FACILITIES MAINT	397768			
	PV-000027 FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	173.42
	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	2.97-
	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	6.94-
	FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	5.12-
WARRANT TOTAL					\$158.39 *
005583	LINCOLN AQUATICS	397769			
	CL-000092 FLD NOT USED		COMMUNITY SERVICES	MATERIALS AND SUPPLIES	1,298.23
WARRANT TOTAL					\$1,298.23 *
005732	PROGRESS ADVISER	397770			
	PO-000005 FLD NOT USED		REGULAR EDUCATION, K-12	CONSULTING SERV/OPERATING EXP	4,796.00
WARRANT TOTAL					\$4,796.00 *
003466	SAC-VAL	397771			
	CL-000087 FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	186.62
	CL-000088 FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	760.98
	CL-000089 FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	83.32
	PV-000025 FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	2,048.91
	PV-000026 FLD NOT USED		UNDISTRIBUTED	MATERIALS AND SUPPLIES	1,130.84
WARRANT TOTAL					\$4,210.67 *
005061	SUMMER SHADLEY	397772			
	PV-000022 ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	94.47
	ARBUCKLE ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	326.68
WARRANT TOTAL					\$421.15 *
005365	TERRACON CONSULTANTS INC	397773			
	CL-000100 FLD NOT USED		UNDISTRIBUTED	LAND	7,218.75
WARRANT TOTAL					\$7,218.75 *
000841	TRI-COUNTY SCHOOLS	397774			
	PV-000024 FLD NOT USED		UNDISTRIBUTED	HEALTH & WELFARE-CLASSIFIED	6,481.00
	FLD NOT USED		UNDISTRIBUTED	HEALTH & WELFARE-CLASSIFIED	4,260.00
	FLD NOT USED		UNDISTRIBUTED	HEALTH/WELFARE LIAB	14,768.00
WARRANT TOTAL					\$25,509.00 *
001199	UMPQUA BANK	397775			
	PV-000031 FLD NOT USED		UNDISTRIBUTED	RENTALS, LEASES AND REPAIRS	550.00

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0003 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount

WARRANT TOTAL					\$550.00 *
000057	VACAVILLE REPORTER/VALLEJO CL-000099 FLD NOT USED	397776	UNDISTRIBUTED WARRANT TOTAL	NEWSPAPER ADVERTISEMENTS	1,794.73 \$1,794.73 *
***	BATCH TOTALS ***	TOTAL NUMBER OF WARRANTS:	22	TOTAL AMOUNT OF WARRANTS:	\$124,307.39*
***	DISTRICT TOTALS ***	TOTAL NUMBER OF WARRANTS:	22	TOTAL AMOUNT OF WARRANTS:	\$124,307.39**

BATCH 4

APY280 L.00.03

COLUSA COUNTY OFFICE OF EDUCATION
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/27/2018

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DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 01

GENERAL FUND/COUNTY SCH.SRV.

OBJECT	DESCRIPTION	AMOUNT
3400	HEALTH & WELFARE	1,943.57
4300	MATERIALS AND SUPPLIES	4,740.09
4400	NONCAPITALIZED EQUIPMENT	4,150.00
5200	TRAVEL AND CONFERENCE	769.49
5600	RENTALS, LEASES AND REPAIRS	1,000.00
5800	CONSULTING SERV/OPERATING EXP	49,238.50
9510	ACCOUNTS PAYABLE	30,389.81
9514	HEALTH/WELFARE LIAB	136,903.62
	TOTAL FUND :	229,135.08

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 13

CAFETERIA FUND

OBJECT	DESCRIPTION	AMOUNT
4400	NONCAPITALIZED EQUIPMENT	1,682.92
	TOTAL FUND :	1,682.92

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 21

BUILDING FUND

OBJECT	DESCRIPTION	AMOUNT
9510	ACCOUNTS PAYABLE	92,332.50
	TOTAL FUND :	92,332.50

DISTRICT: 034 PIERCE JT. UNIF. SCH. DIST.

FUND : 41

SPECIAL RESERVE-CPTL.OUTLAY

OBJECT	DESCRIPTION	AMOUNT
9510	ACCOUNTS PAYABLE	27,864.25
	TOTAL FUND :	27,864.25
	TOTAL DISTRICT:	351,014.75

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0004 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount
000128	ALSCO-GEYER IRRIGATION INC CL-000101 FLD NOT USED	397944	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	226.44 \$226.44 *
000179	BUSWEST NORTH PV-000035 FLD NOT USED	397945	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	145.00 \$145.00 *
005726	CA+SA STUDIO CL-000102 FLD NOT USED CL-000103 FLD NOT USED CL-000104 FLD NOT USED	397946	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	NEW & IMPROVEMENT OF BUILDINGS NEW & IMPROVEMENT OF BUILDINGS NEW & IMPROVEMENT OF BUILDINGS	39,848.00 27,000.00 8,000.00 \$74,848.00 *
002124	CALIFORNIA'S VALUED TRUST PV-000039 FLD NOT USED FLD NOT USED	397947	REGULAR EDUCATION, K-12 UNDISTRIBUTED WARRANT TOTAL	HEALTH & WELFARE-CERTIFICATED HEALTH/WELFARE LIAB	1,943.57 136,903.62 \$138,847.19 *
003208	CDW-G COMPUTING SOLUTIONS CL-000105 FLD NOT USED	397948	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	5,077.84 \$5,077.84 *
001845	CENTRAL DRUG SYSTEM INC CL-000106 FLD NOT USED	397949	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	36.50 \$36.50 *
000043	COLUSA COUNTY OFFICE OF ED CL-000107 FLD NOT USED PV-000040 FLD NOT USED	397950	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP CONSULTING SERV/OPERATING EXP	1,062.00 720.00 \$1,782.00 *
005719	DAVIDS BROKEN NOTE PV-000049 PIERCE HIGH SCHOOL JOHNSON JR HIGH SCHOOL	397951	REGULAR EDUCATION, K-12 REGULAR EDUCATION, K-12 WARRANT TOTAL	RENTALS, LEASES AND REPAIRS RENTALS, LEASES AND REPAIRS	820.00 180.00 \$1,000.00 *
004973	ANGELA DORANTES PV-000034 FLD NOT USED	397952	UNDISTRIBUTED WARRANT TOTAL	TRAVEL AND CONFERENCE	20.71 \$20.71 *
005534	FLYERS ENERGY LLC PV-000036 FLD NOT USED	397953	UNDISTRIBUTED WARRANT TOTAL	FUEL	494.57 \$494.57 *
005653	DARCY GODINEZ PV-000047 FLD NOT USED	397954	UNDISTRIBUTED	CONSULTING SERV/OPERATING EXP	76.00

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0004 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount

WARRANT TOTAL					\$76.00 *
000074	GOPHER PO-000079 JOHNSON JR HIGH SCHOOL	397955	REGULAR EDUCATION, K-12	MATERIALS AND SUPPLIES	244.24
WARRANT TOTAL					\$244.24 *
004996	HOUGHTON MIFFLIN PO-000006 ARBUCKLE ELEMENTARY SCHOOL	397956	REGULAR EDUCATION, K-12	CONSULTING SERV/OPERATING EXP	1,700.00
	PO-000018 GRAND ISLAND ELEMENTARY SCHOOL		REGULAR EDUCATION, K-12	CONSULTING SERV/OPERATING EXP	700.00
	PO-000018 JOHNSON JR HIGH SCHOOL		REGULAR EDUCATION, K-12	CONSULTING SERV/OPERATING EXP	1,200.00
WARRANT TOTAL					\$3,600.00 *
005583	LINCOLN AQUATICS PV-000045 FLD NOT USED	397957	COMMUNITY SERVICES	MATERIALS AND SUPPLIES	742.84
WARRANT TOTAL					\$742.84 *
005700	MCCUMBER'S GLASS INC CL-000108 FLD NOT USED	397958	UNDISTRIBUTED	EQUIPMENT	6,464.50
WARRANT TOTAL					\$6,464.50 *
005765	JANET MYERS PV-000033 FLD NOT USED	397959	UNDISTRIBUTED	FINGERPRINTING	10.00
WARRANT TOTAL					\$10.00 *
005293	NWEA PV-000046 FLD NOT USED	397960	REGULAR EDUCATION, K-12	CONSULTING SERV/OPERATING EXP	21,325.00
WARRANT TOTAL					\$21,325.00 *
000094	PACIFIC GAS & ELECTRIC CO CL-000110 FLD NOT USED	397961	UNDISTRIBUTED	GAS AND ELECTRICITY	3,568.22
	CL-000111 FLD NOT USED		UNDISTRIBUTED	GAS AND ELECTRICITY	1,165.61
	CL-000112 FLD NOT USED		UNDISTRIBUTED	GAS AND ELECTRICITY	11,012.60
	CL-000113 FLD NOT USED		UNDISTRIBUTED	GAS AND ELECTRICITY	2,573.80
	CL-000114 FLD NOT USED		UNDISTRIBUTED	GAS AND ELECTRICITY	138.08
	CL-000115 FLD NOT USED		COMMUNITY SERVICES	GAS AND ELECTRICITY	1,114.47
WARRANT TOTAL					\$19,572.78 *
005645	GEORGE PARKER CL-000109 FLD NOT USED	397962	UNDISTRIBUTED	TRAVEL AND CONFERENCE	190.30
	PV-000052 FLD NOT USED		UNDISTRIBUTED	TRAVEL AND CONFERENCE	748.78
WARRANT TOTAL					\$939.08 *
001040	PIERCE JOINT UNIFIED SCHOOL CL-000116 FLD NOT USED	397963	REGULAR EDUCATION, K-12	CONSULTING SERV/OPERATING EXP	700.00
	PV-000051 FLD NOT USED		REGULAR EDUCATION, K-12	CONSULTING SERV/OPERATING EXP	375.00
WARRANT TOTAL					\$1,075.00 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0004 AP

Vendor#	Vendor name (remit) Reference	SCHOOL	Warrant	GOAL	OBJECT	Amount
005764	PJUSD REVOLVING ACCT-EP CL-000117 CL-000118	FLD NOT USED FLD NOT USED	397964	UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	ALL OTHER LOCAL REVENUE SUI LIAB	1,512.84 1,260.23 \$2,773.07 *
004899	PLEASANT AIR COMPANY PV-000044	FLD NOT USED	397965	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	644.79 \$644.79 *
005633	RED BARN CL-000119	PIERCE HIGH SCHOOL	397966	VOCATIONAL EDUCATION WARRANT TOTAL	MATERIALS AND SUPPLIES	745.00 \$745.00 *
005679	RUA & SON MECHANICAL INC. CL-000120	FLD NOT USED	397967	UNDISTRIBUTED WARRANT TOTAL	NEW & IMPROVEMENT OF BUILDINGS	27,864.25 \$27,864.25 *
003466	SAC-VAL PV-000042	FLD NOT USED	397968	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	1,339.66 \$1,339.66 *
002918	SAN JOAQUIN COE PV-000038	FLD NOT USED	397969	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	450.00 \$450.00 *
003064	SCHOOL SPECIALTY/CLASSROOM DIR PO-000078	JOHNSON JR HIGH SCHOOL	397970	REGULAR EDUCATION, K-12 WARRANT TOTAL	MATERIALS AND SUPPLIES	265.45 \$265.45 *
001125	SHIFFLER EQUIP SALES INC PV-000043	FLD NOT USED	397971	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	590.05 \$590.05 *
005309	SOMMERS ARCHITECTURE CL-000121	FLD NOT USED	397972	UNDISTRIBUTED WARRANT TOTAL	NEW & IMPROVEMENT OF BUILDINGS	11,020.00 \$11,020.00 *
005766	SOUTHERN OREGON CONTAINERS PV-000037	FLD NOT USED	397973	UNDISTRIBUTED WARRANT TOTAL	NONCAPITALIZED EQUIPMENT	4,150.00 \$4,150.00 *
005386	STRICTLY TECHNOLOGY LLC PO-000022 PO-000070 PV-000041	FLD NOT USED FLD NOT USED FLD NOT USED	397974	UNDISTRIBUTED UNDISTRIBUTED UNDISTRIBUTED WARRANT TOTAL	NONCAPITALIZED EQUIPMENT MATERIALS AND SUPPLIES NONCAPITALIZED EQUIPMENT	449.38 273.49 1,233.54 \$1,956.41 *

DISTRICT: 34 PIERCE JT. UNIF. SCH. DIST.

BATCH 0004 AP

Vendor#	Vendor name (remit) Reference SCHOOL	Warrant	GOAL	OBJECT	Amount
003982	THE TREMONT GROUP CL-000122 FLD NOT USED	397975	UNDISTRIBUTED WARRANT TOTAL	MATERIALS AND SUPPLIES	5.88 \$5.88 *
005115	TOP TIER DATACOM INC. PV-000048 FLD NOT USED	397976	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	7,182.50 \$7,182.50 *
005717	WEST INTERACTIVE SERVICES CORP PV-000050 FLD NOT USED	397977	UNDISTRIBUTED WARRANT TOTAL	CONSULTING SERV/OPERATING EXP	15,500.00 \$15,500.00 *
***	BATCH TOTALS ***	TOTAL NUMBER OF WARRANTS:	34	TOTAL AMOUNT OF WARRANTS:	\$351,014.75*
***	DISTRICT TOTALS ***	TOTAL NUMBER OF WARRANTS:	34	TOTAL AMOUNT OF WARRANTS:	\$351,014.75**

POLICY GUIDE SHEET

July 2018

Page 1 of 2

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

BP 0415 - Equity

(BP added)

New policy addresses the district's recognition and response to the unique barriers facing historically underserved and underrepresented student populations. Policy expresses the district's intent to proactively identify class and cultural biases as well as practices that impede equal access to opportunities for all students. Policy also presents examples of strategies to promote equity in district programs and activities.

BP 1020 - Youth Services

(BP deleted)

Policy deleted and key concepts moved to BP 1400 - Relations Between Other Governmental Agencies and the Schools.

BP 1400 - Relations Between Other Governmental Agencies and the Schools

(BP revised)

Policy revised to delete material regarding the use of school facilities as a polling place, now addressed in BP 1330 - Use of School Facilities. Policy adds material on collaboration with local government agencies, formerly in BP 1020 - Youth Services.

BP 2210 - Administrative Discretion Regarding Board Policy

(BP revised)

Policy updated to add the board's expectation that the superintendent or designee will be nondiscriminatory and demonstrate a commitment to equity whenever he/she is exercising administrative authority to address a situation that is either not covered in written policies or that requires immediate action to avoid risk to student and staff safety, protect district property, or prevent disruption of school operations. Policy clarifies the superintendent's accountability for all areas of operation under his/her authority and provides that the superintendent or designee will notify the board, as appropriate, of his/her actions exercised pursuant to this policy.

BP/AR 3312.2 - Educational Travel Program Contracts

(BP revised; AR deleted)

Updated policy clarifies the board's responsibility to approve contracts for educational travel programs and adds contract components, formerly in AR. Regulation deleted and key concepts moved to BP.

BP/AR 4161.3 - Professional Leaves

(BP added; AR deleted)

Regulation deleted and moved to new policy since the responsibility for granting professional leaves rests with the board pursuant to law. Policy reorganized for clarity, revised to more directly reflect law, and expanded to add board philosophical statement and an exception in law allowing a professional leave under an approved national recognized fellowship or foundation to be included in computing the service requirement for a subsequent leave.

POLICY GUIDE SHEET

July 2018

Page 2 of 2

BP/AR 4261.3 - Professional Leaves

(BP added; AR deleted)

Regulation deleted and moved to new policy since the responsibility for granting professional leaves rests with the board pursuant to law. Policy reorganized for clarity, revised to more directly reflect law, and expanded to add board philosophical statement.

BP/AR 5112.5 - Open/Closed Campus

(BP revised; AR deleted)

Policy revised to clarify options for open campus and add optional language regarding district criteria for student eligibility for open campus privileges. Policy also includes the requirement for written parental notification of the open campus policy, formerly in AR, and clarifies that a student's unauthorized absence from school constitutes an unexcused absence but is not classified as truancy unless it meets the legal definition of truancy based on the number of absences during the school year. Regulation deleted and key concepts moved to BP.

AR 5141.32 - Health Screening for School Entry

(AR revised)

Regulation updated to reflect **NEW LAW** (SB 379, 2017) which changes the date by which the district must report oral health assessment data to the county office of education and/or state dental director and requires the certification form developed by the California Department of Education (CDE) to include parental rights related to oral health assessments offered at school sites. Regulation also deletes the requirement to notify parents/guardians of the telephone number for the Healthy Families program, which is no longer operational.

BP/AR 6174 - Education for English Learners

(BP/AR revised)

Policy and regulation updated to reflect **NEW STATE REGULATIONS** (Register 2018, No. 20) governing the implementation of Proposition 58 requirements pertaining to language acquisition programs, and to delete references to the former state assessment of English proficiency. Policy also adds concepts recommended in **NEW CDE PUBLICATION** ([The California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners](#)). Regulation adds definitions of designated and integrated English language development, renumbers cites to state regulations related to testing accommodations pursuant to **NEW STATE REGULATIONS** (Register 2018, No. 4), and reflects **NEW LAW** (AB 81, 2017) which requires specified information related to "long-term English learners" or "students at risk of becoming a long-term English learner" to be included in the Title I or Title III parental notification of a student's assessment of English proficiency.

BB 9310 - Board Policies

(BB revised)

Bylaw updated to address alignment of board policies with the district's vision, goals, and local control and accountability plan and add the concept of proactively addressing equity and equal access in board policies. Material rearranged to emphasize that policies are not operative if in conflict with applicable federal or state law or regulations or court decisions.

CSBA Sample Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0415(a)

EQUITY

new policy

Note: The following **optional** policy addresses district recognition and response to the unique barriers facing each segment of the district's student population.

Pursuant to Education Code 201, California schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and have a responsibility to provide equal educational opportunity to all students. Education Code 51007 requires that all students enrolled in the state's public elementary and secondary schools, regardless of race, creed, color, national origin, gender, gender identity, gender expression, physical disability, geographic location, or socioeconomic background, shall have equitable access to educational programs designed to strengthen technological skills, including, but not limited to, computer education programs. Education Code 220 further prohibits discrimination on the basis of disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code in any program or activity conducted by the district.

The Governing Board believes that the diversity that exists among the district's community of students, staff, parents/guardians, and community members is integral to the district's vision, mission, and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgement that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

In order to eradicate institutional bias of any kind, including implicit or unintentional biases and prejudices that affect student achievement, and to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations, the district shall proactively identify class and cultural biases as well as practices, policies, and institutional barriers that negatively influence student learning, perpetuate achievement gaps, and impede equal access to opportunities for all students.

The Board shall make decisions with a deliberate awareness of impediments to learning faced by students of color and/or diverse cultural, linguistic, or socio-economic backgrounds. To ensure that equity is the intentional result of district decisions, the Board shall consider whether its decisions address the needs of students from racial, ethnic, and indigent communities and remedy the inequities that such communities experienced in the context of a history of exclusion, discrimination, and segregation. Board decisions shall not rely on biased or stereotypical assumptions about any particular group of students.

EQUITY (continued)

- (cf. 6173 - Education for Homeless Children)
 (cf. 6173.1 - Education for Foster Youth)
 (cf. 6174 - Education for English Learners)
 (cf. 6175 - Migrant Education Program)
 (cf. 9000 - Role of the Board)
 (cf. 9310 - Board Policies)

The Board and the Superintendent or designee shall develop and implement policies and strategies to promote equity in district programs and activities, through measures such as the following:

1. Routinely assessing student needs based on data disaggregated by race, ethnicity, and socio-economic and cultural backgrounds in order to enable equity-focused policy, planning, and resource development decisions

- (cf. 0400 - Comprehensive Plans)
 (cf. 0460 - Local Control and Accountability Plan)
 (cf. 6162.5 - Student Assessment)

Note: Pursuant to 20 USC 6311, states must publish per-pupil expenditures, including personnel expenditures and nonpersonnel expenditures, by school. Districts can analyze this financial data, along with other data sources, to ensure equitable allocation of financial and human resources across the district.

2. Analyzing expenditures and allocating financial and human resources in a manner that provides all students with equitable access to district programs, support services, and opportunities for success and promotes equity and inclusion in the district. Such resources include access to high-quality administrators, teachers, and other school personnel; funding; technology, equipment, textbooks, and other instructional materials; facilities; and community resources or partnerships.

- (cf. 0440 - District Technology Plan)
 (cf. 3100 - Budget)
 (cf. 4113 - Assignment)
 (cf. 7110 - Facilities Master Plan)

3. Enabling and encouraging students to enroll in, participate in, and complete curricular and extracurricular courses, advanced college preparation programs, and other student activities

- (cf. 6141.4 - International Baccalaureate Program)
 (cf. 6141.5 - Advanced Placement)
 (cf. 6143 - Courses of Study)
 (cf. 6145 - Extracurricular and Cocurricular Activities)
 (cf. 6152.1 - Placement in Mathematics Courses)

EQUITY (continued)

4. Building a positive school climate that promotes student engagement, safety, and academic and other supports for students

(cf. 5137 - Positive School Climate)

5. Adopting curriculum and instructional materials that accurately reflect the diversity among student groups

(cf. 6141 - Curriculum Development and Evaluation)

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

6. Providing and/or collaborating with local agencies and community groups to ensure the availability of necessary support services for students in need

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

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6179 - Supplemental Instruction)

7. Promoting the employment and retention of a diverse staff that reflects the student demographics of the community

8. Providing district staff with ongoing, researched-based, professional learning and professional development on culturally responsive instructional practices

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

9. Conducting program evaluations that focus on equity and address the academic outcomes and performance of all students on all indicators

(cf. 0500 - Accountability)

The Board shall regularly monitor the intent and impact of district policies and decisions in order to safeguard against disproportionate or unintentional impact on access to district programs and achievement goals for specific student populations in need of services.

Legal Reference: (see next page)

EQUITY (continued)*Legal Reference:*EDUCATION CODE

200-262.4 Educational equity

52077 Local control and accountability plan

60040 Selection of instructional materials

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary educational programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

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

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

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 PUBLICATIONSMeeting California's Challenge: Access, Opportunity, and Achievement: Key Ingredients for Student Success, 2017The School Board Role in Creating the Conditions for Student Achievement, 2017African-American Students in Focus: Closing Opportunity and Achievement Gaps for African-American Students, 2016African-American Students in Focus: Demographics and Achievement of California's African-American Students, 2016Latino Students in California's K-12 Public Schools, 2016Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, 2016Climate for Achievement Governance Brief Series, 2015Math Misplacement, 2015*Management Resources continued: (see next page)*

EQUITY (continued)

Management Resources: (continued)

CENTER FOR URBAN EDUCATION PUBLICATIONS

Protocol for Assessing Equity-Mindedness in State Policy, 2017

WEB SITES

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

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

Center for Urban Education: <https://cue.usc.edu>

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

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Pierce USD | BP 1020 Community Relations

Youth Services

Delete

The Governing Board desires to help all district students achieve to their highest potential regardless of their social, health, or economic circumstances and recognizes that schools alone cannot meet all the complex needs of children. The district shall provide support services for children and families to the extent possible and shall work with other local governments, businesses, foundations, and community-based organizations, as appropriate, to improve the health, safety, and well-being of the community's youth.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5136 - Gangs)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5141.52 - Suicide Prevention)

(cf. 5141.6 - School Health Services)

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

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5149 - At-Risk Students)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6300 - Preschool/Early Childhood Education)

The Board shall initiate or participate in collaborative relationships with city and county elected officials to design and coordinate multi-agency programs that respond to the needs of children and families and provide more efficient use of district and community resources. The Board may establish or participate in formal structures for governance teams to regularly meet and discuss issues of mutual concern.

(cf. 0200 - Goals for the School District)

(cf. 9140 - Board Representatives)

The Superintendent and appropriate staff shall cooperate with public and private entities in the planning and implementation of joint projects or activities within the community. The Superintendent or designee may designate a coordinator to ensure effective implementation of the district's responsibilities in any such collaborative project.

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

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

In order to identify priorities for youth services, the Board shall encourage a periodic assessment of children's needs within the community, which may include, but not be limited to, needs based on poverty, child abuse and neglect, poor physical or mental health, homelessness, placement in foster care, lack of access to child care, substance abuse, or violence. The needs assessment also should examine the extent to which those needs are being met through existing services in the district and in the community, the costs of providing those services, and any gaps, delay, or duplication of services.

The Board shall approve the services to be offered by the district, the resources that will be allocated to support collaboration, any use of school facilities for services, and any development or joint use of facilities with other jurisdictions.

(cf. 1330 - Use of School Facilities)

(cf. 3100 - Budget)

All agreements with other agencies to coordinate services or share resources shall be in writing. The Board may establish joint powers agreements or memorandums of understanding, when feasible, to formalize the responsibilities and liabilities of all parties in a collaborative activity.

The Superintendent or designee shall work with interagency partners to explore funding opportunities available through each agency, state and national grant programs, and/or private foundations for youth service coordination and delivery.

In order to facilitate service delivery or determination of eligibility for services, the district may share information with other appropriate agencies with parent/guardian consent and in accordance with laws pertaining to confidentiality and privacy.

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5125 - Student Records)

The Board shall receive regular reports of progress toward the identified goals of the collaborative effort. The reports may include, but not be limited to, feedback from staff and families regarding service delivery, numbers of children and families served, specific indicators of conditions of children, and indicators of system efficiency and cost effectiveness.

(cf. 0500 - Accountability)

The Board shall communicate with the community about the district's collaborative efforts and the conditions of children within the schools. The Board may advocate for local, state, and national policies, programs, and initiatives designed to improve the conditions of children and youth.

(cf. 1100 - Communication with the Public)

(cf. 1160 - Political Processes)

(cf. 9000 - Role of the Board)

Legal Reference:

EDUCATION CODE

8800-8807 Healthy Start support services for children

49073 Privacy of student records

49075 Parent/guardian permission for release of student records

49557.2 Sharing of information for MediCal eligibility

HEALTH AND SAFETY CODE

120440 Immunization records; release to local health departments

130100-130155 Early childhood development; First 5 Commission

WELFARE AND INSTITUTIONS CODE

5850-5883 Mental Health Services Act

18961.5 Computerized database; families at risk for child abuse; sharing of information

18980-18983.8 Child Abuse Prevention Coordinating Council

18986-18986.30 Interagency Children's Services Act

18986.40-18986.46 Multidisciplinary services teams

18986.50-18986.53 Integrated day care program

18987.6-18987.62 Family-based services

Management Resources:

CSBA PUBLICATIONS

Expanding Access to High-Quality Preschool Programs: A Resource Guide for School Leaders, rev. April 2008

Educating Foster Youth: Best Practices and Board Considerations, Policy Brief, March 2008

Mental Health Services Act (Proposition 63): Collaborative Opportunity to Address Mental Health, Policy Advisory, October 2007

Maximizing School Board Governance: Community Leadership, 1996

CHILDREN NOW PUBLICATIONS

California Report Card: The State of the State's Children, 2008

CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS

Healthy Children, Healthy Communities: An Action Guide for California Communities, 2006

Stretching Community Dollars: Cities, Counties and School Districts Building for the Future, 2006

YOUTH LAW CENTER PUBLICATIONS

Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, 1995

WEB SITES

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

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

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

California Department of Social Services: <http://www.dss.cahwnet.gov>

California State Association of Counties: <http://www.csac.counties.org>

Children Now: <http://www.childrennow.org>

Cities, Counties and Schools Partnership: <http://www.ccspartnership.org>

First 5 California: <http://www.cffc.ca.gov>

League of California Cities: <http://www.cacities.org>

Youth Law Center: <http://www.ylc.org>

Policy PIERCE UNIFIED SCHOOL DISTRICT

adopted: September 10, 2009 Arbuckle, California

CSBA Sample Board Policy

Community Relations

BP 1400(a)

RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS

Note: The following **optional** policy may be revised to reflect district practice. Welfare and Institutions Code 18986-18986.30 encourage the development of a comprehensive and collaborative delivery system of services to children and youth at the local level. For further information about establishing collaborative structures among the leadership of local governments, see the Cities, Counties and Schools Partnership's web site.

The Governing Board ~~recognizes that other local government agencies share its concern and responsibility~~ **believes that district efforts to provide a high-quality education for students in the community can be enhanced by collaboration with other government and public agencies that are responsible** for the health, safety, and well-being of **children and youth**. The ~~Board and Superintendent or designee~~ **district** shall initiate and maintain good working relationships with representatives of ~~these local agencies~~ **to maximize student and family access to support services that will help students achieve to their highest potential.** ~~in order to help district schools and students make use of the resources which governmental agencies can provide.~~

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.52 - Suicide Prevention)
(cf. 5141.6 - School Health Services)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

[THE REMAINDER OF BP 1400 DELETED AND THE FOLLOWING NEW TEXT ADDED]

Note: In addition to any collaborative efforts that the district may initiate, there are a number of county structures in which district participation is appropriate. For example, if the County Board of Supervisors has established an Interagency Children's Services Coordinating Council pursuant to Welfare and Institutions Code 18986.10-18986.15, that council must include at least one superintendent of a unified school district within the county. In addition, Welfare and Institutions Code 18980-18983.8 provide for the development of a Child Abuse Prevention Coordinating Council within each county and encourage representatives of public and private schools to be included on these councils. Pursuant to Health and Safety Code 130100-130155, counties also have established First 5 County Commissions which work to help children enter school physically and emotionally healthy and ready to succeed.

RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS (continued)

The Board shall initiate or participate in collaborative relationships with city and county elected officials to design and coordinate multi-agency programs that respond to the needs of children and families and provide more efficient use of district and community resources. To further such collaborations, the Board may establish or participate in formal structures for governance teams to regularly meet and discuss issues of mutual concern.

(cf. 0200 - Goals for the School District)
(cf. 9140 - Board Representatives)

The Superintendent and appropriate staff shall cooperate with government and public agencies in the planning and implementation of joint projects or activities within the community. The Superintendent or designee may designate a coordinator to ensure effective implementation of the district's responsibilities in any such collaborative project.

In order to identify priorities for services, the Board shall encourage a periodic assessment of children's needs within the community, which may include, but not be limited to, needs based on poverty, child abuse and neglect, poor physical or mental health, substance abuse, violence, homelessness, placement in foster care, or lack of access to child care. The needs assessment should also examine the extent to which those needs are being met through existing services in the district and in the community, the costs of providing those services, and any gaps, delay, or duplication of services.

The Board shall approve the services to be offered by the district, the resources that will be allocated to support collaboration, any use of school facilities for services, and any development or joint use of facilities with other jurisdictions. All agreements with other agencies to coordinate services or share resources shall be in writing. The Board may establish joint powers agreements or memorandums of understanding, when feasible, to formalize the responsibilities and liabilities of all parties in a collaborative activity.

(cf. 1330 - Use of School Facilities)
(cf. 1330.1 - Joint Use Agreements)
(cf. 3100 - Budget)

The Superintendent or designee shall work with interagency partners to explore funding opportunities available through each agency, state and national grant programs, and/or private foundations for youth service coordination and delivery.

Note: Education Code 49075 authorizes districts to permit access to student records to any person for whom a parent/guardian has provided written consent; see BP/AR 5125 - Student Records.

RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS (continued)

In order to facilitate service delivery or determination of eligibility for services, the district may share information with other appropriate agencies as long as the parent/guardian consents and the information is shared in accordance with laws pertaining to confidentiality and privacy.

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5125 - Student Records)

The Board shall receive regular reports of progress toward the identified goals of the collaborative effort. The reports may include, but not be limited to, feedback from staff and families regarding service delivery, numbers of children and families served, specific indicators of conditions of children, and indicators of system efficiency and cost effectiveness.

(cf. 0500 - Accountability)

The Board shall communicate with the community about the district's collaborative efforts and the conditions of children within the schools. The Board may advocate for local, state, and national policies, programs, and initiatives designed to improve the conditions of children and youth.

(cf. 1100 - Communication with the Public)

(cf. 1160 - Political Processes)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

EDUCATION CODE

8800-8807 Healthy Start support services for children

10900-10914.5 Cooperative community recreation programs

49073 Privacy of student records

49075 Parent/guardian permission for release of student records

49557.2 Sharing of information for MediCal eligibility

HEALTH AND SAFETY CODE

120440 Immunization records; release to local health departments

130100-130155 Early childhood development; First 5 Commission

WELFARE AND INSTITUTIONS CODE

5850-5883 Mental Health Services Act

18961.5 Computerized database; families at risk for child abuse; sharing of information

18980-18983.8 Child Abuse Prevention Coordinating Council

18986-18986.30 Interagency Children's Services Act

18986.40-18986.46 Multidisciplinary services teams

18986.50-18986.53 Integrated day care program

18987.6-18987.62 Family-based services

Management Resources: (see next page)

RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS (continued)

Management Resources:

CSBA PUBLICATIONS

Expanding Access to High Quality Preschool Programs: A Resource Guide for School Leaders, rev. April 2008

Educating Foster Youth: Best Practices and Board Considerations, Policy Brief, March 2008

Mental Health Services Act (Proposition 63): Collaborative Opportunity to Address Mental Health, Policy Advisory, October 2007

Maximizing School Board Governance: Community Leadership, 1996

CHILDREN NOW PUBLICATIONS

California Report Card: The State of the State's Children, 2008

CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS

Healthy Children, Healthy Communities: An Action Guide for California Communities, 2006

Stretching Community Dollars: Cities, Counties and School Districts Building for the Future, 2006

YOUTH LAW CENTER PUBLICATIONS

Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, 1995

WEB SITES

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

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

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

California Department of Social Services: <http://www.dss.cahwnet.gov>

California State Association of Counties: <http://www.csac.counties.org>

Children Now: <http://www.childrennow.org>

Cities, Counties and Schools Partnership: <http://www.ccspartnership.org>

First 5 California: <http://www.cfcf.ca.gov>

League of California Cities: <http://www.cacities.org>

Youth Law Center: <http://www.ylc.org>

(11/03 11/07) 7/18

CSBA Sample Board Policy

Administration

BP 2210(a)

ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY

Note: The following optional policy may be revised to reflect district practice. Education Code 42605, which granted districts flexibility to use funds received for "Tier 3" categorical programs for any "education purpose," has been repealed by AB 97 (Ch. 47, Statutes of 2013). Pursuant to AB 97, funding for many of the categorical programs affected has been redirected into the new local control funding formula (LCFF) and districts must instead develop a local control and accountability plan (LCAP) that identifies the goals and specific actions the district will take to improve the achievement of all students. For more information about LCFF and its impact on district policies, see CSBA's policy brief [Impact of Local Control Funding Formula on Board Policies](#). For specific requirements related to the LCAP, see BP/AR 0460 – Local Control and Accountability Plan.

The Governing Board desires to be proactive in communicating its philosophy, priorities, and expectations for the district; clarifying the roles and responsibilities of the Board, Superintendent, and other senior administrators; and setting direction for the district through written policies. However, the Board recognizes that, in the course of operating district schools or implementing district programs, situations may arise which may not be addressed in written policies. **In such situations, or when immediate action is necessary to avoid any risk to the safety or security of students, staff, or district property or to prevent disruption of school operations, the Superintendent or designee shall have the authority to act on behalf of the district in a manner that is consistent with law and Board policies.**

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 2121 - Superintendent's Contract)
(cf. 3516.5 - Emergency Schedules)
(cf. 9000 - Role of the Board)
(cf. 9310 - Board Policies)

~~In any situation in which immediate action is needed to avoid any risk to the safety or security of district students, staff, or property or disruption to student learning, the Superintendent or designee shall have the authority to act on behalf of the district.~~

As necessary, the Superintendent or designee shall consult with other district staff, including the legal counsel and/or the chief business official, regarding the exercise of this authority.

~~*(cf. 0450 - Comprehensive Safety Plan)*~~
~~*(cf. 3516.5 - Emergency Schedules)*~~

Any exercise of administrative authority shall be nondiscriminatory and demonstrate the district's commitment to equity in district programs and activities.

ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY (continued)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)

The Superintendent shall be accountable to the Board for all areas of operation under his/her authority. As appropriate, tThe Superintendent or designee shall notify the Board as soon as practicable after he/she exercises **this the** authority **granted under this policy.** The Board president and the Superintendent shall schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions to Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

EDUCATION CODE

- 35010 Control of district, prescription and enforcement of rules
- 35035 Powers and duties of superintendent
- 35160 Authority of governing boards
- 35161 Powers and duties; authority to delegate
- 35163 Official actions, minutes and journal

Management Resources:

CSBA PUBLICATIONS

Impact of Local Control Funding Formula on Board Policies, Policy Brief, November 2013

WEB SITES

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

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

(7/11 12/13) 7/18

CSBA Sample Board Policy

*We do not
currently
have this
policy*

Business and Noninstructional Operations

BP 3312.2(a)

EDUCATIONAL TRAVEL PROGRAM CONTRACTS

Note: **The following policy is optional and may be revised to reflect district practice.** The following optional policy and regulation reflect Business and Professions Code 17552-17556.5, as added by SB 142 (Ch. 772, Statutes of 1995). SB 142 requires a travel company that conducts K-12 educational field trips to enter into a contract containing specific disclosures.

The Governing Board believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting-enrich students' awareness of learning about places, cultures, and events. In contracting with organizations to provide **The district may contract with a qualified person, partnership, corporation, or other entity for educational travel services.**, the Board desires to ensure quality educational experience and while protecting the health, safety, and welfare of each student traveler. **Any such contract shall be submitted to the Board for approval and/or ratification.**

(cf. 3312 - Contracts)

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

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall contract only with educational travel organizations which adhere to state law and exhibit safe and reputable business practices.

(cf. 3312 - Contracts)

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

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account **safeguards for student safety, quality of the educational program, and fiscal integrity.**

The Superintendent or designee shall ensure that each ~~written contract with an educational travel organization~~ **is in writing and** includes all of the following: (Business and Professions Code 17554)

1. The travel organization's name, trade or business name, business address, business telephone number, and a 24-hour emergency contact **telephone number, pager, voice mail, or other method of 24-hour communication**
2. ~~An itemized statement which shall include, but not be limited to:~~ **A detailed description of:**
 - a. **Services to be provided as part of the program**

EDUCATIONAL TRAVEL PROGRAM CONTRACTS (continued)

- b. Agreed cost for the services
 - c. ~~A statement as to w~~Whether or not the educational travel organization maintains insurance that supplies coverage in the event of injury to any student traveler, including the type and amount of coverage, the policy number and issuer, and the name, **address**, and telephone number of the person or organization ~~which is able to verify coverage~~
 - d. Any additional costs to students
 - e. ~~The qualifications, if any, for~~ **Any** experience and/or training ~~that are required~~ **requirements** to be met by the educational travel organization's staff who ~~shall~~ **will** accompany students on the educational travel program
3. ~~A written description of the~~ **The** educational program being contracted for, including a copy of all materials to be provided to students
 4. The number of times the educational travel program or a substantially similar educational travel program ~~proposed by the contract~~ has been conducted by the organization and the number of students who completed the program
 5. The length of time the organization has either been arranging or conducting educational travel **programs**, and, at the option of the organization, other travel services with substantially similar components
 6. The name of each owner, **officer, general partner, or sole proprietor** ~~and principal~~ of the organization
 7. ~~A statement as to w~~Whether any owner or principal of the organization has had **any judgment** entered against him/ or her, ~~any judgment, including a stipulated judgment, order,~~ made a plea of nolo contendere, or been convicted of any criminal violation in connection with the sale of any travel services for a period of 10 years predating the contract

~~The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account student safety, quality of the program and fiscal integrity.~~

Legal Reference: (see next page)

EDUCATIONAL TRAVEL PROGRAM CONTRACTS (continued)

Legal Reference:

EDUCATION CODE

35160 Authority of boards

35160.1 Broad authority of school districts

BUSINESS AND PROFESSIONS CODE

17540 Travel promoters

~~17550-17550.9 Sellers of travel~~

17550.9 Definition of travel services

17552-17556.5 Educational travel organizations

CSBA Sample Board Policy

Certificated Personnel

BP 4161.3(a)

PROFESSIONAL LEAVES

Note: The following optional regulation is policy may be subject to collective bargaining agreements.

The Governing Board recognizes that a broad range of experiences can strengthen an employee's ability to meet the educational needs of the district's students.

The Governing Board may grant a professional leave of absence of for up to one year to certificated employees for the purpose of permitting study or travel which will benefit the schools and students of the district. No more than one such leave of absence may shall be granted to an employee in a each seven-year period. (Education Code 44966, 44967)

(cf. 4131 - Staff Development)
(cf. 4161/4261/4361 - Leaves)

Note: Education Code 44967 requires that an employee serve in the district for at least seven consecutive years preceding the granting of the leave to be eligible for professional leave. Education Code 44967 authorizes the Board to prescribe additional standards of service which shall entitle for granting the employee to the leave of absence. If the Board has established additional criteria, these should be listed here. The following paragraph may be modified to reflect district practice.

To be eligible for a professional leave of absence for these purposes, the an employee must have served in the district for at least seven consecutive years preceding the granting of the leave. No more than one such leave of absence shall be granted in each seven-year period. No other types of leaves shall be considered a break in service for purposes of meeting this requirement and the period of such absence shall not be included as service in computing the seven consecutive years of service required for a professional leave. For this purpose, any prior professional leave taken by an employee shall be deemed a break in the employee's service. No other type of leave authorized by the Board, and no service by the employee for one year or less under a national recognized fellowship or foundation approved by the State Board of Education for research, teaching, or lecturing, shall be deemed a break in the employee's service. (Education Code 44967)

Note: Education Code 44967 authorizes the Board to prescribe additional standards of service which shall entitle the employee to the leave of absence. If the Board has established additional criteria, these should be listed here

Rather than granting a professional leave for a continuous one-year period, tThe Board may require that such leaves of absence the leave be taken in separate six-month periods or separate quarters, provided that as long as the total leave is completed within three years. Any period of service by the employee between the separate periods of leave shall comprise a part of the service required for a subsequent leave of absence. (Education Code 44966)

PROFESSIONAL LEAVES (continued)

As a condition ~~to~~ of being granted such a **professional** leave, the employee shall agree in writing to render service in the district following his/her return for a period equal to twice the period of the leave. (Education Code 44969)

~~Every employee granted a leave of absence for these purposes may be required to perform such services during the leave as the Board and employee agree upon in writing. The Board and employee may agree in writing to have the employee perform services for the district during the professional leave.~~ (Education Code 44968)

~~Compensation during the leave shall be paid in the manner authorized by Education Code 44969 and 44970.~~

Unless the employee agrees in writing with the Board not to receive compensation during the leave, the employee shall receive such compensation during the leave as the Board and employee agree upon in writing, which shall **not** be ~~not~~ less than the difference between the employee's salary and the salary of a substitute employee **in the position which the employee held prior to the granting of the leave**. In lieu of such a difference, the Board may pay one-half of the salary of the employee or any additional amount up to and including the full salary of the employee. (Education Code 44968, 44968.5)

~~Compensation during the leave shall be paid in the manner authorized by Education Code 44969 and 44970.~~

~~As a condition to being granted leave, the employee shall agree in writing to render service in the district following his/her return for a period equal to twice the period of the leave. (Education Code 44969)~~

At the end of the **professional** leave, the employee shall be reinstated in the position he/she held when the leave was granted, **unless otherwise agreed upon by the employee**. (Education Code 44973)

*Legal Reference:*EDUCATION CODE

44966-44973 **6** Leaves of absence for study or travel



(10/98) 7/18

Pierce USD | AR 4161.3 Personnel

Professional Leaves

Delete

The Governing Board may grant a leave of absence of up to one year to certificated employees for the purpose of permitting study or travel which will benefit the schools and students of the district. (Education Code 44966)

(cf. 4161/4261/4361 - Leaves)

To be eligible for a leave of absence for these purposes, the employee must have served in the district for at least seven consecutive years preceding the leave. No more than one such leave of absence shall be granted in each seven-year period. No other types of leaves shall be considered a break in service for purposes of meeting this requirement and the period of such absence shall not be included as service in computing the seven consecutive years of service required for a professional leave. (Education Code 44967)

The Board may require that such leaves of absence be taken in separate six-month periods or separate quarters as long as the total leave is completed within three years. Any period of service by the employee between the separate periods of leave shall comprise a part of the service required for a subsequent leave of absence. (Education Code 44966)

Every employee granted a leave of absence for these purposes may be required to perform such services during the leave as the Board and employee agree upon in writing. (Education Code 44968)

Compensation during the leave shall be paid in the manner authorized by Education Code 44969 and 44970.

Unless the employee agrees in writing with the Board not to receive compensation during the leave, the employee shall receive such compensation during the leave as the Board and employee agree upon in writing, which shall be not less than the difference between the employee's salary and the salary of a substitute employee. In lieu of such a difference, the Board may pay one-half of the salary of the employee or any additional amount up to and including the full salary of the employee. (Education Code 44968, 44968.5)

As a condition to being granted such leave, the employee shall agree in writing to render service in the district following his/her return for a period equal to twice the period of the leave. (Education Code 44969)

At the end of the leave, the employee shall be reinstated in the position he/she held when the leave was granted. (Education Code 44973)

Legal Reference:

EDUCATION CODE

44966-44973 Leaves of absence for study or travel

Regulation PIERCE UNIFIED SCHOOL DISTRICT

approved: September 10, 2009 Arbuckle, California ✓

CSBA Sample Board Policy

Classified Personnel

New

BP 4261.3(a)

PROFESSIONAL LEAVES

Note: ~~In districts operating under the merit system, leaves of absence for classified staff pursuant to Education Code 45380-45387 are subject to rules established by the personnel commission. The following optional regulation is subject to collective bargaining agreements. The following optional policy is for use by districts that offer classified employees a leave of absence for purposes of study or retraining, as authorized by Education Code 45380-45387. The policy may be subject to collective bargaining agreements and, in merit system districts, to personnel commission rules.~~

The Governing Board recognizes that a broad range of experiences can strengthen an employee's ability to meet the district's needs.

The **Governing** Board may grant a **professional** leave of absence **for** up to one year to classified employees for the purpose of permitting study or retraining the employee to meet changing conditions within the district. **No more than one such leave of absence may shall be granted to an employee in a each seven-year period for purposes of study or three-year period for purposes of retraining.** (Education Code 45381, **45382**)

(cf. 4161/4261/4361 - Leaves)

(cf. 4231 - Staff Development)

Note: **Education Code 45382 requires that an employee serve in the district a specified period of time to be eligible for professional leave.** Education Code 45382 authorizes the **Governing Board** and/or the personnel commission in merit system districts to prescribe additional standards of service which shall entitle the employee to the leave of absence. ~~If additional criteria have been established, the following paragraph may be modified to reflect district practice these should be listed here.~~

To be eligible for a leave for study purposes, the employee must have served in the district for at least seven consecutive years preceding **the granting of the leave, unless If** the leave is for purposes of retraining, **in which case** the employee must have served in the district for at least three consecutive years **preceding the granting of the leave.** ~~See~~ **Any professional leave of absence granted by the Board shall not be deemed a break in service. However, except if** it will not be included as service in computing service for the granting of any subsequent professional leave. (Education Code 45382)

~~No more than one such leave of absence shall be granted in each seven or three-year period. (Education Code 45382)~~

Note: ~~Education Code 45382 authorizes the Board and/or the personnel commission in merit system districts to prescribe additional standards of service which shall entitle the employee to the leave of absence. If additional criteria have been established, these should be listed here.~~

PROFESSIONAL LEAVES (continued)

Rather than granting a professional leave for a continuous one-year period, the Board may require that ~~such leaves of absence~~ **the leave** be taken in separate six-month periods or in any other appropriate periods, **provided that** ~~as long as~~ the total leave is completed within three years. Any period of service by the employee between the separate periods of leave shall comprise a part of the service required for qualifying for a subsequent leave of absence. (Education Code 45381)

~~Every employee granted a leave of absence for these purposes may be required to perform such services during the leave as the Board and employee may agree upon in writing.~~ **The Board and employee may agree in writing to have the employee perform services for the district during the professional leave.** (Education Code 45383)

The employee shall receive such compensation during the leave as the Board and employee agree upon in writing, which shall **be not be** less than the difference between the employee's salary and the salary of a substitute employee **in the position which the employee held prior to the granting of the leave.** In lieu of such a difference, the Board may pay one-half of the salary of the employee or any additional amount up to and including the full salary of the employee. (Education Code 45383)

Compensation during the leave shall be paid in the manner authorized by Education Code 45384.

The Board may grant reimbursement of the costs, including tuition fees, to any **permanent** classified employee who satisfactorily completes approved training to improve his/her job knowledge, ability, or skill, **as long as the employee is not eligible for reimbursement by another governmental agency, organization, or association.** Programs eligible for reimbursement include, but are not limited to, courses of study at approved academic institutions, seminars and training institutes conducted by recognized professional associations, conferences, meetings, and other training programs **that are** designed to upgrade the classified service and encourage the retraining of employees who may otherwise be subject to layoff as the result of technological changes. (Education Code 45387)

*Legal Reference:*EDUCATION CODE**45220-45320 Merit system**45380-45387 *Leaves of absence for study or retraining, classified personnel*

(10/98) 7/18

CSBA Sample Board Policy

Students

BP 5112.5(a)

OPEN/CLOSED CAMPUS

Note: Education Code 44808.5 grants the Governing Board the authority to allow high school students to leave the school campus during lunch. Neither the district, nor its employees or officers are liable for the conduct or safety and conduct of students who leave under this policy school grounds pursuant to Education Code 44808.5. Districts that maintain high schools may select Option 1 (open campus) or Option 2 (closed campus) below. Districts that do not maintain high schools may delete this policy or select Option 2. The open campus option does not apply to K-8 school districts.

OPTION 1: Open Campus

In order to give students an opportunity to demonstrate responsibility, **independent judgment**, and positive citizenship, the Governing Board establishes an open campus at all district high schools in which students shall have the privilege of leaving campus during lunch.

Note: The following optional paragraph is for use by districts that choose to impose conditions on the privilege to leave campus during lunch (e.g., based on academic achievement, attendance, and/or grade level) and may be revised to reflect specific district criteria, the process for determining eligibility, and/or the person responsible for enforcement.

The principal or designee shall ensure that students granted this privilege meet any eligibility requirements established by the district.

The district shall send written notification to parents/guardians about the open campus policy at the beginning of the school year along with the parental notification required by Education Code 48980. Such notification shall include the language prescribed by Education Code 44808.5.

(cf. 5145.6 - Parental Notifications)

The privilege of open campus may be revoked from individual students for disciplinary reasons.

(cf. 5144 - Discipline)

Students shall not leave the school grounds at any other time during the school day without written express permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be **considered to have an unexcused absence and be** classified truant and subject to disciplinary action.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.11 - Attendance Supervision)

OPEN/CLOSED CAMPUS (continued)

(cf. 5113.12 - District School Attendance Review Board)

The privilege of open campus may be revoked from **The principal or designee may revoke the open campus privilege for individual students for disciplinary reasons.**

(cf. 5144 - Discipline)

OPTION 2: Closed Campus

Note: The following language is for districts wishing to establish a closed campus.

In order to keep students in a supervised, safe, and orderly environment, the Governing Board establishes a closed campus at all district schools.

Students shall not leave the school grounds at any time during the school day without **written express** permission of ~~their parents/guardians and~~ school authorities. Students who leave school without authorization shall be **considered to have an unexcused absence and be classified truant and** subject to disciplinary action.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.11 - Attendance Supervision)

(cf. 5113.12 - District School Attendance Review Board)

Student handbooks shall fully explain all rules and disciplinary procedures involved in the maintenance of the closed campus.

(cf. 5144 - Discipline)

OPTION 3: Senior Open Campus

Note: The following **optional** paragraph is for districts that choose to establish a closed campus, but issues lunch passes to seniors who meet certain eligibility criteria.

~~The Governing Board establishes a closed campus at all district schools, however seniors who meet eligibility requirements may use lunch passes to leave campus during the lunch hour. The Board views this program as a way to improve and reward student academic achievement and attendance. Eligibility requirements are based upon academic performance and attendance standards. The open campus privilege may be revoked for seniors who do not meet the eligibility standards.~~

~~Students shall not leave the school grounds at any other time during the school day without~~

OPEN/CLOSED CAMPUS (continued)

~~written permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.~~

Legal Reference:

EDUCATION CODE

35160 Authority of the ~~B~~board

35160.1 Broad authority of school district

44808.5 Permission for ~~pupils~~ **students** to leave school grounds; notice

48980 Annual notification to parents/guardians

(12/87 6/97) 7/18

CSBA Sample Administrative Regulation

Students

AR 5141.32(a)

HEALTH SCREENING FOR SCHOOL ENTRY

Note: The following **optional** regulation is for use by districts that offer grades K-1.

Comprehensive Health Screening for Grades K-1

Note: Health and Safety Code 124085 requires students to have a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter, as provided below. At their discretion, districts may revise the following paragraph to require proof of the health screening before the student is admitted to school (kindergarten or grade 1), as recommended by the Child Health and Disability Prevention (CHDP) office of the California Department of Health Care Services (DHCS) in its CHDP School Handbook: School Entry Health Examination Requirements.

Pursuant to Health and Safety Code 124085, evidence of the comprehensive health screening must be provided on a form developed by the DHCS. Districts may obtain the DHCS "Report of Health Examination for School Entry" certification form through the CHDP program office at the local health department or on the CHDP web site.

The parent/guardian of a student in kindergarten or first grade shall submit to the Superintendent or designee a certification form developed by the California Department of Health Care Services (DHCS) and signed by the student's health examiner certifying that the student has completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter. (Health and Safety Code 124040, 124085)

(cf. 5111 - Admission)

(cf. 5141.3 - Health Examinations)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

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

Note: Pursuant to Health and Safety Code 124100, the notification described in the following paragraph must be provided in cooperation with the county's CHDP program established pursuant to Health and Safety Code 124025-124110. The CHDP program provides state-reimbursed health examinations at no cost to eligible students, including those who (1) are certified as eligible to receive Medi-Cal, (2) are not certified as eligible for Medi-Cal but have a family income at or below the level established annually by the DHCS, or (3) are attending a Head Start or State Preschool program. Annual eligibility criteria for the CHDP program are available on the DHCS web site and in its CHDP School Handbook: School Entry Health Examination Requirements.

The Superintendent or designee shall notify parents/guardians of all kindergarten students of the requirement to obtain a health screening and of the availability of the Child Health and Disability Prevention (CHDP) program established pursuant to Health and Safety Code 124025-124110 to assist eligible low-income families in obtaining the health screening. (Health and Safety Code 124100)

HEALTH SCREENING FOR SCHOOL ENTRY (continued)

(cf. 5145.6 - Parental Notifications)

Note: The following **optional** paragraph reflects legislative intent in Health and Safety Code 124105 encouraging students to complete the health screening in conjunction with immunizations prior to enrolling in kindergarten. The CHDP School Handbook: School Entry Health Examination Requirements recommends that schools include the parent/guardian notice in the kindergarten registration packet because it has been found to be most effective to collect the certification forms at kindergarten entry.

The notice and certification form shall be included with the notification of immunization requirements provided to parents/guardians prior to their child's enrollment in kindergarten and shall encourage completion of the health screening simultaneously with immunizations. The notice shall also be provided to the parent/guardian of any student who is enrolling in first grade without having attended kindergarten in the district.

(cf. 5141.31 - Immunizations)

In lieu of the certification, the parent/guardian may submit a waiver on a form developed by DHCS indicating that he/she does not want or is unable to obtain a health screening. If the waiver indicates that the parent/guardian was unable to obtain the services, the reasons should be included in the waiver. (Health and Safety Code 124085)

Note: The following **optional** paragraph may be revised to reflect district practice. The CHDP School Handbook: School Entry Health Examination Requirements recommends that the waiver form be provided to parents/guardians upon request rather than distributed with the notification of the health screening requirement.

The waiver form shall be provided to a parent/guardian upon request.

The completed certification form or the waiver shall be maintained in the student's health file or cumulative record. (5 CCR 432)

(cf. 5125 - Student Records)

During the first 90 days of the school year, the Superintendent or designee may contact any parent/guardian of a first-grade student who has not provided either the certification form or the waiver to ensure that the parent/guardian understands the health screening requirement and, if appropriate, his/her possible eligibility for the CHDP program.

The Superintendent or designee shall exclude from school, for not more than five school days, any first-grade student who does not present evidence of a health screening or a waiver on or before the 90th day after entering first grade. The exclusion shall begin on the 91st day after the student's entrance into the first grade, or if school is not in session, then on the next succeeding school day. (Health and Safety Code 124105)

HEALTH SCREENING FOR SCHOOL ENTRY (continued)

Note: Pursuant to Health and Safety Code 124105, the exemptions described in the following paragraph may not exceed five percent of the district's first-grade enrollment.

The Superintendent or designee may exempt a student from exclusion when his/her parents/guardians have been contacted at least twice between the first day and the 90th day after the student's enrollment in first grade and the parents/guardians refuse to provide either a certification form or a waiver. (Health and Safety Code 124105)

(cf. 5112.2 - Exclusions from Attendance)

Oral Health Assessment for Grades K-1

Note: The following **optional** section reflects Education Code 49452.8, as added by AB 1433 (Ch. 413, Statutes of 2006), which requires certification that a student enrolling in school for the first time, either in kindergarten or first grade, receives an oral health assessment. As required by Education Code 49452.8, the California Department of Education (CDE) has developed a standardized form, available on its web site, to be used by all districts to obtain the certification of the assessment.

No later than May 31 of the **relevant** school year, the parent/guardian of **a any** kindergarten student, or **of any** first-grade student who was not previously enrolled in **kindergarten in** a public school, shall certify that the student has received an oral health assessment. The oral health assessment shall have been performed by a licensed dentist or other authorized dental health professional no earlier than 12 months prior to the date of the student's initial enrollment. **The parent/guardian shall submit to the Superintendent or designee a California Department of Education, standardized form which has been completed and signed by the dental health professional.** (Education Code 49452.8)

Note: The **California Department of Education (CDE)** has developed a sample parental notification letter, available on its web site, which satisfies the following requirements of Education Code 49452.8.

The Superintendent or designee shall notify parents/guardians **of students in grades K-1** of the oral health assessment requirement. The notification shall, at a minimum, consist of a letter that includes all of the following: (Education Code 49452.8)

1. An explanation of the administrative requirements of the law
2. Information on the importance of primary teeth
3. Information on the importance of oral health to overall health and to learning
4. A toll-free telephone number to request an application for **Healthy Families, Medi-Cal,** or other government-subsidized health insurance programs

HEALTH SCREENING FOR SCHOOL ENTRY (continued)

5. Contact information for county public health departments
6. A statement of privacy applicable under state and federal laws and regulations

Note: The following optional paragraph may be revised to reflect district practice. As required by Education Code 49452.8, the California Department of Education (CDE) has developed a standardized "Oral Health Assessment Form," available on its web site, to be used by all districts to obtain the certification of the assessment.

The notification, along with a copy of the and certification form developed by the California Department of Education, shall be provided to parents/guardians when they register their child for school.

Following completion of the assessment, the parent/guardian shall submit to the Superintendent or designee a California Department of Education, standardized form a completed certification form which has been completed and signed by the dental health professional.

Note: Pursuant to Education Code 49452.8, if parents/guardians are unable to obtain the oral health assessment for any of the reasons specified below, they must instead complete the section of the CDE's certification standardized form indicating why an assessment could not be completed.

~~The student~~ A parent/guardian may be excused from complying with the oral health assessment requirements if his/her parent/guardian he/she indicates on the certification standardized form that ~~it~~ the assessment could not be completed for any of the following reasons: (Education Code 49452.8)

1. Completion of an assessment poses an undue financial burden on the parent/guardian.
2. The parent/guardian lacks access to a licensed dentist or other dental health professional.
3. The parent/guardian does not consent to an assessment.

Note: The following paragraph is optional. Education Code 49452.8, as amended by SB 379 (Ch. 772, Statutes of 2017), requires the CDE's certification form to include specified information in regard to parental rights related to school site oral health assessments.

If the district hosts a free oral health assessment event at which licensed dentists or other licensed dental health professionals perform school site assessments of students enrolled in the school, any student who has not had an oral health assessment shall be given an assessment unless his/her parent/guardian has indicated on the certification

HEALTH SCREENING FOR SCHOOL ENTRY (continued)

form that he/she does not consent to the student receiving an assessment. However, a student shall not receive dental treatment of any kind without his/her parent/guardian's informed consent for the treatment. (Education Code 49452.8)

Note: The following paragraph is optional.

Students who are not assessed, or for whom the parents/guardians fail to return the **standardized certification** form, shall not be excluded from school attendance.

Note: SB 379 (Ch. 772, Statutes of 2017) amended Education Code 49452.8 to change the date for reporting oral health assessment data, as provided in the following paragraph.

By **July 1** ~~December 31~~ of each year, the Superintendent or designee shall report data on oral health assessments to **the state dental director and/or** the county office of education in accordance with Education Code 49452.8.

The report shall also be provided to the Governing Board. The identity of any student shall not be included in the report.

Legal Reference: (see next page)

HEALTH SCREENING FOR SCHOOL ENTRY (continued)

Legal Reference:

EDUCATION CODE

48985 Notice to parents in language other than English

49060-49079 **Pupil Student** records

49452.8 Oral health assessment

HEALTH AND SAFETY CODE

104395 Child Health and Disability Prevention Program expansion

124025-124110 Child Health and Disability Prevention Program, especially:

124085 Certificate documenting health screening and evaluation services; waiver by parent/guardian

124100 Distribution of program information to parents/guardians of kindergarten children

124105 Exclusions and exemption; legislative intent of notification contents

CODE OF REGULATIONS, TITLE 5

432 Student records

CODE OF REGULATIONS, TITLE 17

6800-6874 Child Health and Disability Prevention Program

Management Resources:

CSBA PUBLICATIONS

Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Governance and Policy Services, Policy Brief, February 2007

CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS

Child Health & Disability Prevention (CHDP) Program: Oral Health Educational Resources for Children and Teens (6-20 years), rev. July 2013

CHDP School Handbook: School Entry Health Examination Requirements, rev. January 2006

WEB SITES

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

California Dental Association: <http://www.cda.org>

California Department of Education, Health Services: <http://www.cde.ca.gov/ls/he/hn>

California Department of Health Care Services, Child Health and Disability Prevention Program: <http://www.dhcs.ca.gov/services/chdp>

California Healthy Kids Resource Center: <https://www.ccrcca.org/resources/family-resource-directory/item/california-healthy-kids-resource-center> <http://www.californiahealthykids.org>

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CSBA Sample Board Policy

Instruction

BP 6174(a)

EDUCATION FOR ENGLISH LEARNERS

Note: The following policy may be revised to reflect district practice. State and federal law establish requirements for the identification, placement, and education of English learners.

~~Proposition 58 (November 2016) amended Education Code 305-310 to authorize parents/guardians to select a language acquisition program that best suits their child and repealed Education Code 311 thereby eliminating the requirement that parents/guardians request a waiver from the district if they want to enroll their child in a program other than a structured English immersion program. See the section on "Language Acquisition Programs" below.~~

Pursuant to Education Code 42238.02 and 42238.03, the local control funding formula provides additional funding based on the number and concentration of unduplicated counts of students who are English learners, foster youth, and/or eligible for free or reduced-price meals. Such funds must be used to increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number or concentration of unduplicated students; see BP 3100 - Budget.

In addition, 20 USC 6801-7014 (Title III) provide grant funds that may be used to supplement, but not supplant, funding from other sources for the purpose of ensuring that English learners attain English proficiency and meet the same challenging academic standards that are applicable to all students. During the Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will expect to see evidence that the district has complied with state and federal requirements. See the CDE web site for FPM compliance monitoring instruments.

For further information regarding English learners, programs, and services, see CDE's publication The California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, available on its web site.

The Governing Board intends to provide English learners with challenging curriculum and instruction that ~~develop~~ **maximize the attainment of high levels of** proficiency in English, **advance multilingual capabilities, and while** facilitating student achievement in the district's regular course of study.

~~Note: Pursuant to Education Code 42238.02 and 42238.03, the local control funding formula provides additional funding based on the number and concentration of unduplicated counts of students who are English learners, foster youth, and/or eligible for free or reduced-price meals. Such funds must be used to increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number or concentration of unduplicated students; see BP 3100 - Budget.~~

~~In addition~~, Education Code 52060 requires the district's local control and accountability plan (LCAP) to include annual goals and specific actions, aligned to state and local priorities, for all students and for each "numerically significant" student subgroup as defined in Education Code 52052, including English learners; see BP/AR 0460 - Local Control and Accountability Plan. **The CDE's Roadmap provides an alignment between principles outlined for English learners and the eight state priority areas required in the district's LCAP.**

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

EDUCATION FOR ENGLISH LEARNERS (continued)

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

Note: The following paragraph may be revised to reflect district strategies for parent/guardian and community involvement. Education Code 305, ~~as amended by Proposition 58 (November 2016)~~, requires the district to solicit input on language acquisition programs as part of the parent and community engagement process during the development of the LCAP; see section on "Language Acquisition Programs" below. In addition, if district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, Education Code 52063 requires the establishment of an English learner parent advisory committee to review and comment on the district's LCAP; see the accompanying administrative regulation and BP 0460 - Local Control and Accountability Plan.

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

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

Note: Pursuant to Education Code 60811, in November 2012 the State Board of Education (SBE) adopted state academic content standards for English language development (ELD), aligned with the California Common Core State Standards for English language arts, for students whose primary language is a language other than English. In July 2014, the SBE adopted the English Language Arts/English Language Development Framework aligned to those standards. A supplementary resource, Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, specifies the correspondence between the state ELD standards and the California Common Core State Standards for mathematics and the Next Generation Science Standards.

CDE's Roadmap encourages differentiated instruction and curriculum which are integrated across all subject areas and emphasize inquiry-based learning and critical thinking skills.

English learners shall be provided **differentiated** English language development instruction **which is** targeted to their English proficiency level, **integrated across all subject areas**, and aligned with the state content standards ~~and curriculum framework~~. The district's program shall be based on sound instructional theory, use standards-aligned instructional materials, **emphasize inquiry-based learning and critical thinking skills**, and **provide assist** students ~~with-in~~ **accessing to** the full educational program.

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

EDUCATION FOR ENGLISH LEARNERS (continued)

Note: Commission on Teacher Credentialing (CTC) leaflet CL-622, Serving English Learners, describes requirements pertaining to the qualifications of teachers of English learners. A teacher who is assigned to provide English language development, specially designed academic instruction in English, and/or primary language instruction to English learners must hold an appropriate authorization from the CTC; see AR 4112.22 - Staff Teaching English Learners.

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

(cf. 4112.22 - Staff Teaching English Learners)

Note: The following paragraph **is reflects a requirement** for ~~use by~~ districts that receive federal Title III funds to improve the education of English learners, **and is recommended for use by all districts**. 20 USC 6825 lists the required uses of such funds, including the provision of professional development of sufficient intensity and duration to have a positive and lasting impact on teachers' performance in the classroom. Pursuant to 20 USC 6825, such professional development must not include one-day or short-term workshops and conferences. **Districts that do not receive Title III funds may delete or adapt the following paragraph to reflect district practice.**

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: The following paragraph is optional. The CDE's Roadmap indicates the importance of a supportive and collaborative environment in order for teachers to effectively address the complex needs of English learners.

Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.

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

EDUCATION FOR ENGLISH LEARNERS (continued)

Identification and Assessment

Note: **The CDE's Roadmap emphasizes the importance of early identification of English learners, as early childhood is a crucial period of time for language development.** Education Code 313 requires any district that has one or more students who are English learners to assess the English language proficiency of those students using a state assessment designated by the SBE. The state **is transitioning from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC), which are aligned with the 2012 state standards for ELD. The ELPAC will include a** **They include an initial test for identifying students who may be English learners and an annual summative assessment, operational in spring 2018,** for determining English learners' level of English proficiency and **their** progress in acquiring the skills of listening, speaking, reading, and writing in English. **The ELPAC's initial screening test for identifying students who may be English learners will be operational July 1, 2018.** The CDE also provides a home language survey to be used to identify students who should be tested for English proficiency. See the accompanying administrative regulation for further information about test administration and identification and reclassification criteria.

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

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

Note: In addition to testing the level of English proficiency of English learners, districts are required pursuant to Education Code 60640 to administer the California Assessment of Student Performance and Progress to English learners; see BP/AR 6162.51 - State Academic Achievement Tests. As needed, English learners may be provided with the testing resources (i.e., universal tools, designated supports, and accommodations) specified in 5 CCR **853.5 and 853.7 854.1-854.3, as renumbered by Register 2018, No. 4,** during test administration.

Education Code 60640 also authorizes districts to administer a primary language assessment to English learners in grades 2-11 for the purpose of assessing students' competency in reading, writing, and listening in their primary language. The Standards-Based Test in Spanish may be used for this purpose until a test is available that is aligned with the most recent state ELD standards. The new California Spanish Assessment is expected to be operational in the 2018-19 school year.

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR **853.5 and 853.7 854.1-854.3.** English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR **853.5, 853.7 854.1-854.3**)

(cf. 6162.51 - State Academic Achievement Tests)

EDUCATION FOR ENGLISH LEARNERS (continued)

Note: The following paragraph is optional. The CDE's Roadmap highlights the importance of formative assessments in order to continually adapt methodologies and instruction to meet the needs of English learners.

Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.

(cf. 6162.5 - Student Assessment)

Language Acquisition Programs

Note: Effective July 1, 2017, Proposition 58 (November 2016) amended Education Code 305-310 and repealed Education Code 311 to authorize parents/guardians to select a language acquisition program that best suits their child. At a minimum, the district must offer a structured English immersion program. It also may offer a dual-language immersion program, transitional and developmental program for English learners, or other language acquisition program as defined in Education Code 306; see the accompanying administrative regulation. Pursuant to 20 USC 6312 and 34 CFR 100.3, parents/guardians have a right to decline or opt their child out of a language acquisition program. The following section may be revised to reflect programs offered by the district. Also see the accompanying administrative regulation.

Pursuant to Education Code 310, as amended, when the parents/guardians of 30 or more students at a school or 20 or more students in any grade level at the school request a particular language acquisition program, the district shall offer that program at the school site to the extent possible.

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

Language acquisition programs are educational programs. The district shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. The language acquisition programs provided to students shall be informed by research and shall lead to grade-level proficiency and academic achievement in both English and another language. (Education Code 306; 5 CCR 11300)

The district shall offer English learners. At a minimum, the district shall offer a structured English immersion program which includes designated and integrated English language development to ensure that English learners have access to the core academic content standards, including the English language development standards, and become proficient in English. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. (Education Code 305-306; 5 CCR 11309)

EDUCATION FOR ENGLISH LEARNERS (continued)

Note: The following **optional** paragraph may be revised to reflect district practice. The Education Code does not define the term "nearly all" for purposes of ensuring that nearly all instruction in the structured English immersion program is provided in English pursuant to Education Code 306. The following paragraph defines "nearly all" as to provide that all classroom instruction be conducted in English except for clarification, explanation, and support as needed. The district could instead establish a minimum percentage of classroom instructional time to be conducted in English or specify the types of courses to be conducted in English and the courses (e.g., science, algebra) to be taught in the student's primary language.

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

Note: Items #1-2 below are **optional** and may be revised to reflect district practice.

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

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

(cf. 6142.2 - World/Foreign Language Instruction)

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

Note: The following paragraph is for use by districts that maintain any of grades K-3. ~~Education Code 310, as amended by Proposition 58 (November 2016), requires that language acquisition programs in grades K-3 comply with class size requirements specified in Education Code 42238.02. For further information, see BP 6151 - Class Size.~~

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

(cf. 6151 - Class Size)

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

EDUCATION FOR ENGLISH LEARNERS (continued)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, **the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program.** (Education Code 310; **5 CCR 11310**)

(cf. 5145.6 - Parental Notifications)

Note: Pursuant to 5 CCR 11311, as added by Register 2018, No. 20, districts are required to establish a process with specified components for schools to receive and respond to requests from parents/guardians of enrolled students, and those enrolled for attendance in the next school year, to establish a language acquisition program other than, or in addition to, those already available at the school. See the section "Language Acquisition Programs" in the accompanying administrative regulation.

Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; **5 CCR 11311**)

Note: The following paragraph is for use by districts that maintain any of grades K-3. Education Code 310, as amended by Proposition 58 (November 2016), requires that language acquisition programs in grades K-3 comply with class size requirements specified in Education Code 42238.02. For further information, see BP 6151 - Class Size.

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

(cf. 6151 - Class Size)

Note: Education Code 310, as amended by Proposition 58 (November 2016), requires any district that implements a language acquisition program to distribute the following notification when a student enrolls in school or as part of the annual notification issued pursuant to Education Code 48980.

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

(cf. 5145.6 - Parental Notifications)

EDUCATION FOR ENGLISH LEARNERS (continued)

Reclassification

Note: As amended by Proposition 58 (November 2016), Education Code 305 no longer specifies that enrollment in a structured English immersion program is "not normally intended to exceed one year," nor does it address a timeline for students to be transferred from any other language acquisition program into an English language mainstream classroom. However, an English learner may transfer to an English language mainstream classroom when he/she has developed the English language skills necessary to succeed in an English-only classroom and, based on criteria established pursuant to Education Code 313 and 52164.6, is reclassified as fluent English proficient. See the accompanying administrative regulation. Furthermore, pursuant to 20 USC 6312, 34 CFR 100.3, and 5 CCR 11301, parents/guardians have a right to decline or opt their child out of a language acquisition program.

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

Program Evaluation

Note: The following section may be revised to reflect indicators agreed upon by the Governing Board and Superintendent or designee for measuring the effectiveness of the district's educational program for English learners.

Education Code 52061 requires that the annual update of the LCAP include a review of progress toward the goals included in the LCAP, an assessment of the effectiveness of the specific actions described in the LCAP toward achieving the goals, and a description of changes the district will make as a result of this review and assessment.

Pursuant to Education Code 313.2, the CDE is required to annually determine the number of students in each district and school who are, or are at risk of becoming, long-term English learners and to report that information to districts and schools. Definitions of "long-term English learner" and "English learner at risk of becoming a long-term English learner" are contained in Education Code 313.1.

The federal Every Student Succeeds Act (ESSA) (P.L. 114-95) repealed 20 USC 6842, thereby eliminating the requirement that districts receiving federal Title III funding (20 USC 6841-6849) reach "annual measurable achievement objectives," including annual increases in the number or percentage of English learners making progress in English proficiency. Instead, 20 USC 6311, as amended by the ESSA, requires the inclusion of a performance indicator on English language proficiency within the state accountability system under Title I.

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

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient

EDUCATION FOR ENGLISH LEARNERS (continued)

3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
- 5. For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309**
- 56.** Progress toward any other goals for English learners identified in the district's LCAP
- 67.** A comparison of current data with data from at least the previous **year in regard to items #1-6 above**
- 8. A comparison of data between the different language acquisition programs offered by the district**

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

*Legal Reference:*EDUCATION CODE

300-340 *English language education, especially:*
 305-310 *Language acquisition programs*
 313-313.5 *Assessment of English proficiency*
 430-446 *English Learner and Immigrant Pupil Federal Conformity Act*
 33050 *State Board of Education waiver authority*
 42238.02-42238.03 *Local control funding formula*
 44253.1-44253.11 *Qualifications for teaching English learners*
 48980 *Parental notifications*
 48985 *Notices to parents in language other than English*
 52052 *Numerically significant student subgroups*
 52060-52077 *Local control and accountability plan*
~~52130-52135 *Impacted Languages Act of 1984*~~
 52160-52178 *Bilingual Bicultural Act*
 56305 *CDE manual on English learners with disabilities*
 60603 *Definition, recently arrived English learner*
~~60605.87 *Supplemental instructional materials, English language development*~~
 60640 *California Assessment of Student Performance and Progress*
 60810-60812 *Assessment of language development*
~~62005.5~~ **62002.5** *Continuation of advisory committee after program sunsets*

Legal Reference continued: (see next page)

EDUCATION FOR ENGLISH LEARNERS (continued)*Legal Reference: (continued)*CODE OF REGULATIONS, TITLE 5853.5-853.7 Test administration; universal tools, designated supports, and accommodations853.8 CAASPP and unlisted resources for students with disabilities854.1-854.3 CAASPP and universal tools, designated supports, and accommodations854.9 CASSPP and unlisted resources for students with disabilities

11300-11316 English learner education

11510-11517.5 California English Language Development Test

11517.6-11519.5 English Language Proficiency Assessments for CaliforniaUNITED STATES CODE, TITLE 20

1412 Individuals with Disabilities Education Act; state eligibility

1701-1705 Equal Educational Opportunities Act

6311 Title I state plan

6312 Title I local education agency plans

6801-7014 Title III, language instruction for English learners and immigrant students

7801 Definitions

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Discrimination prohibited

200.16 Assessment of English learners

COURT DECISIONSValeria G. O. v. Wilson-Davis, (2002) 307 F.3d 1036California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196Teresa P. et al v. Berkeley Unified School District et al., (1989) 724 F.Supp. 698ATTORNEY GENERAL OPINIONS83 Ops.Cal.Atty.Gen. 40 (2000)*Management Resources:*CSBA PUBLICATIONSEnglish Learners in Focus: The English Learner Roadmap: Providing Direction for English Learner Success, Governance Brief, February 2018English Learners in Focus, Issue 4: Expanding Bilingual Education in California after Proposition 58, Governance Brief, March 2017English Learners in Focus, Issue 1: Updated Demographic and Achievement Profile of California's English Learners, Governance Brief, rev. September 2016English Learners in Focus, Issue 3: Ensuring High-Quality Staff for English Learners, Governance Brief, July 2016English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs, Governance Brief, September 2014CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSCalifornia English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, 2018Matrix One: Universal Tools, Designated Supports, and Accommodations for the California Assessment of Student Performance and Progress for 2017-18, rev. August 2017Reclassification Guidance for 2017-18, CDE Correspondence, April 28, 2017Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, December 2015Next Generation Science Standards for California Public Schools, Kindergarten through Grade Twelve, rev. March 2015*Management Resources continued: (see next page)*

EDUCATION FOR ENGLISH LEARNERS (continued)*Management Resources: (continued)*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS (continued)Academic Criterion for Reclassification, CDE Correspondence, August 11, 2014English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014Common Core State Standards for Mathematics, rev. 2013Next Generation Science Standards for California Public Schools, Kindergarten through Grade Twelve, 2013English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments**THE EDUCATION TRUST- WEST PUBLICATIONS****Unlocking Learning II: Math as a Lever for English Learner Equity, March 2018****Unlocking Learning: Science as a Lever for English Learner Equity, January 2017**U.S. DEPARTMENT OF EDUCATION PUBLICATIONSAccountability for English Learners Under the ESEA, Non-Regulatory Guidance, January 2017**Innovative Solutions for Including Recently Arrived English Learners in State Accountability Systems: A Guide for States, January 2017**English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev. November 2016English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), Non-Regulatory Guidance, September 23, 2016Dear Colleague Letter: English Learner Students and Limited English Proficient Parents, January 7, 2015Assessment and Accountability for Recently Arrived and Former Limited English Proficient (LEP) Students, May 2007WEB SITESCSBA: <http://www.csba.org>California Association for Bilingual Education: <http://www.gocabe.org>California Department of Education: <http://www.cde.ca.gov/sp/el>National Clearinghouse for English Language Acquisition: <http://www.ncele.us>**The Education Trust-West: <https://west.edtrust.org>**U.S. Department of Education: <http://www.ed.gov>

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CSBA Sample Administrative Regulation

Instruction

AR 6174(a)

EDUCATION FOR ENGLISH LEARNERS

Definitions

Note: The following section reflects definitions in Education Code 306, as amended by Proposition 58 (November 2016).

English learner means a student who is age 3-21 years, who is enrolled or is preparing to enroll in an elementary or secondary school, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the student the ability to meet state academic standards, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. An English learner may include a student who was not born in the United States or whose native language is a language other than English; a student who is Native American or Alaska Native, or a native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or a student who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant. (Education Code 306; 20 USC 7801)

***Designated English language development* means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development standards to assist English learners to develop critical English language skills necessary for academic content learning in English. (5 CCR 11300)**

***Integrated English language development* means instruction in which the state-adopted English language development standards are used in tandem with the state-adopted academic content standards. Integrated English language development includes specially designed academic instruction in English. (5 CCR 11300)**

Native speaker of English means a student who has learned and used English in his/her home from early childhood and English has been his/her primary means of concept formation and communication. (Education Code 306)

Identification and Assessments

Note: Education Code 52164.1 and 5 CCR 11307 require the district to administer a home language survey to all enrolled students. A sample home language survey form in English and Spanish is available on the California Department of Education's (CDE) web site.

Upon enrollment in the district, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307)

EDUCATION FOR ENGLISH LEARNERS (continued)

Note: When the home language survey indicates that a student's proficiency in English should be tested, Education Code 313 requires the district to administer a state assessment of English language proficiency. ~~When fully operational in 2018, the~~ English Language Proficiency Assessments for California (ELPAC) ~~will be~~ **are** used for initial identification of language proficiency and subsequently for annual assessment of language proficiency.

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be **initially** assessed for English proficiency using the ~~state's designated English language proficiency test for initial identification~~ **English Language Proficiency Assessments for California (ELPAC)**. (Education Code 313, 52164.1; 5 CCR 11511)

Each year after a student is identified as an English learner and until he/she is redesignated as English proficient, the summative assessment of the ~~state's designated English language proficiency test~~ **ELPAC** shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

Note: 5 CCR ~~11516-11516.6~~ **11518.30-11518.35, as renumbered by Register 2017, No. 23**, specify allowable variations and accommodations in the administration of the state English language proficiency assessment. ~~These variations and accommodations are generally the same as those allowed for other state assessments; see AR 6162.51 - State Academic Achievement Tests.~~

The ~~state assessment~~ **ELPAC** shall be administered in accordance with test publisher instructions and 5 CCR **11518.5-11518.20** ~~11511-11516.6~~. Variations and accommodations in test administration may be provided to English learners pursuant to 5 CCR ~~11516-11516.6~~ **11518.30-11518.35**.

Note: The Individuals with Disabilities in Education Act (20 USC 1412) requires that students with disabilities be included in all state assessments, including the ~~annual assessment of English language proficiency~~ **ELPAC** as appropriate. English learners with disabilities must be allowed to take the test with accommodations as specified in their individualized education program or Section 504 plan. Pursuant to 5 CCR **11518.30** ~~11516.7~~, students with the most significant cognitive disabilities who cannot participate in the assessment, even with appropriate accommodations, must be given an alternate assessment of English proficiency. 34 CFR 200.16, ~~as amended by 81 Fed. Reg. 86076~~, provides that, if an English learner with a disability is unable to take the assessment with accommodations, the state accountability system must include the student's score on any part(s) of the test for which it is possible to assess the student (i.e., speaking, reading, listening, writing).

Education Code 56305, ~~as amended by AB 99 (Ch. 15, Statutes of 2017), as added by AB 2785 (Ch. 579, Statutes of 2016)~~, requires CDE to ~~develop, by July 1, 2018,~~ **January 1, 2019**, a manual providing guidance on identifying, assessing, supporting, and reclassifying English learners with disabilities.

Any student with a disability who is identified as an English learner shall be allowed to take the assessment with those accommodations for testing that the student has regularly used

EDUCATION FOR ENGLISH LEARNERS (continued)

during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan. If the student is unable to participate in the assessment or a portion of the assessment even with such accommodations, an alternate assessment for English language proficiency shall be administered to the student as set forth in his/her IEP. (5 CCR **11518.25-11518.35** ~~11516-11516.7~~; 20 USC 1412)

(cf. 6159 - Individualized Education Program)

*(cf. ~~6152.51~~ **6162.51** - State Academic Achievement Tests)*

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

Note: The remainder of this section specifies notifications that must be sent to parents/guardians regarding assessment results and available programs for English learners. The CDE has developed sample notification letters, available on its web site in multiple translations, to notify parents/guardians of the initial identification of a student as an English learner or as initially fluent English proficient and to notify them of the results of an annual assessment.

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 their parents/guardians must be written in English and in the primary language and may be answered by the parent/guardian in either language.

The Superintendent or designee shall notify parents/guardians of their child's results on the ~~state's English language proficiency assessment~~ **ELPAC** within 30 calendar days following receipt of the results from the test contractor. (Education Code 52164.1; 5 CCR 11511.5)

(cf. 5145.6 - Parental Notifications)

Note: The following paragraph is for use by districts that receive federal funds under either Title I or Title III for services to English learners, **and may be adapted for use by other districts. Pursuant to Education Code 440 and 20 USC 6312, Such districts receiving Title I or Title III funds** are required to provide parents/guardians with notification of their child's identification as an English learner and placement in a language acquisition program. ~~The Every Student Succeeds Act (P.L. 114-95) repealed 20 USC 7012 and moved the notification requirement to 20 USC 6312.~~

The parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title I or Title III funds shall receive notification of the assessment of his/her child's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code **313.2**, 440; 20 USC 6312)

1. The reason for the identification of the student as an English learner and the need for placement in a language acquisition program
2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement

EDUCATION FOR ENGLISH LEARNERS (continued)

3. A description of the language acquisition program in which the student is, or will be, participating, including a description of all of the following:
 - a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
 - b. The manner in which the program will meet the educational strengths and needs of the student
 - c. The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards for grade promotion and graduation
 - d. The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable
 - e. Where the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP

Note: Education Code 313.2, as amended by AB 81 (Ch. 609, Statutes of 2017), requires that the notice contain information in regard to (1) whether the student is a long-term English learner, or English learner at risk of becoming a long-term English learner, and (2) the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help them develop English proficiency and achieve academic standards. Districts may send an alternate notice if the definitions of long-term English learners and those at risk of becoming long-term English learners used by the district are broader than those defined in Education Code 313.1, the notice states that the definitions utilized by the district are broader, and the notice contains the information specified in item #4 below.

- 4. As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313.1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards.**
- 4.5.** Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request
- 5-6.** Information regarding a parent/guardian's option to decline to enroll the student in the program or to choose another program or method of instruction, if available

EDUCATION FOR ENGLISH LEARNERS (continued)

- 6-7.** Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered

Language Acquisition Programs

Note: Pursuant to 5 CCR 11311, as added by Register 2018, No. 20, districts are required to establish a process for schools to receive and respond to requests from parents/guardians of enrolled students, and those enrolled for attendance in the next school year, to establish a language acquisition program other than, or in addition to, those already available at the school. Each school is required to follow the process even when the district provides the language acquisition program at another school site. The following section includes the components of the process required by 5 CCR 11311 and may be expanded to reflect district practice.

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5 CCR 11311)

1. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request.
2. The school shall monitor requests on a regular basis and notify the Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.
3. If the number of parents/guardians described in item #2 is attained, the Superintendent or designee shall:
 - a. Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program
 - b. Identify costs and resources necessary to implement any new language

EDUCATION FOR ENGLISH LEARNERS (continued)

acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals

- c. Within 60 calendar days of reaching the threshold number of parents/guardians described in item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators
- d. If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

Note: Pursuant to 5 CCR 11310, as amended by Register 2018, No. 20, districts are required to notify parents/guardians regarding language acquisition programs at the beginning of each school year or upon a student's enrollment. The following section includes the notice requirements pursuant to 5 CCR 11310.

The district shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program, including a dual-language immersion program, for their child. The notice shall also include the following: (5 CCR 11309, 11310)

1. A description of the programs provided, including structured English immersion
2. Identification of any language to be taught in addition to English when the program includes instruction in a language other than English
3. The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development
4. The manner in which the district has allocated sufficient resources to effectively implement the program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program goals

EDUCATION FOR ENGLISH LEARNERS (continued)

5. The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and, when the program includes instruction in another language, in that other language
6. The process to request establishment of a language acquisition program not offered at the school
7. For any dual-language immersion program offered, the specific languages to be taught. The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

Reclassification/Redesignation

The district shall continue to provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers until they: (5 CCR 11302)

1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers
2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

Note: Education Code 313 and 52164.6 and 5 CCR 11303 require that the district's reclassification process include, at a minimum, the criteria specified in items #1-4 below. **Additional guidance is available on the CDE's web site.** The district may expand the following list to reflect any additional criteria it has established. ~~The CDE's CELDT Information Guide includes recommendations for assessing each of the following criteria and states that, for a student with disabilities, the student's IEP team or Section 504 team should determine any supplemental criteria to be used.~~

The measures used to determine whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to: (Education Code 313, 52164.6; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the **state's English language proficiency assessment ELPAC**

EDUCATION FOR ENGLISH LEARNERS (continued)

2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student
3. Parent/guardian opinion and consultation

The Superintendent or designee shall provide the parent/guardian with notice and a description of the reclassification process and of his/her opportunity to participate in the process and shall encourage his/her involvement in the process.

Note: Pursuant to Education Code 313, the fourth criterion requires comparison of student performance on an objective assessment of basic skills that provides an empirically established range of performance of English proficient students of the same age. A letter from the CDE to district superintendents (**Academic Criterion for Reclassification Guidance for 2017-18**) dated ~~August 11, 2014~~ **April 28, 2017** clarifies that **the Smarter Balanced Summative Assessment may be used as a local measure of the fourth criterion, or, when a state test of basic skills is unavailable, districts must may select another measure which may include a local assessment.** The CDE correspondence provides examples of appropriate measures and is available on the CDE web site.

4. Student performance on an objective assessment of basic skills in English that shows whether the student is performing at or near grade level

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

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

The Superintendent or designee shall monitor students for at least two years following their reclassification to determine whether the student needs any additional academic support **to ensure his/her language and academic success.**

Advisory Committee

Note: The following section should be revised to reflect district practice. Pursuant to 5 CCR 11308, a parent/guardian advisory committee is required for any district with over 50 English learners and for each school with over 20 English learners. Duties of the advisory committee are specified in 5 CCR 11308.

A parent/guardian advisory committee shall be established at the district level when there are more than 50 English learners in the district and at the school level when there are more than 20 English learners at the school. Parents/guardians of English learners shall constitute committee membership in at least the same percentage as English learners represent of the total number of students in the school. (Education Code 52176; 5 CCR 11308)

EDUCATION FOR ENGLISH LEARNERS (continued)

The district's English language advisory committee shall advise the Governing Board on at least the following tasks: (5 CCR 11308)

1. The development of a **district master plan of for** education programs and services for English learners, taking into consideration the school site plans for English learners
2. The districtwide needs assessment on a school-by-school basis
3. Establishment of a district program, goals, and objectives for programs and services for English learners
4. Development of a plan to ensure compliance with applicable teacher or aide requirements
5. Administration of the annual language census
6. Review of and comment on the district's reclassification procedures

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

In order to assist the advisory committee in carrying out its responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

LCAP Advisory Committee

Note: The following section is applicable if the district's student enrollment includes at least 15 percent English learners, with at least 50 students who are English learners. Education Code 52063 requires that such districts establish an English learner parent advisory committee to review and comment on the district's local control and accountability plan; see BP 0460 - Local Control and Accountability Plan. 5 CCR 15495 requires this committee to include a majority of parents/guardians of English learners.

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP) in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR **11301**, 15495)

(cf. 0460 - Local Control and Accountability Plan)

EDUCATION FOR ENGLISH LEARNERS (continued)

The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could serve as the LCAP English learner advisory committee if its composition includes a majority of parents/guardians of English learners.

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CSBA Sample Board Bylaw

Board Bylaws

BB 9310(a)

BOARD POLICIES

Note: The following optional bylaw may be revised to reflect district practice.

The Governing Board shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians, and the community. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements.

(cf. 9000 - Role of the Board)

The Board shall ensure that district policies align with the district's vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provision of equal access to opportunities for all students.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0415 - Equity)

(cf. 0460 - Local Control and Accountability Plan)

Note: State and federal laws mandate that districts develop policy or regulations on numerous topics. CSBA maintains a list of mandated policies and also indicates throughout its sample policy manual instances where policy language is mandated.

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements. No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agendas/Meeting Materials)

BOARD POLICIES (continued)

Note: Education Code 35160.5 requires that district policies pertaining to intradistrict open enrollment and extracurricular/cocurricular activities be reviewed annually.

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 6145 - Extracurricular and Cocurricular Activities)

Policy Development and Adoption Process

Note: The following section describes the basic steps in the policy development process and may be revised to reflect district practice. CSBA offers a variety of policy services designed to assist the governance team with this process, including review of district policy manuals, policy development workshops for individual districts and consortia of districts, and manual maintenance services.

The district's policy development process shall include the following basic steps:

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new district vision **statement, new or** goals **in the local control and accountability plan,** educational research or trends, **or a change in the superintendency or Board membership.** ~~The need may also occur as a result of~~ an incident that has arisen in the district, or a recommendation or request from staff, **a parent/guardian,** or other interested persons.

Note: ~~Information gathered by district staff, as provided in item #2 below, may include sample policies available through CSBA.~~

2. As needed, the Superintendent or designee shall gather fiscal **and other** data, staff and public input, related district policies, sample policies from **the California School Boards Association or** other organizations or agencies, and other useful information **and data** to fully inform the Board about **the a particular** issue.

(cf. 1220 - Citizen Advisory Committees)

3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, **how the proposed policy may affect student learning,** community expectations, staff recommendations, **and**

BOARD POLICIES (continued)

the expected impact of the policy ~~fiscal impact, as well as the policy's impact on student learning and well-being, equity, governance, and the district's fiscal resources~~ and operational efficiency.

4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.

Note: **Generally, m**Most policies are given two readings at a public Board meeting. However, a second reading is **generally** not required by law so it may be waived by the Board. The following paragraph should be modified by districts that only require one reading of policies prior to adoption.

5. The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

(cf. 9323 - Meeting Conduct)

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323.2 - Actions by the Board)

The district's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or **the desire** to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date **if so** designated by the Board at the time of adoption.

Board Bylaws

The Board shall prescribe and enforce rules for its own **government governance** consistent with state law and regulations. (Education Code 35010)

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

Administrative Regulations

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall

BOARD POLICIES (continued)

be consistent with law and Board policy and shall be designed to promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other **necessary** provisions. The Superintendent or designee **may** also **may** develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Superintendent or designee shall review corresponding **administrative** regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve **administrative** regulations for the purpose of ensuring conformity with the intent of Board policy.

Monitoring and Evaluation

At **the any** time, ~~a policy is adopted,~~ the Board and Superintendent or designee **shall may** determine ~~whether an evaluation~~ **that progress reports to the Board on the implementation and/or effectiveness** of the policy should be scheduled. ~~and, if so, the Board and Superintendent or designee~~ shall agree upon a timeline and, **as applicable,** measures for evaluating the effectiveness of the policy in achieving its purpose.

(cf. 0500 - Accountability)

Access to Policies

Note: Districts that are updating their policy manual through CSBA's Manual Maintenance **Plus** service have the option of accessing their district's policy manual and other legal and management resources through CSBA's GAMUT Online **service web site**.

The Superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. ~~A public copy of the policy manual shall be maintained at the district central office and at each school site.~~ **These copies policy manual** shall be maintained ~~either~~ **electronically and/or** by paper copy.

(cf. 1113 - District and School Web Sites)

(cf. 1340 - Access to District Records)

As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communications strategy depending on the issue. **Policies shall be posted on the district's web site when required by law.**

(cf. 1112 - Media Relations)

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

BOARD POLICIES (continued)

(cf. 5145.6 - Parental Notifications)
(cf. 6020 - Parent Involvement)

Suspension of Policies

No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35160 Authority of governing boards

35160.5 Annual review of school district policies

35163 Official actions, minutes and journal

35164 Vote requirements

Management Resources:

WEB SITES

CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT Online), Policy Review Program, Individual District Policy Workshops, Agenda Online, and Manual Maintenance: <http://www.csba.org/ps>

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

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