

# RIVER DELTA UNIFIED SCHOOL DISTRICT

## Notice of a Regular Meeting of the Board of Trustees

By Order of the President of the Board of Trustees, this is a Call for the Regular Meeting of the Board of Trustees of the River Delta Unified School District to be held:

**January 8, 2019**

**Rio Vista High School ♦ 410 South Fourth Street, Rio Vista, CA**

*A copy of the full agenda (with backup documents but without confidential closed session items) is available for public review at the District Office, 445 Montezuma St., Rio Vista, California, at least 72 hours prior to the announced meeting of the Board of Trustees or online at <http://riverdelta.org> under the heading: Board of Trustees*

### **REGULAR MEETING AGENDA**

1. Call the Open Session to Order (@ 5:30 p.m.)
2. Roll Call: Member Fernandez \_\_\_; Member Olson \_\_\_; Member Riley \_\_\_; Member Stone \_\_\_; Member Elliott \_\_\_; Member Casillas \_\_\_; Member Mahoney \_\_\_
3. Review Closed Session Agenda (see attached agenda)
  - 3.1 Announce Closed Session Agenda
  - 3.2 Public Comment on Closed Session Agenda Items Only
4. Approve Closed Session Agenda and Adjourn to the **Closed Session** (@5:35 p.m.)

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Time: \_\_\_\_\_

5. Reconvene to Open Session (@ approx. 6:30 p.m.) Time: \_\_\_\_\_
  - 5.1 Retake Roll Call  
Member Fernandez \_\_\_; Member Olson \_\_\_; Member Riley \_\_\_; Member Stone \_\_\_;  
Member Elliott \_\_\_; Member Casillas \_\_\_; Member Mahoney \_\_\_
  - 5.2 Pledge of Allegiance
6. Report of Action taken, if any, during the Closed Session (Government Code Section 54957.1) – Board President Fernandez
7. Review and Approve the **Open Session** Agenda

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_

Public Comment: **Anyone may address the Board at this time regarding any subject that is within the Board's subject-matter jurisdiction which is not on this night's agenda** [Government Code Section 54954.3 and Education Code Sections 35145.5 and 72121.5]. **However, please hold your comments on a specific agendized item on this agenda until it is brought up for discussion.** To address the Board, raise your hand and when you have been called on, please step up to the podium and state your name. However, **understand the Board may not take action on any item which is not actually listed on this agenda** (except as authorized by Government Code Section 54954.2). (BB9323) **Individual speakers shall be allowed three minutes to address the Board on any non-agendized item. The Board shall limit the total time for public presentation and input on all items to a maximum of 20 minutes.** With Board consent, the Board President may increase or decrease the time allowed for public comment, depending on the topic and the number of persons wishing to be heard and the overall length of the agenda. The Board President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. (BB 9323) Anyone may appear at the Board meeting to testify in support of, or in opposition to, any item on this agenda being presented to the Board for consideration. (If you wish to have an item placed on the agenda for discussion and/or action by the Board, you must notify the Board Secretary/Superintendent in writing no later than ten working days prior to a regularly scheduled Board meeting requesting permission. After the Superintendent's Cabinet has met, you will be notified of their decision.)

9. **Reports, Presentations, Information**
  - 9.1 Board Member(s) and Superintendent Report(s) and/or Presentation(s) –
    - 9.1.1 Board Members' Report(s)
    - 9.1.2 Committee Report(s)
    - 9.1.3 Superintendent Beno's Report(s)
      - 9.1.3.1 Open discussion with the Board of Trustees and David Gordon, SCOE Superintendent regarding the process and planning for the 2019 River Delta USD Superintendent Search
      - 9.1.3.2 Redistricting and the census – discussion of past and future redistricting of trustee areas based on census data
  - 9.2 Business Services' Reports and/or Presentations on: Routine Restricted Maintenance; Deferred Maintenance; Maintenance and Operations; Transportation Department; Food Services Department; District Technology; and District Budget – Elizabeth Keema-Aston, Chief Business Officer and Ken Gaston, Director of MOT
    - 9.2.1 ADA/Enrollment Report - Elizabeth Keema-Aston
    - 9.2.2 Monthly Financial Report - Elizabeth Keema-Aston

- 9.2.2.1 Timeline for preparation of the 2019-2020 District Budget and LCAP
- 9.2.3 Maintenance, Operations & Transportation Update - Ken Gaston
- 9.2.4 Review the Annual Developer Fee Report – Elizabeth Keema-Aston
- 9.3 Other – Educational Services’ Reports and/or Presentation(s) – Kathy Wright, Director of Educational Services
  - 9.3.1 Every Student Succeeds Act (ESSA) Accountability Information and CA Dashboard Update – Kathy Wright
  - 9.3.2 Sacramento County Office of Education First Quarterly Williams Review Report for 2018-2019 – Kathy Wright
  - 9.3.3 Williams' Settlement Public Notification regarding sufficiency of teachers, facilities, and textbook and instructional materials – Second Quarter (October – December 2018) – Kathy Wright
- 9.4 A Representative from Crowe LLP to present River Delta Unified School District’s 2017- 2018 Audit Reports
- 9.5 River Delta Unified Teacher’s Association (RDUTA) Update
- 9.6 California State Employee’s Association (CSEA) Chapter #319 Update
- 10. **Consent Calendar**
  - 10.1 Approve Board Minutes
    - Regular Meeting of the Board, December 11, 2018
  - 10.2 Receive and Approve Monthly Personnel Reports
    - As of January 8, 2019
  - 10.3 District’s Monthly Expenditure Report
    - December 2018
  - 10.4 Request to approve Rio Vista High School’s FFA students to travel and attend the Annual California State FFA Convention in Anaheim, CA from April 24-29, 2019 – Vicky Turk, Maureen Reis & Holly Chesnut
  - 10.5 Request approval for out-of-state travel for Rio Vista High School’s American Field Service students domestic exchange visit to Mattapoisett, Massachusetts from March 21-25, 2019
  - 10.6 Request to approve Rio Vista High School’s Class of 2019 graduation trip to Universal Studios Hollywood in Universal City, CA on May 30-31, 2019 – Vicky Turk
  - 10.7 Request to approve out of state travel for Delta High School’s American Field Service students domestic exchange visit to Fairfield, Connecticut from March 21-25, 2019 – Laura Uslan
  - 10.8 Request to approve the Delta High School’s FFA students to travel and attend the Annual California State FFA Convention in Anaheim, CA from April 25-29, 2019 – Funding by Ag Boosters, Ag Incentive Funding, fundraising and by students – Shanen Spears and Laura Uslan
  - 10.9 Request to approve Delta High School’s Senior Class of 2019 graduation trip to Universal Studios Hollywood in Universal City, CA on May 30-31, 2019 – Laura Uslan
  - 10.10 Request approval to move the Executive Assistant on the Classified Management Salary Schedule from range 11 to 15 – Don Beno
  - 10.11 Request to approve the Independent Contract for Services Agreement with Hanoch McCarty for the 2018-2019 school year at a cost not to exceed \$5,000 – Special Education Funds – Kathy Wright
  - 10.12 Donations to Receive and Acknowledge:
    - Walnut Grove Elementary School – Summer STREAM Program**  
Apple, Inc. \$12,000
    - Bates Elementary School – College Day T-Shirts**  
Miguel A. Barragan - \$125
    - Riverview Middle School**  
Rio Vista Youth Services – Water Hydration Station - \$3,000  
Rio Vista Foundation - Chromebooks \$4,000
    - Isleton Elementary School – Sweatshirts for students**  
Isleton Lions Club - \$320
    - Rio Vista High School**  
Page and Sara Baldwin – Weight machines (Value at \$3500)  
Rio Vista Women’s Golf Club – funds towards a printer in the media center
    - D.H. White Elementary School**  
Meredith Bird-Marinucci - \$100 (Humphry’s Harbor – School Store)  
Beth Brockhouse/PG&E - \$153.84

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_

**Action Items -- Individual speakers shall be allowed three minutes to address the Board on any agenda item. The Board shall limit the total time for public presentation and input on all items to a maximum of 20 minutes.** With Board consent, the Board President may increase or decrease the time allowed for public comment, depending on the topic and the number of persons wishing to be heard and the overall length of the agenda. The Board President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. (BB 9323) Anyone may appear at the Board meeting to testify in support of, or in opposition to, any item on this agenda being presented to the Board for consideration.

11. Request to accept and approve the Audit Report of Crowe LLP, Independent Auditor, for Fiscal Year 2017-2018 - Elizabeth Keema-Aston  
 Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_
12. Request to accept and approve the Audit reports of Crowe LLP, Independent Auditor, for Fiscal Year 2017-2018 for SFID#1 and SFID#2 – Elizabeth Keema-Aston  
 Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_
13. Request to approve the first reading of the updated or new Board Policies, Administrative Regulations and or Exhibits due to new legislations or mandated language and citation revisions as of October 2018 – Don Beno  
 Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_
14. During Closed Session the Board reviewed the student stipulated expulsion case #1819-311-001. The Board's decision is as follows – Board President Fernandez  
 Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_
15. Request to approve the Emergency Attendance Waiver to regain lost ADA for November 16, 2018 due to the Camp Fire in Paradise, CA. The Air Quality Index (AQI) placed the schools in River Delta Unified School District in the Very Unhealthy to Hazardous Range – Elizabeth Keema-Aston  
 Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_
16. Re-Adjourn to continue Closed Session, if needed
17. Report of Action taken, if any, during continued Closed Session (Government Code Section 54957.1) – Board President Fernandez
18. Adjournment  
 Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstentions: \_\_\_\_\_ Time: \_\_\_\_\_

*A copy of the full agenda is available for public review at each school site. A copy of the full agenda is available for public review at the District Office (with backup documents but without confidential closed session items), 445 Montezuma St., Rio Vista, California, at least 72 hours prior to the announced meeting of the Board of Trustees. The full agenda is also available online at <http://riverdelta.org>.*

**Americans with Disabilities Act Compliance:** Any and all requests for “...any disability-related modification or accommodation, including auxiliary aids or services...” needed to access our agendas or to participate in the public meetings, must be received in writing by the Superintendent’s Office at 445 Montezuma Street, Rio Vista, CA 94571 at least annually before July 1 of each year -- or at least 5 calendar days prior to the individual meeting in question. All inquiries may be directed to the Superintendent’s Office c/o Jennifer Gaston at (707) 374-1711.

**AFFIDAVIT OF NOTICING AND POSTING:**

I, Jennifer Gaston, Executive Assistant to the Board of Trustees, declare that a copy of this Regular Meeting Agenda/Notice was posted in the bulletin board in front of the District Office and that the Board of Trustees Members, District administrative offices and schools, the community libraries and the River News Herald were provided notice or caused to be provided notice via fax, e-mail and/or hand delivery on or before Friday, January 4, 2019, by or before 5:30 p.m.

**By:** *Jennifer Gaston* Jennifer Gaston, Executive Assistant, to the Superintendent.

ATTACHMENT

RIVER DELTA UNIFIED SCHOOL DISTRICT

Notice of a Regular Meeting of the Board of Trustees

By Order of the President of the Board of Trustees, this is a Call for the Regular Meeting of the Board of Trustees of the River Delta Unified School District to be held:

January 8, 2019

Rio Vista High School ♦ 410 South Fourth Street, Rio Vista, CA

CLOSED SESSION

As provided by Government Code Section 54957, the Board is requested to meet in closed session for consideration of **personnel appointment, employment, discipline, complaint, evaluation or dismissal** [Government Code Section 54957], **possible or pending litigation** [Government Code 54956.9(a)(b)(c)], **student discipline** [Education Code Sections 49070 (c) and 76232 (c)], **employee/employer negotiations** [Government Code Section 3549.1 and 54957.6], or **real property transactions** [Government Code Section 54956.8].

A Closed Session will be held beginning at 5:35 p.m. on January 8, 2019, at the Rio Vista High School, Rio Vista, California (which is prior to the full Open Session). Any formal action taken by the Board will be reported in the Open Session of this regular meeting of the Board of Trustees [Government Code Section 54957.1]. As needed, this Closed Session may be reconvened following the full Open Session. Any formal action taken by the Board will be reported in Open Session prior to adjournment.

4. CLOSED SESSION

4.1 **Student Discipline** [Education Code Sections 49070 (c) and 76232 (c)]. –  
4.1.1 Student Stipulated Expulsion Case #1819-311-001

4.2 **Possible or Pending Litigation** [Government Code 54956.9(a)(b)(c)]  
Following Conference with Legal Counsel Following Conference with Legal Counsel (Parker & Covert, LLC; Girard, Edwards, Stevens & Tucker LLP) – Pending or Anticipated Litigation/Potential Case(s) Update(s)  
4.2.1 Name(s) unspecified as disclosure would jeopardize the service of process and/or existing/possible settlement negotiations

4.3 **Personnel Evaluation, Searches, Appointment, Employment, Complaint, Discipline, Dismissal, Non-reelects and Releases** [Government Code Section 54957]

Following Conference with Legal Counsel ((Girard, Edwards, Stevens & Tucker LLP)):

4.3.1 Superintendent  
Public Employee(s) Evaluation:

- 4.3.2 Certificated
- 4.3.3 Classified
- 4.3.4 Public Employee(s) Searches, Appointment, Employment conditions
- 4.3.5 Complaint, Discipline, Dismissal, Non-Reelects, & Releases
- 4.3.6 Employee/Employer Negotiations [Government Code Section 3549.1 and 54957.6] Following negotiation meetings any/all units.

- 4.3.6.1 Administration
- 4.3.6.2 Confidential
- 4.3.6.3 RDUTA
- 4.3.6.4 CSEA

5. **Adjourn to Open Session** (@6:30 p.m.) Any formal action taken by the Board in the above items will be reported in Open Session of this regular meeting of the Board of Trustees [Government Code Section 54957.1]. The meeting may be reconvened as needed (i.e. following the end of Open Session).



**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
 445 Montezuma Street  
 Rio Vista, CA 94571-1651

**BOARD AGENDA BRIEFING**

Meeting Date:	January 8, 2019	Attachments: <u>X</u>
From:	Elizabeth Keema-Aston, Chief Business Officer	Item No.: 9.2.1
<hr/>		
<u>SUBJECT:</u>	Monthly Enrollment and ADA Report ( <b>December</b> )	Action Item: <u>    </u>
		Consent Action: <u>    </u>
		Information Only: <u>  x  </u>

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Background: Each month district staff compiles attendance and enrollment data for all school sites. The attached summary shows comparative enrollment and ADA for *2017-2018 and 2018-2019*. The summary also shows the increase/decrease enrollment for current and prior months. The attached charts compare the ADA with Enrollment for the current year and five (5) prior years.

Status: District-wide enrollment ***increased by 63 students*** compared to the same month last year, *increasing* from 1,862 to 1,925. (Does not include Adult Ed)

District-wide enrollment ***decreased by 19 students*** compared to **last month** (*November*), *decreasing* from 1,944 to 1,925. (Does not include Adult Ed)

District-wide attendance ***decreased 43 ADA*** compared to **last month** (*November*), *decreasing* from 1,858 to 1,815. (Does not include Adult Ed)

Prepared by: Elvia Navarro, Accounting Specialist

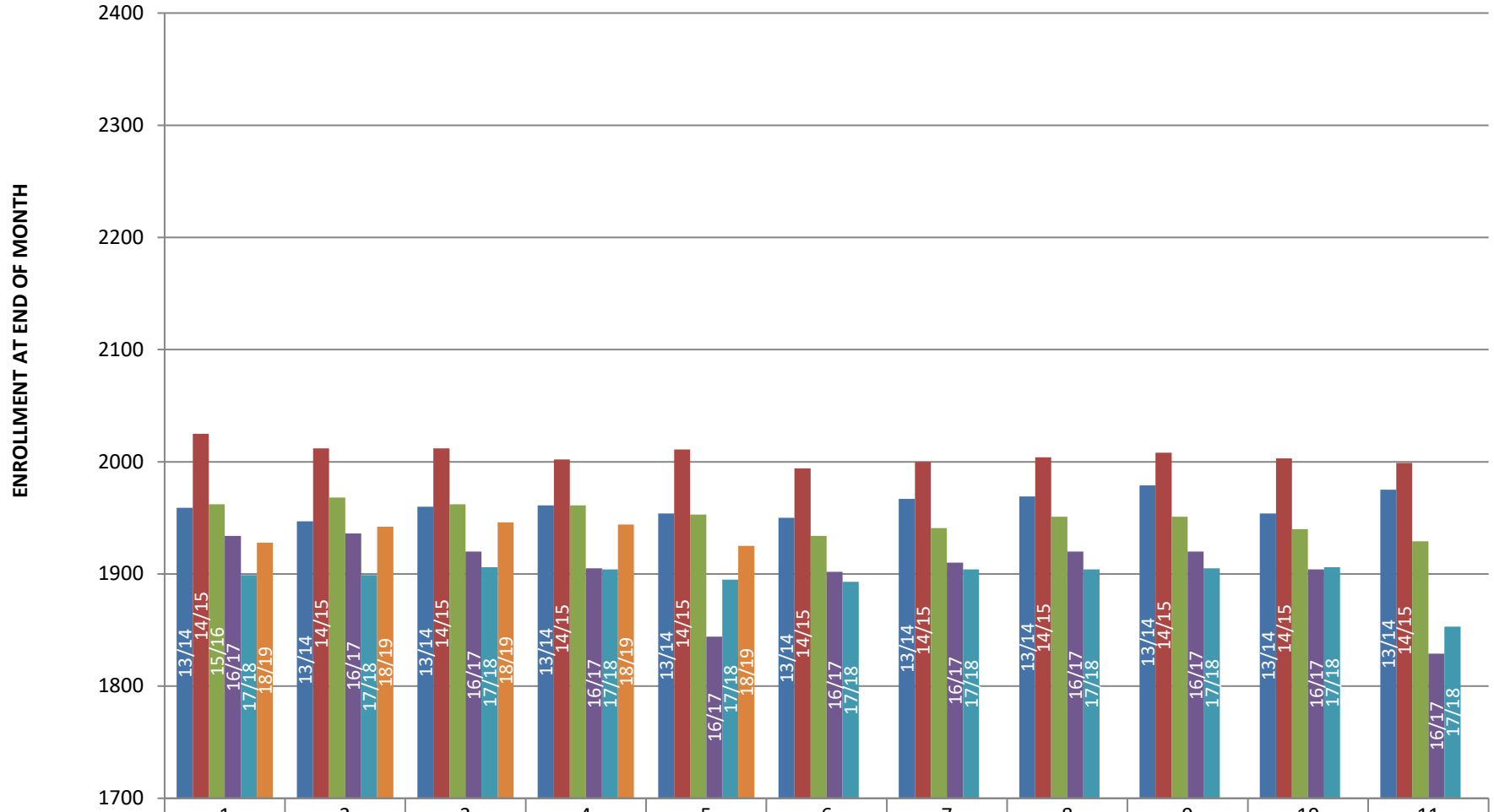
Presenter: Elizabeth Keema-Aston, Chief Business Officer

Recommendation:

That the Board receives the information presented.

SITE		AUG	AUG	% of ADA		SEPT	SEPT	Incr/Decr From Pr Month	% of ADA	OCT	OCT	Incr/Decr From Pr Month	% of ADA	NOV	NOV	Incr/Decr From Pr Month	% of ADA	DEC	DEC	Incr/Decr From Pr Month	% of ADA
		17-18	18-19			17-18	18-19			17-18	18-19			17-18	18-19			17-18	18-19		
BATES	ENR	136	118			132	121	3		137	122	1		137	127	5		129	127	0	
	ADA	133	116	98.3%		132	117		96.7%	130	117		95.9%	134	121		95.3%	132	120		94.5%
CLARKSBURG (7th & 8th Gr)	ENR	197	193			197	195	2		197	191	-4		194	192	1		197	192	0	
	ADA	193	188	97.4%		192	188		96.4%	191	188		98.4%	191	182		94.8%	187	184		95.8%
ISLETON	ENR	159	162			158	158	-4		162	158	0		161	158	0		162	159	1	
	ADA	153	155	95.7%		151	153		96.8%	155	152		96.2%	155	151		95.6%	152	148		93.1%
RIVERVIEW	ENR	231	234			230	233	-1		231	236	3		231	235	-1		230	229	-6	
	ADA	226	222	94.9%		221	222		95.3%	218	226		95.8%	221	224		95.3%	220	217		94.8%
WALNUT GROVE	ENR	163	165			164	168	3		166	168	0		165	166	-2		162	167	1	
	ADA	158	158	95.8%		158	160		95.2%	159	163		97.0%	158	161		97.0%	156	156		93.4%
D.H. WHITE	ENR	352	333			353	346	13		349	350	4		356	351	1		335	333	-18	
	ADA	331	319	95.8%		337	327		94.5%	332	332		94.9%	334	334		95.2%	331	320		96.1%
ELEMENTARY SUB TOTAL	ENR	1,238	1,205			1,234	1,221	16		1,242	1,225	4		1,244	1,229	4		1,215	1,207	-22	
	ADA	1,194	1,158			1,191	1,167			1,185	1,178			1,193	1,173			1,178	1,145		
CLARKSBURG (9th Grade)	ENR	80	83			80	83	0		79	84	1		79	83	-1		81	82	-1	
	ADA	79	81	97.6%		78	80		96.4%	78	79		94.0%	74	78		94.0%	77	79		96.3%
DELTA HIGH	ENR	162	191			164	191	0		165	192	1		164	190	-2		166	190	0	
	ADA	160	183	95.8%		157	184		96.3%	157	183		95.3%	158	183		96.3%	156	179		94.2%
RIO VISTA HIGH	ENR	386	414			385	412	-2		387	407	-5		381	407	0		368	409	2	
	ADA	372	398	96.1%		368	395		95.9%	367	393		96.6%	366	391		96.1%	365	382		93.4%
HIGH SCHOOL SUB TOTAL	ENR	628	688			629	686	-2		631	683	-3		624	680	-3		615	681	1	
	ADA	611	662			603	659			602	655			598	652			598	640		
Mokelumne High (Continuation)	ENR	15	14			14	14	0		12	14	0		14	12	-2		12	12	0	
	ADA	12	11			12	12			10	11			12	11			12	9		
River Delta High/Elem (Alternative)	ENR	14	18			18	18	0		17	21	3		18	20	-1		17	20	0	
	ADA	11	16			11	16			13	16			14	18			16	18		
Community Day	ENR	4	3			4	3	0		4	3	0		4	3	0		3	5	2	
	ADA	3	3			4	3			4	3			4	4			4	3		
TOTAL K-12 LCFF Funded	ENR	1,899	1,928			1,899	1,942	14		1,906	1,946	4		1,904	1,944	-2		1,862	1,925	-19	
	ADA	1,831	1,850			1,821	1,857			1,814	1,863			1,821	1,858			1,808	1,815		
Wind River- Adult Ed	ENR	0	0			40	30	30		48	27	-3		53	39	12		53	42	3	
TOTAL DISTRICT	ENR	1,899	1,928			1,939	1,972	44		1,954	1,973	1		1,957	1,983	10		1,915	1,967	-16	

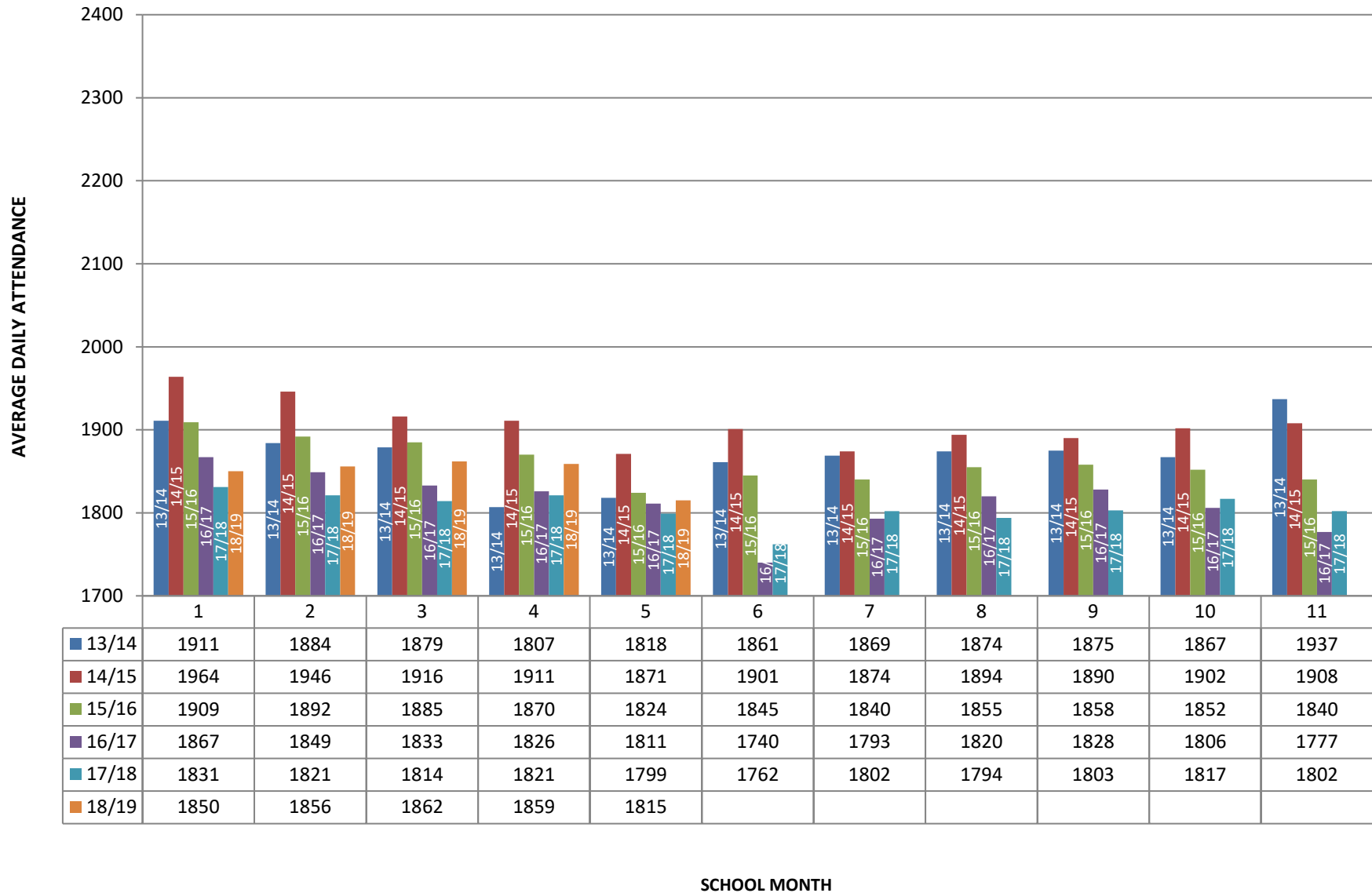
# ENROLLMENT



	1	2	3	4	5	6	7	8	9	10	11
13/14	1959	1947	1960	1961	1954	1950	1967	1969	1979	1954	1975
14/15	2025	2012	2012	2002	2011	1994	2000	2004	2008	2003	1999
15/16	1962	1968	1962	1961	1953	1934	1941	1951	1951	1940	1929
16/17	1934	1936	1920	1905	1844	1902	1910	1920	1920	1904	1829
17/18	1899	1899	1906	1904	1895	1893	1904	1904	1905	1906	1853
18/19	1928	1942	1946	1944	1925						

SCHOOL MONTH

## ACTUAL ATTENDANCE





**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019 Attachments:  X

From: Elizabeth Keema-Aston, Chief Business Officer Item Number: 9.2.2

**SUBJECT** Monthly Financial Report Action: \_\_\_\_\_  
Consent Action: \_\_\_\_\_  
Information Only:  X

**Background:**

Each month the Chief Business Officer prepares a monthly financial summary report, showing both budgeted and actual revenues and expenditures for each district fund for the prior month. The report includes: the percentage of the districts ending fund from the prior month, the percentage of the districts ending fund balance (reserves) at the end of the reported month.

This report does not include any encumbered expenditures.

**Status:**

**Presenter:** Elizabeth Keema-Aston, Chief Business Officer

**Other People Who Might Be Present:**

**Cost &/or Funding Sources**

Not Applicable

**Recommendation:**

That the Board receives the Monthly Financial report as submitted.

Time: 5 mins.

**River Delta Unified School District**  
 2018-19 Working Budget vs. Actuals Report  
 December 31, 2018

Working Budget					Actuals thru: 12/31/2018					
	Beginning Balance ( A )	Net Income/ Contributions in ( B )	Expense/ Contributions out ( C )	Ending Balance ( D )	YTD Income ( E )	YTD Paid to Delta Charter ( F )	YTD Net Revenue ( G )	Percentage Received ( H )	YTD Expense ( I )	Percentage Spent ( J )
					(G/B=H)				(I/C=J)	
General Fund: (01)										
Unrestricted	5,136,358	16,826,855	17,301,354	4,661,859	3,757,541	862,954	2,894,587	17.20%	6,937,349	40.10%
Restricted	726,556	7,505,321	8,155,959	75,918	1,114,939		1,114,939	14.86%	2,187,946	26.83%
Combined	5,862,914	24,332,176	25,457,313	4,737,777	4,872,481	862,954	4,009,527	16.48%	9,125,295	35.85%
<i>Dry Period Financing</i>					-		-			
General Fund - Fund Balance %	18.61%	<i>Represents Ending Balances divided by Budget Expenses (D/C)</i>								
Other Funds										
Adult Ed. (11)	25,474	78,930	104,404	-	13		13	0.02%	31,775	30.43%
Child Development (12)	-	292,220	292,220	-	140,474		140,474	48.07%	100,005	34.22%
Cafeteria ( 13 )	95,748	1,074,110	1,102,928	66,930	145,293		145,293	13.53%	347,190	31.48%
Sp. Res-Other than Cap. Outlay (17)	69,107	900	-	70,007	44		44	0.00%	-	0.00%
Bond Fund ( 21 )	1,011,135	41,600	911,660	141,075	15,474		15,474	37.20%	382,945	42.01%
Bond Fund- SFID #1 South (22)	113,137	250	110,292	3,095	72		72	28.80%	77,895	70.63%
Bond Fund - SFID #2 North (23)	47,012	100	46,371	741	30		30	30.00%	36,321	78.33%
Developer Fees (25)	357,898	735,876	252,476	841,298	605,046		605,046	82.22%	226,986	89.90%
County School Facilities (35)	3,232	2	-	3,234	2		2	0.00%	-	0.00%
Capital Projects (49)	20,248	1,089	21,165	172	409		409	37.57%	16,878	79.75%

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019 Attachments:  x

From: Elizabeth Keema-Aston, Chief Business Officer Item Number: 9.2.2.1

**SUBJECT:** 2019-20 LCAP & Budget Development Calendar Action: \_\_\_\_\_  
Consent Action: \_\_\_\_\_  
Information Only:  x

**Background:**

The budget calendar is the outline of the steps and timeline for the board and administration to be used in preparation of the new fiscal year budget and Local Control Accountability Plan (LCAP) culminating in the adoption of both documents in June 2017. The Local Control Accountability Plan (LCAP) is a component of the state funding model, along with the Local Control Funding Formula (LCFF). Districts are required to describe how they intend to meet annual goals for all pupils. The district's Budget and LCAP must be aligned.

**Status:** The budget calendar for 2019-20 is attached as a supporting document

**Presenter:** Elizabeth Keema-Aston, Chief Business Officer

**Other People Who Might Be Present:** n/a

**Cost &/or Funding Sources:** n/a

**Recommendation:**

That the Board received the information on the timeline for preparation of the 2019-20 District Budget and Local Control Accountability Plan.

Time:  2 mins.

**RIVER DELTA UNIFIED SCHOOL DISTRICT**

2019-20 BUDGET and LOCAL CONTROL ACCOUNTABILITY PLAN DEVELOPMENT TIMELINE

DATE	ACTIVITY	RESPONSIBLE PARTY
Jan 8	Present Budget Development Timeline to Board	CBO
Jan 15	Governor's Budget Workshop	Superintendent & CBO
Jan 10	LCAP - LCFF presentation at RDUUSD Principals Leadership Meeting	Superintendent & CBO
Jan	Parent presentation on LCAP & LCFF at School Site Council Meetings	Principals
Jan	Receive LCAP input from RDUTA	Superintendent & Bargaining Units
Jan	Receive LCAP input from CSEA	Superintendent & Bargaining Units
Jan	Review enrollment and staffing projections	Superintendent, CBO & H.R.
Feb	Present LCAP & LCFF to school staff & site councils for review & input	Principals
Feb	Develop Budget Assumptions	Business Office
Feb	Parent presentation on LCAP & LCFF at School Site Council Meetings	Principals
Feb 19	Report to Board on Information received at Jan. Governor's Budget Workshop	CBO
Feb 27	Receive LCAP input from DLAC/DAC/PI meeting	Superintendent, Principal of WG
Mar	Receive input from Rio Vista CARE	Superintendent, Director of Ed, CBO
Mar	Receive input from Delta High and Rio Vista High School Students	Principals
Mar 12	2nd Interim Budget Report presented to the Board	CBO
Mar	Parent presentation on LCAP & LCFF at School Site Council Meetings	Principals
Mar 29	LCAP to SCOE for Review	Superintendent , Director of Ed, CBO
April 9	Elementary School Site Plan presentation to the Board	Principals
April 9	Preliminary LCAP recommendations presented to the Board	Superintendent
April 16	LCAP Public Notice re: opportunity for parents to submit written comments	Executive Assistant to Superintendent
April 30	LCAP to SCOE for Review	Superintendent , Director of Ed, CBO
May 14	Local Control Accountability Plan public hearing community input	Superintendent & Board of Trustees
May 14	Middle & High School Site Plan presentation to the Board	Principals
May	Attend the Governor's May Revise Budget Workshop	Superintendent & CBO
Jun 11	LCAP & Budget Public Hearings	Superintendent. CBO & Board of Trustees
Jun 25	LCAP to Board for Final Approval	Superintendent & Board of Trustees
Jun 25	Budget adoption	CBO & Board of Trustees
Jun 26	Submit Budget and LCAP to SCOE	CBO
Jun 26	Post LCAP on district website	Executive Assistant to Superintendent

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: 1-8-19  
From: Ken Gaston, Director of MOT

Attachments: \_\_X\_\_

Item Number: \_9.2.3\_

**SUBJECT**      Monthly M.O.T. Information Report

Action: \_\_\_\_\_  
Consent Action: \_\_\_\_\_  
Information Only: X

**Background:**

To provide a monthly update on the activities of the Maintenance, Operations & Transportation departments

**Status:**

See attached monthly report for the period of December 2018

**Presenter**      Ken Gaston

**Other People Who Might Be Present**

**Cost &/or Funding Sources**

**Recommendation:**

That the Board receives this information

Time: \_\_\_\_5 mins.\_\_\_\_

**Maintenance, Operations & Transportation**  
**Monthly Report for Board Meeting**  
**January 8, 2019**

Routine maintenance, repairs and custodial duties at all school sites and district office were completed. Other non-routine projects have been captured below.

**Maintenance & Operations:**

- **D.H. White Elementary School**
  - Removed thermostat from Nurses Office and reinstalled in Conference Room - \$100.00
  
- **Rio Vista High School**
  - Lined soccer field - \$102.97
  
- **Riverview Middle School**
  - Lined soccer field - \$191.90
  - Replaced bulbs in 7 fixtures - \$132.50
  
- **Walnut Grove Elementary School**
  - Repaired leak in old building hallway - \$194.00

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019 Attachments:  X

From: Elizabeth Keema-Aston, Chief Business Officer Item Number: 9.2.4

**SUBJECT** Present the Annual Developer Account Report pursuant to Government Code Sections 66006(b) to the public and the Board of Trustees of the River Delta USD. Action: \_\_\_\_\_  
Consent Action: \_\_\_\_\_  
Information Only:  X

**Background:**

Annually, within 180 days of the close of the fiscal year, local agencies that collect developer fees need to prepare the annual developer fee report for the public and the Board. Developer fees are required to be deposited in a separate capital facilities account or fund, which for school agencies is the Capital Facilities Fund (Fund 25), so that the collection and use of developer fees is accounted for separately from the rest of the agency's activities. Any interest earned on those funds must be credited to the same fund and must be used for the same purpose as the fees collected.

**Status:** The Developer Fee Accounting Report has been prepared and is being presented to the Board and public as information only.

**Presenter:** Elizabeth Keema-Aston, Chief Business Officer

**Other People Who Might Be Present:** N/A

**Cost &/or Funding Sources**

Not Applicable

**Recommendation:**

That the Board receive this information as pursuant to Government Code Sections 66006 (b).  
Review of the report is set for the January 8, 2019 regularly scheduled board meeting.

Time: \_\_\_\_\_5 mins.\_\_\_\_

# River Delta Unified School District

## Developer Fee Accounting Report Pursuant to Government Code Sections 66001(d) and 66006(b)

### Annual Reporting Requirements (Government Code 66006(b))

Within 180 days after the last day of each fiscal year, the District needs to make the following information available to the public:

#### A. A brief description of the type of fee in the account or fund

The fees are authorized by Government Code section 65995 and Education Code section 17620. The fees are collected to mitigate the impact on facilities of new students coming from new development in the District.

#### B. The amount of the fee

Residential Development: \$3.48 per square foot  
Commercial-Industrial Development: \$0.36 per square foot

#### C. The beginning and ending balance of the account of fund

The District began fiscal year 2017-18 with \$ 49,700.31 in its Developer Fee Fund and ended the fiscal year with \$357,898.16.

#### D. The amount of the fees collected and interest earned

During fiscal year 2017-18, the District collected \$492,607.43 in developer fees and earned \$664.00 in interest on its developer fees.

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

During fiscal year 2017-18, the District expended the following developer fee amounts on the following projects:

Lease payments were made for portable classrooms consisting of \$11,185 for 1 portable at D.H White, \$28,257 for 3 portables at Riverview Middle School and \$10,796 for 1 portable at Rio Vista High School.

Payment for the Shea Home Bridge Loan, originating in 2007 for costs associated with demolition and administrative facility expansion, in the amount of \$201,075.

#### F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) of subdivision (a) of Section 66001, and the public improvement remains incomplete

Sufficient funds have not been collected to complete financing on an incomplete public improvement.



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

A transfer to the Capital Facility Fund from General Fund of \$77,054 was made during the year for the Shea Home Bridge loan payment.

No loans or transfers out were made during fiscal year 2017-18.

**H. The amount of refunds made to the current owners of record of any funds collected in excess of what was required to complete the identified public improvements.**

A refund of \$2,047.50 was made in fiscal year 2017-18.

**River Delta Unified School District  
Annual Report of School Facilities Fees  
2017-18 Fiscal Year**

**Capital Facilities Fund 25**

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
<i>Beginning Balance, July 1</i>	74,894.53	82,543.39	44,206.31	43,868.03	49,700.31	40,933.47
Revenue:						
Fees Collected	108,863.98	122,088.59	119,640.65	130,875.59	110,160.91	492,607.43
Interest	(109.00)	(155.00)	(161.00)	(877.71)	(690.00)	664.00
Contribution from General Fund	-	80,000.00	100,000.00	125,000.00	137,000.00	77,054.00
Other Revenue	-	-	23,778.82			
<b>Total Revenue</b>	<b>108,754.98</b>	<b>201,933.59</b>	<b>243,258.47</b>	<b>254,997.88</b>	<b>246,470.91</b>	<b>570,325.43</b>
Expenditures:						
Shea Home Payment	61,148.76	201,074.76	201,074.76	201,074.76	201,074.76	201,074.76
Portable Lease Payments	39,957.36	39,195.91	42,521.99	43,016.64	54,162.99	50,238.48
Fee Refund						2,047.50
Legal Fees	-	-	-	5,074.20	-	-
<b>Total Expenditures</b>	<b>101,106.12</b>	<b>240,270.67</b>	<b>243,596.75</b>	<b>249,165.60</b>	<b>255,237.75</b>	<b>253,360.74</b>
<b>Ending Balance, June 30</b>	<b>82,543.39</b>	<b>44,206.31</b>	<b>43,868.03</b>	<b>49,700.31</b>	<b>40,933.47</b>	<b>357,898.16</b>

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

**Meeting Date: January 8, 2019**

Attachments: 1

**From:** Kathy Wright, Director of Educational Services

Item #:   9.3.1  

**SUBJECT** : Every Student Succeeds Act (ESSA): California Dashboard and the School Improvement and Support System

Action: \_\_\_\_\_  
Consent Action: \_\_\_\_\_  
Information Only:   X  

**Background:**

The ESSA requires every state to identify schools that qualify for different types and levels of support. California uses the CA Dashboard results to do so. Schools in California are identified annually for support under one of the following categories: Comprehensive Support and Improvement (CSI), Target Support and Improvement (TSI), and Additional Targeted Support and Improvement (ATSI). Likewise, schools may exit CSI/TSI/ATSI annually based on CA Dashboard results.

**Status:**

Based on the 2018 CA Dashboard results, River Delta USD currently has no school that qualifies for CSI. Two elementary schools (Bates Elementary and Walnut Grove Elementary School) and both middle schools (Clarksburg and Riverview Middle School) qualify for TSI. No school in RDUSD qualifies for ATSI.

**Presenter:** Kathy Wright, Director of Educational Services

**Cost &/or Funding Sources** (be specific): No cost to the district

**Recommendation:**

That the Board receives and acknowledges this information as fulfillment of ESSA requirements

Time: 15 mins.

The California School Dashboard (<https://www.caschooldashboard.org>) is an online tool designed to help communities across the state access important information about K–12 schools and districts. The Dashboard features easy-to-read reports on multiple measures of school success. The Dashboard is just one step in a series of changes that have raised the bar for student learning, transformed testing, and increased the focus on equity.

## 11 Measures of School Success

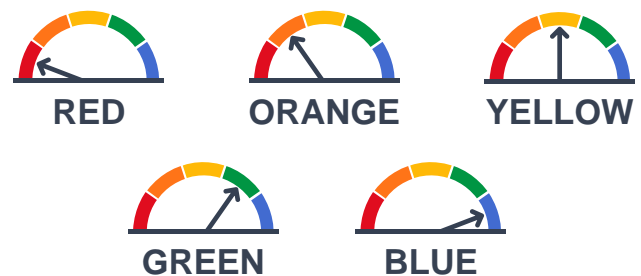
### State Measures

**Six** state measures allow for comparisons across schools and districts based on information collected statewide.

- **High School Graduation Rate**
- **Academic Performance**
- **Suspension Rate**
- **English Learner Progress**
- **College/Career Readiness**
- **Chronic Absenteeism**

Results are presented for all districts, schools, and defined student groups (e.g., racial groups, low income, English learners, homeless, foster youth, students with disabilities).

Schools and districts receive one of five color-coded performance levels on each of the six state measures.



The performance level (color) is based on current and prior year data.

### Local Measures

**Five** local measures are based on information collected by districts, county offices of education, and charter schools.

- **Basic Conditions**
  - Teacher qualifications, safe and clean buildings, textbooks for all students
- **Implementation of Academic Standards**
- **School Climate Surveys**
  - Student safety, connection to the school
- **Parent Involvement and Engagement**
- **Access to Courses**

Districts receive one of three ratings for each of the four local measures:

- Met
- Not Met
- Not Met for Two Years

School and student group information is not available for local measures.

# ESSA: School Improvement and Support

The Every Student Succeeds Act (ESSA) requires states to identify schools for different types of support. Schools are identified for support under one category at a time.

- **Comprehensive Support and Improvement (CSI)**
  - ✓ Title I schools meeting the CSI criteria identified as the lowest performing 5%
  - ✓ All high schools with graduation rates below 67% (averaged over 2 years)
- **Targeted Support and Improvement (TSI)**
  - ✓ Schools with “consistently underperforming” student groups who meet the CSI criteria for 2 consecutive years
- **Additional Targeted Support and Improvement (ATSI)**
  - ✓ Selected from TSI schools with one or more student groups that, on their own, meet the CSI criteria

Schools may exit CSI/TSI/ATSI every year based on Dashboard results.

## Criteria for CSI Identification

California will use the color combinations that schools receive on California School Dashboard indicators to identify the lowest performing 5 percent of Title I schools statewide for comprehensive support.

**Comprehensive Support and Improvement (CSI)**

The lowest 5% are Title I schools that meet the criteria:

- Schools with all red indicators
- Schools with all red but one indicator of any other color
- Schools with all red and orange
- Schools with 5 or more indicators where the majority are red

Red      Orange      Yellow      Green      Blue

LOWEST PERFORMANCE      HIGHEST PERFORMANCE

**Source:** State Board of Education Information Memo (August 2018)

<https://www.cde.ca.gov/be/pn/im/documents/memo-exec-gad-aug18item01.docx> and information to be considered by the SBE in January 2019.

# ESSA: School Improvement and Support

## Comprehensive Support and Improvement (CSI)

### Timeline:

First cohort identified in January 2019. Proposed second cohort identification in January 2020.  
Frequency of identification: Once every 3 years. Aligned with LCAP planning cycle.

### Local Processes:

- **School:** Approves School Plan for Student Achievement (SPSA) that incorporates improvement strategies.
- **District:** Develops and approves the “comprehensive support and improvement plan” based on a school-level needs assessment. Governing board approves SPSA and ensures alignment to LCAP. Includes improvement strategies in LCAP summary.
- **State:** Approves, monitors, and periodically reviews the “comprehensive support and improvement plan.”

## Targeted Support and Improvement (TSI)

### Timeline:

First cohort identified in January 2019, but will be moved into ATSI.  
Frequency of identification: Annually

### Local Processes:

- **School:** Conducts a school needs assessment. Develops and implements a “targeted support and improvement plan” for any identified student group at the school that considers all accountability indicators, includes evidence-based interventions. Governing board approves School Plan for Student Achievement (SPSA) that incorporates improvement strategies.
- **District:** Approves and monitors the “targeted support and improvement plan.” A Governing board approves SPSA and ensures alignment to LCAP. Includes improvement strategies in LCAP summary.

## Additional Targeted Support and Improvement (ATSI)

### Timeline:

First cohort identified in January 2019. Proposed second cohort identification in January 2020.  
Frequency of identification: Once every 3 years (aligned with LCAP 3-year planning cycle)

### Local Processes:

- **School:** Conducts a school needs assessment. Develops and implements a “targeted support and improvement plan” for any identified student group at the school that considers all accountability indicators, includes evidence-based interventions. Approves School Plan for Student Achievement (SPSA) that incorporates improvement strategies.

For schools identified for additional targeted support and improvement, the plan must also identify any resource inequities to be addressed.

**District:** Approves and monitors the “targeted support and improvement plan.” Governing board approves SPSA and ensures alignment to LCAP. Includes improvement strategies in LCAP summary.

# ESSA: School Improvement and Support

The use of existing planning requirements to meet ESSA's requirements has the potential of ensuring state priorities remain central and reduces redundancy and duplication of planning at the local level.

State law requires Title I schools to annually develop a School Plan for Student Achievement (SPSA). The SPSA must be approved by the local governing board, which meets the ESSA requirement that the LEA approve the school's planned improvement strategies. Additionally, district superintendents must ensure that the strategies in the district's LCAP and school SPSAs align.

Incorporating the school improvement strategies into the SPSA helps to reinforce the importance of LEAs ensuring that school-level strategies align with the broader LEA-level strategies reflected in the LCAP.

The LCAP and SPSA serve as school improvement processes. There is no separate process/program for school improvement.

## Allowable uses of ESSA 1003 Funds

Related school improvement activities, including:

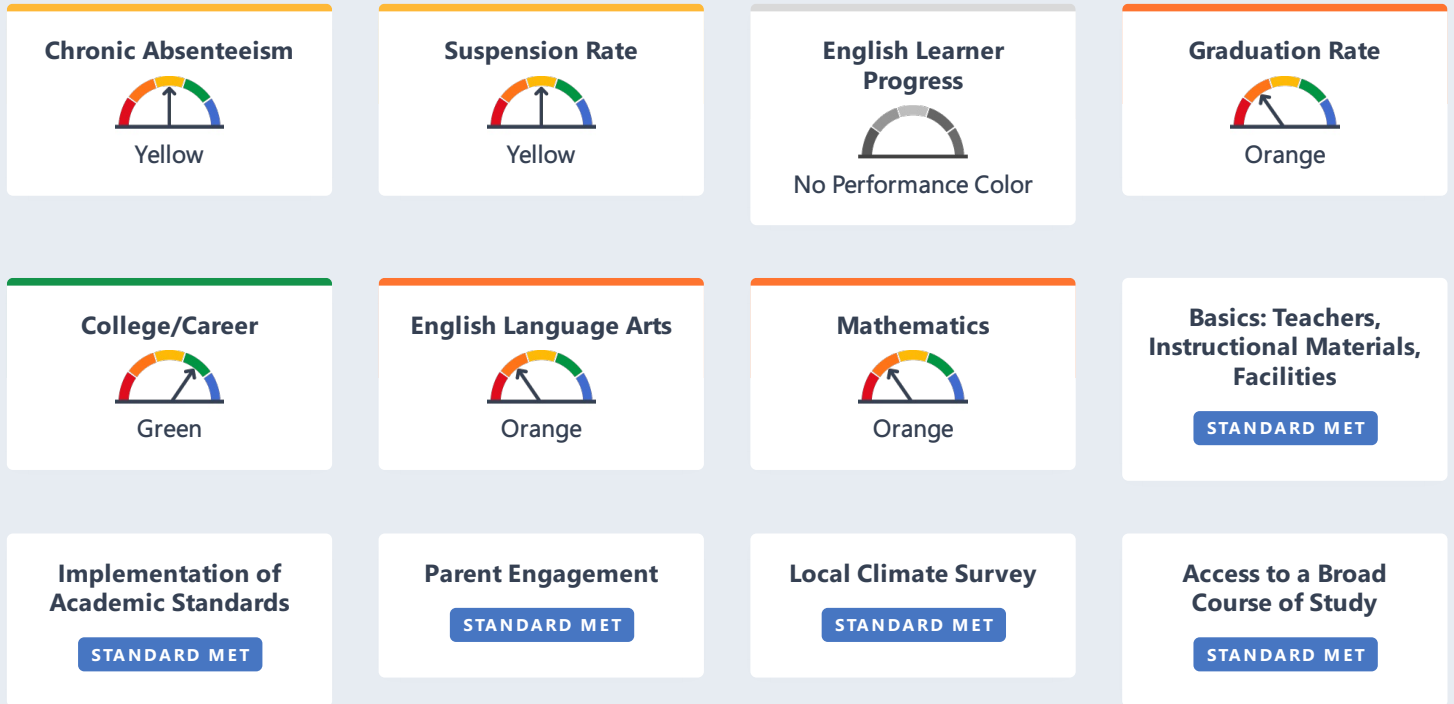
- ✓ Building capacity
- ✓ Partnering with stakeholders
- ✓ Conducting needs assessments
- ✓ Identifying/developing evidence-based interventions (strategies and activities)
- ✓ Developing, implementing, monitoring, and evaluating improvement efforts (annual)
- ✓ Reviewing/identifying resource inequities



Note: ESSA 1003 funds cannot be carried over from year-to-year.

# River Delta Joint Unified

Explore the performance of River Delta Joint Unified under California's Accountability System.

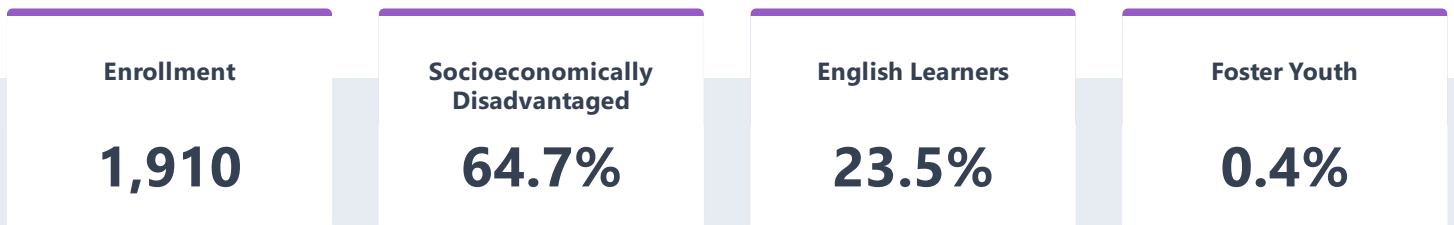


## District Details

<b>NAME</b> River Delta Joint Unified	<b>ADDRESS</b> 445 Montezuma Street Rio Vista, CA 94571-1651	<b>WEBSITE</b> <a href="http://www.riverdelta.org">http://www.riverdelta.org</a>	<b>GRADES SERVED</b> K-Adult
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## Student Population

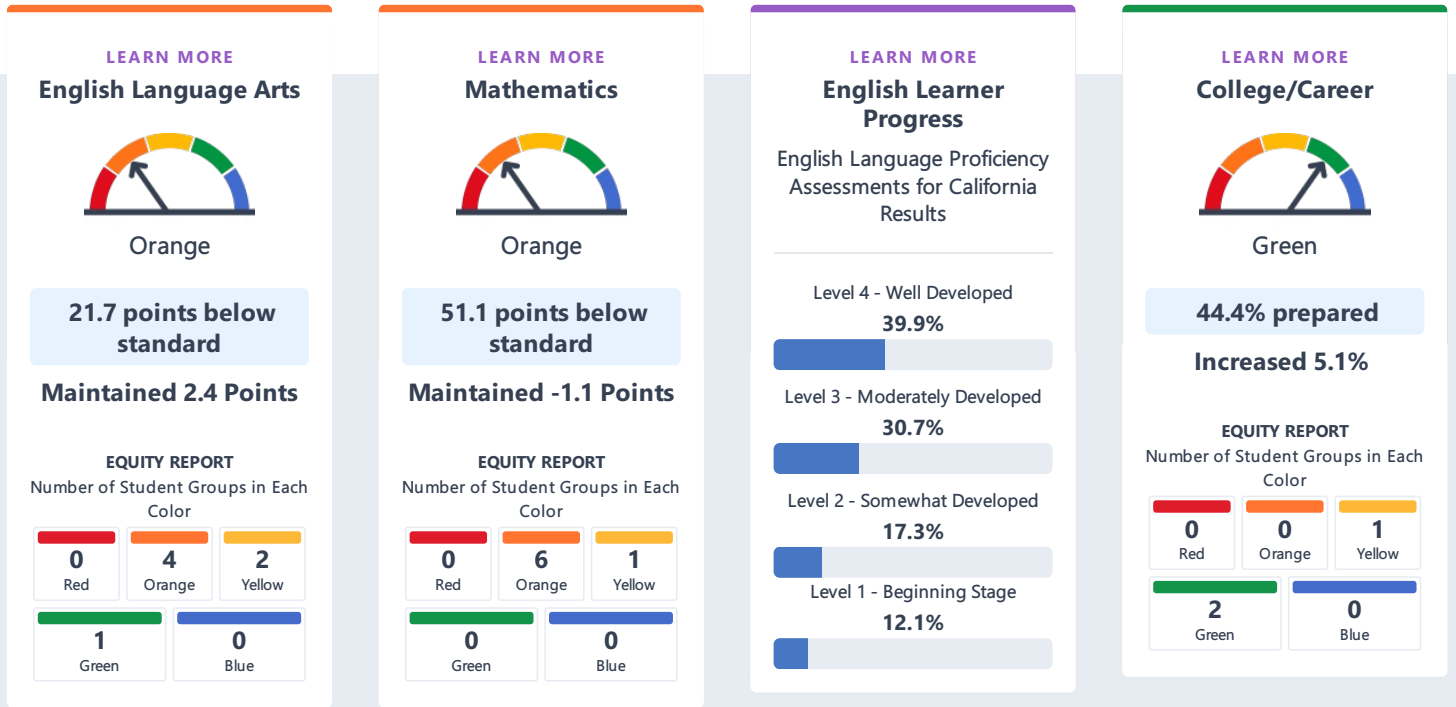
Explore information about this district's student population.



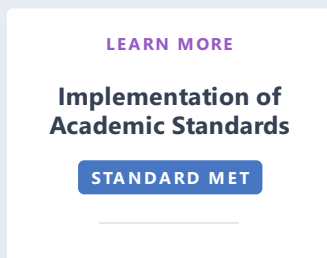


# Academic Performance

View Student Assessment Results and other aspects of school performance.

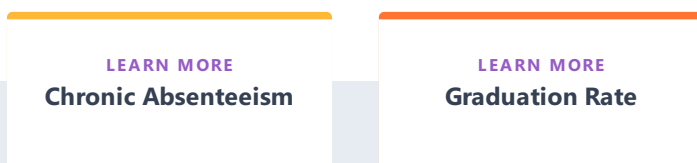


## Local Indicators



# Academic Engagement

See information that shows how well schools are engaging students in their learning.





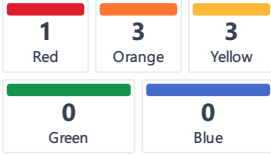
Yellow

**11.8% chronically absent**

**Declined -0.7%**

**EQUITY REPORT**

Number of Student Groups in Each Color



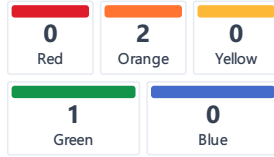
Orange

**89.6% graduated**

**Declined -1.7%**

**EQUITY REPORT**

Number of Student Groups in Each Color



**Local Indicators**

[LEARN MORE](#)

**Access to a Broad Course of Study**

**STANDARD MET**

**RIVER DELTA JOINT UNIFIED**

# Conditions & Climate

View data related to how well schools are providing a healthy, safe and welcoming environment.

[LEARN MORE](#)

**Suspension Rate**



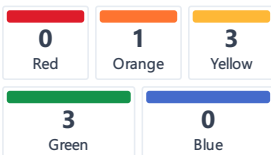
Yellow

**5% suspended at least once**

**Declined -2%**

**EQUITY REPORT**

Number of Student Groups in Each Color



## Local Indicators

[LEARN MORE](#)

**Basics: Teachers,  
Instructional Materials,  
Facilities**

**STANDARD MET**

---

[LEARN MORE](#)

**Parent Engagement**

**STANDARD MET**

---

[LEARN MORE](#)

**Local Climate Survey**

**STANDARD MET**

---

DISTRICT SCHOOLS

# River Delta Joint Unified

This page lists the names of all schools within the district, and shows their performance levels for all students on the state indicators.

2018

### Chronic Absenteeism



Yellow

### Suspension Rate



Yellow

### English Learner Progress



No Performance Color

### Graduation Rate



Orange

### College/Career



Green

### English Language Arts



Orange

### Mathematics



Orange

## Bates Elementary

### Chronic Absenteeism



Yellow

### Suspension Rate



Green

### English Learner Progress



No Performance Color

### English Language Arts



Orange

### Mathematics



Yellow

## Clarksburg Middle

### Chronic Absenteeism



Green

### Suspension Rate



Orange

### English Learner Progress



No Performance Color

### English Language Arts



Yellow

### Mathematics



Yellow

### D. H. White Elementary

Chronic Absenteeism



Yellow

Suspension Rate



Yellow

English Learner Progress



No Performance Color

English Language Arts



Yellow

Mathematics



Orange

### Delta High

Suspension Rate



Orange

English Learner Progress



No Performance Color

Graduation Rate



Blue

College/Career



Green

English Language Arts



Yellow

Mathematics



Orange

### Isleton Elementary

Chronic Absenteeism



Orange

Suspension Rate



Yellow

English Learner Progress



No Performance Color

English Language Arts



Green

Mathematics



Green

### Mokelumne High (Continuation)

Suspension Rate



No Performance Color

English Learner Progress



No Performance Color

Graduation Rate



No Performance Color

College/Career

English Language Arts

Mathematics



No Performance Color



No Performance Color



No Performance Color

### Rio Vista High

Suspension Rate



Yellow

English Learner Progress



No Performance Color

Graduation Rate



Yellow

College/Career



Green

English Language Arts



Orange

Mathematics



Orange

### River Delta Community Day

Chronic Absenteeism



No Performance Color

Suspension Rate



No Performance Color

English Learner Progress



No Performance Color

Graduation Rate



No Performance Color

College/Career



No Performance Color

English Language Arts



No Performance Color

Mathematics



No Performance Color

### River Delta High/Elementary (Alternative)

Chronic Absenteeism



No Performance Color

Suspension Rate



No Performance Color

English Learner Progress



No Performance Color

Graduation Rate



No Performance Color

College/Career



No Performance Color

English Language Arts



No Performance Color

Mathematics



No Performance Color

### Riverview Middle

Chronic Absenteeism



Suspension Rate



English Learner Progress



English Language Arts



Mathematics



### Walnut Grove Elementary

Chronic Absenteeism



Suspension Rate



English Learner Progress



English Language Arts



Mathematics



Sort By

Sort Order

Filter Reports

- Chronic Absenteeism
- Suspension Rate
- English Learner Progress
- Graduation Rate
- College/Career
- English Language Arts
- Mathematics



Questions or comments?

[Email Us](#)

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## Parent-Friendly, by Design

### Fully Translated into Spanish


Now families who speak Spanish have complete access to all of the information that English-speaking families have.

### State-Level Data Reported

Compare a school's or district's performance to state-level data.


**1** LEARN MORE  
**Graduation Rate (Grades 9-12)**

**2** All Students State








**Orange**

**78% graduating within four years**

**Declined 3.0%** 

**3** Equity Report:  
Student Group Performance

 <b>1</b> RED	 <b>1</b> ORANGE	 <b>5</b> YELLOW	 <b>5</b> GREEN	 <b>1</b> BLUE
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**4** View More Detail →

### Simplified Presentation Style

Dashboard 2.0 is friendlier, simpler to use, and easier to understand. It even looks better on a smartphone screen.

### Fewer Clicks

Dashboard 2.0 has 80 percent fewer “pages.”

## 2018 Dashboard Design

- 1** Flip the cards for more details.
- 2** Compare student performance (at district or school level) to state-level performance.
- 3** Equity is upfront and center.
- 4** Users can view detailed student-level performance data.
- 5** No more pies! The 2018 Dashboard has adopted a “gauge-style” icon, where an arrow points to the corresponding color.

**5** Lowest Performance  RED  ORANGE  YELLOW  GREEN  BLUE Highest Performance

This draft of the 2018 Dashboard is subject to change before it is released to the public.

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019

Attachments:   X  

From: Kathy Wright, Director of Educational Services

Item Number:   9.3.2  

**SUBJECT:**

Sacramento County Office of Education First Quarterly Williams  
Review Report for 2018-2019

Action: \_\_\_\_\_  
Consent Action: \_\_\_\_\_  
Information Only:   X  

**Background:**

Education Code section 1240(c)(2)(G) requires the county superintendent of schools to send quarterly reports regarding the results of the school site visits and reviews to the governing boards of school districts with Williams schools. River Delta USD currently has two schools that are required to receive an annual Williams visit and review: Walnut Grove Elementary School and Clarksburg Middle School.

**Status:**

Both Walnut Grove Elementary School and Clarksburg Middle School were found to have sufficient textbooks. The Clarksburg Middle School facilities was found to be in 'Exemplary' condition. The Walnut Grove Elementary School facilities was found to be in 'Good' condition. There were no complaints filed in the district under the Uniform Complaint Procedure in the first quarter.

**Presenter:**

Kathy Wright, Director of Educational Services

**Other People Who Might Be Present:**

None

**Cost &/or Funding Sources**

No cost to RDUSD

**Recommendation:**

That the Board receives and acknowledges this information as fulfillment of Williams Settlement requirements

Time:       5 mins

David W. Gordon  
Superintendent

December 13, 2018

BOARD OF EDUCATION

O. Alfred Brown, Sr.  
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Vice President

Heather Davis

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River Delta Unified School District  
P.O. Box 94  
Clarksburg, CA 95612

Don Beno, Superintendent  
River Delta Unified School District  
445 Montezuma Street  
Rio Vista, CA 94571-1651

Re: First Quarterly *Williams* Review Report for Fiscal Year 2018-2019

Dear President Fernandez and Superintendent Beno:

As a result of the *Williams* Settlement, Education Code section 1240 requires that county offices of education visit schools in their county that ranked in deciles 1 to 3 on the 2012 Base Academic Performance Index (API) (*Williams* schools). Education Code section 1240(c)(2)(G) requires the county superintendent of schools to send quarterly reports regarding the results of school site visits and reviews to the governing boards of the school districts with *Williams* schools. The results can then be made public at a regularly scheduled and noticed meeting of each district's governing board.

This letter serves as the 2018-2019 First Quarterly Report for the River Delta Unified School District (District). A chart (Exhibit A) is enclosed that provides a breakdown of the information included in this report for each school reviewed in the District. A summary of that information is provided below.

### **Instructional Materials and Facilities**

During the first quarter of Fiscal Year (FY) 2018-2019, my staff visited the District's two *Williams* schools. The Sacramento County Office of Education (SCOE) teams checked for the sufficiency of instructional materials and for good repair of the school facilities. Both schools reviewed in the District were found to have sufficient textbooks.

As for the condition of school facilities in 2018-2019, one reviewed school was found to be in exemplary condition, and one was found to be in good condition. During our inspection of the facilities, members of your District's staff accompanied the inspection team and were made aware of the need to correct identified maintenance issues. Issues that were not corrected within 30 days are reported in Exhibit A.

### **School Accountability Report Card**

Please be reminded that pursuant to Education Code section 35256(c), the School Accountability Report Card (SARC) is required to be published by February 1 of each year. Therefore, SCOE will review the District's SARCs beginning in the third quarter of FY 2018-2019 to determine the accuracy of the District's reports regarding the availability of sufficient textbooks and instructional materials, and the safety, cleanliness, and adequacy of school facilities.

During the quarter ending September 30, 2018, SCOE conducted no SARC reviews.

### **Teacher Vacancies and Misassignments**

The decile 1 to 3 schools report from the Commission on Teacher Credentialing will be available at the end of the fourth quarter of FY 2018-2019. As such, during the first quarter, SCOE conducted no reviews of Teacher Vacancies and Misassignments.

### **Uniform Complaints**

Finally, according to the District's report to SCOE, there were no complaints filed in the District under the Uniform Complaint Procedure in the first quarter.

We are looking forward to working with your District throughout the year. If you have any questions regarding the above report, please contact Elizabeth Linton, Associate General Counsel at (916) 228-2755 or by email at [elinton@scoe.net](mailto:elinton@scoe.net).

Sincerely,



David W. Gordon  
Sacramento County Superintendent of Schools

DWG/EL/rb

Enclosure

**EXHIBIT A**  
**Sacramento County Superintendent of Schools**  
**WILLIAMS SETTLEMENT LEGISLATION**  
**FIRST QUARTERLY REPORT FOR RIVER DELTA UNIFIED SCHOOL DISTRICT**  
**2018-2019 FISCAL YEAR**

This report summarizes the results of the 2018-2019 *Williams* Site Visits and documentation reviews at decile 1, 2, and 3 schools (2012 Base Academic Performance Index) conducted in August 2018.

**INSTRUCTIONAL MATERIALS:**

Schools were reviewed for sufficient textbooks and instructional materials. “Sufficient textbooks and instructional materials” means each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home in the four core areas (including science laboratory equipment in grades 9-12) as well as, for middle and high school, in foreign language and health.

School Name	Review Date	# of Classrooms Visited	Subject/Course	Textbook/Instructional Materials Needed
* Clarksburg Middle School	8/15/2018	12	N/A	Sufficient
Walnut Grove Elementary School	8/15/2018	7	N/A	Sufficient

\* *Unannounced visit(s)*

**EXHIBIT A**  
**Sacramento County Superintendent of Schools**  
**WILLIAMS SETTLEMENT LEGISLATION**  
**FIRST QUARTERLY REPORT FOR RIVER DELTA UNIFIED SCHOOL DISTRICT**  
**2018-2019 FISCAL YEAR**

**SCHOOL FACILITIES:**

The schools were reviewed for the condition of their facilities, whether they were in “good repair” or posed an “emergency.” “Good repair” means the facilities are clean, safe, and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria. An “extreme deficiency” requires immediate attention and, if left unmitigated, could cause severe and immediate injury, illness or death of the occupants. “Emergency condition” means a facility condition that poses a threat to the health or safety of pupils or staff while at school. An extreme deficiency may constitute an emergency condition. This chart includes facility deficiencies not corrected within 30 days of the original inspection.

School	Review Date	Room / Area	Facility Deficiencies Identified	Extreme Deficiency	Emergency
Clarksburg Middle School	8/15/2018	Kitchen	The cove base near the back door needs to be repaired.	NO	NO
Walnut Grove Elementary School	8/15/2018	Office	The weather stripping at the front door needs to be repaired.	NO	NO
Walnut Grove Elementary School	8/15/2018	Room 10	There is a stained ceiling tile.	NO	NO

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019

Attachments:  X

From: Kathy Wright, Director of Educational Services

Item Number: 9.3.3

**SUBJECT:**

Williams Settlement Public Notification regarding sufficiency of teachers, facilities, and textbook and instructional materials.

Action: \_\_\_\_\_  
Consent Action: \_\_\_\_\_  
Information Only:  X

**Background:**

The Williams Settlement requires that all students have qualified teachers, appropriate instructional materials and that their schools are clean and safe. The settlement holds schools accountable for delivering these fundamental elements. Education Code 35186 BP 13124 also requires the district to provide quarterly reports regarding Williams Settlement compliance.

**Status:**

The district has received no complaints this quarter.

**Presenter:**

Kathy Wright, Director of Educational Services

**Other People Who Might Be Present:**

None

**Cost &/or Funding Sources**

No cost to the district

**Recommendation:**

That the Board receives this item as fulfillment of Williams Settlement requirements.

Time: 3 Minutes

# Quarterly District Report: *Williams* Uniform Complaint Process (UCP)

Properly submitting this form to SCOE serves as your district's *Williams* UCP Quarterly Complaint Report per *Education Code* § 35186(d). All fields are required.

## SUBMITTER INFORMATION

Trisha Salomon	Secretary	707-374-1729
<b>Name</b> Person submitting form	<b>Job Title</b>	<b>Phone Number</b> Include area code
tsalomon@rdusd.org		
<b>E-mail Address</b>		

## DISTRICT INFORMATION

River Delta U.S.D.	2018	Quarter 2 (Oct.–Dec.)
<b>School District</b>	<b>Year Covered by This Report</b>	<b>Quarter Covered by This Report</b>

## COMPLAINTS

### Sufficiency of Textbooks

<b>Total Number of Textbook Complaints</b> Enter 0 if none.	0
<b>Number of Textbook Complaints <u>Resolved</u></b> Enter 0 if none.	0
<b>Number of Textbook Complaints <u>Unresolved</u></b> Enter 0 if none.	0

### Emergency School Facilities Issues

<b>Total Number of Emergency Facilities Complaints</b> Enter 0 if none.	0
<b>Number of Emergency Facilities Complaints <u>Resolved</u></b> Enter 0 if none.	0
<b>Number of Emergency Facilities Complaints <u>Unresolved</u></b> Enter 0 if none.	0

### Vacancy or Misassignment of Teachers

<b>Total Number of Vacancy/Misassignment Complaints</b> Enter 0 if none.	0
<b>Number of Vacancy/Misassignment Complaints <u>Resolved</u></b> Enter 0 if none.	0
<b>Number of Vacancy/Misassignment Complaints <u>Unresolved</u></b> Enter 0 if none.	0



## RESOLUTION OF COMPLAINTS

**Briefly summarize the nature of complaints and how they were resolved.**

Enter "N/A" if no complaints were received. If you need more space, enter "sent by e-mail" and send your summary to Shannon Hansen with your report.

N/A
-----

### REPORT INCLUDES ALL COMPLAINTS FOR THIS QUARTER

The number of UCP complaints (textbooks, facilities, and teachers categories) filed for the quarter being reported *MUST* be entered in this report. Please check the box below confirming this:



**Includes All UCP Complaints**

All UCP complaints for the indicated quarter are being reported—from my district office and all school sites in my district.

By submitting this form, you certify that the information is complete and accurate, and that you have verified the accuracy of the report information by contacting each school in your district. The report includes *ALL* UCP complaints in the above categories received at school sites in the district, plus the district office.

---

### RETURN INSTRUCTIONS

After completing the form in its entirety, save the file and e-mail it to Shannon Hansen at the Sacramento County Office of Education (SCOE): [shannonh@scoe.net](mailto:shannonh@scoe.net).

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019 Attachments: \_\_\_x\_\_\_  
From: Elizabeth Keema-Aston, Chief Business Officer Item Number: \_9.4\_  
**SUBJECT** Receive the Audit Report of Crowe LLP, Independent Auditor, for Fiscal Year 2017-18 Financial Records. Action: \_\_\_\_\_  
Consent Action: \_\_\_\_\_  
Information Only: \_\_\_X\_\_\_

**Background:**

Each school district within California must arrange an annual audit of its financial records by an independent certified public accountant. The district has contracted with Crowe LLP to perform the audit for fiscal year ending June 30, 2018.

**Status:**

The District has reviewed the reports and agrees with the procedures performed and conclusions presented by Crowe LLP with regards to all funds and Measure's U & V (Bond funds).

**Presenter:** Representative from Crowe LLP

**Other People Who Might Be Present:** n/a

**Cost &/or Funding Sources:** n/a

**Recommendation:**

That the Board receives the Financial Records Audit Report as presented for fiscal year 2017-18

Time: \_\_\_15 mins. \_\_\_

**BOARD OF TRUSTEES  
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019

Attachments: \_\_\_x\_\_\_

From: Don Beno, Superintendent

Item Number: 10.1

**SUBJECT** Request to approve the minutes from the Board of  
Trustee's meeting held on December 11, 2018

Action: \_\_\_\_\_  
Consent Action: x\_\_\_\_  
Information Only: \_\_\_\_\_

**Background:**

Attached are the minutes from the Board of Trustee's meetings held on:  
December 11, 2018

**Status:**

The Board is to review for approval.

**Presenter**

Jennifer Gaston, recorder

**Other People Who Might Be Present**

Board

**Cost &/or Funding Sources**

None

**Recommendation:**

That the Board approves the Minutes as submitted.

# RIVER DELTA UNIFIED SCHOOL DISTRICT

## MINUTES

### REGULAR MEETING

December 11, 2018

1. **Call Open Session to Order** – Board President Fernandez called the Open Session of the meeting of the Board of Trustees to order at 5:41 p.m. on December 11, 2018, at Rio Vista High School, Rio Vista, California.

2. **Roll Call of Members:**

Alicia Fernandez, President  
Don Olson, Vice President  
Marilyn Riley, Clerk  
Sarah Donnelly, Member  
Chris Elliott, Member  
Katy Maghoney, Member  
David Bettencourt, Member (Absent)

Also present: Don Beno, Superintendent

3. Annual Reorganization – Election of Officers:

- 3.1 Following the November 2018 elections, the District will recognize departing Board Members: Sarah Donnelly, Katy Maghoney and David Bettencourt – Mr. Beno was honored to acknowledge the departing Board Members and present them with a commemorative pen recognizing their years of service to the students of the district. Mr. Beno stated that Member Donnelly has been on the Board of Trustee for eight years, and she often has mentioned that the schools are an integral part of the community. Member Maghoney has also been on the Board for almost eight years and has a strong heart for all students, especially the at-risk students.

- 3.2 Following the November 2018 elections, the District will “seat” the new and/or returning Board members with the Oath of Allegiance: Alicia Fernandez, Dan Mahoney, Jennifer Stone and Rafaela Casillas – Member Olson conducted the Oath of Allegiance to returning Board Member Alicia Fernandez and the newly elected Board Members Dan Mahoney, Jennifer Stone and Rafaela Casillas. Member Olson welcomed them to the River Delta Unified School District’s Board of Trustees. The new members took their seat for the remainder of the meeting.

4. Review Closed Session Agenda (see attached agenda)

- 4.1 Announce Closed Session Agenda
- 4.2 Public Comment on Closed Session Agenda Items Only – None to report
- 4.3 Approve Closed Session Agenda and Adjourn to the **Closed Session**

Board President Fernandez asked for a motion to approve the Closed Session Agenda and adjourn the meeting to Closed Session @ 5:47 pm

Member Riley moved to approve, Member Olson seconded. Motion carried 7 (Ayes: Fernandez, Olson, Riley, Elliott, Mahoney, Stone, Casillas); 0 (Nays:); 0 (Absent:)

5. **Open Session was reconvened at 7:01 pm**

- 5.1 Roll was retaken, Members Fernandez, Olson, Riley, Elliott, Mahoney, Stone and Casillas were present.

Also present: Don Beno, Superintendent; Elizabeth Keema-Aston, Chief Business Officer and Jennifer Gaston, Recorder.

- 5.2 The Pledge of Allegiance was led by Aiden Mayhood, a student of Rio Vista High School.

6. **Report of Action taken, if any, during the Closed Session** (Government Code Section 54957.1)

Board President Fernandez reported that the Board did not take any actions during closed session.

7. **Review and Approve the Open Session Agenda**

Member Riley moved to approve, Member Olson seconded. Motion carried 7 (Ayes: Fernandez, Olson, Riley, Elliott, Mahoney, Stone, Casillas); 0 (Nays:); 0 (Absent:)

8. **Public Comment:** Aiden Mayhood, a student of Rio Vista High School, thanked the Board and Superintendent Beno for helping with the approval for an open campus policy during the lunch break at Rio Vista High School. Aiden

presented them with thank you letters from the Rio Vista High School's Associated Student Body. Member Fernandez stated that the Board really appreciates when the student come forward with problems, concerns, or ideas. Mr. Beno commended Aiden on his presentation to the Board as well as to Mrs. Turk regarding the open campus policy. He also stated it was a great opportunity for civic engagement on his behalf.

## 9. Reports, Presentations, Information

### 9.1 Board Member(s) and Superintendent Report(s) and/or Presentation(s) –

- 9.1.1 Board Members' report(s): Member Riley reported that she and Member Fernandez made school visits to Rio Vista Schools. They met a few new teachers and were able to see the students in the classrooms. They had a long talk with Mrs. Rossi, principal at Riverview Middle School and one as well with Mr. Casey at D.H. White Elementary. She announced that it was a productive day, with a lot of great teaching. Member Fernandez reported that during the visits they had a few items for follow up. She stated one complaint that they received was that there weren't enough supplies for that day's meal and that the favorite item on the menu ran out before all the students had time to choose their meal. Member Fernandez is concerned that the students are not eating before returning to class. Member Fernandez mentioned that maybe it would be a good time to conduct a survey on what lunch items the students prefer to eat. Member Fernandez also commented that it was a good day talking to the administrators.
- 9.1.2 Committee Report(s): Member Fernandez asked if there was a volunteer who would like to fill the open position (Member Donnelly's) on the City of Rio Vista's 2 X 2 committee. Member Mahoney volunteered to be on the committee.
- 9.1.3 Superintendent Beno's report(s) – Mr. Beno took the opportunity to give the Board an update and to address questions he received in a letter from the Rio Vista High School's Booster Club regarding the impact the new housing development on the schools in Rio Vista. Mr. Beno stated that at this time, we will be able to absorb the incoming students from this current development and the impact fees collected will help with repairs and upgrades to the current facilities.

Chandra Drury had a few comments on Mr. Beno's reports. Mrs. Drury feels the District is being reactive in regarding having adequate facilities for additional students. She feels a proactive approach should be followed moving forward, if possible. She also feels that the construction of modular units for school facilities are not the quality of the old-fashioned brick and mortar tor buildings and asks in the long run if they are really cost effective.

Mr. Beno confirmed that all options will be reviewed and contemplated before any decisions are made.

### 9.2 Business Services' Reports and/or Presentations on: Routine Restricted Maintenance; Deferred Maintenance; Maintenance and Operations; Transportation Department; Food Services Department; District Technology; and District Budget – Elizabeth Keema-Aston, Chief Business Officer and Ken Gaston, Director of MOT

- 9.2.1 ADA/Enrollment Report - Elizabeth Keema-Aston reported that overall the district has seen a decrease of one in enrollment and a decrease of four in ADA from the previous month. For the month of November, the district's ADA is at 95.6%.
- 9.2.2 Monthly Financial Report - Elizabeth Keema-Aston reported that the First Interim revisions have been posted and the numbers are reflected in the report submitted.
- 9.2.3 Maintenance, Operations & Transportation Update – Ken Gaston welcomed the new Board members and reported that his team and been working on preventative maintenance throughout the district. Mr. Gaston reported that many of the schools have had or will have water hydration stations installed on their campuses. Mr. Gaston responded to a question that the Walnut Grove playground project is still at an impasse with the contractor that damaged the blacktop. With the Winter weather among us, it is likely that the repairs will not be completed until the wet weather has gone. Mr. Gaston responded to a question regarding the septic system at Delta Elementary Charter School (DECS). Mr. Gaston stated that DECS septic system had to be pumped out because it had an overflow issue. The county has asked for DECS septic system to be reviewed. An investigation into this issue has begun. However, the initial findings are not conclusive. Further inspections may need to be done.
- 9.2.4 Present the Annual Developer Fee Report – Elizabeth Keema-Aston reported that within 180 days after the close of the prior year, an annual report of how fees collected have been spent is due to be presented to the Board. This information is available to the public and will be brought before the Board at the January 8<sup>th</sup> meeting for discussion. Ms. Keema-Aston made note that all funds collected for the Encore Liberty (LGI) homes are being held in reserve for future facility needs. Total funds collected were \$492,607; total funds expended were \$253,361; and a

contribution of \$77,054 were made from the general fund for the Shea Home reimbursement payment and portable rentals.

- 9.3 River Delta Unified Teacher's Association (RDUTA) Update – Paul Delgado welcomed the new Board members and said he is looking forward to good conversations with them. Mr. Delgado also mentioned that the teacher's association bought lunch for its members which were provided by Lira's Supermarket. He stated that the sandwiches were fantastic, and everyone was happy. Mr. Delgado also wanted to talk to Mr. Gaston about the temperature in the classrooms.
- 9.4 California State Employee's Association (CSEA) Chapter #319 Update – None to report
- 9.5 Public Hearing – To acknowledge the River Delta Unified Teachers' Association (RDUTA)'s Initial proposals for negotiation with River Delta Unified School District for 2018-2019.

**Open Public Hearing 7:39pm**

**Public Comment:** Mr. Beno explained that this hearing is part of opening negotiations between RDUTA and the District. He noted that RDUTA would like to open with Salary, Benefits, Hours, and Class Size.

**Close Public Hearing 7:40 pm**

## 10. **Consent Calendar**

- 10.1 Approve Board Minutes
  - Regular Meeting of the Board, November 13, 2018
  - Regular Meeting of the Board, September 11, 2018 REVISED
- 10.2 Receive and Approve Monthly Personnel Reports
  - As of December 11, 2018
- 10.3 District's Monthly Expenditure Report
  - November 2018
- 10.4 Request to approve out of state travel for Rio Vista High Schools American Field Service students domestic exchange visit to Mattapoisett, Massachusetts, March 21-25, 2019, No cost to the district – Vicky Turk
- 10.5 Request to acknowledge the "Sunshined" River Delta Unified Teacher's Association negotiation proposals to the River Delta Unified School District for 2018-2019 – Charles Van Riper
- 10.6 Request to declare as surplus and deem as zero value, non-operational technology equipment from inventory at D.H. White Elementary School – Nick Casey
- 10.7 Request to approve the D.H. White Elementary School PTC fundraiser "School Store" – Nick Casey
- 10.8 Request to apply for the Low Performing Students Block Grant (LPSBG) for fiscal years 2018-2021 -- Kathy Wright
- 10.9 Request to approve the renewal agreement with School Messenger for the 2018-19 school year at a cost not to exceed \$3,220.80 from Educational Services Funds – Kathy Wright
- 10.10 Request to approve the renewal agreement with 806 Technologies, Inc. for the 2018-2019 school year at a cost not to exceed \$4,050. from Educational Services Funds -- Kathy Wright
- 10.11 Request to approve the agreement with Houghton Mifflin Harcourt for professional development Spring 2019 not to exceed \$35,450 from Educational Services Funds – Kathy Wright
- 10.12 Donations to Receive and Acknowledge:
  - D.H. White Elementary School – College Day T-Shirts**
    - Rio Vista Lions Club - \$250
  - Isleton Elementary School – 6<sup>th</sup> Grade Sly Park Educational Fieldtrip**
    - Korth's Pirates Lair Marina - \$235
  - Rio Vista High School**
    - Caudine Talbert – Cross Country Team
    - Kyle and Kearsten Turk – Joseph Turk Memorial Scholarship Fund
    - Rio Vista Foundation – funds towards hydro and water bottle filling stations
  - Riverview Middle School – General Donation**
    - Beth Brockhouse - \$153.84

Board President Fernandez acknowledged those who made donations and thanked them for their support.

Member Riley moved to approve, Member Elliott seconded. Motion carried 7 (Ayes: Fernandez, Olson, Riley, Elliott, Mahoney, Stone, Casillas); 0 (Nays:); 0 (Absent:)

11. The Board is to conduct reorganizational duties including the election of Officers for 2019. The Board must elect the President, Vice President and Clerk positions as well as the SCOE Board representative. Upon the election of the new or returning officers, the Officers will be "seated" to conduct the balance of the meeting – Don Beno

Member Riley nominated that the RDUSD officers remain the same except for the SCOE representative, as Member Maghoney left office, and Member Stone has volunteered to fill that position. 2019 RDUSD officers as follows:

**President:** Member Fernandez; **Vice President:** Member Olson; **Clerk:** Member Riley and **SCOE Rep:** Member Stone

Member Riley moved to approve, Member Elliott seconded. Motion carried 7 (Ayes: Fernandez, Olson, Riley, Elliott, Mahoney, Stone, Casillas); 0 (Nays:); 0 (Absent:)

12. The Board is to complete their 'annual reorganization' duties (under the provisions of Ed Code 35143 and 50171) by setting and approving a schedule of Regular Board Meetings for Calendar Year 2019 - Don Beno

Member Olson moved to approve, Member Riley seconded. Motion carried 7 (Ayes: Fernandez, Olson, Riley, Elliott, Mahoney, Stone, Casillas); 0 (Nays:); 0 (Absent:)

13. Request to approve the approval of the First Interim Financial Report for 2018-2019 – Elizabeth Keema-Aston

Member Olson moved to approve, Member Riley seconded. Motion carried 7 (Ayes: Fernandez, Olson, Riley, Elliott, Mahoney, Stone, Casillas); 0 (Nays:); 0 (Absent:)

14. The Superintendent request direction from the Board in the matter of reconfiguring the River Delta USD Board Trustee Boundary Areas using the last census data from April 1, 2010 or postpone the process until after the next census in 2020 – Don Beno

Mr. Beno described the current trustee boundary areas and which member represents these areas. Mr. Beno explained the types of election options a district can use, and which option is used by River Delta Unified School District. Mr. Beno described the steps the district has taken since the last census in 2010. Mr. Beno stated that if the Board decides to redistrict immediately the Board may wish to have Mr. Demers represent the presentation he delivered to the Board in January of 2013, if he was still working with the county. Mr. Beno gave an example of what the timeline of might look like when redistricting.

Member Mahoney stated that this issue was the reason he ran for the School Board. He cited several segments from past Board meetings on how the District justified not redistricting in the past. Member Mahoney feels that a civil rights violation has been committed by not redistricting and stated several court cases that he feels pertain to the district. Member Mahoney stated that he had contacted an attorney who stated they felt he has cause. However, they did not specialize in educational issues and provided him with contact information of an attorney who did. Member Mahoney stated that morally he could not sue the district because it would take away money from the students. He also stated that he filed a Grand Jury complaint. However, he was directed to speak to an assistant district attorney. The assistant district attorney said that this is a federal issue, and they did not have authority to enforce reapportionment. Member Mahoney is requesting immediate redistricting of the trustee boundary areas and again after the 2020 census.

Member Fernandez asked if there was a motion from the Board. Member Mahoney made a motion to move forward in redistricting immediately using the seven (7) area boundary scenario from the current information taken with the 2010 census (provided by the Sacramento County Voter Registration and Election Office presented by Mr. Demers, January 2013). Member Stone asked if the district was in violation by not redistricting at this time. Mr. Beno stated that he didn't feel the district was in violation based on conversations with legal counsel. However, he would prefer legal counsel be present at a Board meeting to make any legal clarification. While Member Fernandez appreciates the hard work many have put forth regarding this issue, she would prefer to hear from the district's legal counsel to determine if the district is in violation. Member Olson agrees that the district's need to redistrict. However, he doesn't know if the suggested seven area solution is the answer. Member Fernandez stated that if the Board decides to move forward, she would like to see other seven area scenarios and would also like to hear from legal counsel if it is required to redistrict before deciding. Mr. Beno will request Mr. Demers or a representative from the Sacramento County Office of Voters and Elections re-present the 2013 presentation and inquire if a hearing can be held on the same evening. Member Fernandez recommends that legal counsel be present at the January Board meeting to clear any questions of wrong doing by the district and if the district is required to re-district at this time. With the information received by legal counsel, the Board will make the decision to move forward now or wait until after the 2020 census information is received. Member Stone seconded the motion. However, Member Mahoney withdrew his motion.

Member Mahoney made a new motion to move forward with reapportionment, continuing to another meeting with Mr. Demers providing a presentation to the Board. Member Fernandez recommends not to move forward without hearing from legal counsel, clearing the Board of any wrong doing and then making an educated decision at that time. Mr. Beno will check the availability of legal counsel for the January 8, 2019 Board meeting.

Member Mahoney made a motion to move forward in reconfiguring the Trustee Boundary Areas immediately, with an invitation to Mr. Demers to provide the Board with a presentation; Member Stone seconded. Motion carried 4 (Ayes: Olson, Mahoney, Stone, Casillas); 2 (Nays: Fernandez, Riley); 1 (Absent: Elliott left the meeting at 8:07pm)

15. Request to approve Resolution #756 River Delta Unified School District (Contract CSPP-8405) remained closed due to poor air quality on November 16, 2018 and November 19, 2018 – Antonia Slagle

Member Olson moved to approve, Member Mahoney seconded. Motion carried by roll call vote 6 (Ayes: Fernandez, Olson, Riley, Mahoney, Stone, Casillas); 0 (Nays:); 1 (Absent: Elliott)

16. Request to hold a Public Hearing – Authorizing Dedication of Easements to Sacramento Area Sewer District

**Open Public Hearing:** 8:25 pm

**Public Comment:** Ms. Keema-Aston informed the public that this item was brought before the Board at the November Board meeting with a representative from the Sacramento Area Sewer District (SASD) presenting the proposal to the Board and public. She stated that notification of this hearing was posted at the District Office, Walnut Grove Elementary, Delta High Schools, and the district's website, as well as being run in the Sacramento Bee. Steve Kiyama, a representative from SASD gave a summary of the project and was available to answer any questions.

**Close Public Hearing:** 8:33 pm

Request to approve Resolution #757 Authorizing Dedication of Easements to Sacramento Area Sewer District and the Sale of Real Property to the Sacramento Area Sewer District (SASD), a permanent sanitary sewer easement and a temporary construction easement across a portion of the property located at 14181 Grove Street and Warehouse Street in Walnut Grove. APNs 146-0190-031 and 146-0170-059 – Elizabeth Keema-Aston

Member Fernandez moved to approve, Member Olson seconded. Motion carried by roll call vote 6 (Ayes: Fernandez, Olson, Riley, Mahoney, Stone, Casillas); 0 (Nays:); 1 (Absent: Elliott)

17. Request Board to Respond to California School Board's Association's Call for Nominations for CSBA Delegate Assembly – Don Beno

Member Fernandez moved to approve with no nominees be submitted, Member Riley seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Mahoney, Stone, Casillas); 0 (Nays:); 1 (Absent: Elliott)

18. Re-Adjourn to continue Closed Session was not necessary.

19. Re-Adjourning to continue Closed Session was not necessary – no actions to report. Adjournment: There being no further business before the Board, Board President Fernandez asked for a motion to adjourn.

Member Olson moved to approve, Member Riley seconded. Motion carried 6 (Ayes: Fernandez, Olson, Riley, Mahoney, Stone, Casillas); 0 (Nays:); 1 (Absent: Elliott)

20. The meeting was adjourned at 8:38 p.m.

Submitted:

Approved:

\_\_\_\_\_  
Don Beno, Superintendent and  
Secretary to the Board of Trustees

\_\_\_\_\_  
Marilyn Riley, Clerk, Board of Trustees

By: Jennifer Gaston, Recorder  
End



**BOARD OF TRUSTEES**

**RIVER DELTA UNIFIED SCHOOL DISTRICT**



445 Montezuma Street  
Rio Vista, CA 94571-1651

**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019

Attachments:    
Item no. 10.2

From: Bonnie Kauzlarich, Dir. of Personnel

SUBJECT MONTHLY PERSONNEL TRANSACTION REPORT

Action: \_\_\_\_\_

Consent:

Background

Status:

Presenter: Don Beno, Superintendent

Other People Who Might Be Present:

Cost &/or Funding Sources

Recommendation: That the Board approve the Monthly Personnel Transaction Report as submitted.

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



**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019

Attachments: X

From: Elizabeth Keema-Aston, Chief Business Officer

Item No.: 10.3

Action Item:     

Consent Action: X

Information Only:     

SUBJECT: Approve Monthly Expenditure Summary

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Background: The staff prepares a report of expenditures for the preceding month.

Presenter: Elizabeth Keema-Aston, Chief Business Officer

Other People Who Might Be Present:

Cost and/or Funding Sources:

Not Applicable

Recommendation:

That the Board approves the monthly expenditure summary report as submitted.

Cutoff amount: \$1.00

Select vendors with 1099 flags: of any setting.

Select payments with 1099 flags: of any setting.

Input file: Unknown Updated:

Report prepared: Fri, Dec 21, 2018, 2:18 PM

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
003556 A-Z BUS SALES 3418 52ND STREET SACRAMENTO, CA 95823  (916) 391-1092	268.96	02P453897 TRANS SUPPILES 02P453897 TRANS SUPPILES 02P453897 TRANS SUPPILES	12/20/2018 12/20/2018 12/20/2018	19444669 PO-190085 19444669 PO-190085 19444669 PO-190085	.94 .94- 268.96	N N N
000009 ABEL CHEVROLET-PONTIAC-BUICK 280 NO FRONT STREET P.O. BOX 696 RIO VISTA, CA 94571-0696  (707) 374-6317	152.19	#1434 TRANS SERVICE	12/20/2018	19444670 PO-190127	152.19	N
013287 ACSA FOUNDATION FOR ED ADMIN 1575 BAYSHORE HIGHWAY BURLINGAME, CA 94010  (800) 608-2272	324.90	NOVEMBER 18 ACSA DUES	12/13/2018	19442892 PV-190301	324.90	N
014641 ALDUENDA, YESENIA PO BOX 272 COURTLAND, CA 95615  ( 0) - 0	49.05	RVHS MILEAGE	12/18/2018	19444012 TC-190156	49.05	N
002739 ALL WEST COACHLINES INC 7701 WILBUR WAY SACRAMENTO, CA 95828  (916) 423-4000	3,015.15	69754/69576 DHS SPORTS TRANS 70010 DHS CHARTER BUS	12/04/2018 12/04/2018	19440166 PO-190277 19440151 PO-190624	1,786.35 1,228.80	N N
013873 ARIAS, CARMEN 16211 GRAND ISLAND RD WALNUT GROVE, CA 95690  ( ) -	92.62	ISLE PRESCL CONF REIMB	12/13/2018	19442931 TC-190133	92.62	N
014367 BANK OF AMERICA	9,883.17	SUPT SUPPLIES	12/18/2018	19443979 PO-190407	148.94	N

PO BOX 15796  
WILMINGTON, DE 19886-5710

( 0) - 0 N

DHW FRIEDEL CONF HOTEL	12/18/2018	19443967	PO-190642	526.35	N
ED SV HOANG CONF HOTEL	12/18/2018	19443967	PO-190648	526.35	N
DHS AG CATA HOTEL	12/18/2018	19443967	PO-190715	88.15	N
DHS AG CATA HOTEL	12/18/2018	19443967	PO-190715	88.15	N
TRANS SUPPLIES	12/18/2018	19443967	PO-190736	30.24	N
MAINT SUPPLIES	12/18/2018	19443967	PO-190737	161.61	N
MAINT SUPPLIES	12/18/2018	19443967	PO-190737	13.13-	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
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014367 BANK OF AMERICA (Continued...)		MAINT SUPPLIES	12/18/2018	19443967 PO-190737	13.13	N
		TRANS SUPPLIES	12/18/2018	19443967 PO-190749	67.12	N
		MAINT DO FLAGS	12/18/2018	19443967 PO-190753	120.12	N
		DHW SUPPLIES	12/18/2018	19443967 PO-190756	34.10	N
		DHW SUPPLIES	12/18/2018	19443967 PO-190756	34.10	N
		DHW SUPPLIES	12/18/2018	19443967 PO-190756	419.71	N
		MAINT SUPPLIES	12/18/2018	19443967 PO-190761	21.71	N
		MAINT SUPPLIES	12/18/2018	19443967 PO-190761	21.71	N
		MAINT SUPPLIES	12/18/2018	19443967 PO-190761	267.21	N
		ED SV/MAINT TABLES WG	12/18/2018	19443967 PO-190764	422.10	N
		ED SV/MAINT TABLES WG	12/18/2018	19443967 PO-190764	422.10	N
		MAINT SUPPLIES	12/18/2018	19443967 PO-190770	8.25	N
		MAINT SUPPLIES	12/18/2018	19443967 PO-190770	101.53	N
		MAINT SUPPLIES	12/18/2018	19443967 PO-190770	8.25	N
		MAINT SUPPLIES	12/18/2018	19443967 PO-190774	11.53	N
		MAINT SUPPLIES	12/18/2018	19443967 PO-190774	141.96	N
		MAINT SUPPLIES	12/18/2018	19443967 PO-190774	11.53	N
		BATES HOANG AIRFARE	12/18/2018	19443967 PO-190779	884.60	N
		WIND RIV CASAS CASEY AIRFARE	12/18/2018	19443978 PO-190786	298.96	N
		RMS PROJECTOR LAMP	12/18/2018	19443967 PO-190789	38.88	N
		RMS PROJECTOR LAMP	12/18/2018	19443967 PO-190789	3.16	N
		RMS PROJECTOR LAMP	12/18/2018	19443967 PO-190789	3.16	N
		RVHS HYDRATION STATIONS	12/18/2018	19443967 PO-190810	3,818.60	N
		RVHS HYDRATION STATIONS	12/18/2018	19443967 PO-190810	721.18	N
		MIG ED CAMACHO HOTEL	12/18/2018	19443998 PV-190319	311.98	N
		FINANCE CHARGE	12/18/2018	19443998 PV-190319	253.16	N
		RVHS IPAD COVER RETURN	12/18/2018	19443998 PV-190319	24.83	N
		LATE FEE	12/18/2018	19443998 PV-190319	49.00	N
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010822 BARKMAN, MELINDA P.O. BOX 524 RIO VISTA, CA 94571	21.35	RMS SUPPLIES	12/13/2018	19442910 TC-190134	21.35	N
( 0) - 0						N
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013874 BARRY'S MACHINE & SUPPLY PO BOX 458 COURTLAND, CA 95615	287.25	37363 MAINT SUPPLIES	12/20/2018	19444671 PO-190135	287.25	7
(916) 775-1426		Y BARRY MCCLAIN				
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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
012586 BAY ALARM 60 BERRY DRIVE PACHECO, CA 94553  (209) 465-1986	2,546.36	DW ALARM DO ALARM ISLE ALARM RVHS ALARM RVHS ALARM	12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018	19440187 PV-190281 19440187 PV-190281 19440187 PV-190281 19440187 PV-190281 19440187 PV-190281	1,271.03 192.15 468.57 407.55 207.06	N N N N N
011165 BAY ALARM COMPANY ACCOUNT #13410 P.O. BOX 7137 SAN FRANCISCO, CA 94120-7137  ( ) -	98.41	ISLE ALARM	12/06/2018	19441151 PO-190186	98.41	N
012147 BECERRA, LUCIA P.O. BOX 64 RYDE, CA 95680  ( 0) - 0	210.10	ASP MILEAGE ASP MILEAGE ASP MILEAGE ASP MILEAGE ASP MILEAGE ASP MILEAGE	12/04/2018 12/04/2018 12/04/2018 12/13/2018 12/13/2018 12/13/2018	19440200 TC-190121 19440200 TC-190121 19440200 TC-190121 19442911 TC-190135 19442911 TC-190135 19442911 TC-190135	42.67 42.67 42.68 27.36 27.36 27.36	N N N N N N
011231 BECERRA, MARIA ELENA PO BOX 98 COURTLAND, CA 95615  ( 0) - 0	753.47	BATES SUPPLIES BATES SUPPLIES	12/13/2018 12/13/2018	19442869 PO-190413 19442869 PO-190413	417.02 336.45	N N
014820 BIRD-MARINUCCI, MEREDITH 290 SIERRA AVE RIO VISTA, CA 94571  ( 0) - 0	652.37	PARENT MILEAGE	12/04/2018	19440201 TC-190122	652.37	N
013642 BLACK POINT ENVIRONMENTAL INC 930 SHILOH RD BLDG 40F WINDSOR, CA 95492  (707) 837-7407	196.50	1941 PROJ#247 146 MAGNOLIA	12/13/2018	19442893 PV-190303	196.50	N



Vendor Name/Address	Total	Description	Date	Warrant	Reference	Amount	1099
014614 BUCKMASTER 623 W. STADIUM LANE SACRAMENTO, CA 95834  (916) 923-0500 N	927.68	361537 DHS SERV CONTRACTS 361538 CMS SERV CONTRACT 359287 CMS PRINTER SUPPLIES 361228 DHS SUPPLIES 358529 DHS 362064 DHS SUPPLIES 361315 DHS SUPPLIES	12/04/2018 12/04/2018 12/06/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018	19440167 19440167 19441152 19442862 19442862 19442862 19442862	PO-190285 PO-190288 PO-190290 PO-190284 PO-190284 PO-190284 PO-190284	398.42 125.19 145.62 71.62 15.00 137.25 34.58	N N N N N N N
014663 BURKE WILLIAMS & SORENSEN LLP 444 SOUTH FLOWER ST #2400 LOS ANGELES, CA 90071-2953  (213) 236-0600 Y	106.00	234271 ATTY FEES	12/13/2018	19442894	PV-190304	106.00	Y
012497 BUSWEST 21107 CHICO STREET CARSON, CA 90745  (209) 531-3928 N	1,108.86	TRANS SUPPLIES	12/13/2018	19442870	PO-190086	1,108.86	N
003681 CALIFORNIA AMERICAN WATER P.O. BOX 7150 PASADENA, CA 91109-7150  (888) 237-1333 N	653.26	WG WATER WG WATER WG WATER	12/13/2018 12/13/2018 12/13/2018	19442895 19442895 19442895	PV-190305 PV-190305 PV-190305	135.00 278.02 240.24	N N N
012079 CALIFORNIA CLEAR BOTTLED P.O. BOX 981 14410 W.G. THORNTON RD WALNUT GROVE, CA 95690  (916) 776-1544 Y	528.25	ZRI007 RMS DRINKING WATER ZMOO02 MOKE DRINKING WATER ZBA006 BATES DRINKING WATER ZWA009 ASP DRINKING WATER ZRI007 RMS DRINKING WATER ZMO002 MOKE WATER ZBA006 BATES DRINKING WATER ZWA009 ASP DRINKING WATER	12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/20/2018 12/20/2018 12/20/2018 12/20/2018	19440168 19440168 19440168 19440168 19444672 19444672 19444672 19444672	PO-190126 PO-190367 PO-190510 PO-190690 PO-190126 PO-190367 PO-190510 PO-190690	103.00 85.25 51.75 69.50 43.50 103.50 61.75 10.00	7 7 7 7 7 7 7 7
013205 CALIFORNIA FFA PO BOX 460 GALT, CA 95632	1,300.50	RVHS AG LEADERSHIP PACKETS RVHS AG LEADERSHIP PACKETS	12/04/2018 12/04/2018	19440169 19440169	PO-190743 PO-190743	650.25 650.25	N N

(209) 744-1600

N



Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
012268 CALIFORNIA WASTE RECOVERY SYSTEMS 175 ENTERPRISE CT STE #A GALT, CA 95632-9047  (209) 369-6887 N	1,134.68	ISLE WASTE	12/18/2018	19443999 PV-190320	1,134.68	N
010576 CAMACHO, REFUJIO 200 PRIMASING AVE P.O. BOX 553 COURTLAND, CA 95615  ( 0) - 0 N	74.12	WG MILEAGE	12/13/2018	19442912 TC-190136	74.12	N
013882 CAPITAL CLUTCH & BRAKE 3100 DULUTH STREET WEST SACRAMENTO, CA 95691  (916) 371-5970 N	70.82	1534941 TRANS SUPPLIES	12/18/2018	19443980 PO-190087	70.82	N
014547 CASEY, NICHOLAS 2318 Windy Springs LN BRENTWOOD, CA 94513  ( 0) - 0 N	79.76	WIND RIVER MILEAGE DHW SUPPLIES	12/13/2018 12/20/2018	19442929 TC-190155 19444673 PO-190209	33.46 46.30	N N
014798 CCHAT CENTER SACRAMENTO 11100 COLOMA RD RANCHO CORDOVA, CA 95670  (916) 361-7290 N	1,357.88	10-18RIVEMS SP ED HEARING SERV	12/20/2018	19444674 PO-190417	1,357.88	N
002616 CDT INC 250 N GOLDEN CIRCLE DRIVE SUITE 210 SANTA ANA, CA 92705  (562) 986-4200 N	435.00	46034 DRUG TESTING	12/18/2018	19444000 PV-190321	435.00	N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014575 COMPANION CORPORATION 1831 FORT UNION BLVD SALT LAKE CITY, UT 84121  (800) 943-6439	9,575.00	111062 RVHS LICENSE	12/20/2018	19444661 PO-190735	9,575.00	N
014215 CONTERRA ULTRA BROADBAND PO BOX 281357 ATLANTA, GA 30384-1357  (704) 936-1722	1,800.22	29543 DO NETWORK 29543 DO NETWORK	12/13/2018 12/13/2018	19442897 PV-190307 19442897 PV-190307	16,905.07 15,104.85-	N N
010834 COUNTY OF SACRAMENTO VOTER REGISTRATION & ELECTIONS 7000 65TH STREET SUITE A SACRAMENTO, CA 95823  ( ) -	4,230.02	19-015 GENERAL ELECTION COSTS	12/20/2018	19444697 PV-190333	4,230.02	N
001621 COURTLAND MARKET INC 11711 HWY 160 PO BOX 156 COURTLAND, CA 95615  ( 0) - 0	74.37	MOKE SUPPLIES MOKE SUPPLIES BATES SUPPLIES	12/04/2018 12/20/2018 12/20/2018	19440170 PO-190370 19444675 PO-190370 19444675 PO-190396	26.00 12.87 35.50	N N N
011107 COURTLAND TRUCK WORKS 12019 HWY 160 COURTLAND, CA 95615  (916) 775-1633	1,679.82	8754 TRANS SUPPLIES	12/06/2018	19441155 PO-190089	1,679.82	N
014569 CPI 10850 W. PARK PLACE SUITE 600 MILWAUKEE, WI 53224  (888) 426-2184	150.00	IUS0118616 SP ED DUES	12/04/2018	19440188 PV-190282	150.00	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014871 CSEA MEMBER BENEFITS 2045 LUNDY AVENUE SAN JOSE, CA 95131  (408) 432-6249 N	218.00	ED SV PARAEDUCATOR CONF	12/18/2018	19443968 PO-190836	218.00	N
014147 CSF/CJSF CENTRAL OFFICE 28241 CROWN VALLEY PARKWAY SUITE F #201 LAGUNA NIGUEL, CA 92677  (800) 437-3347 N	75.00	DHS CSF DUES	12/20/2018	19444662 PO-190855	75.00	N
014278 DATA MANAGEMENT INC. PO BOX 789 FARMINGTON, CT 06034  (800) 243-1969 N	160.00	170023 F5 FORMS 170023 F5 FORMS 170023 F5 FORMS	12/18/2018 12/18/2018 12/18/2018	19443969 PO-190535 19443969 PO-190535 19443969 PO-190535	160.00 13.00 13.00	N N N
013876 DATAPATH PO BOX 396009 SAN FRANCISCO, CA 94139  (888) 693-2827 N	28,324.39	139700 RVHS PROJECTOR ISLE LAPTOP 139917 DW MONTHLY SERVICES 139917 DW MONTHLY SERVICES 139917 DW MONTHLY SERVICES 139917 DW MONTHLY SERVICES 139917 DW MONTHLY SERVICES 139917 DW MONTHLY SERVICES 139917 DW MONTHLY SERVICES 139790 PHONES CISCO ROUTER 139851CISCO SWITCH DEPLOYMENT 138903 ISLE 3 CHROMEBOOKS 140061 MIG ED LAPTOPS 138934 ED SV RVHS CHROMEBOOKS 138934 ED SV RVHS CART 140060 RVHS PRINTER	12/04/2018 12/06/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/18/2018 12/18/2018 12/20/2018 12/20/2018 12/20/2018	19440153 PO-190711 19441146 PO-190639 19442871 PO-190202 19442871 PO-190202 19442871 PO-190202 19442871 PO-190202 19442871 PO-190202 19442889 PO-190202 19442863 PO-190744 19442871 PO-190757 19443970 PO-190513 19443970 PO-190776 19444663 PO-190358 19444663 PO-190358 19444663 PO-190784	413.03 1,482.99 2,229.67 8,361.08 111.50 111.50 111.50 223.00 6,654.40 1,633.33 994.20 2,965.98 1,224.17 1,320.00 488.04	N N N N N N N N N N N N N N N N
013722 DE LAGE LANDEN PUBLIC FINANCE 1111 OLD EAGLE SCHOOL ROAD WAYNE, PA 19087  (800) 736-0220 N	1,467.05	61477027 WG PRINTER LEASE 61477054 F5 PRINTER LEASE 61763802 BUS OFF SAVIN LEASE 61755538 DO SAVIN LEASE 61755538 DO SAVIN LEASE	12/04/2018 12/04/2018 12/20/2018 12/20/2018 12/20/2018	19440171 PO-190190 19440171 PO-190272 19444676 PO-190039 19444676 PO-190040 19444676 PO-190040	167.01 80.81 176.51 200.00 469.36	N N N N N



61643613 BATES LEASE

12/20/2018 19444676 PO-190371

373.36 N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
012807 DELTA ELEMENTARY CHARTER SCHOOL 36230 N SCHOOL ST CLARKSBURG, CA 95612  (916) 995-1335	164,372.00	DECEMBER 2018 TAX IN LIEU	12/04/2018	19440189 PV-190283	164,372.00	N
014825 DELUCCHI, ANNELYSE 6269 BIRDS LANDING RD BIRDS LANDING, CA 94512  ( 0) - 0	18.00	BATES SUPPLIES	12/13/2018	19442872 PO-190462	18.00	N
013446 DEPARTMENT OF INDUSTRIAL OCCUPATIONAL SAFETY & HEALTH 2424 ARDEN WAY, SUITE 320 SACRAMENTO, CA 95825  (916) 263-2830	125.00	EI299454SA CONVEYANCE INVOICE	12/04/2018	19440190 PV-190284	125.00	N STATE OF CALIF
014067 DISCOVERY OFFICE SYSTEMS 1269 CORPORATE CENTER PARKWAY SANTA ROSA, CA 95407  (707) 570-1000	412.20	55E1475249 ISLE MAINT AGREEMNT 55E1473183 BATES MAINT AGREEMN 55E1477666 BATES MAINT AGRMNT 55E1479955 ISLE SERV CONT	12/04/2018 12/04/2018 12/18/2018 12/20/2018	19440172 PO-190253 19440172 PO-190372 19443982 PO-190372 19444677 PO-190253	183.20 101.45 52.54 75.01	N N N N
010669 DON JOHNSTON INC 26799 COMMERCE DR VOLO, IL 60073  (800) 999-4660	323.35	443915 SP ED SUBSCRIPTION	12/04/2018	19440154 PO-190680	323.35	N
000116 DS WATERS OF AMERICA INCS 5660 NEW NORTHSIDE DRIVE SUITE 500 ATLANTA, GA 30328  ( 0) - 0	116.09	5005834 DO WATER	12/13/2018	19442891 PV-190302	116.09	N DS WATERS OF A

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
010469 E.F. KLUDT & SONS INC P.O. BOX 166 LODI, CA 95241-0166	5,721.84	245788/245452 TRANS FUEL 245342/245749 TRANS OIL 246048 TRANS FUEL	12/04/2018 12/04/2018 12/13/2018	19440173 PO-190035 19440173 PO-190093 19442873 PO-190035	2,644.53 770.98 2,306.33	N N N
( 0) - 0						N
013194 EAGLE SOFTWARE 1065 N PACIFICCENTER DRIVE SUITE 400 ANAHEIM, CA 92806	1,150.00	CONF 17899 AERIES CONF PRECIAD CONF 17900 ED SV AERIES CONF	12/04/2018 12/04/2018	19440155 PO-190453 19440155 PO-190552	525.00 625.00	N N
( 0) - 0		N AERIES SOFTWAR				
014661 EDELIANT, KRISTEN 14181 GROVE ST WALNUT GROVE, CA 95690	32.48	WG SUPPLIES	12/13/2018	19442913 TC-190137	32.48	N
( 0) - 0						N
014870 FORTUNA UNION HS DISTRICT C/O SANDY DALE 379 12TH STREET FORTUNA, CA 95540	135.00	DHS AG CONF DHS AG CONF	12/18/2018 12/18/2018	19443971 PO-190835 19443971 PO-190835	67.50 67.50	N N
(707) 725-4461						N
011606 FOUNDATION FOR EDUCATIONAL ADMINISTRATION 1575 BAYSHORE HIGHWAY BURLINGAME, CA 94010	650.00	15941 ACSA WRKSHOP TURK	12/20/2018	19444664 PO-190766	650.00	N
(650) 692-4300						N
002897 FRIEDEL, MANDI 500 S. 2ND STREET RIO VISTA, CA 94571	442.03	DHW CONF REIMB DHW SUPPLIES	12/18/2018 12/20/2018	19444013 TC-190157 19444678 PO-190238	358.07 83.96	N N
( 0) - 0						N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
011339 FRONTIER COMMUNICATIONS CORPORATION THREE HIGH RIDGE PARK STAMFORD, CT 06905	5,987.22	ISLE ALARM	12/13/2018	19442898 PV-190308	51.22	N
		CMS PHONE	12/13/2018	19442898 PV-190308	48.81	N
		DO PHONE	12/13/2018	19442898 PV-190308	1,150.78	N
		BATES PHONE	12/13/2018	19442898 PV-190308	59.17	N
		RMS PHONE	12/13/2018	19442898 PV-190308	75.82	N
( 0) - 0 N		RVHS PHONE	12/13/2018	19442898 PV-190308	222.96	N
		N. TRANS ALARM	12/13/2018	19442898 PV-190308	51.22	N
		BATES ALARM	12/13/2018	19442898 PV-190308	51.22	N
		MAINT PHONE	12/13/2018	19442898 PV-190308	48.38	N
		DHW ALARM	12/13/2018	19442898 PV-190308	101.37	N
		RVHS ALARM	12/13/2018	19442898 PV-190308	234.13	N
		CMS ALARM	12/13/2018	19442898 PV-190308	51.22	N
		MAINT PHONE	12/13/2018	19442898 PV-190308	40.12	N
		ISLE PHONE	12/13/2018	19442898 PV-190308	198.30	N
		TRANS PHONE	12/13/2018	19442898 PV-190308	43.56	N
		WG ALARM	12/13/2018	19442898 PV-190308	51.22	N
		MOKE/CDS ALARM	12/13/2018	19442898 PV-190308	43.74	N
		TRANS PHONE	12/13/2018	19442898 PV-190308	101.37	N
		CAFE PHONE	12/13/2018	19442909 PV-190308	109.53	N
		DO LONG DISTANCE	12/18/2018	19444001 PV-190322	308.68	N
		BATES PHONE 916-775-1772	12/20/2018	19444698 PV-190334	399.67	N
		MAINT PHONE	12/20/2018	19444698 PV-190335	40.12	N
		CMS ALARM	12/20/2018	19444698 PV-190335	71.37	N
		MOKE/CDS ALARM	12/20/2018	19444698 PV-190335	136.60	N
		WG ALARM	12/20/2018	19444698 PV-190335	71.37	N
		TRANS ALARM	12/20/2018	19444698 PV-190335	71.50	N
		CMS PHONE	12/20/2018	19444698 PV-190335	43.74	N
		TRANS PHONE	12/20/2018	19444698 PV-190335	43.56	N
		ISLE ALARM	12/20/2018	19444698 PV-190335	71.37	N
		BATES ALARM	12/20/2018	19444698 PV-190335	71.37	N
		RVHS PHONE	12/20/2018	19444698 PV-190335	222.96	N
		MAINT PHONE	12/20/2018	19444698 PV-190335	48.38	N
		DO PHONE	12/20/2018	19444698 PV-190335	76.43	N
		DO PHONE	12/20/2018	19444698 PV-190335	1,150.99	N
		RVHS ALARM	12/20/2018	19444698 PV-190335	136.60	N
		TRANS PHONE	12/20/2018	19444698 PV-190335	58.88	N
		DHW ALARM	12/20/2018	19444698 PV-190335	136.60	N
		RMS PHONE	12/20/2018	19444698 PV-190335	75.82	N
		FOOD SERV PHONE	12/20/2018	19444705 PV-190335	401.76	N
		FOOD SERV PHONE	12/20/2018	19444705 PV-190335	109.53	N
014828 GASTON, KEN 329 SACRAMENTO STREET	521.69	MAINT SUPPLIES	12/18/2018	19443972 PO-190490	123.95	N
		190750 MAINT SUPPLIES	12/18/2018	19443983 PO-190750	397.74	N

RIO VISTA, CA 94571

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
012162 GLENDE, NICK 3512 LAKELAND WAY ELK GROVE, CA 95758	37.23	ISLE SUPPLIES	12/13/2018	19442914 TC-190138	37.23	N
( 0) - 0						N
014483 GOSS, HEATHER PO BOX 420 DUNNIGAN, CA 95937	203.96	F5 MILEAGE F5 SUPPLIES	12/13/2018 12/20/2018	19442915 TC-190139 19444679 PO-190266	148.02 55.94	N N
( 0) - 0						N
003598 GRAINGER 3691 INDUSTRIAL BLVD WEST SACRAMENTO, CA 95691-3479	968.96	MAINT SUPPLIES	12/13/2018	19442874 PO-190143	968.96	N
(916) 372-7800		N W.W. GRAINGER				
014573 GREAT AMERICA FINANCIAL SVCS PO BOX 660831 DALLAS, TX 75266-0831	685.33	23744261 CMS COPY LEASE 23878622 DHS LEASE	12/06/2018 12/20/2018	19441156 PO-190435 19444680 PO-190283	309.95 375.38	N N
(877) 311-4422						N
014500 HAND IN HAND THERAPEUTICS 214 ELMWOOD AVE MODESTO, CA 95354	4,466.67	SP ED OCC THERAPY W/E 11/29 SP ED OCC THERAPY W/E 12/6 SP ED OCC THERAPY W/E 12/14/18	12/06/2018 12/18/2018 12/20/2018	19441157 PO-190342 19443984 PO-190342 19444681 PO-190342	1,975.00 1,191.67 1,300.00	Y Y Y
(209) 604-8533		Y WAYNE STEVENSO				
014525 HEALTH CONNECTED 480 JAMES AVENUE REDWOOD CITY, CA 94062	200.03	761 NURSE SUPPLIES	12/20/2018	19444665 PO-190829	200.03	N
(650) 367-1937						N
014864 HIGHWAY 12 DINER 1000 HWY 12	64.77	CAREER FAIR SUPPLIES	12/04/2018	19440191 PV-190285	64.77	N



RIO VISTA, CA 94571

(707) 374-2511

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014681 HOANG, TRAM 10090 ROJELIO CT ELK GROVE, CA 95757  ( 0) - 0 N	83.48	BATES CONF REIMB	12/18/2018	19444014 TC-190158	83.48	N
003538 HOME DEPOT CREDIT SERVICES DEPT 32-2500439736 P.O. BOX 78047 PHOENIX, AZ 85062-8047  ( 0) - 0 N	3,158.39	MAINT SUPPLIES DHS AG SUPPLIES DHS AG SUPPLIES MAINT SUPPLIES DHS AG SUPPLIES DHS AG SUPPLIES	12/06/2018 12/06/2018 12/06/2018 12/13/2018 12/13/2018 12/13/2018	19441158 PO-190144 19441158 PO-190456 19441158 PO-190456 19442875 PO-190144 19442875 PO-190456 19442875 PO-190456	1,181.98 134.22 134.23 1,383.80 162.08 162.08	N N N N N N
012272 HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY 222 BERKELEY STREET BOSTON, MA 02116  (800) 225-5425 N	410.81	954094976 SP ED SUPPLIES	12/04/2018	19440156 PO-190740	410.81	N
014863 IMEL, MICHAEL 6716 WOODLAND DRIVE PARADISE, CA 95969  (530) 351-1730 N	74.49	ED SV CONF REIMB	12/04/2018	19440202 TC-190124	74.49	N
000215 INDEPENDENT COPY SERVICE 155 DELTA WAY RIO VISTA, CA 94571  (916) 743-2699 Y MIKE KENNEDY	1,580.00	185336 RMS SERV CONTRACTS	12/04/2018	19440157 PO-190122	1,580.00	Y
011917 INDOFF 11816 LACKLAND AVENUE ST. LOUIS, MO 63146-4206  (707) 374-4037 N	4,496.20	3171164 RVHS INK 3175606 ISLE PRE SCL SUPPLIES 3177378 RMS COPY PAPER 3183046 BATES SUPPLIES 3183046 BATES SUPPLIES 3183046 BATES SUPPLIES 3171165 BATES SUPPLIES	12/04/2018 12/04/2018 12/04/2018 12/06/2018 12/06/2018 12/06/2018 12/06/2018	19440174 PO-190509 19440186 PO-190729 19440158 PO-190752 19441159 PO-190375 19441159 PO-190375 19441159 PO-190375 19441159 PO-190375	576.31 105.61 1,399.53 104.54 .37 .37 66.02	N N N N N N N

3171165	BATES SUPPLIES	12/06/2018	19441159	PO-190375	.23	N
3171165	BATES SUPPLIES	12/06/2018	19441159	PO-190375	.23-	N
3175605	RVHS ERGO CHAIRS	12/06/2018	19441147	PO-190650	1,907.33	N
3188879	ISLE SUPPLIES	12/18/2018	19443985	PO-190748	155.50	N
3188880	RVHS SUPPLIES	12/20/2018	19444682	PO-190064	181.36	N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000107 INLAND BUSINESS SYSTEMS 1500 NO. MARKET SACRAMENTO, CA 95834-1912  (916) 928-0770 N	488.90	IN257713 RVHS MAINT AGRMNT IN274922 RVHS MAINT AGMNT	12/04/2018 12/18/2018	19440175 PO-190063 19443986 PO-190063	297.73 191.17	N N
014853 ISONO, ELIZABETH MS 1940 WEBSTER STREET SUITE 200 OAKLAND, CA 94612  (510) 463-4700 Y	125.00	7931 SP ED PROF SERVICES	12/06/2018	19441173 PV-190294	125.00	Y
014824 J & D WHOLESALE 4614 SECOND. ST #1 DAVIS, CA 95618  (530) 747-2300 N	475.22	6292715 RVHS AG SUPPLIES 6292715 RVHS AG SUPPLIES	12/04/2018 12/04/2018	19440176 PO-190451 19440176 PO-190451	237.61 237.61	N N
014682 JONES, ZAIDA 10267 CROYDON WAY RANCHO CORDOVA, CA 95670  ( 0) - 0 N	74.88	SP ED MILEAGE	12/13/2018	19442916 TC-190140	74.88	N
014869 JOSEPHS LAWNMOWER 1551 OAK PARK BLVD PLEASANT HILL, CA 94523  (925) 935-7240 N	2,029.16	193874/193875 MAINT SUPPLIES 194157 MAINT SUPPLIES	12/18/2018 12/20/2018	19443987 PO-190827 19444683 PO-190827	2,007.04 22.12	N N
014233 KEEMA-ASTON, ELIZABETH 8068 HUXLEY CT. SACRAMENTO, CA 95829  (916) 397-6704 N	36.80	BUS OFF REIMB POSTAGE/SUPPLIES BUS OFF REIMB POSTAGE/SUPPLIES	12/06/2018 12/06/2018	19441180 TC-190132 19441180 TC-190132	20.45 16.35	N N
013940 KELLY MOORE PAINTS CO INC 10299 EAST STOCKTON BOULEVARD	76.62	291479 MAINT SUPPLIES 291479 MAINT SUPPLIES	12/20/2018 12/20/2018	19444684 PO-190129 19444684 PO-190129	76.62 6.23	N N

SUITE 101  
ELK GROVE, CA 95758

291479 MAINT SUPPLIES

12/20/2018 19444684 PO-190129

6.23- N

(650) 610-4370

N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014711 KIMBRELL, REBECCA 717 ALLENDER WAY RIO VISTA, CA 94571	99.00	STALEDATE #99397508	12/04/2018	19440203 TC-190125	99.00	N
( 0) - 0						N
012005 KIRK KENNER DBA DELTA REFRIDG 5 HILL CT. RIO VISTA, CA 94571	601.02	5097/5118 MAINT REPAIRS	12/06/2018	19441160 PO-190147	601.02	7
(707) 374-6213		Y KENNER, KIRK				
013551 KITCHENS, JENNIFER PO BOX 192 RYDE, CA 95680	103.30	MIG ED SUPPLIES ED SV MILEAGE	12/04/2018 12/13/2018	19440204 TC-190126 19442917 TC-190141	21.22 82.08	N N
( 0) - 0						N
011311 LA RUE COMMUNICATIONS 521 E. MINER AVE STOCKTON, CA 95202	660.00	5649 TRANS SERVICES 5745 TRANS SERVICE	12/04/2018 12/18/2018	19440177 PO-190097 19443988 PO-190097	330.00 330.00	7 7
(209) 463-1900		Y LA RUE, KNOX J				
000203 LAKESHORE LEARNING MATERIALS 2695 E DOMINGUEZ STREET CARSON, CA 90895	779.06	5142811018 ASP SUPPLIES 1450801118 ASP SUPPLIES 1450791118 ASP SUPPLIES 1450811118 ASP SUPPLIES	12/13/2018 12/18/2018 12/20/2018 12/20/2018	19442876 PO-190530 19443989 PO-190528 19444685 PO-190529 19444685 PO-190530	78.63 130.43 294.74 275.26	N N N N
(800) 424-4772						N
012149 LARIOS, MARIA 12801 RIVER ROAD COURTLAND, CA 95615	103.44	F5 MILEAGE	12/13/2018	19442918 TC-190142	103.44	N
( 0) - 0						N
013210 LINDAMOOD-BELL 416 HIGUERA STREET	1,708.10	7923503 DHW FRIEDEL WORKSHOP 7923502 HOANG CONF	12/18/2018 12/18/2018	19443990 PO-190641 19443973 PO-190647	854.05 854.05	N N

SAN LUIS OBISPO, CA 93401

(800) 233-1819

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000548 LIRAS SUPERMARKET 609 HWY 12 RIO VISTA, CA 94571  (707) 374-5399	2,548.85	#55 RVHS SUPPLIES #175 DHW SUPPLIES #55 RVHS CULINARY SUPPLIES #63 ISLE SUPPLIES #135 CAREER FAIR SUPPLIES #135 ED SV SUPPLIES	12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018	19442877 PO-190069 19442877 PO-190236 19442877 PO-190516 19442877 PO-190732 19442877 PO-190739 19442899 PV-190309	1,083.98 37.60 146.87 180.07 832.88 267.45	N N N N N N
013206 LOWE'S 8369 POWER INN ROAD ELK GROVE, CA 95624-3464  (866) 232-7443	2,393.09	MAINT SUPPLIES RVHS WOODSHOP SUPPLIES RVHS WOODSHOP SUPPLIES	12/04/2018 12/04/2018 12/20/2018	19440178 PO-190148 19440178 PO-190514 19444686 PO-190514	142.91 323.46 1,926.72	N N N
014665 LOY MATTISON ENTERPRISES 7038 ALMOND HILL COURT ORANGEVALE, CA 95662  ( 0) - 0	1,150.00	090118113018 ERATE SERVICES	12/13/2018	19442878 PO-190298	1,150.00	Y
000711 LYMAN PARTS DEPOT 14301 RAILROAD AVE WALNUT GROVE, CA 95690-  (916) 776-1744	102.10	13112 MAINT SUPPLIES	12/06/2018	19441161 PO-190149	102.10	N
014144 MARTINEZ, SANDRA PO BOX 298 ISLETON, CA 95641  ( 0) - 0	212.76	F5 MILEAGE	12/13/2018	19442919 TC-190143	212.76	N
014811 MCCARTY, HANOCH 12970 SELF ESTEEM LANE GALT, CA 95632  (209) 601-2940	3,573.06	SP ED ASST TECH SEPT/OCT/NOV	12/04/2018	19440179 PO-190323	3,573.06	Y
014826 MITCHELL, LISA	130.80	WG CONF REIMB	12/13/2018	19442920 TC-190144	130.80	N



1030 S. HUTCHINS ST # 4-404  
LODI, CA 95240

( 0) - 0 N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
012837 MOBILE MODULAR 5700 LAS POSITAS ROAD LIVERMORE, CA 94551  (925) 606-9000	535.00	1799603 MODULAR LEASE	12/06/2018	19441179 PV-190300	535.00	N
		N MCGRATH RENTCO				
011865 MONTGOMERY, MARSHA 12 HILL COURT RIO VISTA, CA 94571  ( 0) - 0	545.44	RVHS CULINARY SUPPLIES	12/13/2018	19442879 PO-190515	545.44	N
		N				
002424 NATIONAL SCHOOL FORMS 16 MT. EBO RD S. STE#16 BREWSTER, NY 10509  (800) 431-1201	170.76	37798 BATES SUPPLIES	12/18/2018	19443974 PO-190816	170.76	N
		N				
013877 NORRIS, CARRIE 4833 STEPPE COURT ELK GROVE, CA 95757  ( 0) - 0	284.12	WG SUPPLIES WG SUPPLIES WG SUPPLIES	12/18/2018 12/18/2018 12/18/2018	19443991 PO-190194 19443991 PO-190258 19443991 PO-190262	118.43 79.80 85.89	N N N
		N				
013794 NORTH DELTA WATER AGENCY 910 K STREET SUITE 310 SACRAMENTO, CA 95814  (916) 446-0197	265.84	2354/2386 BENEFIT ASSESSMENT	12/04/2018	19440192 PV-190286	265.84	N
		N				
014016 O'REILLY AUTO PARTS 233 S PATTERSON SPRINGFIELD, MO 65802  ( 0) - 0	2,169.37	TRANS SUPPLIES TRANS SUPPLIES	12/06/2018 12/13/2018	19441162 PO-190100 19442880 PO-190100	285.73 1,883.64	N N
		N O'REILLY AUTOM				
014833 OAKLEY SCHOOL DISTRICT	2,990.00	SP ED STUDENT TRANS	12/04/2018	19440193 PV-190287	2,990.00	N

91 MERCEDES LANE  
OAKLEY, CA 945614617

(925) 625-5079

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000193 OILWELL MATERIALS & HARDWARE CO INC 506 STATE HIGHWAY 12 RIO VISTA, CA 94571	1,617.16	#822 RVHS SUPPLIES #1608 RVHS AG SUPPLIES #1608 RVHS AG SUPPLIES 676 MAINT SUPPLIES #676 MAINT SUPPLIES 1608 RVHS AG SUPPLIES 1608 RVHS AG SUPPLIES	12/04/2018 12/04/2018 12/04/2018 12/06/2018 12/13/2018 12/20/2018 12/20/2018	19440180 PO-190061 19440180 PO-190607 19440180 PO-190607 19441163 PO-190151 19442881 PO-190151 19444687 PO-190607 19444687 PO-190607	9.30 22.57 22.57 553.62 926.22 41.44 41.44	N N N N N N N
( 0) - 0 N						
011634 OTO'S CAR CARE & REPAIR 8110 FREEPORT BLVD SACRAMENTO, CA 95832	355.25	TRANS SERVICE	12/20/2018	19444688 PO-190101	355.25	7
( ) - Y						
003335 OWENS, SHIRLEY P.O. BOX 172 ISLETON, CA 95641	25.00	TRANS REIMB TOLLS/CPR	12/20/2018	19444710 TC-190164	25.00	N
( 0) - 0 N						
013146 PAR P.O. BOX 1416 MINNEAPOLIS, MN 55440 (800) 331-8378	418.88	943755 SP ED SUPPLIES 943755 SP ED SUPPLIES 943755 SP ED SUPPLIES 945748 SP ED SUPPLIES 945748 SP ED SUPPLIES 945748 SP ED SUPPLIES	12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018	19440159 PO-190741 19440159 PO-190741 19440159 PO-190741 19440159 PO-190765 19440159 PO-190765 19440159 PO-190765	110.00 8.94 8.94 308.88 25.10 25.10	N N N N N N
(800) 331-8378 N						
014465 PARKER & COVERT LAW OFFICE 17862 EAST SEVENTEENTH ST#204 EAST BUILDING TUSTIN, CA 92780 (714) 573-0900	460.00	70548 ATTY FEES 70548 ATTY FEES	12/20/2018 12/20/2018	19444699 PV-190336 19444699 PV-190336	135.00 325.00	Y Y
(714) 573-0900 Y PARKER & COVE						
013692 PATIN, ANGELA 633 MADERE WAY RIO VISTA, CA 94571 ( 0) - 0 N	93.74	ISLE MILEAGE	12/13/2018	19442921 TC-190145	93.74	N
( 0) - 0 N						

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
013458 PITNEY BOWES INC 1 ELMCROFT ROAD STAMFORD, CT 06926-0700  (800) 228-1071	370.12	3102655331 POSTAGE MACHINE LSE	12/06/2018	19441164 PO-190038	370.12	N
013554 POINT QUEST 6600 44TH STREET SACRAMENTO, CA 95823  (916) 422-0571	40,062.72	SP ED INST ASSISTANTS 31314 NPS FEES 31323 NPS FEES 31282 NPS FEES 31331 NPS FEES 254 NPS FEES 297/298 SP ED INST ASSISTS 31417 NPS FEES 31447 NPS FEES 30843 NPS FEES 31404 NPS FEES 31438 NPS FEES 31455 NPS FEES 30832 NPS FEES 160630 NPS FEES 30682 NPS FEES 160624 NPS FEES	12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/20/2018 12/20/2018 12/20/2018	19440181 PO-190348 19440181 PO-190349 19440181 PO-190349 19440181 PO-190349 19440181 PO-190349 19440181 PO-190349 19442882 PO-190348 19442882 PO-190349 19442882 PO-190349 19442882 PO-190349 19442882 PO-190349 19442882 PO-190349 19442882 PO-190349 19444689 PO-190349 19444689 PO-190349 19444689 PO-190349	6,050.00 4,333.34 450.00 1,245.72 165.00 7,180.00 11,725.00 47.50 350.00 200.00 1,601.64 3,151.52 110.00 3,088.00 160.00 142.50 62.50	N N N N N N N N N N N N N N N N N
002828 POSITIVE PROMOTIONS INC 15 GILPIN AVE HAUPPAUGE, NY 11788-8821  (800) 635-2666	208.38	6157865 ISLE SUPPLIES 6157865 ISLE SUPPLIES	12/18/2018 12/18/2018	19443975 PO-190692 19443975 PO-190692	108.38 100.00	N N
013244 PRECIADO, VICKI 737 LAUREL WAY RIO VISTA, CA 94571  ( 0) - 0	72.94	IND STUDY SUPPLIES WIND RIVER MILEAGE	12/04/2018 12/13/2018	19440205 TC-190127 19442930 TC-190154	39.48 33.46	N N
013434 PRECISION RADIATOR 3320 JEFFERSON BLVD WEST SACRAMENTO, CA 95691	748.44	8405 TRANS PARTS	12/18/2018	19444004 PV-190332	748.44	N



(916) 372-4859

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
012857 PRISTINE REHAB CARE 706 N. DIAMOND BAR BLVD STE #B DIAMOND BAR, CA 91765  (317) 371-3866 Y	12,828.30	5812/5813/5814 SP ED SPCH THER	12/18/2018	19443992 PO-190058	12,828.30	7
014866 R+ CONSULTING PO BOX 1056 STOCKTON, CA 95201  (209) 406-3029 Y	3,000.00	1018002 SP ED BEHAVIOR ASSESSM	12/06/2018	19441148 PO-190792	3,000.00	N
014058 RASMUSSEN, AMY 662 SIMMER WAY RIO VISTA, CA 94571  ( 0) - 0 N	5.00	TRANS BRIDGE TOLL	12/18/2018	19444015 TC-190160	5.00	N
010134 READ NATURALLY INC 1284 CORPORATE CENTER DR. #600 SAINT PAUL, MN 55121  (800) 788-4085 N	1,085.00	228942 WG/MIG ED READ NATURAL	12/13/2018	19442865 PO-190754	1,085.00	N
013993 REFRIGERATION SUPPLIES DISTRIBUTOR 26021 ATLANTIC OCEAN DRIVE LAKE FORREST, CA 92630  (916) 369-0203 N	2,023.69	11254565 MAINT SUPPLIES	12/18/2018	19444005 PV-190324	2,023.69	N
014268 RICO DE ROMERO, MARISOL 12645 SUTTER ISLAND ROAD COURTLAND, CA 95615  ( 0) - 0 N	538.32	PARENT MILEAGE/BUS TICKETS PARENT MILEAGE/BUS TICKETS	12/18/2018 12/18/2018	19444016 TC-190161 19444016 TC-190161	50.00 488.32	N N
014859 RIO VISTA BAKERY & CAFE	74.34	RVHS SUPPLIES	12/04/2018	19440182 PO-190760	74.34	N

150 MAIN STREET  
RIO VISTA, CA 94571

(707) 374-3844

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
002751 RIO VISTA FORD 1010 STATE HWY 12 RIO VISTA, CA 94571	230.62	#4094 TRANS SUPPLIES	12/13/2018	19442883 PO-190103	230.62	N
( 0) - 0						N
010239 RIO VISTA SANITATION P.O. BOX 607 RIO VISTA, CA 94571-0607	2,068.27	DO WASTE RVHS WASTE DHW WASTE	12/13/2018 12/18/2018 12/18/2018	19442900 PV-190310 19444002 PV-190325 19444002 PV-190325	18.10 967.80 1,082.37	N N N
( 0) - 0						N
000589 RISO PRODUCTS OF SACRAMENTO 3304 MONIER CIRCLE SUITE 110 RANCHO CORDOVA, CA 95742	2,568.19	189863 RVHS SUPPLIES 189863 RVHS SUPPLIES 189863 RVHS SUPPLIES 189892 CMS RISO SUPPLIES	12/18/2018 12/18/2018 12/18/2018 12/18/2018	19443976 PO-190769 19443976 PO-190769 19443976 PO-190769 19443976 PO-190777	489.68 250.00 250.00 1,578.51	N N N N
(916) 638-7476		N RPSI ENTERPRIS				
000729 RIVER NEWS HERALD 21 S FRONT STREET RIO VISTA, CA 94571	182.00	HR CLASSIFIED ADS	12/06/2018	19441175 PV-190296	182.00	N
( 0) - 0		N GIBSON PUBLICA				
010670 RIVERVIEW-INTERNATIONAL TRUCKS 2445 EVERGREEN AVE P.O. BOX 716 WEST SACRAMENTO, CA 95691	1,574.10	61671 TRANS SUPPLIES 61671 TRANS SUPPLIES	12/06/2018 12/18/2018	19441165 PO-190104 19443993 PO-190104	815.46 758.64	7 7
( ) -		Y				
012796 ROSSI, MARCY 128 N SECOND STREET RIO VISTA, CA 94571	101.18	RMS SUPPLIES RMS SUPPLIES	12/18/2018 12/18/2018	19443994 PO-190424 19443994 PO-190424	40.47 60.71	N N
( 0) - 0		N				

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000119 S & W TIRE SERVICE INC P.O. BOX 377 14400 THORNTON ROAD WALNUT GROVE, CA 95690  (916) 776-1717	1,172.18	1-636 MAINT SUPPLIES 1-16881 MAINT SUPPLIES	12/06/2018 12/20/2018	19441166 PO-190164 19444666 PO-190164	180.68 991.50	N N
000095 S M U D P.O. BOX 15555 SACRAMENTO, CA 95852  ( 0) - 0	8,217.12	WG ELECT TRANS ELECT TRANS ELECT BATES ELECT BATES ELECT WG ELECT WG ELECT WG ELECT	12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018 12/13/2018	19442901 PV-190315 19442901 PV-190315 19442901 PV-190315 19442901 PV-190315 19442901 PV-190315 19442901 PV-190315 19442901 PV-190315 19442901 PV-190315	20.30 13.52 124.41 513.96 3,449.33 27.04 506.00 3,562.56	N N N N N N N N
012362 SACRAMENTO COUNTY TAX COLLECTOR'S OFFICE P.O. BOX 508 SACRAMENTO, CA 95812-0508  ( 0) - 0	8,629.76	MOKE PROPERTY TAX BATES PROPERTY TAX ISLE PROPERTY TAX ISLE PROPERTY TAX WG PROPERTY TAX WG PROPERTY TAX ISLE PROPERTY TAX ISLE PROPERTY TAX ISLE PROPERTY TAX ISLE PROPERTY TAX	12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018	19440195 PV-190289 19440195 PV-190289 19440195 PV-190289 19440195 PV-190289 19440195 PV-190289 19440195 PV-190289 19440195 PV-190289 19440195 PV-190289 19440195 PV-190289 19440195 PV-190289	132.28 135.06 2,844.52 512.78 3,508.14 430.06 916.92 50.00 50.00 50.00	N N N N N N N N N N
000090 SACRAMENTO COUNTY UTILITIES 9700 GOETHE ROAD SUITE C SACRAMENTO, CA 95827  ( 0) - 0	113.70	MOKE SEWER	12/20/2018	19444700 PV-190337	113.70	N
003501 SCHOLASTIC INC 2931 EAST MCCARTY STREET JEFFERSON CITY, MO 65101  (800) 724-6527	537.00	1853884102 WG BOOKS	12/04/2018	19440160 PO-190483	537.00	N

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Vendor Name/Address	Total	Description	Date	Warrant	Reference	Amount	1099
003318 SCHOOL SPECIALTY INC W6316 DESIGN DRIVE GREENVILLE, WI 54942	2,286.16	308103217122 DHS SUPPLIES	12/04/2018	19440183	PO-190281	209.04	N
		308103198676 DHS SUPPLIES	12/04/2018	19440183	PO-190281	158.22	N
		208121930238 CMS SUPPLIES	12/04/2018	19440183	PO-190289	107.25	N
		308103219385 CMS SUPPLIES	12/04/2018	19440183	PO-190289	66.60	N
( 0) - 0 N		208121931373 ED SV SUPPLIES	12/04/2018	19440161	PO-190622	755.07	N
		208121838386 CDS SUPPLIES	12/13/2018	19442884	PO-190368	53.82	N
		308103219727 BATES SUPPLIES	12/13/2018	19442884	PO-190376	190.57	N
		308103206107 BATES SUPPLIES	12/13/2018	19442884	PO-190376	80.27	N
		208122018367 RMS SUPPLIES	12/13/2018	19442866	PO-190751	116.99	N
		308103226714 DHS SUPPLIES	12/20/2018	19444690	PO-190281	185.88	N
		308103228530 BATES SUPPLIES	12/20/2018	19444690	PO-190376	339.13	N
		208121990583 BATES SUPPLIES	12/20/2018	19444690	PO-190376	23.32	N
000316 SCHOOLS INSURANCE AUTHORITY P.O. BOX 276710 SACRAMENTO, CA 95827-6710	173,402.50	XS2019-25 EXCESS LIABILITY	12/13/2018	19442902	PV-190314	1,811.00	N
		WC2019-24 WORKERS COMP	12/13/2018	19442902	PV-190314	108,455.00	N
		PL2019-28 LIABILITY OTHER VEHI	12/13/2018	19442902	PV-190314	14,862.30	N
		PL2019-28 PROPERTY PROGRAM	12/13/2018	19442902	PV-190314	27,855.50	N
( 0) - 0 N		PL2019-28 LIABILITY BUSES	12/13/2018	19442902	PV-190314	19,701.20	N
		EAP-122019.13 EAP	12/18/2018	19444006	PV-190327	351.57	N
		EAP-122019.13 EAP	12/18/2018	19444006	PV-190327	365.93	N
013193 SCOE P.O. BOX 269003 10474 MATHER BLVD SACRAMENTO, CA 95826	34,025.00	191218 ED SV TRAINING	12/06/2018	19441149	PO-190790	600.00	N
		190777 DHW AVID TRAININGS	12/13/2018	19442867	PO-190450	675.00	N
		190777 DHS/CMS AVID	12/13/2018	19442903	PV-190311	675.00	N
		190777 DHS/CMS AVID	12/13/2018	19442903	PV-190311	675.00	N
		191277 TEACHER INDUCTION FEES	12/18/2018	19444007	PV-190326	30,400.00	N
( 0) - 0 N		191247 BECERRA PRINCIPALS ACAD	12/20/2018	19444667	PO-190686	1,000.00	N
014450 SCOTT TECHNOLOGY GROUP 1143 N. MARKET BLVD STE #7 SACRAMENTO, CA 95834	1,413.47	86256 BATES MAINT AGRMNT	12/06/2018	19441172	PO-190369	316.20	N
		85491 DO PRINTER OVERAGES	12/06/2018	19441177	PV-190298	43.86	N
		85491 DO PRINTER OVERAGES	12/06/2018	19441177	PV-190298	39.56	N
		85491 DO PRINTER OVERAGES	12/06/2018	19441177	PV-190298	157.03	N
(916) 913-6191 N WIZIX TECHNOLO		85491 DO PRINTER OVERAGES	12/06/2018	19441177	PV-190298	16.96	N
		85491 DO PRINTER OVERAGES	12/06/2018	19441177	PV-190298	43.97	N
		85491 DO PRINTER OVERAGES	12/06/2018	19441177	PV-190298	50.71	N
		85491 DO PRINTER OVERAGES	12/06/2018	19441177	PV-190298	41.00	N
		85491 DO PRINTER OVERAGES	12/06/2018	19441177	PV-190298	39.64	N
		85491 DO PRINTER OVERAGES	12/06/2018	19441177	PV-190298	76.83	N
		75552 WG PRINTER COSTS	12/18/2018	19444011	PV-190331	587.71	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014444 SEQUOIA FLORAL 3245 SANTA ROSA AVENUE SANTA ROSA, CA 95407	419.70	0884113 RVHS AG SUPPLIES 0884113 RVHS AG SUPPLIES	12/20/2018 12/20/2018	19444691 PO-190733 19444691 PO-190733	209.85 209.85	N N
(707) 525-0780						N
013480 SHELDON GAS COMPANY 1 HARBOR CENTER # 310 SUISUN CITY, CA 94585	1,214.80	97221 TRANS PROPANE 97221 TRANS PROPANE 97221 TRANS PROPANE 97223 MOKE PROPANE 97222 BATES PROPANE 97222 BATES PROPANE 97222 BATES PROPANE 97223 MOKE PROPANE 97223 MOKE PROPANE 3855/97443 WG PROPANE 3855/97443 WG PROPANE 3855/97443 WG PROPANE	12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/04/2018 12/18/2018 12/18/2018 12/18/2018	19440196 PV-190290 19440196 PV-190290 19440196 PV-190290 19440196 PV-190290 19440196 PV-190290 19440196 PV-190290 19440196 PV-190290 19440196 PV-190290 19440196 PV-190290 19444008 PV-190328 19444008 PV-190328 19444008 PV-190328	1.32 380.39 1.32 .29 258.54 .90 .90 83.54 .29 1.71 1.71 492.33	N N N N N N N N N N N N
(707) 425-2951						N
000055 SIA DELTA DENTAL P.O. BOX 276710 SACRAMENTO, CA 95827-6710	3,606.45	DEC 2018 PREMIUMS DEC 2018 PREMIUMS	12/13/2018 12/13/2018	19442904 PV-190312 19442904 PV-190312	2,474.83 1,131.62	N N
( 0) - 0						N
000056 SIA VISION SERVICE P.O. BOX 276710 SACRAMENTO, CA 95827-6710	547.96	DEC 2018 PREMIUMS DEC 2018 PREMIUMS	12/13/2018 12/13/2018	19442905 PV-190313 19442905 PV-190313	259.56 288.40	N N
( 0) - 0						N
012876 SIERRA BUILDING SYSTEMS INC PO BOX 541 MEADOW VISTA, CA 95722	900.00	8029 MAINT MONITORING DHS	12/13/2018	19442885 PO-190158	900.00	N
( ) -						N
003512 SILVA, SHARON 101 SOUTH FRONT ST. #28	6.70	BUS OFF MAA POSTAGE	12/13/2018	19442923 TC-190148	6.70	N



RIO VISTA, CA 94571

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014751 SILVERADO STAGES 2239 NORTH BLACK CANYON HWY PHEONIX, AZ 85009	1,377.55	29118 DHS BUS	12/04/2018	19440162 PO-190627	1,377.55	N
( 0) - 0						N
014454 SINGH, PRITIKA 212 WEST HWY 220 RYDE, CA 95680	592.96	PARENT MILEAGE	12/13/2018	19442924 TC-190147	592.96	N
(916) 491-0657						N
014400 SLAGLE, ANTONIA 5811 14TH ST SACRAMENTO, CA 95822	71.00	ISLE PRESCL DOJ FEES	12/18/2018	19443997 PO-190813	71.00	N
( 0) - 0						N
012084 SODEXO INC & AFFILIATES DEPT. 43283 LOS ANGELES, CA 90088-3283	64,899.33	OCTOBER 2018 MEALS OCTOBER 2018 MEALS	12/06/2018 12/06/2018	19441178 PV-190299 19441178 PV-190299	10,934.64 53,964.69	N N
( 0) - 0						N
014856 SOUL WORK COFFEE 3053 FREEPORT BLVD. #164 SACRAMENTO, CA	348.00	1019/1020 RVHS SUPPLIES	12/04/2018	19440184 PO-190759	348.00	N
( 0) - 0						N
014685 SOUZA, JEFF 717 TAMARACK DR LODI, CA 95240	23.64	MAINT SUPPLIES	12/04/2018	19440206 TC-190128	23.64	N
( 0) - 0						N
012288 SOUZA, JENNIFER 717 TAMARACK DRIVE	101.37	ISLE MILEAGE	12/13/2018	19442925 TC-190149	101.37	N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
003646 STATE OF CALIFORNIA 1300 I STREET SUITE 810 SACRAMENTO, CA 95814  ( 0) - 0 N	209.00	341963 FINGERPRINTING	12/20/2018	19444702 PV-190339	209.00	N
014857 STATE SUPPLY COMPANY 597 E 7TH STREET ST. PAUL, MN 55130  ( 0) - 0 N	2,851.04	548113/548271 MAINT SUPPLIES 548113/548271 MAINT SUPPLIES 548113/548271 MAINT SUPPLIES	12/06/2018 12/06/2018 12/06/2018	19441150 PO-190767 19441150 PO-190767 19441150 PO-190767	231.65 2,851.04 231.65	N N N
014834 STEM SUPPLIES NW 5634 PO BOX 1450 MINNEAPOLIS, MN 55485  (855) 826-4540 N	872.86	9512057 BATES SUPPLIES	12/04/2018	19440163 PO-190511	872.86	N
000096 STEWART INDUSTRIAL SUPPLY INC 608 HWY 12 RIO VISTA, CA 94571  (707) 374-5567 N	722.99	23100 TRANS SUPPLIES 23100 TRANS SUPPLIES	12/06/2018 12/13/2018	19441167 PO-190110 19442887 PO-190110	402.86 320.13	N N
014111 STINE, DENISE 448 HARTWICK LANE FAIRFIELD, CA 94533  ( 0) - 0 N	74.59	SP ED CONF REIMB	12/13/2018	19442926 TC-190150	74.59	N
013947 SUPPLY WORKS PO BOX 742056 LOS ANGELES, CA 90074-2056  (877) 577-1114 N	1,649.95	465161792 RVHS SUPPLIES 461899163 CMS SUPPLIES 465161800 RMS SUPPLIES 46129077933 WG SUPPLIES 463870345 DHW SUPPLIES	12/06/2018 12/06/2018 12/06/2018 12/06/2018 12/20/2018	19441168 PO-190034 19441168 PO-190034 19441168 PO-190034 19441168 PO-190034 19444693 PO-190034	455.94 190.29 255.69 578.67 169.36	N N N N N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014053 TARGET SPECIALTY PRODUCTS 524 GALVENSTON ROAD WEST SACRAMENTO, CA 95691  (916) 374-9900 N	258.37	P10889393 MAINT SUPPLIES	12/20/2018	19444694 PO-190165	258.37	N
014862 TORRES, JENNIFER 684 RUBIER WAY RIO VISTA, CA 94571  ( 0) - 0 N	96.95	CAFE REFUND NATHAN/JENNA	12/04/2018	19440209 TC-190129	96.95	N
014873 TPX COMMUNICATIONS PO BOX 509013 SAN DIEGO, CA 92150-9013  (877) 487-2877 N	6,422.94	DO PHONES DHS PHONES RVHS PHONES DO PHONE RVHS PHONE DHS PHONE	12/18/2018 12/18/2018 12/18/2018 12/20/2018 12/20/2018 12/20/2018	19444009 PV-190329 19444009 PV-190329 19444009 PV-190329 19444703 PV-190340 19444703 PV-190340 19444703 PV-190340	123.03 1,224.52 1,238.80 1,431.22 1,193.23 1,212.14	N N N N N N
011930 TRANE PARTS CENTERS 4145 DEL MAR AVENUE ROCKLIN, CA 95677  ( 0) - 0 N	1,819.01	MAINT SUPPLIES	12/06/2018	19441169 PO-190168	1,819.01	N
001300 TURK, VICKY 936 FLORES WAY RIO VISTA, CA 94571  ( 0) - 0 N	101.40	RVHS CONF REIMB	12/20/2018	19444711 TC-190165	101.40	N
012694 U.S. BANK 221 SOUTH FIGUEROA ST, STE 210 LM-CA-F2TC LOS ANGELES, CA 90012  ( 0) - 0 N	10,803.84	NOV 2018 GASB 45	12/13/2018	19442907 PV-190316	10,803.84	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
012479 ULINE 2200 S LAKESIDE DRIVE WAUKEGAN, IL 60085  (800) 295-5510	3,895.87	102605722 RVHS SUPPLIES 103189052 RVHS SUPPLIES	12/04/2018 12/18/2018	19440164 PO-190691 19443977 PO-190763	2,313.94 1,581.93	N N
001896 UNITED PARCEL SERVICE INC 55 GLENLAKE PARKWAY NE ATLANTA, GA 30328  ( 0) - 0	268.11	DO SHIPPING DO SHIPPING DO SHIPPING DO SHIPPING	12/04/2018 12/13/2018 12/18/2018 12/20/2018	19440197 PV-190291 19442906 PV-190317 19444010 PV-190330 19444704 PV-190341	35.16 122.52 62.21 48.22	N N N N
013419 US BANK NATIONAL ASSOCIATION 1310 MADRID ST SUITE 101 MARSHALL, MN 56258  (800) 328-5371	841.74	372014860 RVHS LEASE 373149996 DHW LEASE	12/06/2018 12/20/2018	19441170 PO-190062 19444695 PO-190211	324.38 517.36	N N
013657 USLAN, LAURA PO BOX 1128 WALNUT GROVE, CA 95690  ( 0) - 0	234.10	CMS SUPPLIES DHS SUPPLIES	12/04/2018 12/04/2018	19440185 PO-190278 19440185 PO-190278	117.05 117.05	N N
010907 VAN RIPER, CHARLES 673 4TH AVENUE STREET SACRAMENTO, CA 95818  ( 0) - 0	42.02	DHS AG SUPPLIES DHS AG SUPPLIES	12/04/2018 12/04/2018	19440207 TC-190130 19440207 TC-190130	21.01 21.01	N N
013760 VEIRS, RANDALL 523 BARTLETT AVE WOODLAND, CA 95695  ( 0) - 0	199.91	DHS MILEAGE	12/18/2018	19444018 TC-190162	199.91	N
013997 VERIZON WIRELESS	72.73	DHW ADMIN CELL	12/04/2018	19440198 PV-190292	72.73	7



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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
010906 WASTE MANAGEMENT OF WOODLAND P.O. BOX 78251 PHOENIX, AZ 85062-8251	2,605.28	DHS WASTE DHS WASTE	12/13/2018 12/13/2018	19442908 PV-190318 19442908 PV-190318	1,788.82 816.46	N N
( 0) - 0						N
012247 WELLS FARGO BANK WF 8113 P.O. BOX 1450 MINNEAPOLIS, MN 55485-8113	900.00	RIVER DELTA USD GO2006 SFID#1 RIVER DELTA USD GO2006 SFID#2	12/20/2018 12/20/2018	19444707 PV-190342 19444708 PV-190342	450.00 450.00	N N
( 0) - 0						N
000490 WILCO SUPPLY P.O. BOX 3047 5960 TELEGRAPH AVENUE OAKLAND, CA 94609-3047	115.60	9096900 MAINT SUPPLIES 9097110 MAINT SUPPLIES	12/06/2018 12/13/2018	19441171 PO-190171 19442888 PO-190171	79.30 36.30	N N
(800) 745-5450						N
012528 WILLIAMS SCOTSMAN INC 4911 ALLISON PARKWAY VACAVILLE, CA 95688	4,497.40	RVHS PORTABLE RMS PORTABLE DHW PORTABLE RMS PORTABLE	12/20/2018 12/20/2018 12/20/2018 12/20/2018	19444709 PV-190343 19444709 PV-190343 19444709 PV-190343 19444709 PV-190343	1,124.35 1,124.35 1,124.35 1,124.35	N N N N
(707) 451-3000						N
003308 WRIGHT, KATHERINE 400 SOUTH FRONT STREET RIO VISTA, CA 94571	1,320.65	ED SV SUPPLIES/MILEAGE ED SV SUPPLIES/MILEAGE ED SV SUPPLIES/MILEAGE ED SV SUPPLIES	12/13/2018 12/13/2018 12/13/2018 12/18/2018	19442927 TC-190151 19442927 TC-190151 19442927 TC-190151 19443995 PO-190355	844.75 228.90 167.12 79.88	N N N N
( 0) - 0						N
000585 WRIGHT, STEVE 400 S FRONT STREET RIO VISTA, CA 94571	243.07	ED SV MILEAGE	12/13/2018	19442928 TC-190152	243.07	N
( 0) - 0						N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
001439 YOLO SOLANO AIR QUALITY MANAGEMENT DISTRICT 1947 GALILCO CT. STE 103 DAVIS, CA 95616  (530) 757-3650 N	450.00	795 ANNUAL RENEWAL FEE	12/04/2018	19440199 PV-190293	450.00	N
014706 ZOOM IMAGING SOLUTION 200 S. HARDING BLVD ROSEVILLE, CA 95678  (916) 369-6526 N	516.95	2022017 DHW MAINT CONTRACT 2022033 DHW MAINT CONTRACT 2023899 DHW MAINT CONTRACT 2021310 DHW MAINT CONTRACT 2032034 DHW MAINT CONT	12/18/2018 12/18/2018 12/18/2018 12/18/2018 12/20/2018	19443996 PO-190210 19443996 PO-190210 19443996 PO-190210 19443996 PO-190210 19444696 PO-190210	17.09 10.99 17.09 454.69 17.09	N N N N N
District total:	769,628.26					
Report total:	769,628.26					

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: 1.8.19

Attachments: \_\_\_\_\_

From: Victoria Turk, Principal Rio Vista High School

Item Number: \_\_10.4\_\_

**SUBJECT**

Action: \_\_\_\_\_

Rio Vista High School is seeking approval to attend the Annual California State FFA Convention April 24-29 in Anaheim, Ca.

Consent Action: \_\_X\_\_

Information Only: \_\_\_\_\_

**Background:**

The Agricultural Department/FFA of Rio Vista High School has traditionally attended the annual conference and been active participants for many years. All students attending must be enrolled in an Agriculture class, be an active member in the local FFA chapter and in good standing, and academically eligible. All members must apply to attend.

**Status:**

Rio Vista High School would like board approval RVHS students and agriculture teachers to attend the FFA State Conference in Anaheim, Ca.

**Presenter:** Victoria Turk

**Other People Who Might Be Present:** Maureen Reis, Holly Chesnut

**Cost &/or Funding Sources:** Student registration fees.

**Recommendation:**

The Board approves overnight travel to FFA State Convention for FFA students and teachers April 24-29, 2019.

Time: \_\_\_\_\_ mins.\_\_\_\_

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019

Attachments: \_\_\_\_\_

From: Victoria Turk, Principal RVHS

Item Number: 10.5

**SUBJECT:** Approval for out-of-state travel for Rio Vista High School's American Field Service students domestic exchange visit to Mattapoisett, Massachusetts from March 21-25, 2019

Action: \_\_\_\_\_  
Consent Action: X \_\_\_\_\_  
Information Only: \_\_\_\_\_

**Background:**

Mrs. Surla and RVHS students are seeking board approval for out of state travel to Mattapoisett, MA March 21-25, 2019. Students will attend school and lodge with families in the area.

**Status:**

Out of State travel for RDUSD students requires board approval.

**Presenter:** Vicky Turk

**Other People Who Might Be Present:** Donnie Surla

**Cost &/or Funding Sources:** No cost to the District

**Recommendation:** That the Board approves the out of state travel to Mattapoisett, MA for RVHS American Exchange Students domestic exchange March 21 - March 25, 2019.

Time: \_\_\_\_\_ 2 mins. \_\_\_\_\_

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019

Attachments: \_\_\_\_\_

From: Victoria Turk, Principal RVHS

Item Number: 10.6

**SUBJECT:** Approval for Class of 2019 educational graduation trip to Universal Studios Hollywood in Universal City, California on May 30-31, 2019

Action: \_\_\_\_\_  
Consent Action: X  
Information Only: \_\_\_\_\_

**Background:**

Rio Vista High School senior class has traditionally traveled to a Southern California theme park for the educational graduation night party.

**Status:**

Board approval for travel

**Presenter:** Victoria Turk

**Other People Who Might Be Present:**

**Cost &/or Funding Sources:** No cost to the District

**Recommendation:** That the Board approves the travel request to Universal Studios for Rio Vista High School's Class of 2019 educational graduation trip.

Time: \_\_\_\_\_ 2 mins. \_\_\_\_\_

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019

Attachments: \_\_\_\_\_

From: Laura Uslan, DHS Principal

Item Number: 10.7

**SUBJECT:** Approval for out-of-state travel for Delta High School's American Field Service (AFS) students domestic exchange visit to Fairfield, Connecticut from March 21 -25, 2019.

Action: \_\_\_\_\_  
Consent Action: X  
Information Only: \_\_\_\_\_

**Background:** Mrs. Rogers and DHS/CMS students are seeking board approval for out of state travel to Fairfield, Connecticut March 21-25, 2019. Students will attend school and lodge with families in the area.

**Status:** Delta High School established an AFS program during the Spring of 2018, and has modeled the program after the successful AFS program at RVHS. Fundraising activity has been ongoing throughout the Summer and Fall for students.

**Presenter:** Laura Uslan, Principal

**Other People Who Might Be Present:** Nichol Rogers, CMS/DHS Teacher and AFS Advisor

**Cost &/or Funding Sources:** No cost to the District. Student fundraisers have been held to offset the total cost of the trip and related activities.

**Recommendation:** That the Board approves the out of state travel to Fairfield, Connecticut on March 21-25 for the DHS American Exchange Students domestic exchange.

Time: \_\_\_\_\_ 2 mins. \_\_\_\_\_

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

**Meeting Date:** January 8, 2019

Attachments: \_\_\_\_\_

Item Number: \_\_10.8\_\_

**From:** Shanan Spears – Delta HS Agriculture Department /FFA Advisor

**SUBJECT**

Action: \_\_\_\_\_

Mrs. Spears, Mr. Van Riper, a student teacher and four parents, along with approximately 32 students of the Delta FFA request permission to attend the annual State FFA Convention in Anaheim, CA, from April 25-29, 2019.

Consent Action: \_\_X\_\_

Information Only: \_\_\_\_\_

**Background:**

The Agriculture Department/FFA of Delta High school has traditionally attended the California State FFA Convention. Our students participate at the conference by being Courtesy Core members, organizing and running a Hall of Chapter display booth, going to a career fair, and participating on many committees.

**Status:** Reservations for the group are underway and there has been active fundraising toward the trip throughout the summer and fall.

**Presenter:** Shanan Spears

**Other People Who Might Be Present:** Principal Laura Uslan

**Cost &/or Funding Sources**

It is \$585 for each student and \$835 per adult to attend (variance is based on hotel room occupancy). This price covers conference registration, train transportation, excursions, and hotel costs. Adults are paid by Ag Boosters or Ag Incentive funding and students pay for themselves. There are fundraising opportunities and payment plans to assist students in covering the costs to attend.

**Recommendation:** That the Board approve the overnight travel request for the Delta High School FFA members to attend the California State FFA Conference in Anaheim from April 25<sup>th</sup> to April 29<sup>th</sup>, 2019.

Time: \_\_\_\_\_ mins. \_\_



**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019

Attachments: \_\_\_\_\_

From: Laura Uslan, Delta High School Principal

Item Number: \_\_10.9\_\_

**SUBJECT** Request to approve Delta High School's Senior Class of 2019 senior trip "Grad Bash" at Universal Studios in Hollywood, California, on May 30-31, 2019.

Action: \_\_\_\_\_  
Consent Action: \_\_x\_\_\_\_  
Information Only: \_\_\_\_\_

**Background:**

Delta High School Senior Class students will participate in this celebration of graduation as their chosen Senior Trip for 2019.

**Status:** The Class of 2019 is actively fundraising to reduce the cost of the trip and fully pay for the cost of the charter bus. All Seniors have been advised that financial support in the form of scholarships are available for anyone who cannot pay the remaining cost of the trip.

The Senior class will travel by charter bus to Universal Studios on Thursday, May 30, and return to Clarksburg on Friday, May 31.

**Presenter:** Laura Uslan, Delta High School Principal

**Other People Who Might Be Present:** Katie Ingalls and Kimberly Leyerly, Senior Class Advisors.

**Cost &/or Funding Sources**

\$100 per student (price reduced by Senior Class fundraisers)

**Recommendation:**

That the Board approve travel to the Grad Bash at Universal Studios for the Delta High School Class of 2019.

Time: \_\_\_\_\_2 mins.\_\_\_\_

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019

Attachments: \_\_\_\_\_

From: Don Beno, Superintendent

Item Number: \_10.10\_

**SUBJECT**

Request approval to move the Executive Assistant on the Classified Management Salary Schedule from range 11 to range 15

Action: \_\_\_\_\_

Consent Action:   X  

Information Only: \_\_\_\_\_

**Background:**

During the last budget reductions, the Executive Assistant to the Superintendent was moved on the Classified Management Salary Schedule from Range 15 to Range 11.

**Status:**

**Presenter:** Don Beno

**Other People Who Might Be Present:** None

**Cost &/or Funding Sources**

Salary range 11 (\$45,925-\$54,366) Salary range 15 (\$56,249-\$65,501)

**Recommendation:**

It is the superintendent's recommendation to approve the pay range of the Executive Assistant from the current salary range 11 to range 15.

Time: \_\_\_\_5 mins.\_\_\_\_

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

**Meeting Date:** January 8, 2019

Attachments:  X

**From:** Kathy Wright, Director of Educational Services

Item #: 10.11

**SUBJECT**

Request to approve the Independent Contract for Services Agreement with Hanoch McCarty for the 2018-2019 school year at a cost not to exceed \$5,000.

Action: \_\_\_\_\_  
Consent Action:  X  
Information Only: \_\_\_\_\_

**Background & Status:**

Name of Vendor: Hanoch McCarty

Description of Service(s): To provide assistive technology services for district students.

Date(s) of Service(s): 2018-2019 school year

The 2018-2019 contract for assistive technology services is \$5,000. This request is for an additional amount of \$5,000.

**Presenter:**

Kathy Wright, Director of Educational Services

**Cost &/or Funding Sources (be specific)**

Not to exceed \$5,000 paid by Special Education.

**Recommendation:**

That the Board approve the Independent Contract for Services Agreement with Hanoch McCarty for the 2018-2019 school year at a cost not to exceed \$5,000.

Time: 2 mins.



# RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street  
Rio Vista, California 94571-1651  
(707) 374-1700 Fax (707) 374-2995  
<http://riverdelta.org>

## INDEPENDENT CONTRACT FOR SERVICES AGREEMENT

THIS AGREEMENT is entered into by and between the River Delta Unified School District hereinafter referred to as "DISTRICT," and Hanoch McCarty hereinafter referred to as "CONSULTANT."

IT IS HEREBY MUTUALLY AGREED that Consultant will provide services under the following terms and conditions and the terms of this agreement shall supersede any conflicting provision in a contract provided by the Consultant which may be attached to this agreement. Consultant acknowledges and agrees that performance on this Agreement shall be subject to availability of District funds.

1. **TERM:** The term of this agreement is from **January 1, 2019** through **June 30, 2019**. Extension or renewal requires approval of DISTRICT Superintendent or authorized representative. Unless compensation is fixed on the basis of a daily or hourly rate, compensation will not be increased upon extension of the agreement without approval of the DISTRICT Superintendent or authorized representative. It is the right of the District to contact references, perform background checks, and/or audit data security procedures of the Consultant.

This agreement may be terminated at the convenience of either party upon 30 days advance written notice to the other party. In the event of termination, CONSULTANT shall immediately suspend any further performance of services pursuant to this agreement, except as otherwise authorized by the DISTRICT in writing, and Consultant shall be compensated only for services provided up through the date of termination.

**CONSULTANT SERVICES:** CONSULTANT agrees to perform, during the term of this agreement, the tasks, obligations and services detailed as follows (extra pages may be added but must be identified as part of this paragraph): **To provide assistive technology services for district students.**

**PAYMENT FOR SERVICES:** CONSULTANT shall receive compensation at the rate of:

**\$100.00 per hour for a total cost not to exceed \$5,000.**

In the event the CONSULTANT is required to travel outside Solano, Yolo or Sacramento Counties at the request of the DISTRICT, it is agreed that actual and necessary expenses incurred while performing such services shall be reimbursed but must be pre-approved. All payments will be based on invoices submitted to DISTRICT by CONSULTANT and approved by DISTRICT'S authorized representative. The CONSULTANT shall provide an itemization of costs on submitted invoice with receipts attached.

2. **RECORDS:** CONSULTANT will maintain full and accurate records in connection with this agreement and will make them available to DISTRICT for inspection at any time. The District maintains the right to monitor the performance of Consultant and may require consultant to submit appropriate reports including but not limited to financial reports, audit reports, and/or internal control reports as determined by the District. In addition, the Consultant understands and agrees that Consultant's work product shall be subject disclosure in accordance with the Public Records Act (Gov. Code §§ 6250 *et seq.*).

*Creating Excellence To Ensure That All Students Learn*

Bates School                      Isleton School                      Walnut Grove School                      Delta High School                      Wind River School  
Clarksburg Middle                      Riverview Middle                      D.H. White Elementary                      Rio Vista High School                      Mokelumne High School  
River Delta High/Elementary School                      River Delta Community Day School.....Delta Elementary Charter School  
Delta Elementary Charter School

3. **STATUS OF CONTRACTOR:** DISTRICT and CONSULTANT agree that CONSULTANT, in performing the services specified in this agreement, shall act as an independent contractor and shall have control of all work and the manner in which it is performed. CONSULTANT shall be free to contract for similar service to be performed for other employers while under the contract with DISTRICT; CONSULTANT will not accept such engagements which interfere with performance under this agreement. CONSULTANT is not entitled to participate in any pension plan, insurance, bonus or similar benefits the DISTRICT provides for its employees. The CONSULTANT is not authorized to carry out any official act of the DISTRICT that is required to be done by an employee or office of the DISTRICT.
4. **HOLD HARMLESS AND INDEMNIFICATION:** CONSULTANT agrees to abide by the *Hold Harmless and Indemnification Agreement* attached to and made a part of this contract.
5. **COMPLIANCE WITH LAWS:** CONSULTANT shall comply with all applicable federal, state and local laws, rules, regulations and ordinances involving its employees, including workers' compensation and tax laws.
6. **CONFLICTS OF INTEREST:** Consultants are responsible for complying with the Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations and may be required to file an annual Form 700 Conflict of Interest Statement of Economic Interests (as required following the passage of the Political Reform Act Government Code Section 81000, et seq.) (attached to and made a part of this contract). The Superintendent may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and, thus, is not required to comply fully with the disclosure requirements described in those Sections cited above. The Superintendent's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code Form 700 Statements of Economic Interest. In addition, if the contract itself contains Conflict of Interest/Statements of Economic Interest Disclosures, the consultant is not required to re-file with the District annually.
7. **MODIFICATION OR ASSIGNMENT:** This agreement may not be assigned by either party without express written consent to the other. No modification shall be effective unless approved in writing by DISTRICT or authorized representatives.
8. **ARBITRATION:** It is mandated that all parties of this agreement jointly agree on the identification of the arbitrator, the venue of the arbitration hearing, the manner in which the arbitrator's fee is satisfied and by whom, and whether or not the decision is binding.

**CONTRACTOR/CONSULTANT:**

**RIVER DELTA UNIFIED SCHOOL DISTRICT:**

\_\_\_\_\_  
Printed/Typed Name Date

\_\_\_\_\_  
Requested By (signature/printed) Date

\_\_\_\_\_  
Social Security Number/Federal Tax ID Number

\_\_\_\_\_  
Supt/Board Approval Signature Date

\_\_\_\_\_  
Address State Zip

\_\_\_\_\_  
Budget Code (Name & Coding)

\_\_\_\_\_  
Contact Phone and Email

\_\_\_\_\_  
Date of Board of Trustees Action

\_\_\_\_\_  
Signature (Contractor/Consultant Authorized Representative)

**Consultant must answer the two questions below:**

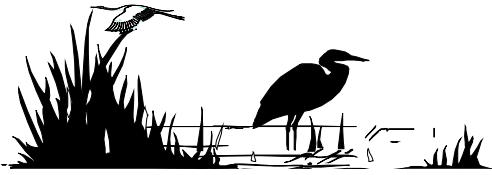
1. Are you presently or have you been a member of PERS: Yes \_\_\_ No\_ or STRS: Yes \_\_\_ No\_
2. Are you presently an employee of River Delta Unified School District? Yes \_\_\_\_\_ No \_\_\_\_\_

**This contract is not valid nor an enforceable obligation against the District until approved or ratified by the Board of Trustees, duly passed and adopted.**

By: SY of AALRR/BLM

*Creating Excellence To Ensure That All Students Learn*

Bates School	Isleton School	Walnut Grove School	Delta High School	Wind River School
Clarksburg Elementary	Riverview School	D.H. White Elementary	Rio Vista High School	Mokelumne High School
River Delta High/Elementary School	River Delta Community Day School.....Delta Elementary Charter School	Delta Elementary Charter School		



# RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street  
Rio Vista, California 94571-1651  
(707) 374-1700 Fax (707) 374-2995  
<http://riverdelta.org>

## HOLD HARMLESS & INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law, Hanoch McCarty, (Contractor/Consultant) agrees to defend, indemnify, hold harmless and waive all rights of subrogation against River Delta Joint Unified School District, its Board of Trustees, officers, agents and employees (collectively the "District") from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages, injuries and liabilities, whether active or passive, arising from any death or injury negligently caused by the Contractor/Consultant to any person or tangible property because of, arising out of, or in any way related to the Contract/Consultant's performance of this Agreement, except that Contractor/Consultant shall not be liable to defend, indemnify or hold harmless the District for the negligent or intentional acts of the District. It is understood and agreed that such indemnity shall survive the termination of this agreement. Contractor/Consultant shall maintain their own contractual liability insurance to cover its obligations under this Agreement. This indemnification is independent of and shall not in any way be limited by insurance carried by the Contractor/Consultant.

In the case of Facility Use Agreements, Contractor/Consultant further agrees to comply with the insurance requirements attachment to that contract and shall name the District as an additional insured via separate endorsement from its insurance carrier, and provide acceptable proof thereof to the District.

If the Contractor/Consultant should sublet any work to another party (i.e., subcontractor), Contractor/Consultant guarantees that such subcontractor shall indemnify the District prior to permitting subcontractor to commence its work. Contractor/Consultant shall obtain a signed agreement from such subcontractor indemnifying the District as set forth above. In addition, Contractor/Consultant shall require in its purchase orders that each supplier indemnify Contractor/Consultant and the District from any and all losses arising from any materials, products, or supplies included in such work.

In the case of any conflict with these requirements and the provisions of the Agreement to which it is attached, these provisions shall prevail.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Typed/Printed Name of Authorized Representative

\_\_\_\_\_  
Company Name

Address, Email & Phone: \_\_\_\_\_  
\_\_\_\_\_

By SY of AALRR

*Creating Excellence To Ensure That All Students Learn*

- |                                    |                                       |                                 |                       |                       |
|------------------------------------|---------------------------------------|---------------------------------|-----------------------|-----------------------|
| Bates School                       | Isleton School                        | Walnut Grove School             | Delta High School     | Wind River School     |
| Clarksburg Middle                  | Riverview Middle                      | D.H. White Elementary           | Rio Vista High School | Mokelumne High School |
| River Delta High/Elementary School | River Delta Community Day School..... | Delta Elementary Charter School |                       |                       |
|                                    |                                       | Delta Elementary Charter School |                       |                       |

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: December 11, 2018

Attachments: \_\_\_\_\_

From: Don Beno, Superintendent

Item Number: 10.12

**SUBJECT**      Donations

Action: \_\_\_\_\_  
Consent Action: x  
Information Only: \_\_\_\_\_

**Background:**

Donations to Receive and Acknowledge:

**Walnut Grove Elementary School – Summer STREAM Program**

Apple, Inc. \$12,000

**Bates Elementary School – College Day T-Shirts**

Miguel A. Barragan - \$125

**Riverview Middle School**

Rio Vista Youth Services – Water Hydration Station - \$3,000

Rio Vista Foundation - \$4,000 Chromebooks

**Isleton Elementary School – Sweatshirts for students**

Isleton Lions Club - \$320

**Rio Vista High School**

Page and Sara Baldwin – Weight machines (Value at \$3500)

Rio Vista Women’s Golf Club – funds towards a printer in the media center

**D.H. White Elementary School**

Meredith Bird-Marinucci - \$100 (Humphry’s Harbor – School Store)

Beth Brockhouse/PG&E - \$153.84

**Presenter**      Don Beno

**Other People Who Might Be Present**      Staff

**Cost &/or Funding Sources**

**Recommendation:**

That the Board acknowledge and approve the receipt of these donations.

Time: 2 mins.\_\_\_\_

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019 Attachments: \_\_\_x\_\_\_

From: Elizabeth Keema-Aston, Chief Business Officer Item Number: \_11\_

**SUBJECT** Accept and approve the Audit Report of Crowe LLP, Action: \_\_\_x\_\_\_  
Independent Auditor, for Fiscal Year 2017-18 Financial Consent Action: \_\_\_\_\_  
Records. Information Only: \_\_\_\_\_

**Background:**

Each school district within California must arrange an annual audit of its financial records by an independent certified public accountant. The district has contracted with Crowe LLP to perform the audit for fiscal year ending June 30, 2018.

**Status:** The District has reviewed the reports and agrees with the procedures performed and conclusions presented by Crowe LLP.

**Presenter:** Representative from Crowe LLP.

**Other People Who Might Be Present:** n/a

**Cost &/or Funding Sources:** n/a

**Recommendation:**

That the Board accepts and approves the Financial Records Audit Report as presented for fiscal year 2017-18

Time: \_\_\_5 mins. \_\_\_



**RIVER DELTA UNIFIED SCHOOL DISTRICT**

**FINANCIAL STATEMENTS**

June 30, 2018

RIVER DELTA UNIFIED SCHOOL DISTRICT

FINANCIAL STATEMENTS  
WITH SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2018

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RIVER DELTA UNIFIED SCHOOL DISTRICT

FINANCIAL STATEMENTS  
WITH SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2018  
(Continued)

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## INDEPENDENT AUDITOR'S REPORT

Board of Education  
River Delta Unified School District  
Rio Vista, California

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of River Delta Unified School District, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise River Delta Unified School District's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

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

***Auditor's Responsibility***

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

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

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

***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of River Delta Unified School District, as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

---

(Continued)

### ***Emphasis of Matter***

As discussed in Note 1 to the financial statements, the District implemented Governmental Accounting Standards Board (GASB) Statement No. 75, "Accounting for Financial Reporting for Postemployment Benefits Other than Pensions". This resulted in a restatement of the beginning net position of \$(2,649,049). Note disclosures and required supplementary information requirements about OPEB are also discussed. Our opinion is not modified with respect to this matter.

### ***Other Matters***

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the *Management's Discussion and Analysis* on pages 4 to 9, the General Fund Budgetary Comparison Schedule, the Schedule of Changes in the District's Net Other Postemployment Benefits (OPEB) Liability, the Schedule of the District's Contributions - OPEB, the Schedule of the District's Proportionate Share of the Net Pension Liability, and the Schedule of the District's Contributions - Pensions on pages 45 to 51 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the River Delta Unified School District's basic financial statements. The accompanying schedule of expenditure of federal awards as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the other supplementary information listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of expenditure of federal awards and other supplementary information as listed in the table of contents are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information, except for the Schedule of Financial Trends and Analysis, has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards and other supplementary information as listed in the table of contents, except for the Schedule of Financial Trends and Analysis, are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The Schedule of Financial Trends and Analysis has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

---

(Continued)

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 11, 2018 on our consideration of River Delta Unified School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering River Delta Unified School District's internal control over financial reporting and compliance.

*Crowe LLP*

Crowe LLP

Sacramento, California  
December 11, 2018

**Management's Discussion and Analysis**  
**(MD&A)**  
**River Delta Unified School District**  
**2017-18**

Management's Discussion and Analysis Section of the audit report is management's view of the District's financial performance and condition during the fiscal year ending June 30, 2018. It should be read in conjunction with the basic financial statements and the accompanying notes to those financial statements.

This annual report consists of three parts: Management's Discussion and Analysis (this section), the basic financial statements, and required supplementary information.

Management's Discussion and Analysis consists of five sections:

1. **Overview of the Financial Statements:** serves as a guide to reading the financial statements provided in the sections following the Management's Discussion and Analysis.
2. **Financial Analysis of the District as a Whole:** a summary view of the District's Net Position.
3. **Financial Analysis of the District's Funds:** including a subsection on the District's General Fund.
4. **Capital Asset and Debt Administration:** a look at the District's investment in capital assets and its level of debt.
5. **Factors Bearing on the District's Financial Future:** a discussion of issues management sees as relevant to the future financial health of the District.

#### **OVERVIEW OF THE FINANCIAL STATEMENTS**

The basic financial statements include two kinds of statements that present different views of the District:

- The first two statements are District-wide financial statements that provide both short-term and long-term information about the District's overall financial status. Because these statements include all district funds, it should be noted that certain inter-fund and other types of transactions that net to zero have been eliminated so that District-wide revenues and expenditures are presented without artificial inflation.
- The remaining statements are fund financial statements that focus on the major funds of the District. These statements report the District's operations in more detail than the District-wide statements.

These two kinds of statements report the District's net position and changes during the year. Net position is the difference between assets and liabilities, which is one way to measure the District's financial health, or financial position. Increases or decreases in the District's net position are one indicator of whether its financial health is improving or deteriorating over time.

The financial statements also include notes that explain some of the information in the statements and provide more detailed data. These notes are considered to be an integral part of the financial statements and should be considered in conjunction with them when looking at the District's financial picture.

The statements are followed by a section of required supplementary information that further explains and supports the financial statements with a comparison of the District's budget for the year.

In the District-wide financial statements, the District's activities are shown as Governmental activities. We have no funds that are classified as Business-type activities.

The fund financial statements provide more detailed information about the District's most significant funds, not the District as a whole. The District has one type of fund:

**Governmental:** Most of the District's basic services are included in governmental funds, the General Fund being the largest fund in this category. Other governmental funds the district operates are Adult Ed Fund, Cafeteria Fund, Building Fund, Capital Facilities Fund, County School Facilities Fund, Capital Project Fund for Blended Component Units and the Bond Interest and Redemption Fund.

Revenues for the governmental funds totaled \$26.3 million, with \$22.8 million from the General Fund. Property taxes and state formula aid accounted for 77.6% of the District's General Fund revenue, another 15.2% came from state and federal aid for specific programs, with the remainder from fees charged for services and miscellaneous sources.

Expenditures totaled \$25.6 million, with \$22.7 million from the General Fund. The District's expenses are predominantly related to educating and caring for students, with 76.5% for salaries and benefits from the general fund.

When utilizing these financial statements to assess the overall health of the District, additional non-financial factors will need to be considered, such as the condition of school buildings and other facilities, and enrollment trends.



**FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE**

**Table 1**

<b>Net Position</b>	<b>2016-17</b>	<b>2017-18</b>
Current and Other Assets	\$ 10,443,079	\$ 11,233,423
Capital Assets	30,727,023	29,057,653
<b>Total Assets</b>	<b>41,170,102</b>	<b>40,291,076</b>
Deferred outflows related to pensions and OPEB	7,960,130	6,209,113
Deferred outflows from advance refunding of debt	240,057	212,388
<b>Total Deferred Outflows</b>	<b>8,200,187</b>	<b>6,421,501</b>
Long-Term Liabilities Outstanding	48,333,809	46,580,814*
Other Liabilities	1,350,957	1,456,782
<b>Total Liabilities</b>	<b>49,684,766</b>	<b>48,037,596</b>
Deferred inflows related to pensions and OPEB	835,000	2,105,161
<b>Total Deferred Inflows</b>	<b>835,000</b>	<b>2,105,161</b>
Net Positon:		
Net Investment in Capital Assets	15,212,228	14,071,075
Restricted	3,392,211	4,661,991
Unrestricted	(19,753,916)	(22,163,246)
<b>Total Net Position</b>	<b>\$ (1,149,477)</b>	<b>\$ (3,430,180)</b>

Net Position: The District's Total Net Position for the year ending June 30, 2018 is \$(3,430,180).

\*Long-term liabilities have been restated for the implementation of GASB Statement Number 75 to reflect the total Other Post-Employment Benefits (OPEB) liability.

It is important to note that land is accounted for at historical cost (purchase value), not market value, and is not depreciated. Many of our school sites have low values for today's market because the District acquired the land decades ago. This valuation of land is consistent with accounting rules set forth by the Governmental Accounting Standards Board.

While land and buildings owned by the District contribute to its net position, and because of the nature of school operations, the District will be fully utilizing these assets for the foreseeable future, so they are not available as assets that could be liquidated.

### Changes in Net Position

Table 2

	2016-17	2017-18
<b>Program Revenues:</b>		
Charges for services	117,124	474,136
Operating and Capital Grants	5,095,352	5,247,595
<b>General Revenues:</b>		
Property Taxes	12,354,011	13,539,417
Federal and State Aid	6,830,594	6,574,344
Other	1,218,539	611,119
<b>Total Revenues</b>	<b>25,615,620</b>	<b>26,446,611</b>
<b>Program Expenses</b>		
Instruction	15,785,354	13,933,354
Instruction-Related Services	3,040,092	2,885,781
Pupil Services	3,982,872	4,068,838
General Administration	1,319,881	1,542,217
Plant and Ancillary Services	2,842,171	2,752,990
Interest	323,564	831,218
Other	1,693,394	63,867
<b>Total Expenses</b>	<b>28,987,328</b>	<b>26,078,265</b>
<b>Change in Net Position</b>	<b>(3,371,708)</b>	<b>368,346</b>
Net Position - Beginning	2,222,231	(1,149,477)
Cumulative effect of GASB 75 Implementation		(2,649,049)
Net position, Beginning restated		(3,798,526)
<b>Net Position - Ending</b>	<b>(1,149,477)</b>	<b>(3,430,180)</b>

## FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

The strong financial performance of the District as a whole is reflected in its fund balances. The District maintains a three percent (3%) reserve in the General Fund, which meets the state-required reserve for fiscal uncertainties, and an additional two percent 2% reserve as a matter of adopted Board policy. As the District completed the 2017-18 year, its funds reported a *combined* fund balance of \$9.8 million. This amount includes the legally restricted ending balances and unrestricted site carryover amounts. It should be noted that all District funds are self-supporting.

**General Fund Budgetary Highlights.** Over the course of the year, the District revised its annual operating budget numerous times. The adopted budget as of July 1, 2017 was prepared prior to the State of California adopting a final State budget.

Following the adoption of the State budget and after the 2016-17 books were closed, the required First Interim Report was prepared where carryover funds and deferred revenues were incorporated, and the budget revised accordingly.

The District's General Fund ending balance is approximately \$5.9 million. Of this amount, \$1,630,977 is unassigned and \$3,559,487 has been assigned by the Board; the remainder is restricted and for State, Federal, and local categorical programs, under provisions of these grants or nonspendable.

### CAPITAL ASSET AND DEBT ADMINISTRATION

- **Capital Assets.** At the end of fiscal year 2017-18, the District had a total value of \$69,338,582 in capital assets, including land, buildings, building improvements and equipment. Total accumulated depreciation amounted to \$40,280,929.
- **Long-term Debt.** The District ended the year with a total of \$46,580,814 in outstanding financing obligations. The major portions of this amount are for G.O. Bond issuance and pension obligations as part of GASB 68. The obligation for G.O. Bonds is \$18,293,804 and the pension obligations are \$21,090,000, with the remaining obligations are related to capital lease balance.

### FACTORS BEARING ON THE DISTRICT'S FINANCIAL FUTURE

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

- Student enrollment and attendance are primary factors in the computation of most funding formulas for public schools in the State of California. The District is currently experiencing growth in enrollment over the 2017-18 figures, with anticipation of a slight increase in enrollment for the next several years.
- The District is a member of the Sacramento County Office of Education's Special Education Local Plan Area (SELPA). As with all school funding, the SELPA funding is based on attendance of each member's pupils. District membership in the SELPA is declining which in turn reduces the revenue available for its member districts. River Delta is anticipating that revenue will be cut by approximately \$500,000, thereby increasing the encroachment on the General fund unrestricted dollars.

## **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide the District's citizens, taxpayers, vendors, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. Questions about this report or additional information requests should be directed to the Chief Business Officer, at 445 Montezuma Street, Rio Vista, CA 94571 or at (707) 374-1715.

## **BASIC FINANCIAL STATEMENTS**

RIVER DELTA UNIFIED SCHOOL DISTRICT  
STATEMENT OF NET POSITION  
June 30, 2018

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and investments (Note 2)	\$ 10,229,869
Receivables	992,911
Stores inventory	10,643
Non-depreciable capital assets (Note 4)	527,202
Depreciable capital assets, net of accumulated depreciation (Note 4)	<u>28,530,451</u>
Total assets	<u>40,291,076</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflow of resources - pensions (Notes 7 and 8)	6,060,015
Deferred outflow of resources - OPEB (Note 9)	149,098
Deferred outflow from advance refunding of debt	<u>212,388</u>
Total deferred outflows of resources	<u>6,421,501</u>
<b>LIABILITIES</b>	
Accounts payable	1,243,446
Unearned revenue	213,336
Long-term liabilities (Note 5):	
Due within one year	1,870,022
Due after one year	<u>44,710,792</u>
Total liabilities	<u>48,037,596</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows of resources - pensions (Notes 7 and 8)	2,080,000
Deferred inflow of resources - OPEB (Note 9)	<u>25,161</u>
Total deferred outflows of resources	<u>2,105,161</u>
<b>NET POSITION</b>	
Net investment in capital assets	14,071,075
Restricted:	
Legally restricted programs	837,135
Capital projects	1,552,663
Debt service	2,272,193
Unrestricted	<u>(22,163,246)</u>
Total net position	<u>\$ (3,430,180)</u>

See accompanying notes to financial statements.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2018

		Program Revenues			Net (Expense) Revenues and Changes in Net Position
Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	
Governmental activities:					
Instruction	\$ 13,933,354	\$ 154,021	\$ 3,183,220	\$ 35	\$ (10,596,078)
Instruction-related services:					
Supervision of instruction	423,516	-	200,478	-	(223,038)
Instructional library, media and technology	295,616	-	-	-	(295,616)
School site administration	2,166,649	4,791	129,744	-	(2,032,114)
Pupil services:					
Home-to-school transportation	1,227,329	-	10,916	-	(1,216,413)
Food services	1,026,772	105,081	838,482	-	(83,209)
All other pupil services	1,814,737	162,390	604,522	-	(1,047,825)
General administration	1,541,798	12,710	106,392	-	(1,422,696)
Data processing	419	-	-	-	(419)
Plant services	2,613,157	23,921	150,500	-	(2,438,736)
Ancillary services	139,833	-	10,141	-	(129,692)
Interest on long-term debt	831,218	-	-	-	(831,218)
Other outgo	63,867	11,222	13,165	-	(39,480)
	<u>\$ 26,078,265</u>	<u>\$ 474,136</u>	<u>\$ 5,247,560</u>	<u>\$ 35</u>	<u>(20,356,534)</u>
Total governmental activities					
General revenues:					
Taxes and subventions:					
Taxes levied for general purposes					11,797,733
Taxes levied for debt service					1,731,771
Taxes levied for other specific purposes					9,913
Federal and state aid not restricted to specific purposes					6,574,344
Interest and investment earnings					117,735
Interagency revenues					44,226
Miscellaneous					449,158
					<u>20,724,880</u>
					<u>368,346</u>
					<u>(1,149,477)</u>
					(2,649,049)
					<u>(3,798,526)</u>
					<u>\$ (3,430,180)</u>

See accompanying notes to financial statements.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
June 30, 2018

	General Fund	Building Fund	Bond Interest and Redemption Fund	All Non-Major Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and investments:					
Cash in County Treasury	\$ 6,344,981	\$ 1,147,494	\$ 2,260,551	\$ 456,801	\$ 10,209,827
Cash in banks	401	-	-	3,906	4,307
Cash in revolving fund	15,001	-	-	-	15,001
Cash with fiscal agent	-	734	-	-	734
Receivables	873,048	9,452	11,861	98,550	992,911
Due from other funds	82,875	13,605	-	124,573	221,053
Stores inventory	-	-	-	10,643	10,643
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total assets	<u>\$ 7,316,306</u>	<u>\$ 1,171,285</u>	<u>\$ 2,272,412</u>	<u>\$ 694,473</u>	<u>\$ 11,454,476</u>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Accounts payable	\$ 1,032,990	\$ -	\$ -	\$ 108,998	\$ 1,141,988
Due to other funds	138,178	-	-	82,875	221,053
Unearned revenue	213,117	-	219	-	213,336
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total liabilities	<u>1,384,285</u>	<u>-</u>	<u>219</u>	<u>191,873</u>	<u>1,576,377</u>
Fund balances:					
Nonspendable	15,001	-	-	10,643	25,644
Restricted	726,556	1,171,285	2,272,193	491,957	4,661,991
Assigned	3,559,487	-	-	-	3,559,487
Unassigned	1,630,977	-	-	-	1,630,977
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total fund balances	<u>5,932,021</u>	<u>1,171,285</u>	<u>2,272,193</u>	<u>502,600</u>	<u>9,878,099</u>
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total liabilities and fund balances	<u>\$ 7,316,306</u>	<u>\$ 1,171,285</u>	<u>\$ 2,272,412</u>	<u>\$ 694,473</u>	<u>\$ 11,454,476</u>

See accompanying notes to financial statements.



RIVER DELTA UNIFIED SCHOOL DISTRICT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
June 30, 2018

Total fund balances - Governmental Funds	\$	9,878,099
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used for governmental activities are not financial resources and, therefore, are not reported as assets in governmental funds. The cost of the assets is \$69,338,582 and the accumulated depreciation is \$40,280,929 (Note 4).		
		29,057,653
Long-term liabilities are not due and payable in the current period and, therefore, are not reported as liabilities in governmental funds. Long-term liabilities at June 30, 2018 consisted of (Note 5):		
General Obligation Bonds	\$ (13,633,090)	
Accreted interest	(4,236,447)	
Unamortized premiums	(424,267)	
Capitalized lease obligations	(1,141,609)	
Other postemployment benefits (Note 9)	(5,858,840)	
Net pension liability (Notes 7 and 8)	(21,090,000)	
Compensated absences	<u>(196,561)</u>	
		(46,580,814)
Deferred outflows of resources resulting from defeasance of debt are not recorded in governmental funds. In governmental activities, the difference between the reacquisition price and the net carrying amount of the retired debt are reported as deferred outflows of resources.		
		212,388
In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions are reported (Notes 7 and 8).		
Deferred outflows of resources relating to pensions	\$ 6,060,015	
Deferred inflows of resources relating to pensions	<u>(2,080,000)</u>	
		3,980,015
In governmental funds, deferred outflows and inflows relating to OPEB are not reported because they are applicable to future periods. In the statement of net position, deferred outflows relating to OPEB are reported.		
Deferred outflows of resources relating to OPEB	\$ 149,098	
Deferred inflows of resources relating to OPEB	<u>(25,161)</u>	
		123,937
Unmatured interest on long-term debt is not recognized until the period in which it matures and is paid in governmental funds, however, in the statement of net position it is recognized in the period that it is incurred.		
		<u>(101,458)</u>
Total net position - governmental activities		<u>\$ (3,430,180)</u>

See accompanying notes to financial statements.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGE IN FUND BALANCES  
GOVERNMENTAL FUNDS  
For the Year Ended June 30, 2018

	General Fund	Building Fund	Bond Interest and Redemption Fund	All Non-Major Funds	Total Governmental Funds
Revenues:					
Local Control					
Funding Formula (LCFF):					
State apportionment	\$ 7,921,234	\$ -	\$ -	\$ -	\$ 7,921,234
Local sources	<u>9,749,308</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,749,308</u>
Total LCFF	<u>17,670,542</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,670,542</u>
Federal sources	1,061,419	-	-	796,551	1,857,970
Other state sources	2,390,904	-	3,786	324,308	2,718,998
Other local sources	<u>1,656,102</u>	<u>48,205</u>	<u>1,751,928</u>	<u>600,866</u>	<u>4,057,101</u>
Total revenues	<u>22,778,967</u>	<u>48,205</u>	<u>1,755,714</u>	<u>1,721,725</u>	<u>26,304,611</u>
Expenditures:					
Current:					
Certificated salaries	8,866,214	-	-	40,275	8,906,489
Classified salaries	3,848,824	-	-	421,290	4,270,114
Employee benefits	4,390,262	-	-	170,413	4,560,675
Books and supplies	1,030,147	-	-	22,214	1,052,361
Contract services and operating expenditures	3,518,560	40,670	-	636,194	4,195,424
Other outgo	46,247	-	-	-	46,247
Capital outlay	673,061	29,055	-	39,844	741,960
Debt service:					
Principal retirement	-	-	1,397,861	130,756	1,528,617
Interest	<u>-</u>	<u>-</u>	<u>262,446</u>	<u>70,319</u>	<u>332,765</u>
Total expenditures	<u>22,373,315</u>	<u>69,725</u>	<u>1,660,307</u>	<u>1,531,305</u>	<u>25,634,652</u>
Excess (deficiency) of revenues over (under) expenditures	<u>405,652</u>	<u>(21,520)</u>	<u>95,407</u>	<u>190,420</u>	<u>669,959</u>
Other financing (uses) sources:					
Transfers in	12,761	174,549	-	124,574	311,884
Transfers out	<u>(299,123)</u>	<u>-</u>	<u>-</u>	<u>(12,761)</u>	<u>(311,884)</u>
Total other financing (uses) sources	<u>(286,362)</u>	<u>174,549</u>	<u>-</u>	<u>111,813</u>	<u>-</u>
Net change in fund balances	119,290	153,029	95,407	302,233	669,959
Fund balances, July 1, 2017	<u>5,812,731</u>	<u>1,018,256</u>	<u>2,176,786</u>	<u>200,367</u>	<u>9,208,140</u>
Fund balances, June 30, 2018	<u>\$ 5,932,021</u>	<u>\$ 1,171,285</u>	<u>\$ 2,272,193</u>	<u>\$ 502,600</u>	<u>\$ 9,878,099</u>

See accompanying notes to financial statements.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGE IN FUND BALANCES - GOVERNMENTAL FUNDS -  
TO THE STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2018

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Net change in fund balances - Total Governmental Funds	\$	669,959
Amounts reported for governmental activities in the statement of activities are different because:		
Acquisition of capital assets is an expenditure in the governmental funds, but increases capital assets in the statement of net position (Note 4).		741,960
Depreciation of capital assets is an expense that is not recorded in the governmental funds (Note 4).		(2,411,330)
Repayment of principal on long-term debt is an expenditure in the governmental funds, but decreases the long-term liabilities in the statement of net position (Note 5).		1,528,617
Accreted interest on capital appreciation bonds is an expense that is not recorded in governmental funds (Note 5).		(524,634)
In governmental funds, losses on refunding of debt are not recognized. In government wide statements, losses on refunding of debt are deferred and amortized over the life of the debt (Note 5).		(27,669)
In governmental funds if debt is issued at a premium, the premium is recognized as other financing sources in the period it is incurred. In the government-wide statements, the premium is amortized as interest over the life of the related debt (Note 5).		39,291
Other postemployment benefits (OPEB) costs are recognized when employer contributions are made. In the statement of activities, OPEB costs are recognized on the accrual basis. The difference between OPEB costs and actual employer contributions were (Notes 5 and 9).		(235,993)
In the statement of activities, expenses related to compensated absences is measured by the amounts earned during the year. In the governmental funds, expenditures are measured by the amount paid during the year (Note 5).		(10,300)
In government funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual-basis pension costs and actual employer contributions was (Note 7 and 8).		583,885
Unmatured interest on long-term debt is recognized in the period that it becomes due in the statement of net position, but is expensed when paid in the governmental funds.		<u>14,560</u>
Change in net position of governmental activities	\$	<u><u>368,346</u></u>

See accompanying notes to financial statements.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES  
AGENCY FUNDS  
June 30, 2018

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**ASSETS**

Cash on hand and in banks (Note 2) \$ 143,780

**LIABILITIES**

Due to student groups \$ 143,780

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See accompanying notes to financial statements.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

River Delta Unified School District (the "District") accounts for its financial transactions in accordance with the policies and procedures of the California Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board. The following is a summary of the more significant policies:

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

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

Basis of Presentation - Financial Statements: The basic financial statements include a Management's Discussion and Analysis (MD & A) section providing an analysis of the District's overall financial position and results of operations, financial statements prepared using full accrual accounting for all of the District's activities, including infrastructure, and a focus on the major funds.

Basis of Presentation - Government-Wide Financial Statements: The Statement of Net Position and the Statement of Activities displays information about the reporting government as a whole. Fiduciary funds are not included in the government-wide financial statements. Fiduciary funds are reported only in the Statement of Fiduciary Assets and Liabilities.

The Statement of Net Position and the Statement of Activities are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of Governmental Accounting Standards Board Codification Section (GASB Cod. Sec.) N50.118-.121.

Program revenues: Program revenues included in the Statement of Activities derive directly from the program itself or from parties outside the District's taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the District's general revenues.

Allocation of indirect expenses: The District reports all direct expenses by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function. Depreciation expense is specifically identified by function and is included in the direct expense of the respective function. Interest on general long-term liabilities is considered an indirect expense and is reported separately on the Statement of Activities.

Basis of Presentation - Fund Accounting: The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, as appropriate. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**A - Major Funds**

**General Fund:**

The General Fund is the general operating fund of the District and accounts for all revenues and expenditures of the District not encompassed within other funds. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures and the capital improvement costs that are not paid through other funds are paid from the General Fund. For financial reporting purposes, the current year activity and year end balances of the Special Reserve for Other than Capital Outlay Projects is combined with the General Fund.

**Building Fund:**

The Building Fund is a capital projects fund used to account for resources used for the acquisition or construction of major capital facilities and equipment, and primarily includes proceeds from the sale of bonds.

**Bond Interest and Redemption Fund:**

The Bond Interest and Redemption Fund is a debt service fund used to account for the accumulation of resources for, and the repayment of, general long-term debt principal, interest, and related costs.

**B - Other Funds**

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. This classification includes the Adult Education, Child Development, and Cafeteria Funds.

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

Student Body Funds are agency funds used to account for assets of others for which the District has an agency relationship with the activity of the fund.

**Basis of Accounting:** Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

**Accrual:** Governmental activities in the government-wide financial statements and the fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**Modified Accrual:** The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term liabilities, if any, is recognized when due.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Capital Assets:** Capital assets purchased or acquired, with an original cost of \$5,000 or more, are recorded at historical cost or estimated historical cost. Contributed assets are reported at acquisition value for the contributed asset. Additions, improvements and other capital outlay that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Capital assets are depreciated using the straight-line method over 5 - 50 years depending on asset types.

**Deferred Outflows/Inflows of Resources:** In addition to assets, the Statement of Net Position includes a section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s), and as such will not be recognized as an outflow of resources (expense/expenditure) until then. The District has recognized a deferred loss on refunding reported, which is in the Statement of Net Position. A deferred loss on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shortened life of the refunded or refunding debt. The District has also recognized deferred outflows of resources related to the recognition of the net pension liability and net OPEB liability reported in the Statement of Net Position.

In addition to liabilities, the Statement of Net Position reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and as such, will not be recognized as an inflow of resources (revenue) until that time. The District has recognized a deferred inflow of resources related to the recognition of the net pension liability and net OPEB liability reported in the Statement of Net Position.

**Other Postemployment Benefits (OPEB):** For purpose of measuring the net OPEB liability, information about the fiduciary net position of River Delta Unified School District's Plan (the "Plan") and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and interest-earning investment contracts that are reported at cost.

**Pensions:** For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the State Teachers' Retirement Plan (STRP) and Public Employers Retirement Fund B (PERF B) and additions to/deductions from STRP's and PERF B's fiduciary net position have been determined on the same basis as they are reported by STRP and PERF B. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Certain investments are reported at fair value. The following is a summary of pension amounts in aggregate:

	<u>STRP</u>	<u>PERF B</u>	<u>Total</u>
Deferred outflows of resources	<u>\$ 3,685,005</u>	<u>\$ 2,375,010</u>	<u>\$ 6,060,015</u>
Deferred inflows of resources	<u>\$ 1,919,000</u>	<u>\$ 161,000</u>	<u>\$ 2,080,000</u>
Net pension liability	<u>\$ 13,317,000</u>	<u>\$ 7,773,000</u>	<u>\$ 21,090,000</u>
Pension expense	<u>\$ 883,334</u>	<u>\$ 1,172,635</u>	<u>\$ 2,055,969</u>

**Budgets and Budgetary Accounting:** By state law, the Board of Education must adopt a final budget by July 1. A public hearing is conducted to receive comments prior to adoption. The District's Board of Education complied with these requirements.

(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Receivables: Receivables are made up principally of amounts due from the State of California and categorical programs. The District has determined that no allowance for doubtful accounts was needed as of June 30, 2018.

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

Compensated Absences: Compensated absences in the amount of \$196,561 are recorded as a long-term liability of the District. The liability is for the earned but unused benefits. The amount to be provided by future operations represents the total amount that would be required to be provided from the general operating revenues of the District if all the benefits were to be paid.

Accumulated Sick Leave: Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expenditure in the period taken since such benefits do not vest nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

Unearned Revenue: Revenue from federal, state, and local special projects and programs is recognized when qualified expenditures have been incurred. Funds received but not earned are recorded as unearned revenue until earned.

Property Taxes: Secured property taxes are attached as an enforceable lien on property as of March 1. Taxes are due in two installments on or before December 10 and April 10. Unsecured property taxes are due in one installment on or before August 31. The County of Sacramento bills and collects taxes for the District. Tax revenues are recognized by the District when received.

Custodial Relationships: The balance sheet for the Agency Fund represents the assets, liabilities and trust accounts of various student organizations within the District. As the funds are custodial in nature, no measurement of operating results is involved.

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

Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Accordingly, actual results may differ from those estimates.

Eliminations and Reclassifications: In the process of aggregating data for the Statement of Net Position and the Statement of Activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities column.

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(Continued)



RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Net Position: Net position is displayed in three components:

1. Net Investment in Capital Assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent bond proceeds) of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
2. Restricted Net Position - Restrictions of the ending net position indicate the portions of net position not appropriable for expenditure or amounts legally segregated for a specific future use. The restriction for legally restricted programs represent the portion of net position restricted to specific program expenditures. The restriction for capital projects represents the portion of net position restricted for capital projects. The restriction for debt service represents the portion of net position available for the retirement of debt. It is the District's policy to use restricted net position first when allowable expenditures are incurred.
3. Unrestricted Net Position – All other net position that do not meet the definitions of "restricted" or "net investment in capital assets".

Fund Balance Classifications: Governmental Accounting Standards Board Codification Sections 1300 and 1800, Fund Balance Reporting and Governmental Fund Type Definitions (GASB Cod. Sec. 1300 and 1800) implements a five-tier fund balance classification hierarchy that depicts the extent to which a government is bound by spending constraints imposed on the use of its resources. The five classifications, discussed in more detail below, are nonspendable, restricted, committed, assigned and unassigned.

**A - Nonspendable Fund Balance:**

The nonspendable fund balance classification reflects amounts that are not in spendable form, such as revolving fund cash and stores inventory.

**B - Restricted Fund Balance:**

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation. These are the same restrictions used to determine restricted net position as reported in the government-wide fund statements.

**C - Committed Fund Balance:**

The committed fund balance classification reflects amounts subject to internal constraints self-imposed by formal action of the Board of Education. The constraints giving rise to committed fund balance must be imposed no later than the end of the reporting period. The actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements. Formal action by the Board of Education is required to remove any commitment from any fund balance. At June 30, 2018, the District had no committed fund balances.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D - Assigned Fund Balance:**

The assigned fund balance classification reflects amounts that the District's Board of Education has approved to be used for specific purposes, based on the District's intent related to those specific purposes. While the Board of Education has empowered members of management to suggest individual amounts to be assigned, as of June 30, 2018 no formal designation of assignment authority has occurred and the Board of Education retains ultimate authority for assigning fund balance.

**E - Unassigned Fund Balance:**

In the General Fund only, the unassigned fund balance classification reflects the residual balance that has not been assigned to other funds and that is not restricted, committed, or assigned to specific purposes.

In any fund other than the General Fund, a positive unassigned fund balance is never reported because amounts in any other fund are assumed to have been assigned, at least, to the purpose of that fund. However, deficits in any fund, including the General Fund that cannot be eliminated by reducing or eliminating amounts assigned to other purposes are reported as negative unassigned fund balance.

Fund Balance Policy: The District has an expenditure policy relating to fund balances. For purposes of fund balance classifications, expenditures are to be spent from restricted fund balances first, followed in order by committed fund balances (if any), assigned fund balances and lastly unassigned fund balances.

While GASB Cod. Sec. 1300 and 1800 do not require Districts to establish a minimum fund balance policy or a stabilization arrangement, GASB Cod. Sec. 1300 and 1800 do require the disclosure of a minimum fund balance policy and stabilization arrangements, if they have been adopted by the Board of Education. At June 30, 2018, the District has not established a minimum fund balance policy nor has it established a stabilization arrangement.

New Accounting Pronouncements: In June 2015, the GASB issued GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other than Pensions. This Statement improves accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. The provisions in GASB Statement No. 75 are effective for fiscal years beginning after June 15, 2017. Based on the implementation of GASB Statement No. 75, the District's July 1, 2017 net position was restated, resulting in a decrease of \$2,649,049, due to the recognition of the District's net OPEB liability and related deferred inflows of resources.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

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**NOTE 2 - CASH AND INVESTMENTS**

Cash and investments at June 30, 2018 consisted of the following:

	<u>Governmental Activities</u>	<u>Fiduciary Activities</u>
Pooled Funds:		
Cash in County Treasury	\$ 10,209,827	\$ -
Deposits:		
Cash on hand and in banks	4,307	143,780
Revolving cash fund	15,001	-
Cash with fiscal agent	734	-
	\$ 10,229,869	\$ 143,780

Pooled Funds: In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the Sacramento County Treasury. The District is considered an involuntary participant in an external investment pool. The fair value of the District's investment pool is reported in the financial statements at amounts based upon the District's pro-rata share of fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

Deposits - Custodial Credit Risk: The District limits custodial credit risk by ensuring uninsured balances are collateralized by the respective financial institution. Cash balances held in banks are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC) and are collateralized by the respective financial institution. At June 30, 2018, the carrying amount of the District's accounts was \$163,088 and the bank balance was \$197,330, all of which was insured.

Interest Rate Risk: The District does not have a formal investment policy that limits cash and investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. At June 30, 2018, the District had no significant interest rate risk related to cash and investments held.

Credit Risk: The District does not have a formal investment policy that limits its investment choices other than the limitations of state law.

Concentration of Credit Risk: The District does not place limits on the amount it may invest in any one issuer. At June 30, 2018, the District had no concentration of credit risk.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

**NOTE 3 - INTERFUND TRANSACTIONS**

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

Interfund Receivables/Payables: Individual fund interfund receivable and payable balances at June 30, 2018 were as follows:

<u>Fund</u>	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
Major Fund:		
General	\$ 82,875	\$ 138,178
Building Fund	13,605	-
Non-Major Funds:		
Adult Education	-	3,365
Child Development	43,820	19,510
Cafeteria	3,700	60,000
Capital Facilities	<u>77,053</u>	<u>-</u>
	<u>\$ 221,053</u>	<u>\$ 221,053</u>

Transfers: Transfers consist of operating transfers from funds receiving revenue to funds through which the resources are to be expended.

Transfers for the 2017-2018 fiscal year were as follows:

Transfer from the General Fund to the Building Fund for contributions to cover portable lease payments.	\$ 174,549
Transfer from the General Fund to the Capital Facilities Fund for facility projects.	77,054
Transfer from the General Fund to the Child Development Fund for operational support of the fund.	43,820
Transfer from the Child Development Fund to the General Fund for the indirect cost support.	9,396
Transfer from the General Fund to the Cafeteria Fund to provide for the write-off of bad debt.	3,700
Transfer from the Adult Education Fund to the General Fund for indirect cost support.	<u>3,365</u>
	<u>\$ 311,884</u>

(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

**NOTE 4 - CAPITAL ASSETS**

A schedule of changes in capital assets for the year ended June 30, 2018 is shown below:

	Balance July 1, <u>2017</u>	<u>Additions</u>	<u>Deductions</u>	Balance June 30, <u>2018</u>
Non-depreciable:				
Land	\$ 447,832	\$ -	\$ -	\$ 447,832
Work-in-process	-	79,370	-	79,370
Depreciable:				
Buildings	57,445,610	627,680	-	58,073,290
Improvement of sites	7,278,128	29,856	-	7,307,984
Equipment	<u>3,425,052</u>	<u>5,054</u>	<u>-</u>	<u>3,430,106</u>
Totals, at cost	<u>68,596,622</u>	<u>741,960</u>	<u>-</u>	<u>69,338,582</u>
Less accumulated depreciation:				
Buildings	(31,586,939)	(1,873,113)	-	(33,460,052)
Improvement of sites	(3,894,036)	(369,113)	-	(4,263,149)
Equipment	<u>(2,388,624)</u>	<u>(169,104)</u>	<u>-</u>	<u>(2,557,728)</u>
Total accumulated depreciation	<u>(37,869,599)</u>	<u>(2,411,330)</u>	<u>-</u>	<u>(40,280,929)</u>
Capital assets, net	<u>\$ 30,727,023</u>	<u>\$ (1,669,370)</u>	<u>\$ -</u>	<u>\$ 29,057,653</u>

Depreciation expense was charged to governmental activities as follows:

Instruction	\$ 1,694,602
School site administration	562,416
Home-to-school transportation	85,184
Food services	7,051
General administration	44,669
Centralized data processing	419
Plant services	<u>16,989</u>
Total depreciation expense	<u>\$ 2,411,330</u>

(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

**NOTE 5 - LONG-TERM LIABILITIES**

General Obligation Bonds "Series 2005 Bonds": On March 17, 2005, the District issued Series 2005 General Obligation Bonds in the amounts of \$8,249,979 and \$3,999,987 to improve or construct school facilities. The Current Interest Serial Bonds accrue interest up to a maximum of 4.5% and 4.375%, respectively, per annum from the date of issuance and are both payable on February 1 and August 1 of each year through August 1, 2029. The Capital Appreciation Serial Bonds accrue interest from the date of issuance and compound semiannually on February 1 and August 1 of each year through August 1, 2029.

The following is a schedule of future payments on the Series 2005 Bonds.

Year Ending <u>June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024-2028	\$ 545,017	\$ 3,181,435	\$ 3,726,452
2029-2030	<u>404,948</u>	<u>1,848,600</u>	<u>2,253,548</u>
	<u>\$ 949,965</u>	<u>\$ 5,030,035</u>	<u>\$ 5,980,000</u>

General Obligation Bonds "Series 2006 Bonds": On December 5, 2006 the District issued Series 2006 Current Interest and Capital Appreciation General Obligation Bonds in the amount of \$5,749,994 and \$1,699,994, respectively, to improve or construct school facilities. The Bonds accrue interest up to a maximum of 5.0% and 4.0%, respectively, per annum from the date of issuance and are both payable on February 1 and August 1 of each year through August 2031.

The following is a schedule of future payments on the Series 2006 Bonds.

Year Ending <u>June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 690,000	\$ 45,800	\$ 735,800
2020	740,000	17,200	757,200
2021	60,000	1,200	61,200
2022	-	-	-
2023	-	-	-
2024-2028	139,969	230,020	369,989
2029-2032	<u>485,025</u>	<u>1,327,793</u>	<u>1,812,818</u>
	<u>\$ 2,114,994</u>	<u>\$ 1,622,013</u>	<u>\$ 3,737,007</u>

General Obligation Bonds "Series 2008 Bonds": On May 15, 2008, the District issued Series 2008 General Obligation Bonds in the amount of \$3,300,015 to upgrade, renovate, furnish, and equip the school facilities. The Capital Appreciation Serial Bonds have an interest rate of 5.806% with principal payments beginning on August 1, 2032 and continuing through April 1, 2048.

The following is a schedule of future payments on the Series 2008 Bonds.

Year Ending <u>June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2029-2033	\$ 206,803	\$ 944,495	\$ 1,151,298
2034-2038	977,350	3,758,891	4,736,241
2039-2043	993,674	4,757,427	5,751,101
2044-2048	<u>1,122,188</u>	<u>6,749,754</u>	<u>7,871,942</u>
	<u>\$ 3,300,015</u>	<u>\$ 16,210,567</u>	<u>\$ 19,510,582</u>

(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

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**NOTE 5 - LONG-TERM LIABILITIES (Continued)**

General Obligation Bonds "Series 2014 Bonds": On November 4, 2014, the District issued Series 2014 General Obligation Refunding Bonds in the amount of \$5,550,800 to refund the Election of the 2004, Series 2005 bonds. The Series 2014 Bonds have an interest rate of 5.806% with payments beginning on November 4, 2014 and continuing through August 1, 2025.

The following is a schedule of future payments on the Series 2014 Bonds.

Year Ending <u>June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 473,840	\$ 115,375	\$ 589,215
2020	499,957	107,374	607,331
2021	529,032	97,023	626,055
2022	561,554	83,984	645,538
2023	597,454	68,222	665,676
2024-2026	<u>1,665,560</u>	<u>84,841</u>	<u>1,750,401</u>
	<u>\$ 4,327,397</u>	<u>\$ 556,819</u>	<u>\$ 4,884,216</u>

General Obligation Bonds "Series 2015 Bonds": On February 25, 2015, the District issued Series 2015 General Obligation Refunding Bonds in the amount of \$3,510,000 to refund the Election of the 2004, Series 2006 bonds. The Series 2015 Bonds have an interest rate of 5.806% and mature through August 1, 2024.

The following is a schedule of future payments on the Series 2015 Bonds.

Year Ending <u>June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 332,348	\$ 64,234	\$ 396,582
2020	358,987	58,499	417,486
2021	385,275	51,487	436,762
2022	411,469	43,026	454,495
2023	447,112	32,896	480,008
2024-2025	<u>1,005,528</u>	<u>28,219</u>	<u>1,033,747</u>
	<u>\$ 2,940,719</u>	<u>\$ 278,361</u>	<u>\$ 3,219,080</u>

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

**NOTE 5 - LONG-TERM LIABILITIES** (Continued)

Capitalized Lease Obligations: The District leases buildings, vehicles and equipment under various capitalized lease agreements, with original cost of \$2,677,746 and accumulated depreciation at June 30, 2018 totaling \$1,388,707.

At June 30, 2018, the District's capitalized lease obligations were as follows:

<u>Year Ending June 30,</u>	<u>Payments</u>
2019	\$ 201,075
2020	201,075
2021	201,075
2022	201,075
2023	201,075
2024-2028	<u>402,150</u>
	1,407,525
Less amount representing interest	<u>(265,916)</u>
	<u><u>\$ 1,141,609</u></u>

Schedule of Changes in Long-Term Liabilities: A schedule of changes in long-term liabilities for the fiscal year ended June 30, 2018 is shown below:

	<u>Balance July 1, 2017, as restated</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance June 30, 2018</u>	<u>Amounts Due Within One Year</u>
General Obligation Bonds	\$ 15,030,951	\$ -	\$ 1,397,861	\$ 13,633,090	\$ 1,496,188
Accreted interest	3,711,813	524,634	-	4,236,447	-
Unamortized premiums	463,558	-	39,291	424,267	39,291
Capitalized lease obligations	1,272,365	-	130,756	1,141,609	137,982
Other postemployment benefits (Note 9)	5,475,062	894,446	510,668	5,858,840	-
Net pension liability (Notes 7 and 8)	24,819,000	1,136,000	4,865,000	21,090,000	-
Compensated absences	<u>186,261</u>	<u>10,300</u>	<u>-</u>	<u>196,561</u>	<u>196,561</u>
Totals	<u><u>\$ 50,959,010</u></u>	<u><u>\$ 2,565,380</u></u>	<u><u>\$ 6,943,576</u></u>	<u><u>\$ 46,580,814</u></u>	<u><u>\$ 1,870,022</u></u>

Payments on the General Obligation Bonds are made from the Bond Interest and Redemption Fund. Payments on the capitalized lease obligations are made from the Capital Facilities Fund. Payments for other postemployment benefits and compensated absences are made from the fund for which the related employee worked.

(Continued)



RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

**NOTE 6 - FUND BALANCES**

Fund balances, by category, at June 30, 2018 consisted of the following:

	General Fund	Building Fund	Bond Interest and Redemption Fund	All Non-Major Funds	Total
<u>Nonspendable:</u>					
Revolving cash	\$ 15,001	\$ -	\$ -	\$ -	\$ 15,001
Stores inventory	-	-	-	10,643	10,643
Subtotal nonspendable	15,001	-	-	10,643	25,644
<u>Restricted:</u>					
Legally restricted programs	726,556	-	-	110,579	837,135
Capital projects	-	1,171,285	-	381,378	1,552,663
Debt service	-	-	2,272,193	-	2,272,193
Subtotal restricted	726,556	1,171,285	2,272,193	491,957	4,661,991
<u>Assigned:</u>					
Additional 2% reserve	453,194	-	-	-	453,194
Facilities upgrades	1,163,000	-	-	-	1,163,000
Instruction	515,000	-	-	-	515,000
Future OPEB contributions	1,359,186	-	-	-	1,359,186
Other assignments	69,107	-	-	-	69,107
Subtotal assigned	3,559,487	-	-	-	3,559,487
<u>Unassigned:</u>					
Designated for economic uncertainty	679,791	-	-	-	679,791
Unassigned	951,186	-	-	-	951,186
Subtotal unassigned	1,630,977	-	-	-	1,630,977
Total fund balances	\$ 5,932,021	\$ 1,171,285	\$ 2,272,193	\$ 502,600	\$ 9,878,099

(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 7 – NET PENSION LIABILITY – STATE TEACHERS' RETIREMENT PLAN**

*General Information about the State Teachers' Retirement Plan*

Plan Description: Teaching-certified employees of the District are provided with pensions through the State Teachers' Retirement Plan (STRP) – a cost-sharing multiple-employer defined benefit pension plan administered by the California State Teachers' Retirement System (CalSTRS). The Teachers' Retirement Law (California Education Code Section 22000 et seq.), as enacted and amended by the California Legislature, established this plan and CalSTRS as the administrator. The benefit terms of the plans may be amended through legislation. CalSTRS issues a publicly available financial report that can be obtained at <http://www.calstrs.com/comprehensive-annual-financial-report>.

Benefits Provided: The STRP Defined Benefit Program has two benefit formulas:

- CalSTRS 2% at 60: Members first hired on or before December 31, 2012, to perform service that could be creditable to CalSTRS.
- CalSTRS 2% at 62: Members first hired on or after January 1, 2013, to perform service that could be creditable to CalSTRS.

The Defined Benefit (DB) Program provides retirement benefits based on members' final compensation, age and years of service credit. In addition, the retirement program provides benefits to members upon disability and to survivors/beneficiaries upon the death of eligible members. There are several differences between the two benefit formulas which are noted below.

*CalSTRS 2% at 60*

CalSTRS 2% at 60 members are eligible for normal retirement at age 60, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service. Early retirement options are available at age 55 with five years of credited service or as early as age 50 with 30 years of credited service. The age factor for retirements after age 60 increases with each quarter year of age to 2.4 percent at age 63 or older. Members who have 30 years or more of credited service receive an additional increase of up to 0.2 percent to the age factor, known as the career factor. The maximum benefit with the career factor is 2.4 percent of final compensation.

CalSTRS calculates retirement benefits based on a one-year final compensation for members who retired on or after January 1, 2001, with 25 or more years of credited service, or for classroom teachers with less than 25 years of credited service if the employer elected to pay the additional benefit cost prior to January 1, 2014. One-year final compensation means a member's highest average annual compensation earnable for 12 consecutive months calculated by taking the creditable compensation that a member could earn in a school year while employed on a fulltime basis, for a position in which the person worked. For members with less than 25 years of credited service, final compensation is the highest average annual compensation earnable for any three consecutive years of credited service.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 7 – NET PENSION LIABILITY – STATE TEACHERS' RETIREMENT PLAN (Continued)**

*CalSTRS 2% at 62*

CalSTRS 2% at 62 members are eligible for normal retirement at age 62, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service. An early retirement option is available at age 55. The age factor for retirement after age 62 increases with each quarter year of age to 2.4 percent at age 65 or older.

All CalSTRS 2% at 62 members have their final compensation based on their highest average annual compensation earnable for three consecutive years of credited service.

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

A summary of statutory contribution rates and other sources of contributions to the Defined Benefit Program are as follows:

*Members* - Under CalSTRS 2% at 60, the member contribution rate was 10.25 percent of applicable member earnings for fiscal year 2017-18. Under CalSTRS 2% at 62, members contribute 50 percent of the normal cost of their retirement plan, which resulted in a contribution rate of 9.205 percent of applicable member earnings for fiscal year 2017-18.

In general, member contributions cannot increase unless members are provided with some type of "comparable advantage" in exchange for such increases. Under previous law, the Legislature could reduce or eliminate the 2 percent annual increase to retirement benefits. As a result of AB 1469, effective July 1, 2014, the Legislature cannot reduce the 2 percent annual benefit adjustment for members who retire on or after January 1, 2014, and in exchange for this "comparable advantage," the member contribution rates have been increased by an amount that covers a portion of the cost of the 2 percent annual benefit adjustment.

According to current law, the contribution rate for CalSTRS 2% at 62 members is adjusted if the normal cost increases or decreases by more than 1 percent since the last time the member contribution rate was set. Based on the June 30, 2017, valuation adopted by the board in May 2018, the increase in normal cost was greater than 1 percent. Therefore, contribution rates for CalSTRS 2% at 62 members will increase by 1 percent effective July 1, 2018.

*Employers* – 14.43 percent of applicable member earnings.

In accordance to AB 1469, employer contributions will increase from 8.25 percent to a total of 19.1 percent of applicable member earnings phased in over seven years starting in 2014. The legislation also gives the board limited authority to adjust employer contribution rates from July 1, 2021 through June 2046 in order to eliminate the remaining unfunded actuarial obligation related to service credited to members prior to July 1, 2014. The board cannot adjust the rate by more than 1 percent in a fiscal year, and the total contribution rate in addition to the 8.25 percent cannot exceed 12 percent.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

**NOTE 7 – NET PENSION LIABILITY – STATE TEACHERS' RETIREMENT PLAN (Continued)**

The CalSTRS employer contribution rate increases effective for fiscal year 2017-18 through fiscal year 2045-46 are summarized in the table below:

<u>Effective Date</u>	<u>Prior Rate</u>	<u>Increase</u>	<u>Total</u>
July 01, 2017	8.25%	6.18%	14.43%
July 01, 2018	8.25%	8.03%	16.28%
July 01, 2019	8.25%	9.88%	18.13%
July 01, 2020	8.25%	10.85%	19.10%
July 01, 2021 to June 30, 2046	8.25%	*	*
July 01, 2046	8.25%	Increase from prior rate ceases in 2046-47	

\* The Teachers' Retirement Board (the "board") cannot adjust the employer rate by more than 1 percent in a fiscal year, and the increase to the contribution rate above the 8.25 percent base contribution rate cannot exceed 12 percent for a maximum of 20.25 percent.

The District contributed \$1,169,005 to the plan for the fiscal year ended June 30, 2018.

State - 9.328 percent of the members' creditable earnings from the fiscal year ending in the prior calendar year.

Also as a result of AB 1469, the additional state appropriation required to fully fund the benefits in effect as of 1990 by 2046 is specific in subdivision (b) of Education Code Section 22955.1. The increased contributions end as of fiscal year 2045-2046. The CalSTRS state contribution rates effective for fiscal year 2017-18 and beyond are summarized in the table below.

As shown in the subsequent table, the state rate will increase to 5.311 percent on July 1, 2018, to continue paying down the unfunded liabilities associated with the benefits structure that was in place in 1990 prior to certain enhancements in benefits and reductions in contributions.

<u>Effective Date</u>	<u>Base Rate</u>	<u>AB 1469 Increase For 1990 Benefit Structure</u>	<u>SBMA Funding(1)</u>	<u>Total State Appropriation to DB Program</u>
July 01, 2018	2.017%	5.311%(2)	2.50%	9.828%
July 01, 2019 to June 30, 2046	2.017%	(3)	2.50%	(3)
July 01, 2046 and thereafter	2.017%	(4)	2.50%	4.517%(3)

- (1) This rate does not include the \$72 million reduction in accordance with Education Code Section 22954.
- (2) In May 2018, the board of CalSTRS exercised its limited authority to increase the state contribution rate by 0.5 percent of the payroll effective July 1, 2018.
- (3) The CalSTRS board has limited authority to adjust state contribution rates annually through June 30, 2046 in order to eliminate the remaining unfunded actuarial obligation associated with the 1990 benefit structure. The board cannot increase the rate by more than 0.50 percent in a fiscal year, and if there is no unfunded actuarial obligation, the contribution rate imposed to pay for the 1990 benefit structure would be reduced to 0 percent.
- (4) From July 1, 2046, and thereafter, the rates in effect prior to July 1, 2014, are reinstated, if necessary, to address any remaining 1990 unfunded actuarial obligation.

(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

**NOTE 7 – NET PENSION LIABILITY – STATE TEACHERS' RETIREMENT PLAN (Continued)**

*Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions*

At June 30, 2018, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability that was associated with the District were as follows:

District's proportionate share of the net pension liability	\$ 13,317,000
State's proportionate share of the net pension liability associated with the District	<u>7,878,000</u>
Total	<u><u>\$ 21,195,000</u></u>

The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2016. The District's proportion of the net pension liability was based on the District's share of contributions to the pension plan relative to the contributions of all participating school Districts and the State. At June 30, 2017, the District's proportion was 0.014 percent, which was a decrease of 0.008 percent from its proportion measured as of June 30, 2016.

For the year ended June 30, 2018, the District recognized pension expense of \$883,334 and revenue of \$791,842 for support provided by the State. At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 49,000	\$ 232,000
Changes of assumptions	2,467,000	-
Net differences between projected and actual earnings on investments	-	355,000
Changes in proportion and differences between District contributions and proportionate share of contributions	-	1,332,000
Contributions made subsequent to measurement date	<u>1,169,005</u>	<u>-</u>
Total	<u><u>\$ 3,685,005</u></u>	<u><u>\$ 1,919,000</u></u>

(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

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**NOTE 7 – NET PENSION LIABILITY – STATE TEACHERS' RETIREMENT PLAN (Continued)**

\$1,169,005 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Years Ended June 30,			
2019	\$	(173,183)	
2020	\$	345,817	
2021	\$	154,817	
2022	\$	(192,517)	
2023	\$	195,733	
2024	\$	266,333	

Differences between expected and actual experience and changes in assumptions are amortized over a closed period equal to the average remaining service life of plan members, which is 7 years as of the June 30, 2017 measurement date. Deferred outflows and inflows related to differences between projected and actual earnings on plan investments are netted and amortized over a closed 5-year period.

Actuarial Methods and Assumptions: The total pension liability for the STRP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2016, and rolling forward the total pension liability to June 30, 2017. The financial reporting actuarial valuation as of June 30, 2016, used the following actuarial methods and assumptions, applied to all prior periods included in the measurement:

Valuation Date	June 30, 2016
Experience Study	July 1, 2010 through June 30, 2015
Actuarial Cost Method	Entry age normal
Investment Rate of Return	7.10%
Consumer Price Inflation	2.75%
Wage Growth	3.50%
Post-retirement Benefit Increases	2.00% simple for DB Not applicable for DBS/CBB

CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among its members. The projection scale was set equal to 110 percent of the ultimate improvement factor from the Mortality Improvement Scale (MP-2016) table, issued by the Society of Actuaries.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

**NOTE 7 – NET PENSION LIABILITY – STATE TEACHERS' RETIREMENT PLAN (Continued)**

During the 2016-17 measurement period, CalSTRS completed an experience study for the period starting July 1, 2010, and ending June 30, 2015. The experience study was adopted by the board in February 2017. As a result of the study, certain assumptions used in determining the NPL of the STRP changed, including the price inflation, wage growth, discount rate and the mortality tables used in the actuarial valuation of the NPL. The changes to the assumptions as a result of the experience study follow:

<u>Assumption</u>	<u>Measurement Period</u>	
	<u>As of June 30, 2017</u>	<u>As of June 30, 2016</u>
Consumer price inflation	2.75%	3.00%
Investment rate of return	7.10%	7.60%
Wage growth	3.50%	3.75%

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant as an input to the process. The actuarial investment rate of return assumption was adopted by the CalSTRS board in February 2017 in conjunction with the most recent experience study. For each future valuation, CalSTRS consulting actuary reviews the return assumption for reasonableness based on the most current capital market assumptions. Best estimates of 20-year geometric real rates of return and the assumed asset allocation for each major asset class used as input to develop the actuarial investment rate of return are summarized in the following table:

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Long-Term* Expected Real Rate of Return</u>
Global Equity	47%	6.30%
Fixed Income	12	0.30
Real Estate	13	5.20
Private Equity	13	9.30
Absolute Return/Risk Mitigating Strategies	9	2.90
Inflation Sensitive	4	3.80
Cash / Liquidity	2	(1.00)

\* 20-year geometric average

Discount Rate: The discount rate used to measure the total pension liability was 7.10 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at statutory contribution rates in accordance with the rate increase per AB 1469. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.10 percent) and assuming that contributions, benefit payments, and administrative expense occur midyear. Based on those assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

**NOTE 7 – NET PENSION LIABILITY – STATE TEACHERS’ RETIREMENT PLAN (Continued)**

Sensitivity of the District’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the District’s proportionate share of the net pension liability calculated using the discount rate of 7.10 percent, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.10 percent) or 1-percentage-point higher (8.10 percent) than the current rate:

	1% Decrease <u>(6.10%)</u>	Current Discount Rate <u>(7.10%)</u>	1% Increase <u>(8.10%)</u>
District’s proportionate share of the net pension liability	<u>\$ 19,553,000</u>	<u>\$ 13,317,000</u>	<u>\$ 8,255,000</u>

Pension Plan Fiduciary Net Position: Detailed information about the pension plan’s fiduciary net position is available in the separately issued CalSTRS financial report.

**NOTE 8 – NET PENSION LIABILITY – PUBLIC EMPLOYER’S RETIREMENT FUND B**

*General Information about the Public Employer’s Retirement Fund B*

Plan Description: The schools cost-sharing multiple-employer defined benefit pension plan Public Employer’s Retirement Fund B (PERF B) is administered by the California Public Employees’ Retirement System (CalPERS). Plan membership consists of non-teaching and non-certified employees of public schools (K-12), community college districts, offices of education, charter and private schools (elective) in the State of California.

The Plan was established to provide retirement, death and disability benefits to non-teaching and noncertified employees in schools. The benefit provisions for Plan employees are established by statute. CalPERS issues a publicly available financial report that can be obtained at:

<https://www.calpers.ca.gov/docs/forms-publications/cafr-2017.pdf>

Benefits Provided: The benefits for the defined benefit plans are based on members’ years of service, age, final compensation, and benefit formula. Benefits are provided for disability, death, and survivors of eligible members or beneficiaries. Members become fully vested in their retirement benefits earned to date after five years (10 years for State Second Tier members) of credited service.

Contributions: The benefits for the defined benefit pension plans are funded by contributions from members and employers, and earnings from investments. Member and employer contributions are a percentage of applicable member compensation. Member contribution rates are defined by law and depend on the respective employer’s benefit formulas. Employer contribution rates are determined by periodic actuarial valuations or by state statute. Actuarial valuations are based on the benefit formulas and employee groups of each employer. Employer contributions, including lump sum contributions made when agencies first join the PERF B, are credited with a market value adjustment in determining contribution rates.

The required contribution rates of most active plan members are based on a percentage of salary in excess of a base compensation amount ranging from zero dollars to \$863 monthly.

(Continued)



RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

**NOTE 8 – NET PENSION LIABILITY – PUBLIC EMPLOYER’S RETIREMENT FUND B (Continued)**

Required contribution rates for active plan members and employers as a percentage of payroll for the year ended June 30, 2018 were as follows:

*Members* - The member contribution rate was 6.50 or 7.50 percent of applicable member earnings for fiscal year 2017-18.

*Employers* - The employer contribution rate was 15.531 percent of applicable member earnings.

The District contributed \$679,010 to the plan for the fiscal year ended June 30, 2018.

*Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions*

At June 30, 2018, the District reported a liability of \$7,773,000 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2016. The District’s proportion of the net pension liability was based on the District’s share of contributions to the pension plan relative to the contributions of all participating school Districts. At June 30, 2017, the District’s proportion was 0.033 percent, which was a decrease of 0.001 percent from its proportion measured as of June 30, 2016.

For the year ended June 30, 2018 the District recognized pension expense of \$1,172,635. At June 30, 2018 the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 278,000	\$ -
Changes of assumptions	1,135,000	92,000
Net differences between projected and actual earnings on investments	268,000	-
Changes in proportion and differences between District contributions and proportionate share of contributions	15,000	69,000
Contributions made subsequent to measurement date	<u>679,010</u>	<u>-</u>
Total	<u>\$ 2,375,010</u>	<u>\$ 161,000</u>

\$679,010 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Years Ended <u>June 30,</u>	
2019	\$ 382,667
2020	\$ 767,667
2021	\$ 532,166
2022	\$ (147,500)

(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

**NOTE 8 – NET PENSION LIABILITY – PUBLIC EMPLOYER’S RETIREMENT FUND B (Continued)**

Differences between expected and actual experience and changes in assumptions are amortized over a closed period equal to the average remaining service life of plan members, which is 4 years as of the June 30, 2017 measurement date. Deferred outflows and inflows related to differences between projected and actual earnings on plan investments are netted and amortized over a closed 5-year period.

Actuarial Methods and Assumptions: The total pension liability for the Plan was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2016, and rolling forward the total pension liability to June 30, 2017. The financial reporting actuarial valuation as of June 30, 2016, used the following actuarial methods and assumptions, applied to all prior periods included in the measurement:

Valuation Date	June 30, 2016
Experience Study	June 30, 1997 through June 30, 2011
Actuarial Cost Method	Entry age normal
Investment Rate of Return	7.15%
Consumer Price Inflation	2.75%
Wage Growth	Varies by entry age and service
Post-retirement Benefit Increases	2.00% until Purchasing Power Protection Allowance Floor on Purchasing Power applies 2.75% thereafter

The mortality table used was developed based on CalPERS specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table, please refer to the 2014 experience study report.

All other actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from 1997 to 2011, including updates to salary increase, mortality and retirement rates. Further details of the Experience Study can be found at CalPERS' website.

During the 2016-17 measurement period, the financial reporting discount rate for the Plan was lowered from 7.65 percent to 7.15 percent.

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

<u>Asset Class</u>	<u>Long -Term* Assumed Asset Allocation</u>	<u>Expected Real Rate of Return Years of 1 - 10 (1)</u>	<u>Expected Real Rate of Return Years of 11+ (2)</u>
Global Equity	47%	4.90%	5.38%
Fixed Income	19	0.80	2.27
Inflation of Assets	6	0.60	1.39
Private Equity	12	6.60	6.63
Real Estate	11	2.80	5.21
Infrastructure & Forestland	3	3.90	5.36
Liquidity	2	(0.40)	(0.90)

\* 10-year geometric average

(1) An expected inflation rate of 2.50% used for this period

(2) An expected inflation rate of 3.00% used for this period.

(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

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**NOTE 8 – NET PENSION LIABILITY – PUBLIC EMPLOYER’S RETIREMENT FUND B (Continued)**

Discount Rate: The discount rate used to measure the total pension liability was 7.15 percent. A projection of the expected benefit payments and contributions was performed to determine if assets would run out. The test revealed the assets would not run out. Therefore the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability for the Plan. The results of the crossover testing for the Plan are presented in a detailed report that can be obtained at CalPERS’ website.

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

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected cash flows of the Plan. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the Plan’s asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

Sensitivity of the District’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the District’s proportionate share of the net pension liability calculated using the discount rate of 7.15 percent, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.15 percent) or 1-percentage-point higher (8.15 percent) than the current rate:

	1% Decrease (6.15%)	Current Discount Rate (7.15%)	1% Increase (8.15%)
District’s proportionate share of the net pension liability	<u>\$ 11,436,000</u>	<u>\$ 7,773,000</u>	<u>\$ 4,734,000</u>

Pension Plan Fiduciary Net Position: Detailed information about the pension plan’s fiduciary net position is available in the separately issued CalPERS financial report.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 9 - OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

*General Information about the Other Postemployment Benefits Plan*

Plan Description: In addition to the pension benefits described in Notes 8 and 9, the District provides healthcare benefits to eligible employees who retire from the District, as part of a single-employer defined benefit postemployment health care plan (Plan). The Plan is administered by the District and allows employees who retire after having achieved retirement eligibility requirements to continue receiving medical insurance coverage. The District's Board of Education has the authority to establish or amend the benefit terms offered by the Plan, and also retains the authority to establish the requirements for paying for the Plan's benefits as they come due.

The District participates in the California School Boards Association (CSBA) GASB 45 Solutions Program to pre-fund OPEB liabilities. The CSBA GASB 45 Solutions Program is an agent multiple-employer plan consisting of an aggregation of single-employer plans. Public Agency Retirement Services (PARS) was appointed as administrator for the CSBA GASB 45 Solutions Program, and U.S. Bank was appointed as trustee. The CSBA GASB 45 Solutions Program serves as a qualified irrevocable trust for the accumulation of assets of member districts, to ensure that funds are dedicated to service the needs of employees and retirees. The District's contributions to the irrevocable trust established by the CSBA GASB 45 Solutions Program is included in the Public Agencies Post-Employment Benefits Trust financial statements. Copies of the Public Agencies Post-Employment Benefits Trust independent financial statements may be obtained from the Public Agency Retirement Services – 4350 Von Karman Ave – Newport Beach, CA 92660.

Benefits Provided: Retirees who retire from the District having worked a minimum of ten years and reached age 55, receive healthcare benefits up to the age 65. The District will pay up to \$300 per month for the purchase of health insurance, dental insurance and life insurance by the eligible retiree. Retiree benefits are prorated based on the average number of hours the employee worked over the total number of employed years. As of June 30, 2018, the District paid medical premiums will not exceed \$3,600 per year.

Contributions: California Government Code specifies that the District's contribution requirements for covered employees are established and may be amended by the District's Board of Education. Contributions to the Plan are calculated at 1% of monthly payroll, and are contributed on a quarterly basis. An ad-hoc payment may be contributed annually, at the discretion of the Board of Education.

Employees Covered by Benefit Terms: The following is a table of plan participants at June 30, 2018:

	<u>Number of Participants</u>
Inactive Plan members, covered spouses, or beneficiaries currently receiving benefits	78
Active employees	<u>248</u>
	<u><u>326</u></u>

Contributions to the Plan from the District were \$224,914 for the year ended June 30, 2018. Employees are not required to contribute to the OPEB plan.

OPEB Plan Investments: The discount rate of 6.85% was determined using PARS Balanced Investment Policy asset allocation.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 9 - OTHER POSTEMPLOYMENT BENEFITS (Continued)**

*Net OPEB Liability*

The District's total OPEB liability was measured as of June 30, 2017, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation of February 1, 2017.

Actuarial Assumptions: The total OPEB liability in the June 30, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

<u>Valuation Date</u>	February 1, 2017.
<u>Actuarial Method</u>	Entry Age actuarial cost method, level percentage of payroll.
<u>Discount Rate</u>	6.85%. Based on PARS Balanced Investment Policy.
<u>Long-Term Investment Rate of Return</u>	The long-term rate of return on investments was determined to be 6.85%. This was computed as Balanced Investment Policy.
<u>Mortality Rates</u>	Mortality rates are taken from the 2014 CalPERS OPEB Assumptions Model (for classified employees) and from the 2012 valuation of CalSTRS (for certificated employees).
<u>Health Care Increases</u>	Medical insurance premiums are assumed to increase by 5.50% in fiscal 2019 onwards. Future retiree contributions are assumed to remain unchanged after 2018.
<u>Turnover/Retirement Rates</u>	Termination and retirement rates were taken from the most recent experience studies for CalPERS (2014) and CalSTRS (2016).
<u>Inflation Rate</u>	2.26% per year
<u>Salary Increases</u>	3.25% per year
<u>Coverage Elections</u>	100% of eligible employees are assumed to elect coverage upon retirement, and to remain covered under the District plans until age 65.
<u>Medicare Coverage</u>	All current and future participating retirees and spouses will qualify for Medicare coverage and enroll in Parts A and B upon age 65.
<u>Percent Married</u>	30% of plan participants are assumed to be married.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

**NOTE 9 - OTHER POSTEMPLOYMENT BENEFITS (Continued)**

*Changes in Net OPEB Liability*

	Increase (Decrease)		
	Total OPEB Liability (a)	Total Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balance at July 1, 2017	\$ 5,756,563	\$ 281,501	\$ 5,475,062
Changes for the year:			
Service cost	246,741	-	246,741
Interest	405,465	-	405,465
Employer contributions	-	224,914	(224,914)
Differences between expected and actual experience	(27,572)	-	(27,572)
Net investment income	-	17,326	(17,326)
Administrative expense	-	(1,384)	1,384
Benefit payments	(171,079)	(171,079)	-
Net change	453,555	69,777	383,778
Balance at June 30, 2018	\$ 6,210,118	\$ 351,278	\$ 5,858,840

Fiduciary Net Position as a % of the Total OPEB Liability, at 2018: 5.66%

There were no changes between the measurement date and the year ended June 30, 2018, which had a significant effect on the District's total OPEB liability.

Sensitivity of the Net OPEB Liability to changes in the Discount Rate: The following presents the Net OPEB Liability of the District, as well as what the District's Net OPEB Liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current discount rate:

	1% Decrease (5.85%)	Current Discount Rate (6.85%)	1% Increase (7.85%)
Net OPEB liability	\$ 6,829,086	\$ 5,858,840	\$ 5,071,960

Sensitivity of the Net OPEB Liability to changes in the Healthcare Cost Trend Rates: The following presents the Net OPEB Liability of the District, as well as what the District's Net OPEB Liability would be if it were calculated using healthcare cost trend rates that are one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

	1% Decrease (4.5%)	Healthcare Cost Trend Rates Rate (5.5%)	1% Increase (6.5%)
Net OPEB liability	\$ 4,980,890	\$ 5,858,840	\$ 6,967,980

(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

**NOTE 9 - OTHER POSTEMPLOYMENT BENEFITS (Continued)**

*OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to OPEB*

For the year ended June 30, 2018, the District recognized OPEB expense of \$630,874. At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ -	\$ 25,161
Net differences between projected and actual earnings on investments	2,979	-
Benefits paid subsequent to measurement date	<u>146,119</u>	<u>-</u>
Total	<u>\$ 149,098</u>	<u>\$ 25,161</u>

\$146,119 reported as deferred outflows of resources related to benefits paid subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Years Ended June 30,</u>	
2019	\$ (1,666)
2020	\$ (1,666)
2021	\$ (1,666)
2022	\$ (1,667)
2023	\$ (2,411)
Thereafter	\$ (13,106)

(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 10 - JOINT POWERS AGREEMENT**

River Delta Unified School District participates in a joint venture under a joint powers agreement with Schools Insurance Authority (SIA). The relationship between River Delta Unified School District and the Joint Powers Authority is such that the Joint Powers Authority is not a component unit of the District for financial reporting purposes.

SIA arranges for and provides property, liability, workers' compensation, dental and vision insurance coverage for its members. The JPA's governing board consist of a representative from each member district. The board controls the operations of the JPA, including selection of management and approval of operating budgets, independent of any influence by the member districts beyond their representation on the board. Each member district is obligated to pay an amount commensurate with the level of coverage requested and may be subject to assessments. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. There have been no significant reductions in insurance coverage from the prior year.

The following is a summary of condensed financial information of Schools Insurance Authority for the year ended June 30, 2018:

Total assets	\$ 156,099,265
Deferred outflow of resources	\$ 2,183,259
Total liabilities	\$ 78,395,474
Deferred inflow of resources	\$ 438,183
Total net position	\$ 79,448,867
Total revenue	\$ 64,932,531
Total expenses	\$ 59,366,494
Change in net position	\$ 5,566,037

**NOTE 11 - CONTINGENCIES**

The District is subject to legal proceedings and claims which arise in the ordinary course of business. In the opinion of management, the amount of ultimate liability with respect to these actions will not materially affect the financial position or results of operations of the District.

Also, the District has received federal and state funds for specific purposes that are subject to review or audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursements will not be material.



**REQUIRED SUPPLEMENTARY INFORMATION**

RIVER DELTA UNIFIED SCHOOL DISTRICT  
GENERAL FUND  
BUDGETARY COMPARISON SCHEDULE  
For the Year Ended June 30, 2018

	Budget		Actual	Variance Favorable (Unfavorable)
	Original	Final		
Revenues:				
LCFF:				
State apportionment	\$ 7,944,404	\$ 7,921,234	\$ 7,921,234	\$ -
Local sources	<u>9,589,773</u>	<u>9,749,308</u>	<u>9,749,308</u>	<u>-</u>
Total LCFF	<u>17,534,177</u>	<u>17,670,542</u>	<u>17,670,542</u>	<u>-</u>
Federal sources	969,743	1,061,419	1,061,419	-
Other state sources	2,093,246	2,390,904	2,390,904	-
Other local sources	<u>1,754,536</u>	<u>1,656,102</u>	<u>1,656,102</u>	<u>-</u>
Total revenues	<u>22,351,702</u>	<u>22,778,967</u>	<u>22,778,967</u>	<u>-</u>
Expenditures:				
Current:				
Certificated salaries	9,093,590	8,866,214	8,866,214	-
Classified salaries	4,049,454	3,848,824	3,848,824	-
Employee benefits	4,604,011	4,390,262	4,390,262	-
Books and supplies	1,076,038	1,030,147	1,030,147	-
Contract services and operating expenditures	3,758,288	3,518,560	3,518,560	-
Other outgo	42,761	46,247	46,247	-
Capital outlay	<u>23,733</u>	<u>673,061</u>	<u>673,061</u>	<u>-</u>
Total expenditures	<u>22,647,875</u>	<u>22,373,315</u>	<u>22,373,315</u>	<u>-</u>
(Deficiency) excess of revenues (over) under expenditures	<u>(296,173)</u>	<u>405,652</u>	<u>405,652</u>	<u>-</u>
Other financing (uses) sources:				
Transfers in	12,761	12,761	12,761	-
Transfers out	<u>(135,000)</u>	<u>(299,123)</u>	<u>(299,123)</u>	<u>-</u>
Total other financing (uses) sources	<u>(122,239)</u>	<u>(286,362)</u>	<u>(286,362)</u>	<u>-</u>
Net change in fund balance	(418,412)	119,290	119,290	-
Fund balance, July 1, 2017	<u>5,812,731</u>	<u>5,812,731</u>	<u>5,812,731</u>	<u>-</u>
Fund balance, June 30, 2018	<u>\$ 5,394,319</u>	<u>\$ 5,932,021</u>	<u>\$ 5,932,021</u>	<u>\$ -</u>

See note to required supplementary information.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 SCHEDULE OF CHANGES IN THE DISTRICT'S NET OTHER  
 POST-EMPLOYMENT BENEFITS (OPEB) LIABILITY  
 For the Year Ended June 30, 2018

Last 10 Fiscal Years

Total OPEB liability	
Service cost	\$ 246,741
Interest	405,465
Differences between expected and actual experience	(27,572)
Benefit payments	<u>(171,079)</u>
Net change in total OPEB liability	453,555
Total OPEB liability, beginning of year	<u>5,756,563</u>
Total OPEB liability, end of year (a)	<u>\$ 6,210,118</u>
Plan fiduciary net position	
Employer contributions	\$ 224,914
Net investment income	17,326
Administrative expense	(1,384)
Benefits payment	<u>(171,079)</u>
Change in plan fiduciary net position	69,777
Fiduciary trust net position, beginning of year	<u>281,501</u>
Fiduciary trust net position, end of year (b)	<u>\$ 351,278</u>
Net OPEB liability, ending (a) - (b)	<u>\$ 5,858,840</u>
Covered employee payroll	\$ 11,333,682
Plan fiduciary net position as a percentage of the total OPEB liability	5.66%
Net OPEB liability as a percentage of covered payroll	52%

This is a 10 year schedule, however the information in this schedule is not required to be presented retrospectively. The amounts presented for each fiscal year were determined as of the year end that occurred one year prior. All years prior to 2018 are not available.

See note to required supplementary information.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
SCHEDULE OF THE DISTRICT'S CONTRIBUTIONS - OPEB  
For the Year Ended June 30, 2018

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Other Postemployment Benefits  
Last 10 Fiscal Years

	<u>2018*</u>
Actuarially determined contribution	\$ 652,050
Contributions in relation to the actuarially determined contribution	<u>(224,914)</u>
Contribution deficiency (excess)	<u>\$ 427,136</u>
Covered employee payroll	\$ 11,333,682
Contributions as a percentage of covered employee payroll	1.98%

\*The ADC for the District's fiscal year end June 30, 2018 was determined as part of the February 1, 2017 valuation using a 6.85% discount rate.

*This is a 10 year schedule, however the information in this schedule is not required to be presented retrospectively.*

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See note to required supplementary information.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 SCHEDULE OF THE DISTRICT'S PROPORTIONATE  
 SHARE OF THE NET PENSION LIABILITY  
 For the Year Ended June 30, 2018

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State Teachers' Retirement Plan  
 Last 10 Fiscal Years

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
District's proportion of the net pension liability	0.017%	0.017%	0.022%	0.014%
District's proportionate share of the net pension liability	\$ 9,808,000	\$ 11,485,000	\$ 18,182,000	\$ 13,317,000
State's proportionate share of the net pension liability associated with the District	<u>5,923,000</u>	<u>6,074,000</u>	<u>10,351,000</u>	<u>7,878,000</u>
Total net pension liability	<u>\$ 15,731,000</u>	<u>\$ 17,559,000</u>	<u>\$ 28,533,000</u>	<u>\$ 21,195,000</u>
District's covered payroll	\$ 7,476,000	\$ 7,918,000	\$ 11,203,000	\$ 7,632,000
District's proportionate share of the net pension liability as a percentage of its covered payroll	131.19%	145.05%	162.30%	174.49%
Plan fiduciary net position as a percentage of the total pension liability	76.52%	74.02%	70.00%	69.46%

The amounts presented for each fiscal year were determined as of the yearend that occurred one year prior.

All years prior to 2015 are not available.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 SCHEDULE OF THE DISTRICT'S PROPORTIONATE  
 SHARE OF THE NET PENSION LIABILITY  
 For the Year Ended June 30, 2018

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Public Employer's Retirement Fund B  
 Last 10 Fiscal Years

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
District's proportion of the net pension liability	0.034%	0.033%	0.034%	0.033%
District's proportionate share of the net pension liability	\$ 3,806,000	\$ 4,863,000	\$ 6,637,000	\$ 7,773,000
District's covered payroll	\$ 3,519,000	\$ 3,652,000	\$ 4,032,000	\$ 4,151,000
District's proportionate share of the net pension liability as a percentage of its covered payroll	108.16%	133.16%	164.61%	187.26%
Plan fiduciary net position as a percentage of the total pension liability	83.38%	79.43%	73.89%	71.87%

The amounts presented for each fiscal year were determined as of the year-end that occurred on year prior.

All years prior to 2015 are not available.

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See note to required supplementary information.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 SCHEDULE OF THE DISTRICT'S CONTRIBUTIONS - PENSIONS  
 For the Year Ended June 30, 2018

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State Teachers' Retirement Plan  
 Last 10 Fiscal Years

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Contractually required contribution	\$ 703,134	\$ 1,202,094	\$ 960,073	\$ 1,169,005
Contributions in relation to the contractually required contribution	<u>(703,134)</u>	<u>(1,202,094)</u>	<u>(960,073)</u>	<u>(1,169,005)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	\$ 7,918,000	\$ 11,203,000	\$ 7,632,000	\$ 8,101,000
Contributions as a percentage of covered payroll	8.88%	10.73%	12.58%	14.43%

All years prior to 2015 are not available.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 SCHEDULE OF THE DISTRICT'S CONTRIBUTIONS - PENSIONS  
 For the Year Ended June 30, 2018

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Public Employer's Retirement Fund B  
 Last 10 Fiscal Years

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Contractually required contribution	\$ 429,930	\$ 477,630	\$ 576,600	\$ 679,010
Contributions in relation to the contractually required contribution	<u>(429,930)</u>	<u>(477,630)</u>	<u>(576,600)</u>	<u>(679,010)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	\$ 3,652,000	\$ 4,032,000	\$ 4,151,000	\$ 4,372,000
Contributions as a percentage of covered payroll	11.77%	11.85%	13.89%	15.53%

All years prior to 2015 are not available.

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See note to required supplementary information.



RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTE TO REQUIRED SUPPLEMENTARY INFORMATION  
 For the Year Ended June 30, 2018

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**NOTE 1 - PURPOSE OF SCHEDULES**

**A - Budgetary Comparison Schedule**

The District employs budget control by object codes and by individual appropriation accounts. Budgets are prepared on the modified accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board. The budgets are revised during the year by the Board of Education to provide for revised priorities. Expenditures cannot legally exceed appropriations by major object code. The originally adopted and final revised budgets for the General Fund are presented as Required Supplementary Information. The basis of budgeting is the same as GAAP.

**B - Schedule of Changes in The District's Net Other Postemployment Benefits (OPEB) Liability**

The Schedule of Changes in Net OPEB Liability presents multi-year information which illustrates the changes in the net OPEB liability for each year presented.

**C - Schedule of the District's Contributions - OPEB**

The Schedule of District Contributions - OPEB is presented to illustrate the District's required contributions relating to the District's OPEB plan. There is a requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

**D - Schedule of the District's Proportionate Share of the Net Pension Liability**

The Schedule of the District's Proportionate Share of the Net Pension Liability is presented to illustrate the elements of the District's Net Pension Liability. There is a requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

**E - Schedule of the District's Contributions - Pensions**

The Schedule of District Contributions - Pensions is presented to illustrate the District's required contributions relating to the pensions. There is a requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

**F - Changes of Benefit Terms**

There are no changes in benefit terms reported in the Required Supplementary Information.

**G - Changes of Assumptions**

The discount rate for Public Employer's Retirement Fund B was 7.50, 7.65, 7.65 and 7.15 percent in the June 30, 2013, 2014, 2015, and 2016 actuarial reports, respectively.

The following are the assumptions for State Teachers' Retirement Plan:

<u>Assumptions</u>	<u>Measurement period</u>		
	<u>As of June 30, 2017</u>	<u>As of June 30, 2016</u>	<u>As of June 30, 2015</u>
Consumer price inflation	2.75%	3.00%	3.00%
Investment rate of return	7.10%	7.60%	7.60%
Wage growth	3.50%	3.75%	3.75%

**SUPPLEMENTARY INFORMATION**

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 COMBINING BALANCE SHEET  
 ALL NON-MAJOR FUNDS  
 June 30, 2018

	Adult Education Fund	Child Develop- ment Fund	Cafeteria Fund	County School Facilities Fund	Capital Facilities Fund	Capital Projects Fund	Total
<b>ASSETS</b>							
Cash in County Treasury	\$ 31,947	\$ 3,283	\$ 114,785	\$ 3,209	\$ 280,226	\$ 23,351	\$ 456,801
Cash in banks	-	-	3,906	-	-	-	3,906
Receivables	180	-	97,514	23	619	214	98,550
Due from other funds	-	43,820	3,700	-	77,053	-	124,573
Stores inventory	-	-	10,643	-	-	-	10,643
<b>Total assets</b>	<b><u>\$ 32,127</u></b>	<b><u>\$ 47,103</u></b>	<b><u>\$ 230,548</u></b>	<b><u>\$ 3,232</u></b>	<b><u>\$ 357,898</u></b>	<b><u>\$ 23,565</u></b>	<b><u>\$ 694,473</u></b>
<b>LIABILITIES AND FUND BALANCES</b>							
Liabilities:							
Accounts payable	\$ 3,288	\$ 27,593	\$ 74,800	\$ -	\$ -	\$ 3,317	\$ 108,998
Due to other funds	<u>3,365</u>	<u>19,510</u>	<u>60,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>82,875</u>
<b>Total liabilities</b>	<b><u>6,653</u></b>	<b><u>47,103</u></b>	<b><u>134,800</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>3,317</u></b>	<b><u>191,873</u></b>
Fund balances:							
Nonspendable	-	-	10,643	-	-	-	10,643
Restricted	<u>25,474</u>	<u>-</u>	<u>85,105</u>	<u>3,232</u>	<u>357,898</u>	<u>20,248</u>	<u>491,957</u>
<b>Total fund balances</b>	<b><u>25,474</u></b>	<b><u>-</u></b>	<b><u>95,748</u></b>	<b><u>3,232</u></b>	<b><u>357,898</u></b>	<b><u>20,248</u></b>	<b><u>502,600</u></b>
<b>Total liabilities and fund balances</b>	<b><u>\$ 32,127</u></b>	<b><u>\$ 47,103</u></b>	<b><u>\$ 230,548</u></b>	<b><u>\$ 3,232</u></b>	<b><u>\$ 357,898</u></b>	<b><u>\$ 23,565</u></b>	<b><u>\$ 694,473</u></b>

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCES  
 ALL NON-MAJOR FUNDS  
 For the Year Ended June 30, 2018

	Adult Education Fund	Child Develop- ment Fund	Cafeteria Fund	County School Facilities Fund	Capital Facilities Fund	Capital Projects Fund	Total
Revenues:							
Federal sources	\$ -	\$ -	\$ 796,551	\$ -	\$ -	\$ -	\$ 796,551
Other state sources	78,724	198,667	46,917	-	-	-	324,308
Other local sources	<u>2,816</u>	<u>1,884</u>	<u>102,431</u>	<u>35</u>	<u>493,272</u>	<u>428</u>	<u>600,866</u>
Total revenues	<u>81,540</u>	<u>200,551</u>	<u>945,899</u>	<u>35</u>	<u>493,272</u>	<u>428</u>	<u>1,721,725</u>
Expenditures:							
Current:							
Certificated salaries	22,924	17,351	-	-	-	-	40,275
Classified salaries	10,227	126,449	284,614	-	-	-	421,290
Employee benefits	7,066	40,750	122,597	-	-	-	170,413
Books and supplies	5,841	8,945	3,746	-	-	3,682	22,214
Contract services and operating expenditures	26,872	1,636	546,613	-	52,286	8,787	636,194
Capital Outlay	-	39,844	-	-	-	-	39,844
Debt service:							
Principal retirement	-	-	-	-	130,756	-	130,756
Interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>70,319</u>	<u>-</u>	<u>70,319</u>
Total expenditures	<u>72,930</u>	<u>234,975</u>	<u>957,570</u>	<u>-</u>	<u>253,361</u>	<u>12,469</u>	<u>1,531,305</u>
Excess (deficiency) of revenues over (under) expenditures	<u>8,610</u>	<u>(34,424)</u>	<u>(11,671)</u>	<u>35</u>	<u>239,911</u>	<u>(12,041)</u>	<u>190,420</u>
Other financing (uses) sources:							
Transfers in	-	43,820	3,700	-	77,054	-	124,574
Transfers out	<u>(3,365)</u>	<u>(9,396)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(12,761)</u>
Total other financing (uses) sources	<u>(3,365)</u>	<u>34,424</u>	<u>3,700</u>	<u>-</u>	<u>77,054</u>	<u>-</u>	<u>111,813</u>
Net change in fund balances	5,245	-	(7,971)	35	316,965	(12,041)	302,233
Fund balances, July 1, 2017	<u>20,229</u>	<u>-</u>	<u>103,719</u>	<u>3,197</u>	<u>40,933</u>	<u>32,289</u>	<u>200,367</u>
Fund balances, June 30, 2018	<u>\$ 25,474</u>	<u>\$ -</u>	<u>\$ 95,748</u>	<u>\$ 3,232</u>	<u>\$ 357,898</u>	<u>\$ 20,248</u>	<u>\$ 502,600</u>

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 COMBINING STATEMENT OF CHANGES  
 IN ASSETS AND LIABILITIES  
 ALL AGENCY FUNDS  
 For the Year Ended June 30, 2018

	Balance July 1, <u>2017</u>	<u>Additions</u>	<u>Deductions</u>	Balance June 30, <u>2018</u>
<b>Student Body</b>				
<u>High Schools</u>				
Assets:				
Cash on hand and in banks	\$ 113,927	\$ 314,937	\$ 324,526	\$ 104,338
Liabilities:				
Due to student groups	\$ 113,927	\$ 314,937	\$ 324,526	\$ 104,338
<u>Middle School</u>				
Assets:				
Cash on hand and in banks	\$ 26,046	\$ 28,004	\$ 27,592	\$ 26,458
Liabilities:				
Due to student groups	\$ 26,046	\$ 28,004	\$ 27,592	\$ 26,458
<u>Elementary Schools</u>				
Assets:				
Cash on hand and in banks	\$ 13,945	\$ 18,776	\$ 19,737	\$ 12,984
Liabilities:				
Due to student groups	\$ 13,945	\$ 18,776	\$ 19,737	\$ 12,984
<b>Total Student Body Funds</b>				
Assets:				
Cash on hand and in banks	\$ 153,918	\$ 361,717	\$ 371,855	\$ 143,780
Liabilities:				
Due to student groups	\$ 153,918	\$ 361,717	\$ 371,855	\$ 143,780

RIVER DELTA UNIFIED SCHOOL DISTRICT  
ORGANIZATION  
June 30, 2018

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River Delta Unified School District was established on July 1, 1967 and is comprised of an area of approximately 500 square miles in Yolo, Sacramento and Solano Counties. There were no changes in the boundaries of the District during the year. The District currently operates five elementary schools (D.H. White Elementary, Isleton Elementary, Walnut Grove Elementary, Bates Elementary, and Delta Elementary Charter Schools), two middle schools (Riverview Middle and Clarksburg Middle Schools), two high schools (Rio Vista High and Delta High Schools), one continuation high school (Mokelumne High School), one adult school (Wind River School), one independent study school (River Delta High/Elementary School) and one community day school (River Delta-Community Day School).

GOVERNING BOARD

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>
Alicia Fernandez	President	December 2018
Don Olson	Vice President	December 2020
Marilyn Riley	Clerk	December 2020
David Bettencourt	Member	December 2018
Sarah Donnelly	Member	December 2018
Chris Elliott	Member	December 2020
Katy Maghoney	Member	December 2018

ADMINISTRATION

Don Beno  
Superintendent

Elizabeth Keema-Aston  
Chief Business Officer

Craig Hamblin  
Director of Maintenance Operations and Transportation

Kathy Wright  
Director of Education Services

Bonnie Kauzlarich  
Director, Personnel Services

Jennifer Gaston  
Executive Assistant to the Superintendent  
and Board of Trustees

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 SCHEDULE OF AVERAGE DAILY ATTENDANCE  
 For the Year Ended June 30, 2018

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	Second Period Report	Annual Report
Certificate #	<u>A9CFF0D6</u>	<u>05344BF6</u>
Elementary:		
Transitional Kindergarten through Third	474	478
Fourth through Six	357	357
Seventh through Eighth	355	355
Special Education	<u>4</u>	<u>4</u>
Total Elementary	<u>1,190</u>	<u>1,194</u>
Secondary:		
Ninth through Twelfth	616	614
Special Education	<u>3</u>	<u>2</u>
Total Secondary	<u>619</u>	<u>616</u>
Total ADA	<u><u>1,809</u></u>	<u><u>1,810</u></u>

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See accompanying notes to supplementary information.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 SCHEDULE OF INSTRUCTIONAL TIME  
 For the Year Ended June 30, 2018

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<u>Grade Level</u>	<u>Statutory Minutes Require- ment</u>	<u>2017-18 Actual Minutes</u>	<u>Number of Days Traditional Calendar</u>	<u>Status</u>
Kindergarten	36,000	54,169	180	In Compliance
Grade 1	50,400	54,169	180	In Compliance
Grade 2	50,400	55,720	180	In Compliance
Grade 3	50,400	55,720	180	In Compliance
Grade 4	54,000	55,720	180	In Compliance
Grade 5	54,000	55,720	180	In Compliance
Grade 6	54,000	55,720	180	In Compliance
Grade 7	54,000	65,338	180	In Compliance
Grade 8	54,000	65,338	180	In Compliance
Grade 9	65,150 *	65,338	180	In Compliance
Grade 10	65,150 *	65,338	180	In Compliance
Grade 11	65,150 *	65,338	180	In Compliance
Grade 12	65,150 *	65,338	180	In Compliance

\* Per a November 17, 1998 letter from the California Department of Education, the District must permanently maintain an increased instructional time for grades 9 through 12 for a total of 65,150 minutes annually, beginning with the 1998-99 school year.

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See accompanying notes to supplementary information.



RIVER DELTA UNIFIED SCHOOL DISTRICT  
SCHEDULE OF EXPENDITURE OF FEDERAL AWARDS  
For the Year Ended June 30, 2018

Federal Catalog Number	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Pass- Through Entity Identifying Number	Federal Expend- itures
<u>U.S. Department of Education - Passed through California</u>			
<u>Department of Education</u>			
	Special Education Cluster:		
84.027	Special Ed: IDEA Basic Local Assistance Entitlement, Part B, Sec 611	13379	\$ 534,423
84.027A	Special Ed: IDEA Preschool Local Entitlement, Part B, Sec 611	13682	862
84.173	Special Ed: IDEA Preschool Grants, Part B, Sec 619	13430	5,825
84.027A	Special Ed: IDEA Mental Health Allocation Plan, Part B, Sec 611	15197	<u>12,448</u>
	Subtotal Special Education Cluster		<u>553,558</u>
84.010	ESEA: Title I Part A, Basic Grants Low-Income and Neglected	14329	374,231
84.365	ESEA: Title II, English Learner Student Program	14346	60,145
84.367	ESEA: Title II, Part A, Supporting Effective Instruction Local Grants	14341	<u>60,485</u>
	Total U.S. Department of Education		<u>1,048,419</u>
<u>U.S. Department of Health and Human Services - Passed through California</u>			
<u>Department of Education</u>			
	Medicaid Cluster:		
10.555	Medi-Cal Billing Option	10013	4,539
<u>U.S. Department of Agriculture - Passed through California</u>			
<u>Department of Education</u>			
	Child Nutrition Cluster:		
10.555	Child Nutrition School Programs	10013	644,776
10.559	Child Nutrition Summer Food Service Program	13004	<u>10,829</u>
	Subtotal Child Nutrition Cluster		<u>655,605</u>
10.558	Child and Adult Care Food Program (CACFP) Claims	13393	<u>158,716</u>
	Total U.S. Department of Agriculture		<u>814,321</u>
	Total Federal Programs		<u>\$ 1,867,279</u>

See accompanying notes to supplementary information.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
RECONCILIATION OF UNAUDITED ACTUAL FINANCIAL REPORT  
WITH AUDITED FINANCIAL STATEMENTS  
For the Year Ended June 30, 2018

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There were no adjustments proposed to any funds of the District.

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See accompanying notes to supplementary information.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS  
 For the Year Ended June 30, 2018  
 UNAUDITED

	(Budgeted) <u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
<u>General Fund</u>				
Revenues and other financing sources	\$ 23,777,867	\$ 22,791,728	\$ 23,235,397	\$ 22,546,141
Expenditures	23,229,397	22,373,315	21,569,002	20,526,985
Other uses and transfers out	<u>277,000</u>	<u>299,123</u>	<u>139,476</u>	<u>406,329</u>
Total outgo	<u>23,506,397</u>	<u>22,672,438</u>	<u>21,708,478</u>	<u>20,933,314</u>
Changes in fund balance	<u>\$ 271,470</u>	<u>\$ 119,290</u>	<u>\$ 1,526,919</u>	<u>\$ 1,612,827</u>
Ending fund balance	<u>\$ 6,203,491</u>	<u>\$ 5,932,021</u>	<u>\$ 5,812,731</u>	<u>\$ 4,285,812</u>
Available reserves	<u>\$ 1,885,513</u>	<u>\$ 1,630,977</u>	<u>\$ 2,984,215</u>	<u>\$ 1,832,748</u>
Designated for economic uncertainties	<u>\$ 705,192</u>	<u>\$ 679,791</u>	<u>\$ 1,085,268</u>	<u>\$ 1,046,665</u>
Undesignated fund balance	<u>\$ 1,180,321</u>	<u>\$ 951,186</u>	<u>\$ 1,898,947</u>	<u>\$ 786,083</u>
Available reserves as percentages of total outgo	<u>8.0%</u>	<u>7.2%</u>	<u>13.7%</u>	<u>8.8%</u>
<u>All Funds</u>				
Total long-term liabilities	<u>\$ 44,710,792</u>	<u>\$ 46,580,814</u>	<u>\$ 48,333,809</u>	<u>\$ 40,439,752</u>
Average daily attendance at P-2	<u>1,816</u>	<u>1,809</u>	<u>1,825</u>	<u>1,871</u>

The General Fund fund balance has increased by \$3,259,036 over the past three years. The fiscal year 2018-2019 budget projects an increase of \$271,470. For a district this size, the State of California recommends available reserves of at least 3 percent of total general fund expenditures, transfers out and other uses (total outgo). The District met this requirement.

The District has incurred operating surpluses in each of the past three years, and anticipates incurring an operating surplus during the fiscal year 2018-2019.

Total long-term liabilities have increased by \$6,141,062 over the past two years.

Average daily attendance has decreased by 62 over the past two years. An increase of 7 ADA is anticipated during fiscal year 2018-2019.

See accompanying notes to supplementary information.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
SCHEDULE OF CHARTER SCHOOLS  
For the Year Ended June 30, 2018

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<u>Charter Schools Chartered by District</u>	<u>Included in District Financial Statements, or Separate Report</u>
0853 - Delta Elementary Charter School	Separate Report

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See accompanying notes to supplementary information.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
SCHEDULE OF FIRST 5 REVENUES AND EXPENDITURES  
For the Year Ended June 30, 2018

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	Academic and Support <u>Services</u>
Revenues:	
Other local sources	\$ <u>255,086</u>
Expenditures:	
Certificated salaries	20,616
Classified salaries	126,822
Employee benefits	53,709
Books and supplies	32,160
Contract services and operating expenditures	12,482
Indirect costs	<u>11,799</u>
	<u>257,588</u>
Deficiency of revenues under expenditures	<u>\$ (2,502)</u>

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See accompanying notes to supplementary information.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
 NOTES TO SUPPLEMENTARY INFORMATION  
 June 30, 2018

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**NOTE 1 - PURPOSE OF SCHEDULES**

A - Schedule of Average Daily Attendance

Average daily attendance is a measurement of the number of pupils attending classes in the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

B - Schedule of Instructional Time

The District has received incentive funding for increasing instructional time as provided by the Incentives for Longer Instructional Day. The District neither met nor exceeded its target funding. This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the provisions of Education Code Sections 46201 through 46206.

C - Schedule of Expenditure of Federal Awards

The Schedule of Expenditure of Federal Awards includes the federal award activity of River Delta Unified School District, and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The District has elected not to use the 10-percent de minimus indirect cost rate allowed under the Uniform Guidance.

The following schedule provides a reconciliation between revenues reported on the Statement of Revenue, Expenditures and Change in Fund Balances and the related expenditures reported on the Schedule of Expenditure of Federal Awards.

<u>Description</u>	<u>CFDA Number</u>	<u>Amount</u>
Total Federal revenues, Statement of Revenues, Expenditures and Change in Fund Balances		\$ 1,857,970
Less:		
Medi-Cal Billing Option revenues in excess of expenditures	93.778	(3,568)
Add:		
Child Nutrition School Programs funds spent from prior year awards	10.555	<u>12,877</u>
Total Schedule of Expenditure of Federal Awards		<u>\$ 1,867,279</u>

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
NOTES TO SUPPLEMENTARY INFORMATION  
June 30, 2018

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**NOTE 1 - PURPOSE OF SCHEDULES (Continued)**

D - Reconciliation of Unaudited Actual Financial Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the Unaudited Actual Financial Report to the audited financial statements.

E - Schedule of Financial Trends and Analysis - Unaudited

This schedule provides trend information on the District's financial condition over the past three years and its anticipated condition for the 2018-2019 fiscal year, as required by the State Controller's Office.

F - Schedule of Charter Schools

This schedule provides information for the California Department of Education to monitor financial reporting by Charter Schools.

G - Schedule of First 5 Revenues and Expenditures

This schedule provides information about the First 5 Sacramento County Program.

**NOTE 2 - EARLY RETIREMENT INCENTIVE PROGRAM**

Education Code Section 14502 requires certain disclosure in the financial statements of districts which adopt Early Retirement Incentive Programs pursuant to Education Code Sections 22714 and 44929. For the fiscal year ended June 30, 2018, the District did not adopt such a program.

INDEPENDENT AUDITOR'S REPORT  
 ON COMPLIANCE WITH STATE LAWS AND REGULATIONS

Board of Education  
 River Delta Unified School District  
 Rio Vista, California

**Report on Compliance with State Laws and Regulations**

We have audited River Delta Unified School District's compliance with the types of compliance requirements described in the State of California's *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* (the "Audit Guide") applicable to the state laws and regulations listed below for the year ended June 30, 2018.

<u>Description</u>	<u>Procedures Performed</u>
Attendance	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Independent Study	No, see below
Continuation Education	No, see below
Instructional Time	Yes
Instructional Materials	Yes
Ratio of Administrative Employees to Teachers	Yes
Classroom Teacher Salaries	Yes
Early Retirement Incentive	No, see below
Gann Limit Calculation	Yes
School Accountability Report Card	Yes
Juvenile Court Schools	No, see below
Middle or Early College High Schools	No, see below
K-3 Grade Span Adjustment	Yes
Transportation Maintenance of Effort	Yes
Apprenticeship: Related and Supplemental Instruction	No, see below
Educator Effectiveness	Yes
California Clean Energy Jobs Act	Yes
After/Before School Education and Safety Program:	
General requirements	Yes
After school	Yes
Before school	No, see below
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study - Course Based	No, see below
Attendance, for charter schools	No, see below
Mode of Instruction, for charter schools	No, see below
Nonclassroom-Based Instruction/Independent Study, for charter schools	No, see below
Determination of Funding for Nonclassroom-Based Instruction, for charter schools	No, see below
Annual Instructional Minutes - Classroom-Based, for charter schools	No, see below
Charter School Facility Grant Program	No, see below

(Continued)



We did not perform testing of Independent Study because the Independent Study ADA was below the materiality level that requires testing.

We did not perform testing of Continuation Education because the Continuation Education ADA was below the materiality level that requires testing.

We did not perform any procedures related to Early Retirement Incentive Program because the District did not offer this program.

We did not perform any procedures related to Juvenile Court Schools because the District is not a County Office of Education.

The District does not operate any Middle or Early College High Schools; therefore we did not perform any procedures related to Middle or Early College High Schools.

The District did not report any attendance hours for Apprenticeship: Related and Supplemental Instruction; therefore, we did not perform any procedures related to the program.

The District does not offer a Before School Education and Safety Program; therefore, we did not perform any procedures relating to the Before School Education and Safety Program.

The District did not report any ADA for Independent Study - Course Based; therefore, we did not perform any procedures related to the Independent Study - Course Based program.

We did not perform any procedures related to Attendance for Charter Schools, Mode of Instruction for Charter Schools, Nonclassroom-Based Instruction for Charter Schools, Determination of Funding for Nonclassroom-Based Instruction, Annual Instructional Minutes - Classroom-Based for Charter Schools, and Charter School Facility Grant Program, because the District does not operate any Charter Schools.

***Management's Responsibility***

Management is responsible for compliance with the requirements of state laws and regulations, as listed above.

***Auditor's Responsibility***

Our responsibility is to express an opinion on River Delta Unified School District's compliance with state laws and regulations as listed above based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* (Audit Guide). Those standards and the Audit Guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on River Delta Unified School District's compliance with the state laws and regulations listed above occurred. An audit includes examining, on a test basis, evidence about River Delta Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance with state laws and regulations. However, our audit does not provide a legal determination of River Delta Unified School District's compliance.

***Opinion with State Laws and Regulations***

In our opinion, River Delta Unified School District complied, in all material respects, with the state laws and regulations referred to above for the year ended June 30, 2018. Further, based on our examination, for items not tested, nothing came to our attention to indicate that River Delta Unified School District had not complied with the state laws and regulations.

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(Continued)

**Purpose of this Report**

The purpose of this report on compliance is solely to describe the scope of our testing of compliance and the results of that testing based on the requirements of the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.

*Crowe LLP*

Crowe LLP

Sacramento, California  
December 11, 2018

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS

Board of Education  
River Delta Unified School District  
Rio Vista, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of River Delta Unified School District as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise River Delta Unified School District's basic financial statements, and have issued our report thereon dated December 11, 2018.

#### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered River Delta Unified School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of River Delta Unified School District's internal control. Accordingly, we do not express an opinion on the effectiveness of River Delta Unified School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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(Continued)

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether River Delta Unified School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Crowe LLP*

Crowe LLP

Sacramento, California  
December 11, 2018

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
WITH THE FIRST 5 SACRAMENTO COUNTY PROGRAM

Board of Education  
River Delta Unified School District  
Rio Vista, California

**Report on Compliance**

We have audited River Delta Unified School District's compliance with the types of compliance requirements described in the Program Guidelines for the First 5 Sacramento County Program that could have a direct and material effect on its First 5 Sacramento County Program for the year ended June 30, 2018.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its First 5 Sacramento County Program.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for River Delta Unified School District's First 5 Sacramento County Program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on First 5 Sacramento County Program occurred. An audit includes examining, on a test basis, evidence about River Delta Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of River Delta Unified School District's compliance with those requirements.

***Opinion***

In our opinion, River Delta Unified School District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its First 5 Sacramento County Program for the year ended June 30, 2018.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing over compliance and the results of that testing based on the requirements of the First 5 Sacramento County Program. Accordingly, this report is not suitable for any other purpose.

*Crowe LLP*  
Crowe LLP

Sacramento, California  
December 11, 2018

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
FOR EACH MAJOR FEDERAL PROGRAM AND REPORT  
ON INTERNAL CONTROL OVER COMPLIANCE

Board of Education  
River Delta Unified School District  
Rio Vista, California

**Report on Compliance for Each Major Federal Program**

We have audited River Delta Unified School District's compliance with the types of compliance requirements described in the *Compliance Supplement* that could have a direct and material effect on each of River Delta Unified School District's major federal programs for the year ended June 30, 2018. River Delta Unified School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of audit findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of River Delta Unified School District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about River Delta Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of River Delta Unified School District's compliance.

***Opinion on Each Major Federal Program***

In our opinion, River Delta Unified School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

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(Continued)

## ***Report on Internal Control Over Compliance***

Management of River Delta Unified School District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered River Delta Unified School District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of River Delta Unified School District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Crowe LLP*

Crowe LLP

Sacramento, California  
December 11, 2018

## **FINDINGS AND RECOMMENDATIONS**



RIVER DELTA UNIFIED SCHOOL DISTRICT  
 SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS  
 Year Ended June 30, 2018

---

SECTION I - SUMMARY OF AUDITOR'S RESULTS

**FINANCIAL STATEMENTS**

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified?        Yes   X   No

Significant deficiency(ies) identified not considered  
to be material weakness(es)?        Yes   X   None reported

Noncompliance material to financial statements  
noted?        Yes   X   No

**FEDERAL AWARDS**

Internal control over major programs:

Material weakness(es) identified?        Yes   X   No

Significant deficiency(ies) identified not considered  
to be material weakness(es)?        Yes   X   None reported

Type of auditor's report issued on compliance for  
major programs: Unmodified

Any audit findings disclosed that are required to be  
reported in accordance with Circular A-133,  
Section .510(a)?        Yes   X   No

Identification of major programs tested:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
10.555, 10.559	Child Nutrition Cluster

Dollar threshold used to distinguish between Type A  
and Type B programs: \$ 750,000

Auditee qualified as low-risk auditee?   X   Yes        No

**STATE AWARDS**

Type of auditor's report issued on compliance for  
state programs: Unmodified

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2018

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SECTION II - FINANCIAL STATEMENT FINDINGS

No matters were reported.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2018

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SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2018

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SECTION IV - STATE AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

**STATUS OF PRIOR YEAR  
FINDINGS AND RECOMMENDATIONS**

RIVER DELTA UNIFIED SCHOOL DISTRICT  
STATUS OF PRIOR YEAR FINDINGS AND RECOMMENDATIONS  
Year Ended June 30, 2018

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<u>Finding/Recommendation</u>	<u>Current Status</u>	<u>District Explanation If Not Implemented</u>
No matters were reported.		

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019 Attachments: \_\_\_x\_\_\_

From: Elizabeth Keema-Aston, Chief Business Officer Item Number: \_12\_

**SUBJECT** Accept and approve the Audit Report of Crowe LLP, Action: \_\_\_x\_\_\_  
Independent Auditor, for Fiscal Year 2017-18 Financial Consent Action: \_\_\_\_\_  
Records of the Bond Funds. Information Only: \_\_\_\_\_

**Background:**

Each school district within California must arrange an annual audit of its financial records by an independent certified public accountant. The district has contracted with Crowe LLP to perform the audit for fiscal year ending June 30, 2018.

**Status:** The District has reviewed the reports and agrees with the procedures performed and conclusions presented by Crowe LLP for Measures U & V, the Bond Funds.

**Presenter:** Representative from Crowe LLP

**Other People Who Might Be Present:** n/a

**Cost &/or Funding Sources:** n/a

**Recommendation:**

That the Board accepts and approves the Financial Records Audit Report regarding Bond Funds as presented for fiscal year 2017-18

Time: \_\_\_5 mins. \_\_\_

**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
**MEASURE U GENERAL OBLIGATION BONDS**  
**PERFORMANCE AUDIT**  
June 30, 2018



RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
PERFORMANCE AUDIT  
June 30, 2018

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
River Delta Unified School District  
Rio Vista, California

We have conducted a performance audit of the River Delta Unified School District (the "District") Measure U General Obligation Bond funds for the year ended June 30, 2018.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page 5 of this report which includes determining the compliance with the performance requirements for the Proposition 39 Measure U General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution and Proposition 39 as they apply to the bonds and the net proceeds thereof. Management is responsible for River Delta Unified School District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of River Delta Unified School District to determine the audit procedures that are appropriate for the purpose of providing a conclusion on the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we do not express any assurance on the internal control.

The results of our procedures indicated that, in all significant respects, River Delta Unified School District expended Measure U General Obligation Bond funds for the year ended June 30, 2018 only for the specific projects developed by the District's Measure U Oversight Committee and Board of Trustees and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

*Crowe LLP*

Crowe LLP

Sacramento, California  
December 11, 2018

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
BACKGROUND INFORMATION

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**LEGISLATIVE HISTORY**

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, "for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities", upon approval by 55% of the electorate.

Education Code Section 15278 provides additional accountability measures:

1. A requirement that the school district establish and appoint members to an independent citizens' oversight committee.
2. A requirement that the school district expend bond funds only for the purposes described in Section 1(b)(3) of Article XIII A of the California Constitution, and ensuring that no funds are used for any teacher or administrative salaries or other school operating expenses.
3. A requirement to conduct an annual independent performance audit required by Section 1(b)(3)C of Article XIII A of the California Constitution.
4. A requirement to conduct an annual independent financial audit required by Section 1(b)(3)D of Article XIII A of the California Constitution.

**RIVER DELTA UNIFIED SCHOOL DISTRICT MEASURE U GENERAL OBLIGATION BONDS**

On November 2, 2004, the electorate of River Delta Unified School District School Facilities Improvement District # 1 (SFID #1) approved the \$14 million Measure U General Obligation Bonds, with greater than 55% of the votes in favor. The summarized text of the ballot language was as follows:

*"To improve the quality of education in Isleton and Rio Vista, shall the School Facilities Improvement District No. 1 of River Delta Unified School District construct, upgrade, and improve classrooms and school facilities, renovate restrooms and plumbing, upgrade electrical systems, improve student access to computers and technology, replace heating and air conditioning systems, make health and safety improvements, and qualify for State grants by issuing \$14,000,000 in bonds, with interest within legal limits, annual audits, a citizens' oversight committee and NO money for administrators' salaries?"*

The District's Board of Trustees developed the following Bond Project List for SFID #1, Measure U:

Rio Vista High School – Built in 1939

- Renovate outdated restrooms and plumbing systems to comply with health and safety standards.
- Improve handicapped access to comply with federal standards, including building access, restroom and provide wheelchair access and lifts as needed.
- Replace heating, ventilation and air conditioning systems with modern energy efficient controls and materials.
- Upgrade and modernize classroom interior and support facilities, including the library and cafeteria; replacing outdated windows, white boards, blinds and repainting school facilities as needed.
- Upgrade and renovate electrical systems, including lighting and power supply to improve student access to computers and modern technology.
- Make health and safety improvements by abating (removing) hazardous materials, including asbestos.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
BACKGROUND INFORMATION

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**RIVER DELTA UNIFIED SCHOOL DISTRICT MEASURE U GENERAL OBLIGATION BONDS**  
(Continued)

- Make general site improvements, including parking, utility system upgrades and school exterior and ground improvements.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Provide or purchase other school furniture and equipment, as needed.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.

Isleton Elementary School – Built in 1954

- Renovate outdated restrooms and plumbing systems to comply with health and safety standards.
- Improve handicapped access to comply with federal standards, including building access, restrooms and provide wheelchair access and lifts as needed.
- Replace heating, ventilation and air conditioning systems with modern energy efficient controls and materials.
- Upgrade library, classrooms and multipurpose room, and kitchen and cafeteria.
- Upgrade and modernize classrooms and support facilities, including replacing outdated windows, doors, white boards, blinds and repainting school facilities as needed.
- Upgrade and renovate electrical systems, including lighting and power supply to improve student access to computers and modern technology.
- Provide or purchase other school furniture and equipment, as needed.
- Make health and safety improvements by abating (removing) hazardous materials, including asbestos and provide ADA accessible safe street crossings.
- Make general site improvements, including parking, utility system upgrades and school exterior and ground improvements.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.

Riverview School – Built in 1949

- Renovate outdated restrooms and plumbing systems to comply with health and safety standards.
- Make health and safety improvements by abating (removing) hazardous materials, including asbestos.
- Upgrade and modernize classrooms and support facilities, including replacing outdated windows, doors, white boards, blinds and repainting school facilities as needed.
- Improve handicapped access to comply with federal standards, including building access, and provide wheelchair lifts and ramps as needed.
- Provide or purchase other school furniture and equipment, as needed.
- Make general site improvements, including parking, utility system upgrades and school exterior and ground improvements.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
BACKGROUND INFORMATION

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**RIVER DELTA UNIFIED SCHOOL DISTRICT MEASURE U GENERAL OBLIGATION BONDS**  
(Continued)

D.H. White Elementary School – Built in 1953; modernized in 1991

- Modify school interiors to create additional space for student support facilities.
- Make central corridor improvements for media center.
- Make general site improvements, including parking, utility system upgrades and school exterior and ground improvements.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.
- Provide or purchase other school furniture and equipment, as needed.

On March 17, 2005, the District issued Series 2005 Measure U General Obligation Bonds in the amount of \$8,249,979 to improve or construct school facilities. The Current Interest Serial Bonds accrue interest up to a maximum of 4.5% per annum from the date of issuance and are payable on February 1 and August 1 of each year. The Capital Appreciation Bonds do not bear current interest; each Capital Appreciation Bond accretes its value semiannually on February 1 and August 1 of each year over the term to its maturity, from its Denomination Amount on the date of delivery to its stated maturity, with the first scheduled payment on August 1, 2026.

On December 5, 2006 the District issued Series 2006 General Obligation Bonds in the amount of \$5,749,994 to improve or construct school facilities. The Current Interest Serial Bonds accrue interest up to a maximum of 5.0% per annum from the date of issuance and are payable on February 1 and August 1 of each year. The Capital Appreciation Bonds do not bear current interest; each Capital Appreciation Bond accretes its value semiannually on February 1 and August 1 of each year over the term to its maturity, from its Denomination Amount on the date of delivery to its stated maturity, with the first scheduled payment on August 1, 2008.

The financial activity related to the Measure U General Obligation Bonds is recorded in the District's Financial Activity Report for Fund 22. The Financial Activity Reports for District Funds 21, 22 and 23 are combined to comprise Fund 21 (Building Fund) in the District's audited financial statements for the year ended June 30, 2018.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
OBJECTIVES, SCOPE, METHODOLOGY AND CONCLUSION

---

**OBJECTIVES**

The objective of our performance audit was to determine that the District expended Measure U General Obligation Bond funds for the year ended June 30, 2018 only for the purposes approved by the voters and only on the specific projects developed by the District's Measure U Oversight Committee and Board of Trustees, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)C of Article XIII A of the California Constitution.

**SCOPE**

The District provided to us a list of all Measure U General Obligation Bond project expenditures for the year ended June 30, 2018 (the "List"). A total of \$18,246 in expenditures from July 1, 2017 through June 30, 2018 were identified.

**METHODOLOGY**

We performed the following procedures to the List of Measure U General Obligation Bond project expenditures for the year ended June 30, 2018:

- Verified the mathematical accuracy of the List.
- Reconciled the list to total bond expenditures as reported by the District in the Measure U General Obligation Bonds audited financial statements for the year ended June 30, 2018, presented as the Building Fund.
- Selected a sample of 3 expenditures totaling \$1,944. The sample was selected to provide a representation across specific construction projects, vendors and expenditure amounts. The sample represented 10.65% of the total expenditure value. Verified that the funds were generally expended for the construction, renovation, furnishing, and equipping of school facilities constituting authorized bond projects.

**CONCLUSION**

The results of our procedures indicated that, in all significant respects, River Delta Unified School District expended Measure U General Obligation Bond funds for the year ended June 30, 2018 only for the specific projects developed by the District's Measure U Oversight Committee and Board of Trustees and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
**MEASURE U GENERAL OBLIGATION BONDS**  
**FINANCIAL STATEMENTS**  
June 30, 2018

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
June 30, 2018

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
River Delta Unified School District  
Rio Vista, California

**Report on the Financial Statements**

We have audited the accompanying financial statements of River Delta Unified School District (the "District") Measure U General Obligation Bonds activity included in the Building Fund of the District ("Measure U Bonds"), as of and for the year ended June 30, 2018, and the related notes to the financial statements, as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

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

***Auditor's Responsibility***

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

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

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

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(Continued)

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the River Delta Unified School District's Measure U General Obligation Bonds as of June 30, 2018, and the changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

**Emphasis of Matter**

As discussed in Note 1, the financial statements present the financial activity and balances of the Measure U General Obligation Bonds only, and do not purport to, and do not, present fairly the financial position of River Delta Unified School District, as of June 30, 2018 or the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 11 2018 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters for the Measure U General Obligation Bonds activity. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance for Measure U General Obligation Bonds activity. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering River Delta Unified School District's internal control over financial reporting and compliance for the Measure U General Obligation Bonds activity.

*Crowe LLP*  
Crowe LLP

Sacramento, California  
December 11, 2018

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
BALANCE SHEET  
June 30, 2018

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**ASSETS**

Cash and investments (Note 2)	\$	112,327
Receivables		<u>811</u>
Total assets	\$	<u><u>113,138</u></u>

**LIABILITIES AND FUND BALANCE**

Fund balance – restricted (Note 3)	\$	<u><u>113,138</u></u>
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See accompanying notes to financial statements.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGE IN FUND BALANCE  
For the Year Ended June 30, 2018

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Revenues:		
Interest income	\$	1,567
Expenditures:		
Contract services and operating expenditures		<u>18,246</u>
Deficiency of revenues under expenditures		<u>(16,679)</u>
Other financing sources:		
Transfers in		<u>11,700</u>
Change in fund balance		(4,979)
Fund balance, July 1, 2017		<u>118,117</u>
Fund balance, June 30, 2018	\$	<u><u>113,138</u></u>

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See accompanying notes to financial statements.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of River Delta Unified School District (the "District") conform to accounting principles generally accepted in the United States of America as applicable to governments and to general practices within California school districts. The District accounts for its financial transactions in accordance with policies and procedures of the Department of Education's *California School Accounting Manual*. The activities of the Measure U Bonds are recorded along with other activities in the District's Building Fund. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB). The following is a summary of the more significant accounting policies:

Financial Reporting Entity: The financial statements include the activity and balances of the Measure U General Obligation Bonds only. The activities of the Measure U General Obligation Bonds are recorded along with other activities in the District's Building Fund. These financial statements are not intended to present the financial position and results of operations of River Delta Unified School District as a whole.

Basis of Accounting: Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term liabilities, if any, is recognized when due.

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

The District's Board of Trustees and Superintendent revise the budgets during the year to give consideration to unanticipated income and expenditures.

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

Accounting Estimates: The presentation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

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

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RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

Transfers: During the year ended June 30, 2018, the District transferred \$11,700 from the General Fund to the Measure U Bond Fund for reimbursement of prior facility expenditures.

**NOTE 2 – CASH AND INVESTMENTS**

Cash and investments at June 30, 2018 consisted of \$112,188 held in the County Treasury investment pool, and \$139 in Cash with Fiscal Agent.

Cash in County Treasury: In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the interest bearing Sacramento County Treasurer's Pooled Investment Fund. The District is considered to be an involuntary participant in an external investment pool. The fair value of the District's investment in the pool is reported in the financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

Cash with Fiscal Agent: Cash with Fiscal Agent represents cash balances held by various financial institutions. The cash balances are fully collateralized at June 30, 2018.

Interest Rate Risk: The District does not have a formal investment policy that limits cash and investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. At June 30, 2018, the District had no significant interest rate risk related to cash and investments held.

Credit Risk: The District does not have a formal investment policy that limits its investment choices other than the limitations of State law.

Concentration of Credit Risk: The District does not place limits on the amount it may invest in any one issuer. At June 30, 2018, the District had no concentration of credit risk.

**NOTE 3 – FUND BALANCE CLASSIFICATION**

Governmental Accounting Standards Board Codification Sections 1300 and 1800, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB Cod. Sec. 1300 and 1800) implements a five-tier fund balance classification hierarchy that depicts the extent to which a government is bound by spending constraints imposed on the use of its resources. The five classifications are nonspendable, restricted, committed, assigned and unassigned. The fund balance of the Measure U General Obligation Bonds is restricted, as described below.

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation. The fund balance is restricted for the purposes and project listing as authorized under Measure U.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 4 – PURPOSE OF BOND ISSUANCE**

**Bond Authorization:** By approval of the proposition for Measure U by at least 55% of the registered voters voting on the proposition at an election held on November 2, 2004, River Delta Unified School District was authorized to issue and sell bonds of up to \$14,000,000 in aggregate principal amount.

**Purpose Of Bonds:** The proceeds of the Bonds may be used:

*"To improve the quality of education in Isleton and Rio Vista, shall the School Facilities Improvement District No. 1 of River Delta Unified School District construct, upgrade, and improve classrooms and school facilities, renovate restrooms and plumbing, upgrade electrical systems, improve student access to computers and technology, replace heating and air conditioning systems, make health and safety improvements, and qualify for State grants by issuing \$14,000,000 in bonds, with interest within legal limits, annual audits, a citizens' oversight committee and NO money for administrators' salaries?"*

As required by the California Constitution, the proceeds from the sale of bonds will be used only for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

**Bond Project List:** The District's Board of Trustees developed Bond Projects listed below to be undertaken at the following schools for Measure U:

**Rio Vista High School – Built in 1939**

- Renovate outdated restrooms and plumbing systems to comply with health and safety standards.
- Improve handicapped access to comply with federal standards, including building access, restroom and provide wheelchair access and lifts as needed.
- Replace heating, ventilation and air conditioning systems with modern energy efficient controls and materials.
- Upgrade and modernize classroom interior and support facilities, including the library and cafeteria; replacing outdated windows, white boards, blinds and repainting school facilities as needed.
- Upgrade and renovate electrical systems, including lighting and power supply to improve student access to computers and modern technology.
- Make general site improvements, including parking, utility system upgrades and school exterior and ground improvements.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Provide or purchase other school furniture and equipment, as needed.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.

**Riverview School – Built in 1949**

- Renovate outdated restrooms and plumbing systems to comply with health and safety standards.
  - Make health and safety improvements by abating (removing) hazardous materials, including asbestos.
  - Upgrade and modernize classrooms and support facilities, including replacing outdated windows, doors, white boards, blinds and repainting school facilities as needed.
  - Improve handicapped access to comply with federal standards, including building access, and provide wheelchair lifts and ramps as needed.
-

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 4 – PURPOSE OF BOND ISSUANCE (Continued)**

- Provide or purchase other school furniture and equipment, as needed.
- Make general site improvements, including parking, utility system upgrades and school exterior and ground improvements.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.

D.H. White Elementary School – Built in 1953; modernized in 1991

- Modify school interiors to create additional space for student support facilities.
- Make central corridor improvements for media center.
- Make general site improvements, including parking, utility system upgrades and school exterior and ground improvements.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.
- Provide or purchase other school furniture and equipment, as needed.

**NOTE 5 – GENERAL OBLIGATION BOND ISSUANCES**

The bonds are general obligations of the District, and Sacramento County and Solano County are obligated to levy ad valorem taxes for the payment of and interest on, the principal of the bonds. The Bond Interest and Redemption Fund is maintained by the County Treasurer and is used to account for both the accumulation of resources from ad valorem tax levies and the payment of interest and redemption of principal of the bonds issued by the District.

Measure U: On March 17, 2005, the District issued Series 2005 Measure U General Obligation Bonds, totaling \$8,249,979. Repayment of the Bonds is made from is made from tax collections received from the county which the District is located. The Current Interest Serial Bonds accrue interest up to a maximum of 4.5% per annum from the date of issuance and are payable on February 1 and August 1 of each year. The Capital Appreciation Bonds do not bear current interest; each Capital Appreciation Bond accretes its value semiannually on February 1 and August 1 of each year over the term to its maturity, from its Denomination Amount on the date of delivery to its stated maturity, with the first scheduled payment on August 1, 2026.

On December 5, 2006 the District issued Series 2006 General Obligation Bonds in the amount of \$5,749,994 to improve or construct school facilities. The Current Interest Serial Bonds accrue interest up to a maximum of 5.0% per annum from the date of issuance and are payable on February 1 and August 1 of each year. The Capital Appreciation Bonds do not bear current interest; each Capital Appreciation Bond accretes its value semiannually on February 1 and August 1 of each year over the term to its maturity, from its Denomination Amount on the date of delivery to its stated maturity, with the first scheduled payment on August 1, 2008.

The financial activity related to the Measure U General Obligation Bonds is recorded in the District's Financial Activity Report for Fund 22. The Financial Activity Reports for District Funds 21, 22 and 23 are combined to comprise Fund 21 (Building Fund) in the District's audited financial statements for the year ended June 30, 2018.

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees  
River Delta Unified School District  
Rio Vista, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States the financial statements of River Delta Unified School District (the "District") Measure U General Obligation Bonds (the "Bonds") activity included in the Building Fund of the District, as of and for the year ended June 30, 2018, and related notes to the financial statements and have issued our report thereon dated December 11, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered River Delta Unified School District's internal control over Measure U General Obligation Bond activity financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of River Delta Unified School District's internal control. Accordingly, we do not express an opinion of the effectiveness of River Delta Unified School District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over that we consider to be material weaknesses. However, material weakness may exist that have not been identified.

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(Continued)

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the River Delta Unified School District Measure U General Obligation Bond activity included in the Building Fund of the District's financial statements is free of material misstatement, we performed tests of the District's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

This purpose of this report is intended solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Crowe LLP*

Crowe LLP

Sacramento, California  
December 11, 2018

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
SCHEDULE OF AUDIT FINDINGS  
For the Year Ended June 30, 2018

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No matters were reported.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE U GENERAL OBLIGATION BONDS  
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS  
For the Year Ended June 30, 2018

---

No matters were reported.

**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
**MEASURE V GENERAL OBLIGATION BONDS**  
**PERFORMANCE AUDIT**  
June 30, 2018

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE V GENERAL OBLIGATION BONDS  
PERFORMANCE AUDIT  
June 30, 2018

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
River Delta Unified School District  
Rio Vista, California

We have conducted a performance audit of the River Delta Unified School District (the "District") Measure V General Obligation Bond funds for the year ended June 30, 2018.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page 6 of this report which includes determining the compliance with the performance requirements for the Proposition 39 Measure V General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution and Proposition 39 as they apply to the bonds and the net proceeds thereof. Management is responsible for River Delta Unified School District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of River Delta Unified School District to determine the audit procedures that are appropriate for the purpose of providing a conclusion on the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we do not express any assurance on the internal control.

The results of our procedures indicated that, in all significant respects, River Delta Unified School District expended Measure V General Obligation Bond funds for the year ended June 30, 2018 only for the specific projects developed by the District's Measure V Oversight Committee and Board of Trustees and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

*Crowe LLP*  
Crowe LLP

Sacramento, California  
December 11, 2018

RIVER DELTA UNIFIED SCHOOL DISTRICT  
SCHOOL FACILITIES IMPROVEMENT DISTRICT #2  
MEASURE V GENERAL OBLIGATION BONDS  
BACKGROUND INFORMATION

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**LEGISLATIVE HISTORY**

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, "for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities", upon approval by 55% of the electorate.

Education Code Section 15278 provides additional accountability measures:

1. A requirement that the school district establish and appoint members to an independent citizens' oversight committee.
2. A requirement that the school district expend bond funds only for the purposes described in Section 1(b)(3) of Article XIII A of the California Constitution, and ensuring that no funds are used for any teacher or administrative salaries or other school operating expenses.
3. A requirement to conduct an annual independent performance audit required by Section 1(b)(3)C of Article XIII A of the California Constitution.
4. A requirement to conduct an annual independent financial audit required by Section 1(b)(3)D of Article XIII A of the California Constitution.

**RIVER DELTA UNIFIED SCHOOL DISTRICT MEASURE V GENERAL OBLIGATION BONDS**

On November 2, 2004, the electorate of River Delta Unified School District School Facilities Improvement District #2 (SFID #2) approved the \$9 million Measure V General Obligation Bonds, with greater than 55% of the votes in favor. The summarized text of the ballot language was as follows:

*" To improve the quality of education in Walnut Grove, Courtland and Clarksburg, shall the School Facilities Improvement District No. 2 of River Delta Unified School District construct, upgrade, and improve classrooms and school facilities, renovate restrooms and plumbing, upgrade electrical systems, improve student access to computers and technology, replace heating and air conditioning systems, make health and safety improvements, and qualify for State grants by issuing \$9,000,000 in bonds, with interest within legal limits, annual audits, a citizens' oversight committee and NO money for administrators' salaries?"*

The District's Board of Trustees developed the following Bond Project List for SFID #2:

Delta High School – Built in 1939

- Renovate outdated restrooms and plumbing systems to comply with health and safety standards.
- Upgrade and renovate electrical systems, including lighting and power supply to improve student access to computers and modern technology.
- Improve handicapped access to comply with federal standards, including building access, restrooms and provide wheelchair access and lifts as needed.
- Replace heating, ventilation and air conditioning systems with modern energy efficient controls and materials.
- Upgrade and modernize classroom interiors and support facilities, including replacing outdated windows, white boards, blinds and repainting school facilities as needed.
- Make health and safety improvements by abating (removing) hazardous materials, including asbestos.

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(Continued)



RIVER DELTA UNIFIED SCHOOL DISTRICT  
SCHOOL FACILITIES IMPROVEMENT DISTRICT #2  
MEASURE V GENERAL OBLIGATION BONDS  
BACKGROUND INFORMATION

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**RIVER DELTA UNIFIED SCHOOL DISTRICT MEASURE V GENERAL OBLIGATION BONDS**  
(Continued)

- Make health and safety improvements, including parking, paving, utility system, septic tank and sanitary sewer upgrades and school exterior and ground improvements.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.
- Provide or purchase other school furniture and equipment, as needed.

Mokelumne High School – Built in 1949

- Improve handicapped access to comply with federal standards, including building access, restrooms and provide wheelchair access and lifts as needed.
- Upgrade and modernize classroom interiors and support facilities such as replacing outdated windows, doors, white boards, blinds and repainting school facilities as needed.
- Replace heating, ventilation and air conditioning systems with modern energy efficient controls and materials as needed.
- Provide or purchase other school furniture and equipment, as needed.
- Make health and safety improvements by abating (removing) hazardous materials, including asbestos and provide ADA accessible, including walkways.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Make general site improvements, including parking, utility system upgrades and school exterior and ground improvements.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.

Bates Elementary School – Built in 1951

- Improve handicapped access to comply with federal standards, including building access, and provide wheelchair lifts as needed.
- Upgrade and renovate electrical systems, including power supply to improve student access to computers and modern technology.
- Make health and safety improvements by abating (removing) hazardous materials, including asbestos.
- Replace heating, ventilation and air conditioning and window systems with modern efficient controls and materials.
- Renovate outdated restrooms, plumbing systems and drinking fountains to comply with health and safety standards.
- Upgrade and modernize classroom interiors, media center and support facilities, including replacing outdated windows, white boards, blinds and repainting school facilities as needed.
- Provide or purchase other school furniture and equipment, as needed.
- Make general site improvements, including parking, utility system upgrades and school exterior ground improvements.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
SCHOOL FACILITIES IMPROVEMENT DISTRICT #2  
MEASURE V GENERAL OBLIGATION BONDS  
BACKGROUND INFORMATION

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**RIVER DELTA UNIFIED SCHOOL DISTRICT MEASURE V GENERAL OBLIGATION BONDS**  
(Continued)

Walnut Grove School – Built in 1935

- Renovate outdated restrooms and plumbing systems to comply with health and safety standards.
- Upgrade and renovate electrical systems, including lighting and power supply to improve student access to computers and modern technology.
- Make health and safety improvements by abating (removing) hazardous materials, including asbestos.
- Replace heating, ventilation and air conditioning systems with modern energy efficient controls and materials.
- Improve handicapped access to comply with federal standards, including building access and provide wheelchair lifts as needed.
- Upgrade and modernize classroom interiors, media center and support facilities, including replacing outdated windows, white boards, blinds and repainting school facilities as needed.
- Provide or purchase other school furniture and equipment, as needed.
- Make general site improvements, including parking, utility system upgrades and school exterior and ground improvements.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.

Clarksburg Elementary School – Built in 1928

- Improve handicapped access to comply with federal standards, including building access, restroom and provide wheelchair access and lifts as needed.
- Upgrade and modernize classroom interiors and support facilities, including replacing outdated windows, white boards, blinds and repainting school facilities as needed.
- Replace heating, ventilation and air conditioning systems with modern energy efficient controls and materials as needed.
- Make health and safety improvements by abating (removing) hazardous materials, including asbestos.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Provide or purchase other school furniture and equipment, as needed.
- Make general site improvements, including parking, utility system upgrades and school exterior and ground improvements.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.

On March 17, 2005, the District issued Series 2005 Measure V General Obligation Bonds in the amount of \$3,999,987 to improve or construct school facilities. The Current Interest Serial Bonds accrue interest up to a maximum of 4.375% per annum from the date of issuance and are payable on February 1 and August 1 of each year. The Capital Appreciation Bonds do not bear current interest; each Capital Appreciation Bond accretes its value semiannually on February 1 and August 1 of each year over the term to its maturity, from its Denomination Amount on the date of delivery to its stated maturity, with the first scheduled payment on August 1, 2005.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
SCHOOL FACILITIES IMPROVEMENT DISTRICT #2  
MEASURE V GENERAL OBLIGATION BONDS  
BACKGROUND INFORMATION

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**RIVER DELTA UNIFIED SCHOOL DISTRICT MEASURE V GENERAL OBLIGATION BONDS**  
(Continued)

On December 5, 2006 the District issued Series 2006 General Obligation Bonds in the amount of \$1,699,994 to improve or construct school facilities. The Current Interest Serial Bonds accrue interest up to a maximum of 4.0% per annum from the date of issuance and are payable on February 1 and August 1 of each year. The Capital Appreciation Bonds do not bear current interest; each Capital Appreciation Bond accretes its value semiannually on February 1 and August 1 of each year over the term to its maturity, from its Denomination Amount on the date of delivery to its stated maturity, with the first scheduled payment on February 1, 2007.

On May 15, 2008, the District issued Series 2008 General Obligation Bonds in the amount of \$3,300,015 to upgrade, renovate, furnish and equip the school facilities. The Capital Appreciation Bonds do not bear current interest; each Capital Appreciation Bond accretes its value semiannually on February 1 and August 1 of each year over the term to its maturity, from its Denomination Amount on the date of delivery to its stated maturity, with the first scheduled payment on August 1, 2032.

The financial activity related to the Measure V General Obligation Bonds is recorded in the District's Financial Activity Report for Fund 23. The Financial Activity Reports for District Funds 21, 22 and 23 are combined to comprise Fund 21 (Building Fund) in the District's audited financial statements for the year ended June 30, 2018.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
SCHOOL FACILITIES IMPROVEMENT DISTRICT #2  
MEASURE V GENERAL OBLIGATION BONDS  
OBJECTIVES, SCOPE, METHODOLOGY, AND CONCLUSION

---

**OBJECTIVES**

The objective of our performance audit was to determine that the District expended Measure V General Obligation Bond funds for the year ended June 30, 2018 only for the purposes approved by the voters and only on the specific projects developed by the District's Measure V Oversight Committee and Board of Trustees, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)C of Article XIII A of the California Constitution.

**SCOPE**

The District provided to us a list of all Measure V General Obligation Bond project expenditures for the year ended June 30, 2018 (the "List"). A total of \$21,374 in expenditures from July 1, 2017 through June 30, 2018 were identified.

**METHODOLOGY**

We performed the following procedures to the List of Measure V General Obligation Bond project expenditures for the year ended June 30, 2018:

- Verified the mathematical accuracy of the List.
- Reconciled the list to total bond expenditures as reported by the District in the Measure V General Obligation Bonds audited financial statements for the year ended June 30, 2018, presented as the Building Fund.
- Selected a sample of 4 expenditures totaling \$2,243. The sample was selected to provide a representation across specific construction projects, vendors and expenditure amounts. The sample represented 10.49% of the total expenditure value. Verified that the funds were generally expended for the construction, renovation, furnishing, and equipping of school facilities constituting authorized bond projects.

**CONCLUSION**

The results of our procedures indicated that, in all significant respects, River Delta Unified School District expended Measure V General Obligation Bond funds for the year ended June 30, 2018 only for the specific projects developed by the District's Measure V Oversight Committee and Board of Trustees and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution

**RIVER DELTA UNIFIED SCHOOL DISTRICT**

**MEASURE V GENERAL OBLIGATION BONDS  
FINANCIAL STATEMENTS**

June 30, 2018

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE V GENERAL OBLIGATION BONDS  
June 30, 2018

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
River Delta Unified School District  
Rio Vista, California

**Report on the Financial Statements**

We have audited the accompanying financial statements of River Delta Unified School District (the "District") Measure V General Obligation Bonds activity included in the Building Fund of the District ("Measure V Bonds"), as of and for the year ended June 30, 2018, and the related notes to the financial statements, as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

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

***Auditor's Responsibility***

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

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

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

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(Continued)

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the River Delta Unified School District's Measure V General Obligation Bonds as of June 30, 2018, and the changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

**Emphasis of Matter**

As discussed in Note 1, the financial statements present the financial activity and balances of the Measure V General Obligation Bonds only, and do not purport to, and do not, present fairly the financial position of River Delta Unified School District, as of June 30, 2018 or the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 11, 2018 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

*Crowe LLP*  
Crowe LLP

Sacramento, California  
December 11, 2018



RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE V GENERAL OBLIGATION BONDS  
BALANCE SHEET  
June 30, 2018

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**ASSETS**

Cash and investments (Note 2)	\$	46,683
Receivables		<u>329</u>
Total assets	\$	<u><u>47,012</u></u>

**FUND BALANCE**

Fund balance – restricted (Note 3)	\$	<u><u>47,012</u></u>
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See accompanying notes to financial statements.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE V GENERAL OBLIGATION BONDS  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGE IN FUND BALANCE  
For the Year Ended June 30, 2018

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Revenues:	
Other local revenue	\$ <u>        655</u>
Expenditures:	
Contract services and operating expenditures	<u>      21,374</u>
Deficiency of revenues under expenditures	<u>     (20,719)</u>
Other financing sources:	
Transfers in	<u>      11,900</u>
Change in fund balance	(8,819)
Fund balance, July 1, 2017	<u>     55,831</u>
Fund balance, June 30, 2018	<u><u>     \$ 47,012</u></u>

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See accompanying notes to financial statements.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE V GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of River Delta Unified School District (the "District") conform to accounting principles generally accepted in the United States of America as applicable to governments and to general practices within California school districts. The District accounts for its financial transactions in accordance with policies and procedures of the Department of Education's *California School Accounting Manual*. The activities of the Measure V Bonds are recorded along with other activities in the District's Building Fund. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB). The following is a summary of the more significant accounting policies:

Financial Reporting Entity: The financial statements include the activity and balances of the Measure V General Obligation Bonds, only. The activities of the Measure V General Obligation Bonds are recorded along with other activities in the District's Building Fund. These financial statements are not intended to present the financial position and results of operations of River Delta Unified School District as a whole.

Basis of Accounting: Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term liabilities, if any, is recognized when due.

Budgets and Budgetary Accounting: Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all government funds. By State law, the District's Board of Trustees must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's Board of Trustees satisfied these requirements.

The District's Board of Trustees and Superintendent revise the budgets during the year to give consideration to unanticipated income and expenditures.

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

Accounting Estimates: The presentation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

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

Transfers: During the year ended June 30, 2018, the District transferred \$11,900 from the General Fund to the Measure V Bond Fund for reimbursement of prior facility expenditures.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE V GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 2 – CASH**

Cash and investments at June 30, 2018 consisted of \$46,088 held in the County Treasury investment pool, and \$595 in Cash with Fiscal Agent.

Cash in County Treasury: In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the interest bearing Sacramento County Treasurer's Pooled Investment Fund. The District is considered to be an involuntary participant in an external investment pool. The fair value of the District's investment in the pool is reported in the financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

Cash with Fiscal Agent: Cash with Fiscal Agent represents cash balances held by various financial institutions. The cash balances are fully collateralized at June 30, 2018.

Interest Rate Risk: The District does not have a formal investment policy that limits cash and investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. At June 30, 2018, the District had no significant interest rate risk related to cash and investments held.

Credit Risk: The District does not have a formal investment policy that limits its investment choices other than the limitations of State law.

Concentration of Credit Risk: The District does not place limits on the amount it may invest in any one issuer. At June 30, 2018, the District had no concentration of credit risk.

**NOTE 3 – FUND BALANCE CLASSIFICATION**

Governmental Accounting Standards Board Codification Sections 1300 and 1800, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB Cod. Sec. 1300 and 1800) implements a five-tier fund balance classification hierarchy that depicts the extent to which a government is bound by spending constraints imposed on the use of its resources. The five classifications are nonspendable, restricted, committed, assigned and unassigned. The fund balance of the Measure V General Obligation Bonds is restricted, as described below.

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation. The fund balance is restricted for the purposes and project listing as authorized under Measure V.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE V GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 4 – PURPOSE OF BOND ISSUANCE**

Bond Authorization: By approval of the proposition for Measure V by at least 55% of the registered voters voting on the proposition at an election held on November 2, 2004, River Delta Unified School District was authorized to issue and sell bonds of up to \$9,000,000 in aggregate principal amount.

Purpose Of Bonds: The proceeds of the Bonds may be used:

*" To improve the quality of education in Walnut Grove, Courtland and Clarksburg, shall the School Facilities Improvement District No. 2 of River Delta Unified School District construct, upgrade, and improve classrooms and school facilities, renovate restrooms and plumbing, upgrade electrical systems, improve student access to computers and technology, replace heating and air conditioning systems, make health and safety improvements, and qualify for State grants by issuing \$9,000,000 in bonds, with interest within legal limits, annual audits, a citizens' oversight committee and NO money for administrators' salaries?"*

As required by the California Constitution, the proceeds from the sale of bonds will be used only for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

Bond Project List: The District's Board of Trustees developed Bond Projects listed below to be undertaken at the following schools for Measure V:

Delta High School – Built in 1939

- Renovate outdated restrooms and plumbing systems to comply with health and safety standards.
- Upgrade and renovate electrical systems, including lighting and power supply to improve student access to computers and modern technology.
- Improve handicapped access to comply with federal standards, including building access, restrooms and provide wheelchair access and lifts as needed.
- Replace heating, ventilation and air conditioning systems with modern energy efficient controls and materials.
- Upgrade and modernize classroom interiors and support facilities, including replacing outdated windows, white boards, blinds and repainting school facilities as needed.
- Make health and safety improvements by abating (removing) hazardous materials, including asbestos.
- Make health and safety improvements, including parking, paving, utility system, septic tank and sanitary sewer upgrades and school exterior and ground improvements.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.
- Provide or purchase other school furniture and equipment, as needed.

Mokelumne High School – Built in 1949

- Improve handicapped access to comply with federal standards, including building access, restrooms and provide wheelchair access and lifts as needed.
- Upgrade and modernize classroom interiors and support facilities such as replacing outdated windows, doors, white boards, blinds and repainting school facilities as needed.
- Replace heating, ventilation and air conditioning systems with modern energy efficient controls and materials as needed.

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE V GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 4 – PURPOSE OF BOND ISSUANCE (Continued)**

- Provide or purchase other school furniture and equipment, as needed.
- Make health and safety improvements by abating (removing) hazardous materials, including asbestos and provide ADA accessible, including walkways.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Make general site improvements, including parking, utility system upgrades and school exterior and ground improvements.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.

Bates Elementary School – Built in 1951

- Improve handicapped access to comply with federal standards, including building access, and provide wheelchair lifts as needed.
- Upgrade and renovate electrical systems, including power supply to improve student access to computers and modern technology.
- Make health and safety improvements by abating (removing) hazardous materials, including asbestos.
- Replace heating, ventilation and air conditioning and window systems with modern efficient controls and materials.
- Renovate outdated restrooms, plumbing systems and drinking fountains to comply with health and safety standards.
- Upgrade and modernize classroom interiors, media center and support facilities, including replacing outdated windows, white boards, blinds and repainting school facilities as needed.
- Provide or purchase other school furniture and equipment, as needed.
- Make general site improvements, including parking, utility system upgrades and school exterior ground improvements.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.

Walnut Grove School – Built in 1935

- Renovate outdated restrooms and plumbing systems to comply with health and safety standards.
- Upgrade and renovate electrical systems, including lighting and power supply to improve student access to computers and modern technology.
- Make health and safety improvements by abating (removing) hazardous materials, including asbestos.
- Replace heating, ventilation and air conditioning systems with modern energy efficient controls and materials.
- Improve handicapped access to comply with federal standards, including building access and provide wheelchair lifts as needed.
- Upgrade and modernize classroom interiors, media center and support facilities, including replacing outdated windows, white boards, blinds and repainting school facilities as needed.
- Provide or purchase other school furniture and equipment, as needed.
- Make general site improvements, including parking, utility system upgrades and school exterior and ground improvements.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed

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(Continued)

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE V GENERAL OBLIGATION BONDS  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 4 – PURPOSE OF BOND ISSUANCE (Continued)**

Clarksburg Elementary School – Built in 1928

- Improve handicapped access to comply with federal standards, including building access, restroom and provide wheelchair access and lifts as needed.
- Upgrade and modernize classroom interiors and support facilities, including replacing outdated windows, white boards, blinds and repainting school facilities as needed.
- Replace heating, ventilation and air conditioning systems with modern energy efficient controls and materials as needed.
- Make health and safety improvements by abating (removing) hazardous materials, including asbestos.
- Upgrade communication and fire systems, including telephone, public address, data wiring and fire alarms.
- Provide or purchase other school furniture and equipment, as needed.
- Make general site improvements, including parking, utility system upgrades and school exterior and ground improvements.
- Provide temporary facilities during construction/modernization, including additional site improvements as needed.

**NOTE 5 – GENERAL OBLIGATION BOND ISSUANCES**

The bonds are general obligations of the District, and Sacramento County and Solano County are obligated to levy ad valorem taxes for the payment of and interest on, the principal of the bonds. The Bond Interest and Redemption Fund is maintained by the County Treasurer and is used to account for both the accumulation of resources from ad valorem tax levies and the payment of interest and redemption of principal of the bonds issued by the District.

Measure V: On March 17, 2005, the District issued Series 2005 Measure V General Obligation Bonds in the amount of \$3,999,987 to improve or construct school facilities. The Current Interest Serial Bonds accrue interest up to a maximum of 4.375% per annum from the date of issuance and are payable on February 1 and August 1 of each year. The Capital Appreciation Bonds do not bear current interest; each Capital Appreciation Bond accretes its value semiannually on February 1 and August 1 of each year over the term to its maturity, from its Denomination Amount on the date of delivery to its stated maturity, with the first scheduled payment on August 1, 2005

On December 5, 2006 the District issued Series 2006 General Obligation Bonds in the amount of \$1,699,994 to improve or construct school facilities. The Current Interest Serial Bonds accrue interest up to a maximum of 4.0% per annum from the date of issuance and are payable on February 1 and August 1 of each year. The Capital Appreciation Bonds do not bear current interest; each Capital Appreciation Bond accretes its value semiannually on February 1 and August 1 of each year over the term to its maturity, from its Denomination Amount on the date of delivery to its stated maturity, with the first scheduled payment on February 1, 2007.

On May 15, 2008, the District issued Series 2008 General Obligation Bonds in the amount of \$3,300,015 to upgrade, renovate, furnish and equip the school facilities. The Capital Appreciation Bonds do not bear current interest; each Capital Appreciation Bond accretes its value semiannually on February 1 and August 1 of each year over the term to its maturity, from its Denomination Amount on the date of delivery to its stated maturity, with the first scheduled payment on August 1, 2032.

The financial activity related to the Measure V General Obligation Bonds is recorded in the District's Financial Activity Report for Fund 23. The Financial Activity Reports for District Funds 21, 22 and 23 are combined to comprise Fund 21 (Building Fund) in the District's audited financial statements for the year ended June 30, 2018.

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees  
River Delta Unified School District  
Rio Vista, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States the financial statements of River Delta Unified School District (the "District") Measure V General Obligation Bonds (the "Bonds") activity included in the Building Fund of the District, as of and for the year ended June 30, 2018, and related notes to the financial statements and have issued our report thereon dated December 11, 2018.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered River Delta Unified School District's internal control over Measure V General Obligation Bond activity financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of River Delta Unified School District's internal control. Accordingly, we do not express an opinion of the effectiveness of River Delta Unified School District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over that we consider to be material weaknesses. However, material weakness may exist that have not been identified.

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(Continued)



## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the River Delta Unified School District Measure V General Obligation Bond activity included in the Building Fund of the District's financial statements is free of material misstatement, we performed tests of the District's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

This purpose of this report is intended solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Crowe LLP*

Crowe LLP

Sacramento, California  
December 11, 2018

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE V GENERAL OBLIGATION BONDS  
SCHEDULE OF AUDIT FINDINGS  
For the Year Ended June 30, 2018

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No matters were reported.

RIVER DELTA UNIFIED SCHOOL DISTRICT  
MEASURE V GENERAL OBLIGATION BONDS  
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS  
For the Year Ended June 30, 2018

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No matters were reported.

**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

Meeting Date: January 8, 2019

Attachments:  X

From: Don Beno, Superintendent

Item Number: 13.

**SUBJECT**

Request to approve the *first reading* of the updated or new Board Policies, Administrative Regulation or Exhibits due to new legislation or mandated language and citation revisions as of October 2018.

Action:  X

Consent Action:

Information Only:

**Background:**

Changes in legislation and amendments to laws lead to necessary and or mandated changes in District policies, regulations and or Exhibits.

**Status:**

Attached are Board Policies, Administrative Regulations and Exhibits which have been affected by changes in law effective prior to October 2018 which need to be approved for *first reading*.

These policies, etc., will be submitted for second reading for final approval and adoption at the February 19, 2019 Board meeting.

**Presenter** Don Beno

**Other People Who Might Be Present** Jennifer Gaston, Recorder

**Cost &/or Funding Sources**

**Recommendation:**

That the Board approve the *first reading* of these policies and regulations resulting from legislation effective prior to October 2018.

Time:  5 mins.

**POLICY GUIDE SHEET**  
**October 2018**  
**Page 1 of 3**

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 0420.42 - Charter School Renewal**

(BP revised)

Policy updated to reflect **NEW LAW (AB 1808)** which requires alternative measures for meeting the student achievement criteria for charter renewal in lieu of the Academic Performance Index (API) and **NEW LAW (AB 406)** which prohibits a charter school that is renewed on or after July 1, 2019 from being operated as a for-profit corporation or organization. Policy also clarifies that district boards do not review renewal petitions for charter schools that were authorized by county boards on appeal, and addresses the definition of "receipt" of the petition for purposes of determining the timeline for granting or denying the petition.

**BP 1100 - Communication with the Public**

(BP revised)

Policy updated to add definition of the types of mass mailings that cannot be sent at district expense and to reflect law which prohibits certain mass mailings, which are otherwise permissible, from being sent within 60 days preceding an election. Policy also deletes references to repealed Title 2 regulation (Register 2018, No. 12).

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

(BP revised)

Policy updated to add new section on "Online Fundraising" addressing considerations for approving a crowdfunding Internet platform to raise funds for district, school, or classroom projects or equipment. Policy also adds a prohibition against accepting any gift, grant, or bequest that promotes the use of non-nutritious foods or beverages and provides that any advertising used by a corporate sponsor meet the standards specified in BP 1325 - Advertising and Promotion.

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

(AR revised)

Regulation updated to reflect **NEW LAW (SB 1053)** which clarifies that districts do not have the authority to use district-established claims procedures for claims of childhood sexual abuse and that such claims are governed by the timelines and procedures of Code of Civil Procedure 340.1.

**AR 3460 - Financial Reports and Accountability**

(AR revised)

Regulation updated to add new section on "Report on Expenditures of State Facilities Funds" reflecting state law, as amended by **NEW LAW (AB 1808)**, which requires districts that receive state facilities funding under the Leroy F. Greene School Facilities Act to annually report a list of expenditures for completed facilities projects and conclude an audit within one year of project completion.

**BP 4114 - Transfers**

(BP revised)

Policy updated to delete provision regarding a principal's right to refuse a teacher's transfer request for a school ranked in deciles 1-3 on the API, as the API is no longer being calculated. Policy also adds philosophical statement regarding the assignment of staff in an equitable manner that meets the needs of students and each school.

**POLICY GUIDE SHEET**  
**October 2018**  
**Page 2 of 3**

**BP/AR 5141.6 - School Health Services**

(BP/AR revised)

Policy updated to delete references to the obsolete API, Healthy Start program, and Healthy Families program. Regulation updated to expand section on "Types of Health Services" to include additional services for which districts can receive Medi-Cal reimbursement. Regulation also includes the requirement for employees to complete a random-moment time study for the Medi-Cal Administrative Activities program and reflects **NEW LAW (AB 3192)** which requirements the Department of Health Care Services to develop a program guide for the LEA Medi-Cal Billing Option.

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

(BP/AR revised)

Policy and regulation updated to reflect **NEW LAW (AB 752, 2017)** which prohibits the expulsion of a child enrolled in a California State Preschool Program (CSPP) unless the district has taken specified steps and the child's continued enrollment presents a serious safety threat to the child or other enrolled children. Policy also adds data collection on the type of firearm involved in any expulsion for firearm possession, in accordance with federal law. Regulation also revises section on "Final Action by the Board" to correct the location in policy where acts requiring "mandatory recommendation and mandatory expulsion" are listed.

**BP/AR 5148.3 - Preschool/Early Childhood Education**

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 1808)** which (1) exempts CSPP programs from specified licensure and regulation requirements if they are operated in a school building and (2) requires that the district's Williams uniform complaint procedures be used to resolve allegations of deficiencies related to health and safety requirements in license-exempt CSPP programs. Policy and regulation reflect a provision of AB 1808 which allows districts to commingle 4-year-old children enrolled in a CSPP program with children enrolled in a transitional kindergarten (TK) program under specified conditions. Regulation also reflects **NEW LAW (AB 2626)** which changes the birthdate by which children are eligible for CSPP programs, **NEW LAW (AB 273, 2017)** which revises eligibility criteria for CSPP preschool to include parents/guardians engaged in an educational program for English learners or for attainment of a high school diploma or general educational development certificate, and **NEW LAW (AB 752, 2017)** which prohibits the expulsion or unenrollment of a child enrolled in a CSPP program unless the district has taken specified steps and the child's continued enrollment presents a serious safety threat to the child or other enrolled children.

**BP 6142.3 - Civic Education**

(BP revised)

Policy updated to add new section on "Student Voter Registration" containing material formerly in BP 1400 - Relations Between Governmental Agencies and the Schools. Policy also reflects **NEW LAW (AB 24, 2017)** which establishes the State Seal of Civic Engagement to recognize high school graduates who have demonstrated excellence in civic education and participation based on criteria to be approved by the State Board of Education by January 31, 2021. Examples of activities that link civic knowledge to practical experience expanded to reflect additional concepts in the state curriculum framework.

**BP/AR 6145.2 - Athletic Competition**

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 2009)** which requires any district that offers an interscholastic athletic program to develop a written emergency action plan to be followed in the event of sudden cardiac arrest or other medical emergency. Regulation updated to reflect requirement of AB 2009 to make an automated external defibrillator available at athletic events. Regulation also includes new section on "Heat Illness" reflecting **NEW LAW (AB 2800)** which requires coaching education programs to include training on the signs and symptoms of, and appropriate response to, heat illness.

**POLICY GUIDE SHEET**  
**October 2018**  
**Page 3 of 3**

**BP/AR 6152.1 - Placement in Mathematics Courses**

(BP revised; AR added)

Policy updated to clarify which policy components are mandated and to expand program evaluation to include a report on the percentage of students who have successfully completed mathematics courses that satisfy the requirements for entrance to the University of California and California State University. New regulation includes material formerly in BP, including the appeals process, the requirement to post the policy on the district's web site, and circumstances under which staff recommendations may be considered in course placement. Regulation also includes examples of objective academic measures that may be used to place students in mathematics courses.

**BP 6170.1 - Transitional Kindergarten**

(BP revised)

Policy updated to reflect **NEW LAW (AB 1808)** which allows districts to place 4-year-old children enrolled in a CSPP program into a TK program and to commingle children from both programs into the same classroom under specified conditions.

**BP/AR 6178 - Career Technical Education**

(BP/AR revised)

Policy updated to reflect **NEW FEDERAL LAW (P.L. 115-224)** which reauthorizes the Carl D. Perkins Career and Technical Education Act, retitled as the Strengthening Career and Technical Education for the 21st Century Act, and **NEW LAW (AB 1808)** which amends the California Career Technical Education Incentive Grant Program. Material regarding activities for special populations and consultation with private school representatives moved to AR. Material on program evaluation revised to add requirement to review measures of career technical education pathway completion as part of the annual review of progress toward the goals in the local control and accountability plan (LCAP). Regulation revises section on "Federal Grants for Career Technical Education (Perkins)" to reflect P.L. 115-224, including streamlining the uses of grant funds, adding a requirement for a needs assessment, and changing the definition of "special needs populations." Regulation also deletes section on "Tech Prep Programs" as those programs are no longer funded and are repealed by P.L. 115-224. Section on "Linked Learning Programs" deletes Note regarding linked learning pilot program which repealed on its own terms.

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

(BP revised)

Policy updated to delete references to the obsolete API and add the California School Dashboard as a source for multiple state and local indicators of strengths and areas in need of improvement in each priority area addressed by the LCAP. Section on "Federal Program Monitoring" deleted as the focus of the policy is on program effectiveness rather than compliance with program requirements.

**BB 9110 - Terms of Office**

(BB revised)

Bylaw updated to reflect **NEW LAW (AB 2449)** which changes the commencement of the term of office of board members from the first Friday in December following their election to the second Friday in December. Bylaw also provides that, if the district chooses or is required to consolidate its board elections with the local municipal or state primary or general elections, elections could occur in even-numbered years and the term of incumbent board members would be extended to align with the next election.

# CSBA Sample Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0420.42(a)

## CHARTER SCHOOL RENEWAL

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

**For a charter that was granted by the State Board of Education (SBE) on appeal after being denied by the district, the renewal petition must be first submitted to the district board that denied the charter, pursuant to Education Code 47605. A petition for the renewal of a charter that was originally granted by the County Board of Education on appeal after being denied by the district must be submitted directly to the County Board as the chartering authority pursuant to 5 CCR 11966.5. Pursuant to Education Code 47605, to renew a charter that was originally granted by the State Board of Education (SBE) on appeal, the charter school must first submit its petition for renewal to the district that initially denied the charter. If the Board denies the renewal, the school may then petition the SBE for renewal.**

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

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

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

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

Note: The following **optional** paragraph may be revised to reflect district ~~practice~~ **timelines for the submission of charter renewal petitions. Although 5 CCR 11966.4 requires that the Board grant or deny the renewal petition within 60 days of receiving the petition;** (see section entitled "Timelines for Board Action" below), ~~—However,~~ **it is recommended that charter schools submit their petition six to nine months before the term of the charter is due to expire. The timeline should take into consideration the date by which student achievement data needed for the petition will be available and the amount of**



**CHARTER SCHOOL RENEWAL** (continued)

time needed for the Board's deliberations and decision. In the event that the Board denies the renewal, the charter school may need time to appeal to the County Board and then to the SBE and, if the school closes, to allow students of the charter school to transfer to another school. ~~It is recommended that the charter school submit its renewal petition sufficiently early (e.g., as much as nine months before the term of the charter is due to expire) so that, in the event that the Board denies the renewal, the charter school may be able to appeal to the County Board of Education and then to the SBE pursuant to Education Code 47607.5 and, if the school closes, for students of the charter school to transfer to another school.~~

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

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

**Submission of Renewal Petition**

Note: The following **optional** paragraph may be revised to reflect district practice 5 CCR 11966.4 requires that the Board grant or deny the renewal petition within 60 days of receiving the petition; see section entitled "Timelines for Board Action" below. However, it is recommended that the charter school submit its renewal petition sufficiently early (e.g., as much as nine months before the term of the charter is due to expire) so that, in the event that the Board denies the renewal, the charter school may be able to appeal to the County Board of Education and then to the SBE pursuant to Education Code 47607.5 and, if the school closes, for students of the charter school to transfer to another school.

~~A charter school seeking renewal of its charter is encouraged to submit its petition for renewal to the Board sufficiently early before the term of the charter is due to expire.~~

~~The signature requirement applicable to new charter petitions is not applicable to petitions for renewal. (5 CCR 11966.4)~~

~~The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. The petition also shall include documentation that the charter school meets at least one of the criteria for academic performance specified in Education Code 47607(b), as listed in item #5 in the section "Criteria for Granting or Denying Renewal" below. (Education Code 47607; 5 CCR 11966.4)~~

**Criteria for Granting or Denying Renewal**

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605, **except that the signature requirement for**

**CHARTER SCHOOL RENEWAL** (continued)

**new petitions is not applicable to petitions for renewal.** ~~The Board shall consider the past performance of the charter school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, if any.~~ (Education Code 47607; 5 CCR 11966.4)

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

Note: As amended by SB 1290 (Ch. 576, Statutes of 2012), Education Code 47607 requires the Board to consider increases in student achievement for all "numerically significant" student subgroups, as defined in Education Code 52052, as the most important factor in determining whether to grant a charter renewal.

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

Note: Education Code 47607 and 5 CCR 11966.4 establish grounds for denial of charter renewals. See CSBA's publication Charter Schools: A Guide for Governance Teams for additional information about making the determinations specified in items #1-**4 5** below.

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

1. The charter school presents an unsound educational program for the students enrolled in the school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).
5. The charter school has failed to **demonstrate that it** meets at least one of the following criteria of academic performance:

**CHARTER SCHOOL RENEWAL** (continued)

Note: SB 1290 (Ch. 576, Statutes of 2012) amended Education Code 47607 to revise the criterion related to the attainment of the Academic Performance Index growth target to (1) delete the option to consider attainment of the growth target in the aggregate for the prior three years and (2) require the growth target to be met both schoolwide and for all numerically significant groups of students served by the charter school. **Although Education Code 47607 authorizes the use of the Academic Performance Index (API) to demonstrate academic performance for purposes of charter renewal, the API is no longer being calculated. Pursuant to Education Code 52052, as amended by AB 1808 (Ch. 32, Statutes of 2018), alternative measures that show increases in student achievement for all groups of students schoolwide and among numerically significant student subgroups may be used instead. For example, for purposes of meeting the academic criterion for charter renewal, charter schools may use indicators of student achievement and English learner progress available through the state's accountability system, the California School Dashboard.**

- a. ~~Attainment of its Academic Performance Index (API) growth target in the prior year or in two of the last three years, both schoolwide and for all numerically significant groups of students served by the charter school as defined in Education Code 52052.~~
- b. ~~An API ranking in deciles 4-10 in the prior year or in two of the last three years.~~
- c. ~~An API ranking in deciles 4-10 for a demographically comparable school in the prior year or in two of the last three years.~~
- a. Increases in academic achievement for all groups of students schoolwide and among numerically significant student subgroups, as determined using measures identified pursuant to Education Code 52052**

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

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

**Such performance shall be determined based on a review of documented clear and convincing data; student achievement data from assessments, including, but not limited to, state academic achievement tests, for**

**CHARTER SCHOOL RENEWAL** (continued)

**demographically similar student populations in comparison schools; and information submitted by the charter school.** The Board shall not grant a renewal until at least 30 days after the submission of any such documentation by the charter school. **The Superintendent or designee shall submit to the Superintendent of Public Instruction copies of supporting documentation and a written summary of the basis for the Board's determination.**

~~In determining whether the charter school satisfies this criterion, the Board shall base its decision on:~~

~~(1) Documented clear and convincing data~~

~~(2) Student achievement data from assessments, including, but not limited to, the Standardized Testing and Reporting Program, for demographically similar student populations in comparison schools~~

~~(3) Information submitted by the charter school~~

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

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

**e.c. Qualification for an the state's alternative accountability system established pursuant to Education Code 52052(h) for schools that serve high-risk students**

**Timelines for Board Action**

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

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

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

**CHARTER SCHOOL RENEWAL** (continued)

~~If the charter school submits documentation pursuant to item #5d in the section "Criteria for Granting or Denying Renewal" above, the Board shall not grant a renewal until at least 30 days after the submission of such documentation. (Education Code 47607)~~

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

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

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

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. ~~If the County Board then fails to deny or grant the petition within 60 days of receiving the petition, or within 90 days if extended by written mutual agreement of the charter school and the County Board, the charter school may submit the petition to the State Board of Education.~~ (Education Code 47605, 47607.5)

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

## **CHARTER SCHOOL RENEWAL (continued)**

*Legal Reference:*

EDUCATION CODE

47600-47616.7 *Charter Schools Act of 1992*

52052 ~~Alternative accountability system; d~~Definition of numerically significant student subgroup

56145-56146 *Special education services in charter schools*

60600-60649 *Assessment of academic achievement*

CODE OF REGULATIONS, TITLE 5

11960-11969 *Charter schools*

UNITED STATES CODE, TITLE 20

7223-7225 *Charter schools*

*Management Resources:*

CSBA PUBLICATIONS

*The Role of the Charter School Authorizer, Online Course*

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

WEB SITES

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

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

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

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

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

(3/12 11/12) 10/18

# CSBA Sample Board Policy

Community Relations

BP 1100(a)

## COMMUNICATION WITH THE PUBLIC

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

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

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 9000 - Role of the Board)*

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

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

*(cf. 1112 - Media Relations)*  
*(cf. 1340 - Access to District Records)*  
*(cf. 2111 - Superintendent Governance Standards)*  
*(cf. 3580 - District Records)*  
*(cf. 5125 - Student Records)*  
*(cf. 5125.1 - Release of Directory Information)*  
*(cf. 9005 - Governance Standards)*  
*(cf. 9010 - Public Statements)*  
*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

The Superintendent or designee shall utilize a variety of **communications** methods **in order** to provide **information to** the public with access to information. Such methods may include, but are not limited to, district and school newsletters, web sites, social **networking pages** **media,** ~~or other online communications technologies, direct email~~ **electronic** communications, mailings, notices sent home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local governments, community organizations, and businesses.

## COMMUNICATION WITH THE PUBLIC (continued)

*(cf. 0510 - School Accountability Report Card)*

~~*(cf. 1020 - Youth Services)*~~

*(cf. 1113 - District and School Web Sites)*

***(cf. 1114 - District-Sponsored Social Media)***

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

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

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

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

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

The Superintendent or designee shall ensure that staff members are responsive to requests by parents/guardians or members of the public for information or assistance and may provide staff members with professional development in their "customer service" role as needed to assist them in effectively responding to requests for information or assistance by parents/guardians or members of the public.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

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

***(cf. 0460 - Local Control and Accountability Plan)***

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1230 - School-Connected Organizations)*

*(cf. 1240 - Volunteer Assistance)*

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 1260 - Educational Foundation)*

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 3555 - Nutrition Program Compliance)*



## COMMUNICATION WITH THE PUBLIC (continued)

(cf. 6020 - Parent Involvement)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

### **Prohibition Against Mass Mailings at Public Expense**

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

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

(cf. 1160 - Political Processes)

Note: Government Code 82041.5, and 89001, and 89002 and 2 CCR 18901 prohibit the use of public funds for a mass mailing which features a Board member or includes the name, signature, or photograph of a Board member, except as specifically allowed by law. "Mass mailing" is defined as over 200 substantially similar pieces of mail sent in a single calendar month or course of an election. A "mass mailing" does not include form letters or mail sent in response to an unsolicited request, letter, or other inquiry, or permissible informational materials otherwise authorized by law Government Code 89002. Because these laws are very complex, with complicated definitions and numerous exceptions, districts should consult with legal counsel if there is a question about the appropriateness of a planned mailing.

In addition, Education Code 7054 and 2 CCR 18901.1 prohibit the use of public funds for a mass mailing that (1) expressly advocates the election or defeat of a candidate or the qualification, passage, or defeat of a ballot measure or (2) if taken in context, unambiguously urges an election result. Violation of these provisions could result in an enforcement action by the Fair Political Practices Commission. See BP 1160 - Political Processes for language regarding the use of district funds for activities related to ballot measures, candidates, or lobbying. Because these laws are very complex, with complicated definitions and numerous exceptions, districts should consult with legal counsel if there is a question about the appropriateness of a planned mailing.

~~No newsletter or other mass mailing, as defined in Government Code 82041.5 and 2 CCR 18901 shall be sent by the district at public expense if such material aggrandizes one or more Board members. The name, signature, or photograph of a Board member may be included in such materials only as permitted by 2 CCR 18901. (Government Code 82041.5, 89001; 2 CCR 18901)~~

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

**COMMUNICATION WITH THE PUBLIC (continued)**

*(cf. 1160—Political Processes)*

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

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

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

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

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

## COMMUNICATION WITH THE PUBLIC (continued)

### Comprehensive Communications Plan

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

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

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

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

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

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

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

*Legal Reference: (see next page)*

## COMMUNICATION WITH THE PUBLIC (continued)

### *Legal Reference:*

#### EDUCATION CODE

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

35145.5 *Board meetings, public participation*

35172 *Promotional activities*

38130-38138 *Civic Center Act*

48980-48985 *Parental notifications*

#### GOVERNMENT CODE

54957.5 *Meeting agendas and materials*

82041.5 *Mass mailing*

89001-89003 *Newsletter or mass mailing*

#### CODE OF REGULATIONS, TITLE 2

~~18901 *Mass mailings sent at public expense*~~

18901.1 *Campaign-related mailings sent at public expense*

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Americans with Disabilities Act*

### *Management Resources:*

#### WEB SITES

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

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

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

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# CSBA Sample Board Policy

## Business and Noninstructional Operations

BP 3290(a)

### GIFTS, GRANTS AND BEQUESTS

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

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

*(cf. 0100 - Philosophy)*  
*(cf. 0200 - Goals for the School District)*  
*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 0415 - Equity)*  
*(cf. 1260 - Educational Foundation)*  
*(cf. 9270 - Conflict of Interest)*

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

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

*(cf. 0000 - Vision)*  
*(cf. 0100 - Philosophy)*

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

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

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

**GIFTS, GRANTS AND BEQUESTS** (continued)

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

*(cf. 5030 - Student Wellness)*

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

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

*(cf. 1325 - Advertising and Promotion)*

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

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

*(cf. 6161.11 - Supplementary Instructional Materials)*

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

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

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

*(cf. 3430 - Investing)*

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

*(cf. 3440 - Inventories)*

*(cf. 3460 - Financial Reports and Accountability)*

## GIFTS, GRANTS AND BEQUESTS (continued)

### Appreciation

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

*(cf. 1150 - Commendations and Awards)*

*(cf. 7310 - Naming of Facility)*

### Corporate Sponsorship

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

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

*(cf. 1113 - District and School Web Sites)*

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

*(cf. 3312 - Contracts)*

*(cf. 6145.2 - Athletic Competition)*

Every sponsorship agreement shall be in writing and shall be approved by the Board. The Board shall ensure that the district's relationship and arrangement with the sponsor are consistent with the district's mission, values, and goals. Any advertising or promotional message, image, or other depiction to be used by the sponsor shall meet the standards set for commercial advertising on district property and in district-sponsored publications **in accordance with BP 1325 - Advertising and Promotion.** ~~No message, image, or other depiction that promotes the use of obscene language, pornography, alcohol, tobacco, or prohibited drugs or that advocates unlawful discrimination, use of violence, or the violation of law or district policy shall be allowed.~~

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

1. The purpose of the relationship with the sponsor, details of the benefits to the district, and how the benefits will be distributed;

**GIFTS, GRANTS AND BEQUESTS** (continued)

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

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

**Online Fundraising**

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

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

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



## GIFTS, GRANTS AND BEQUESTS (continued)

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

### **Appreciation**

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

*(cf. 1150 - Commendations and Awards)*

*(cf. 7310 - Naming of Facility)*

#### *Legal Reference:*

##### EDUCATION CODE

*1834 Acquisition of materials and apparatus*

*35160 Powers and duties*

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

*41030 School district may invest surplus monies from bequest or gifts*

*41031 Special fund or account in county treasury*

*41032 Authority of school board to accept gift or bequest; investments; gift of land requirements*

*41035 Advisory committee*

*41036 Function of advisory committee*

*41037 Rules and regulations*

*41038 Applicability of other provisions of chapter*

#### *Management Resources:*

##### WEB SITES

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

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# CSBA Sample Administrative Regulation

Business and Noninstructional Operations

AR 3320(a)

## CLAIMS AND ACTIONS AGAINST THE DISTRICT

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

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

### Time Limitations

Note: Items #1-3-4 below list timelines for ~~presentation of~~ claims pursuant to the Government Claims Act ~~and other applicable statutes.~~ If a claimant misses a deadline for a claim required to be submitted in accordance with item #1 or #3 below, he/she may present an application to present a late claim pursuant to Government Code 911.4; see section below entitled "Late Claims." As amended by SB 1053 (Ch. 153, Statutes of 2018), Government Code 935 clarifies that the authority of a district to adopt local claims presentation procedures for causes of action which are excepted from the Government Claims Act by Government Code 905 and are not governed by other statutes or regulations does not apply to childhood sexual abuse. Rather, claims for childhood sexual abuse are governed by the timelines and procedures specified in Code of Civil Procedure 340.1.

The following time limitations apply to claims against the district:

- 1. Claims for money or damages relating to any cause of action which is governed by a statute or regulation, including childhood sexual abuse and other causes of action specifically excepted from the Government Claims Act by Government Code 905, shall be filed in accordance with the governing statute or regulation. (Government Code 905, 935)**
- ~~1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Governing Board not later than six months after the accrual of the cause of action. (Government Code 905, 911.2)~~
- ~~2. Claims for money or damages as authorized in Government Code 905 and not included in item #1 above shall be filed not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)~~

**CLAIMS AND ACTIONS AGAINST THE DISTRICT** (continued)

Note: Pursuant to Government Code 935, a district may establish its own procedure for the presentation of those claims which are excluded from the Government Claims Act as specified in Government Code 905. **Optional** item ~~#3~~ **#2** below is for use by any district whose board has chosen to exercise the authority to establish district procedures for such claims; see the accompanying Board policy. Item ~~#3~~ **#2** provides six months as the time limitation for filing such claims, which is consistent with the requirement in Government Code 935 that the district's procedure not require a shorter time for presentation of a claim than the time specified in Government Code 911.2. However, the Governing Board has the discretion to adopt a more flexible time limitation and may increase the amount of time allowed for filing such claims. If the Board adopts a more flexible time limitation, ~~the following paragraph~~ **item #2** should be revised accordingly. ~~In Big Oak Flat Groveland Unified School District v. Superior Court of Tuolumne County, the appellate court ruled that a claim of childhood sexual abuse, which is exempted from the Government Claims Act pursuant to Government Code 905, should have been presented to the district under the district procedures established pursuant to Government Code 935 prior to the filing of the lawsuit on that claim.~~

If a claimant misses a deadline for a claim required to be submitted in accordance with item ~~#1~~ **#2** or **#3** below, he/she may present an application to present a late claim pursuant to Government Code 911.4; see section below entitled "Late Claims."

**3.2.** In accordance with the Board's authority pursuant to Government Code 935, claims for money or damages which **are relate to any cause of action** specifically ~~exempted~~ **excepted** from the Government Claims Act by Government Code 905 ~~and~~ **but which** are not governed by any other claims presentation statute or regulation shall be filed not later than six months after the accrual of the cause of action. (Government Code 905, ~~911.2,~~ 935)

~~1- 3.~~ Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Governing Board not later than six months after the accrual of the cause of action. (Government Code ~~905,~~ 911.2)

~~2- 4.~~ Claims for money or damages ~~as authorized in Government Code 905 and not included in item #1 above~~ **relating to any other cause of action** shall be filed not later than one year after the accrual of the cause of action. (Government Code ~~905,~~ 911.2)

**Receipt of Claims**

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

Note: In most circumstances, a district's insurance provider or JPA **is** responsible for claims management, including investigating, defending, and managing a district's response to a claim presented under the

## **CLAIMS AND ACTIONS AGAINST THE DISTRICT (continued)**

Government Claims Act. The following paragraph requires the Superintendent or designee to immediately forward any claims received to the district's JPA or insurance provider in order to help ensure compliance with any conditions of coverage.

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

### **Review of Contents of the Claim**

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

The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:

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

### **Notice of Claim Insufficiency**

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

## **CLAIMS AND ACTIONS AGAINST THE DISTRICT** (continued)

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

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

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

### **Amendment to Claims**

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

### **Late Claims**

Note: The reference to item ~~#3~~ #2 in the following paragraph should be deleted if the district has not established district procedures pursuant to Government Code 935 for claims that are specifically exempted in **Government** Code 905 or adopted a time limitation that is not less than one year (see the accompanying Board policy and item ~~#3~~ #2 in the section "Time Limitations" above).

For claims under items ~~#1~~ #2 and #3 in the section "Time Limitations" above, any person who presents a claim later than six months after the accrual of the cause of action shall present, along with the claim, an application to present a late claim. Such claim and the application to present a late claim shall be presented not later than one year after the accrual of the cause of action. (Government Code 905, 911.4)

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

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

**CLAIMS AND ACTIONS AGAINST THE DISTRICT** (continued)

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

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

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

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

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

**Action on Claims**

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

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

Within 45 days after the presentation or amendment of a claim, the Board or designee shall take action on the claim. This time limit may be extended by written agreement between the

**CLAIMS AND ACTIONS AGAINST THE DISTRICT** (continued)

district and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)

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

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

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

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

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# CSBA Sample Administrative Regulation

**Business and Noninstructional Operations**

AR 3460(a)

## **FINANCIAL REPORTS AND ACCOUNTABILITY**

### **Interim Reports**

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

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

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

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

*(cf. 3100 - Budget)*

*(cf. 3220.1 - Lottery Funds)*

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3314 - Payment for Goods and Services)*

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

*(cf. 3110 - Transfer of Funds)*



**FINANCIAL REPORTS AND ACCOUNTABILITY** (continued)**Audit Report**

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

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

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

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

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

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

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

Note: The following **optional** paragraph is for use by districts that elect to participate in the school district of choice program (Education Code 48300-48316); see BP/AR 5117 - Interdistrict Attendance. Pursuant to Education Code 48301, any district that elects to participate in the school district of choice program must ensure that its annual financial audit includes a review of the district's compliance with program requirements to establish a random, unbiased process for student admittance and to provide appropriate and factually accurate parent/guardian communications. **A summary of any audit exceptions found by the auditor must be included in reports to each geographically adjacent school district, the county office of education, CDE, and Department of Finance as required by Education Code 48313.**

**FINANCIAL REPORTS AND ACCOUNTABILITY** (continued)

(cf. 5117 - Interdistrict Attendance)

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

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

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

### **Report on Expenditures of State Facilities Funds**

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

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

**When the district participates in the school facilities program pursuant to Education Code 17070.10-17079.30, the Superintendent or designee shall annually report a detailed list of all expenditures of state facilities funds, including interest, and of the district's matching funds for completed projects until all such funds are expended. The report shall identify expenditures on a project-by-project basis, reflect completed projects that were reimbursed within that fiscal year, and clearly indicate the list of projects that have been completed. (Education Code 41024; 2 CCR 1859.104)**

**FINANCIAL REPORTS AND ACCOUNTABILITY** (continued)

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

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

**Fund Balance**

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

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

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

**FINANCIAL REPORTS AND ACCOUNTABILITY** (continued)**Negative Balance Report**

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

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

**Non-Voter-Approved Debt Report**

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

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

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

*(cf. 3470 - Debt Issuance and Management)*

*(cf. 7214 - General Obligation Bonds)*

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

**FINANCIAL REPORTS AND ACCOUNTABILITY (continued)****Other Postemployment Benefits Report**

Note: The following section reflects GASB Statement 75, which replaces Statement 45 for fiscal years beginning after June 15, 2017 or sooner at the district's discretion. GASB 75 contains reporting requirements pertaining to "other postemployment benefits" (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits for retired employees). Under GASB 75, districts that do not provide OPEB through a trust are required to report the total unfunded liability (i.e., OPEBs that are not prefunded), as calculated in the most recent actuary report, in the district's financial statements. Previously, districts were allowed to amortize the unfunded liability over a period of up to 30 years and report the annual amount in financial statements. The decision of whether to prefund the benefits, and by how much, is at the Board's discretion; see BP 3100 - Budget.

The SBE's criteria and standards for budget adoption (5 CCR 15440-15451) require districts to estimate unfunded OPEBs as well as the unfunded portion of any self-insured benefits program. Changes to the unfunded liabilities are disclosed at interim reporting periods pursuant to 5 CCR 15453 and 15464. These reports are included in the state's standardized account code structure software used to develop budget and interim reports.

CSBA's OPEB Solutions Program provides access to qualified actuaries and consultants and a GASB 45-75-compliant trust to prefund future obligations. See CSBA's web site for further information.

The following **optional** section may be revised to reflect district practice and should be deleted by districts that do not provide OPEBs.

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

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

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

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

Note: Pursuant to GASB 75, the district must arrange for an actuary to update the valuation of its OPEB obligations every two years. The exception allowing OPEB plans with fewer than 200 members to perform the actuarial valuation every three years has been eliminated effective June 15, 2017. However, GASB 75 includes an option for the use of a specified alternative method in lieu of an actuarial valuation for purposes of determining the total OPEB liability for benefits provided through an OPEB plan with fewer than 100 members. Such districts may modify the following paragraph to reflect district practice.

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

**FINANCIAL REPORTS AND ACCOUNTABILITY** (continued)

(4/14 9/16) 10/18

# CSBA Sample Board Policy

Certificated Personnel

BP 4114(a)

## TRANSFERS

Note: The following optional policy **is subject to collective bargaining agreements and should be revised to reflect district practice.** ~~is for use by those districts that do not have transfer provisions included in the collective bargaining agreement with certificated employees. Those districts that have such provisions in the bargaining agreement may use and modify the following paragraph for consistency with the agreement.~~

**The Governing Board desires that certificated staff be assigned in a manner that equitably distributes highly qualified and experienced teachers, meets the needs of district students, and satisfies staffing requirements at each school. The Superintendent or designee is authorized to assign certificated staff in accordance with district policy and/or the collective bargaining agreement as applicable.**

*(cf. 0415 - Equity)*  
*(cf. 4030 - Nondiscrimination in Employment)*  
*(cf. 4113 - Assignment)*  
*(cf. 4141/4241- Collective Bargaining Agreement)*

Subject to the approval of the **Governing** Board, the Superintendent or designee may transfer a teacher from one district school to another when he/she determines the transfer is in the best interest of the district. (Education Code 35035)

~~*(cf. 4030 - Nondiscrimination in Employment)*~~  
~~*(cf. 4113 - Assignment)*~~

~~Such transfers shall be determined in accordance with the district's collective bargaining agreement with certificated employees.~~

~~*(cf. 4141/4241 - Collective Bargaining Agreement)*~~

## Voluntary Transfers

The Superintendent or designee may establish processes and deadlines for the submission of transfer requests to facilitate staff assignments with minimal disruption to the educational program.

Upon receipt of a written transfer request by a teacher, the Superintendent or designee may consider the input of the principals at the current school and the requested school, alignment of the teacher's qualifications with needs of **students and** the school(s), **the academic performance of the requested school**, and opportunities for the professional growth of the teacher.

## **TRANSFERS** (continued)

*(cf. 4112.2 - Certification)*

*(cf. 4112.22 - Staff Teaching English Learners)*

*(cf. 4112.23 - Special Education Staff)*

~~Note: SB 1655 (Ch. 518, Statutes of 2006) added Education Code 35036 to allow principals of schools ranked in deciles 1-3 on the Academic Performance Index to refuse a request of a teacher to transfer into the school, as specified below.~~

~~In addition, Education Code 35036, as added by SB 1655 (Ch. 518, Statutes of 2006), prohibits the Board from adopting a policy or regulation or entering into a collective bargaining agreement that, after April 15 prior to the school year that a transfer would become effective, assigns priority to a teacher who requests to be transferred to another school over other qualified teachers who have applied for positions requiring certification qualifications at that school.~~

~~If either of these provisions of Education Code 35036 conflicts with the terms of a collective bargaining agreement in effect on January 1, 2007, the provisions become operative upon the expiration of the agreement.~~

~~However, if the principal of a school ranked in deciles 1-3 on the Academic Performance Index refuses to accept a transfer request, the Superintendent or designee shall not transfer the teacher. (Education Code 35036)~~

*(cf. 0500 - Accountability)*

After April 15 prior to the school year that a transfer would become effective, no teacher who requests to be transferred to another school shall have priority over other qualified teachers who have applied for positions requiring certification qualifications at that school. (Education Code 35036)

### **Involuntary Transfers**

Involuntary transfers may become necessary when programs are reduced or cancelled, when schools are closed, or when otherwise required in order to accommodate the school's staffing needs.

*(cf. 4117.3 - Personnel Reduction)*

If a teacher objects to a transfer, he/she may request a meeting with the Superintendent or designee and the principal. If dissatisfied with the results of this meeting, the teacher may appeal to the Board. The Board's decision shall be final.

*Legal Reference: (see next page)*



**TRANSFERS** (continued)

*Legal Reference:*

EDUCATION CODE

35035 *Additional powers and duties of superintendent, transfer authority*

35036 *Voluntary transfers*

35186 *Complaint process, teacher vacancy or misassignment*

37616 *Assignment of teachers to year-round schools*

GOVERNMENT CODE

3543.2 *Scope of representation*

# CSBA Sample Board Policy

Students

BP 5141.6(a)

## SCHOOL HEALTH SERVICES

Note: The following **optional** policy should be revised to reflect district practice. This policy addresses the provision of health services at or near school sites, ~~such as through (e.g.,~~ a school-based or school-linked health center or mobile van) **through the employment of or contract with health care professionals or community health centers**. Districts maintaining or planning to establish school health services are encouraged to ~~read-review~~ CSBA's policy brief entitled Expanding Access to School Health Services: Policy Considerations for Governing Boards.

Other CSBA sample policies and/or administrative regulations address specific health requirements and services for students. For example, see BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions, AR 5141.24 - Specialized Health Care Services, BP/AR 5141.3 - Health Examinations, and AR 5141.32 - Health Screening for School Entry.

The Governing Board recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. The district may provide access to health services at or near district schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses.

The Board and the Superintendent or designee shall collaborate with local and state agencies and health care providers to assess the health needs of students in district schools and the community. Based on the results of this needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the district.

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

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 - Steroids)*

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.23 - Asthma Management)*

*(cf. 5141.24 - Specialized Health Care Services)*

*(cf. 5141.25 - Availability of Condoms)*

*(cf. 5141.26 - Tuberculosis Testing)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.32 - Health Screening for School Entry)*

*(cf. 5141.33 - Head Lice)*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

*(cf. 5141.52 - Suicide Prevention)*

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6159 - Individualized Education Program)*

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

**SCHOOL HEALTH SERVICES** (continued)

Note: School health centers are generally funded by a combination of insurance reimbursements; state, federal, and county grants; district funds; subsidies from community clinics or hospitals; and/or private donations. ~~In some cases, the provision of school health services has been supported by grants provided through the state's Healthy Start program (Education Code 8800-8807) although districts are expected to sustain programs and services after the grant period expires.~~

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

*(cf. 1260 - Educational Foundation)*

*(cf. 1330.1 - Joint Use Agreement)*

*(cf. 3100 - Budget)*

*(cf. 7000 - Facilities Master Plan)*

Note: The following **optional** paragraph may be revised to reflect district practice. ~~Health and Safety Code 124174.6 establishes a grant program within the Public School Health Center Support Program to award funds to school health centers, if and when funds are appropriated in the State Budget. Preference for grant funding shall be given in accordance with the priorities specified below.~~

The Board may prioritize school health services to schools **servicing students** with the greatest need, including schools with medically underserved populations, **and/or** a high percentage of low-income and uninsured children and youth. ~~large numbers of English learners, Academic Performance Index rankings in deciles 1-3, and/or a shortage of health professionals in the community.~~

*(cf. 0415 - Equity)*

School health services shall be provided ~~or supervised by~~ **under the supervision of** a licensed health care professional. The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.

~~*(cf. 1020 - Youth Services)*~~

*(cf. 3312 - Contracts)*

If a school nurse is employed by the school or district, he/she shall be involved in planning and implementing the school health services as appropriate.

Note: The following **optional** paragraph may be revised to reflect district practice. The California Department of Education's Health Framework for California Public Schools recommends a coordinated school health approach which integrates health services, health education, physical education, parent/community involvement, nutrition services, psychological and counseling services, a safe and healthy school environment, and health promotion for staff.

## SCHOOL HEALTH SERVICES (continued)

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, nutrition and physical fitness programs, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

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

*(cf. 5030 - Student Wellness)*

*(cf. 6142.7 - Physical Education and Activity)*

*(cf. 6142.8 - Comprehensive Health Education)*

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

Note: The following **optional** paragraph is for use by districts that choose to engage in outreach and enrollment efforts to encourage eligible students' participation in no-cost or low-cost health coverage programs. **See E 5141.6 for a related sample board resolution.**

Education Code 49557.2 authorizes the district to include on the application for free and reduced-price meals information about the Medi-Cal program and a student's potential eligibility. Pursuant to Education Code 49558, districts may release information on the free and reduced-price meals application to the local agency that determines eligibility under the Medi-Cal program, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information. See BP/AR 3553 - Free and Reduced Price Meals.

~~Students who do not qualify for Medi-Cal may be eligible for low-cost insurance through the state Healthy Families program, a part of the federal State Children's Health Insurance Program (SCHIP) (42 USC 1397aa-1397jj), which provides coverage for a variety of health, dental, and vision services, with the exception of early and periodic screening, diagnosis, and treatment services.~~

~~To further encourage student access to health care services, the Superintendent or designee shall develop and implement outreach strategies to increase enrollment of eligible students from low- to moderate-income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but **are not be** limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law **and providing students and parents/guardians with information about the low-cost Healthy Families insurance program.**~~

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

## Consent and Confidentiality

Note: **Parent/guardian consent is generally required prior to providing health services to a minor student. However,** Family Code 6920-6929 specify exceptions under which minors do not need parent/guardian consent prior to receiving services, **including an exception for:** ~~As amended by AB 499 (Ch. 652, Statutes of 2011), Family Code 6926 authorizes~~ a minor age 12 years or older to consent to medical care related to the prevention of a sexually transmitted disease. In addition, Health and Safety Code 124260 allows a minor age 12 or older to consent to outpatient mental health services if, in the opinion of a

## SCHOOL HEALTH SERVICES (continued)

professional person, as defined, the minor is mature enough to participate intelligently in the mental health treatment or counseling services. In this case, the child's parent/guardian must be involved unless the professional person determines it would be inappropriate.

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

Note: The Health Insurance Portability and Accountability Act (HIPAA) (45 CFR 164.500-164.534) mandates actions that "covered entities" must take to protect the privacy of an individual's health information. Generally, entities covered by HIPAA may release or receive "protected health information" about an individual only if that individual gives permission or the Act expressly permits its release. Districts with questions about the applicability of HIPAA should consult legal counsel as appropriate.

In addition, 22 CCR 51270 requires districts serving as Medi-Cal providers (see section entitled "Payment/Reimbursement for Services" below) to comply with confidentiality requirements specified in ~~42 USC 1320c-9, 42 CFR 431.300, Welfare and Institutions Code 14100.2,~~ Education Code 49073-49079, ~~Welfare and Institutions Code 14100.2, and 22 CCR 51009, 42 USC 1320c-9, and 42 CFR 431.300.~~

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

*(cf. 5125 - Student Records)*

### Payment/Reimbursement for Services

Note: Some school health services, such as medical and related services specified in an individualized education program for students with disabilities, must be provided free of charge. For other services, districts may charge a fee and are entitled to seek third-party reimbursement from students' private insurance and state or federal programs such as Medi-Cal, ~~the low-cost Healthy Families insurance program, and or~~ the Child Health and Disability Prevention program. See the accompanying administrative regulation.

~~The Board desires that costs not be a barrier to student access to services. Services may be provided free of charge or on a sliding scale in accordance with law.~~

The Superintendent or designee ~~shall establish procedures for billing~~ **may bill** public and private insurance programs and other applicable programs for reimbursement of services as appropriate. **Services may be provided free of charge or on a sliding scale in accordance with law.**

*(cf. 5143 - Insurance)*

**SCHOOL HEALTH SERVICES** (continued)

Note: The following **optional** paragraph is for use by districts that have received approval from the California Department of Health Care Services to serve as Medi-Cal providers. ~~A program that receives funding through the Healthy Start program is required by Education Code 8804 to seek designation as a Medi-Cal provider.~~ Pursuant to Welfare and Institutions Code 14132.06 and 22 CCR 51051 and 51190.1, to the extent that federal funding is available, local educational agencies (LEAs) may receive partial Medi-Cal reimbursement through the LEA Medi-Cal Billing Option for health services provided to an enrolled student under age 22 who is certified for Medi-Cal and/or **an eligible a** member of **his/her the student's** family. In addition, pursuant to Welfare and Institutions Code 14132.47, LEAs may be reimbursed through the Medi-Cal Administrative Activities (MAA) program for some of their administrative costs associated with school-based health and outreach activities that are not claimable under the LEA Medi-Cal Billing Option or other programs. See the accompanying administrative regulation.

Districts may receive assistance with Medi-Cal **and Medicaid** billing through CSBA's Practi-Cal program. See CSBA's web site for further information.

The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

Note: The following **optional** paragraph is for use by districts that choose to engage in outreach and enrollment efforts to encourage eligible students' participation in no cost or low cost health coverage programs. See E 5141.6 for a related sample board resolution.

~~Education Code 49557.2 authorizes the district to include on the application for free and reduced price meals information about the Medi-Cal program and a student's potential eligibility. Pursuant to Education Code 49558, districts may release information on the free and reduced price meals application to the local agency that determines eligibility under the Medi-Cal program, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information. See BP/AR 3553—Free and Reduced Price Meals.~~

~~Students who do not qualify for Medi-Cal may be eligible for low cost insurance through the state Healthy Families program, a part of the federal State Children's Health Insurance Program (SCHIP) (42 USC 1397aa-1397jj), which provides coverage for a variety of health, dental, and vision services, with the exception of early and periodic screening, diagnosis, and treatment services.~~

~~To further encourage student access to health care services, the Superintendent or designee shall develop and implement outreach strategies to increase enrollment of eligible students from low to moderate income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but not be limited to, providing information about the Medi-Cal program on the application for free and reduced price meals in accordance with law and providing students and parents/guardians with information about the low cost Healthy Families insurance program.~~

*(cf. 3553—Free and Reduced Price Meals)*

**Program Evaluation**

In order to continuously improve school health services, the Board shall evaluate the effectiveness of such services and the extent to which they continue to meet student needs.

**SCHOOL HEALTH SERVICES** (continued)

The Superintendent or designee shall provide the Board with periodic reports that may include, but **are** not necessarily **be** limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; **measures of school climate**; feedback from staff and participants regarding program accessibility and operations, including accessibility to low-income and linguistically and culturally diverse students and families; and program costs and revenues.

(cf. 0500 - Accountability)

*Legal Reference:*EDUCATION CODE

~~8800-8807 Healthy Start support services for children~~

49073-49079 Privacy of student records

49423.5 Specialized physical health care services

49557.2-49558 Eligibility for free and reduced-price meals; sharing information with Medi-Cal

FAMILY CODE

6920-6929 Consent by minor for medical treatment

GOVERNMENT CODE

95020 Individualized family service plan

HEALTH AND SAFETY CODE

104830-104865 School-based application of fluoride or other tooth decay-inhibiting agent

121020 HIV/AIDS testing and treatment; parental consent for minor under age 12

123110 Minor's right to access health records

123115 Limitation on parent/guardian access to minor's health records

123800-123995 California Children's Services Act

124025-124110 Child Health and Disability Prevention Program

124172-124174.6 Public School Health Center Support Program

124260 Mental health services; consent by minors age 12 and older

130300-130317 Health Insurance Portability and Accountability Act (HIPAA)

WELFARE AND INSTITUTIONS CODE

14059.5 Definition of "medically necessary"

14100.2 Confidentiality of Medi-Cal information

14115 Medi-Cal claims process

**14115.8 LEA Medi-Cal Billing Option, program guide**

14124.90 Third-party health coverage

14132.06 Covered benefits; health services provided by local educational agencies

14132.47 Administrative claiming process and targeted case management

CODE OF REGULATIONS, TITLE 10

~~2699.6500-2699.6905 Healthy Families Program~~

CODE OF REGULATIONS, TITLE 17

2951 Testing standards for hearing tests

6800-6874 Child Health and Disability Prevention Program

*Legal Reference continued: (see next page)*

## SCHOOL HEALTH SERVICES (continued)

### Legal Reference: (continued)

#### CODE OF REGULATIONS, TITLE 22

51009 Confidentiality

51050-51192 Definitions of Medi-Cal providers and services

51200 Requirements for providers

51231.2 Wheelchair van requirements

51270 Local educational agency provider; conditions for participation

51304 Limitations on specified benefits

51309 Psychology, physical therapy, occupational therapy, speech pathology, audiological services

51323 Medical transportation services

51351 Targeted case management services

51360 Local educational agency; types of services

51491 Local educational agency eligibility for payment

51535.5 Reimbursement to local educational agency providers

#### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act (FERPA)

#### UNITED STATES CODE, TITLE 42

1320c-9 Prohibition against disclosure of records

1397aa-1397jjmm State Children's Health Insurance Program

#### CODE OF FEDERAL REGULATIONS, TITLE 42

431.300 Use and disclosure of information on Medicaid applicants and recipients

#### CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

### Management Resources:

#### CSBA PUBLICATIONS

Expanding Access to School Health Services: Policy Considerations for Governing Boards, Policy Brief, November 2008

Promoting Oral Health for California's Students: New Role, New Opportunities for Schools, Policy Brief, November 2008

Providing School Health Services in California: Perceptions, Challenges and Needs of District Leadership Teams, 2008

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

#### CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS

California School-Based Medi-Cal Administrative Activities Manual

LEA Medi-Cal Provider Manual

California School-Based Medi-Cal Administrative Activities Manual

#### DEPARTMENT OF HEALTH SERVICES POLICY LETTERS

00-06 Managed Care Plan Relationships with Local Education Agency Providers, December 11, 2000

#### CALIFORNIA SCHOOL-BASED HEALTH ALLIANCE PUBLICATIONS

How to Fund Health Services in Your School District, September 2014

Documenting the Link Between School-Based Health Centers and Academic Success, May 2014

#### NATIONAL ASSEMBLY ON SCHOOL-BASED HEALTH CARE PUBLICATIONS

A Guidebook for Evaluating School-Based Health Centers

Management Resources continued: (see next page)



## SCHOOL HEALTH SERVICES (continued)

*Management Resources: (continued)*

### NATIONAL CENTER FOR YOUTH LAW PUBLICATIONS

~~*Minor Consent, Confidentiality, and Child Abuse Reporting in California, October 2006*~~

***Confidential Medical Release: Frequently Asked Questions from Schools and Districts, November 2015***

### WEB SITES

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

CSBA, Practi-Cal Program: ~~<http://www.csba.org/Services/Services/DistrictServices/PractiCal.aspx>~~  
**<https://www.csba.org/ProductsAndServices/AllServices/PractiCal>**

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Health Services and School Nursing:

<http://www.cde.ca.gov/ls/he/hn>

California Department of Health Care Services: <http://www.dhcs.ca.gov>

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

California ~~School Health Centers Association~~ **School-Based Health Alliance:**

<http://www.schoolhealthcenters.org>

California School Nurses Organization: <http://www.csno.org>

Center for Health and Health Care in Schools: <http://www.healthinschools.org>

Centers for Disease Control and Prevention, School Health Policies and Programs (SHPPS) Study:

<http://www.cdc.gov/HealthyYouth/shpps>

Centers for Medicare and Medicaid Services: <http://www.cms.hhs.gov>

~~Healthy Families Program: <http://www.healthyfamilies.ca.gov>~~

~~National Assembly on School Based Health Care: <http://www.nasbhe.org>~~

National Center for Youth Law: <http://www.youthlaw.org>

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**Policy Reference UPDATE Service**

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# CSBA Sample Administrative Regulation

Students

AR 5141.6(a)

## SCHOOL HEALTH SERVICES

### Types of Health Services

Note: The following **optional** section may be revised to reflect district practice. ~~Health and Safety Code 124174.6 establishes a grant program within the Public School Health Center Support Program to award funds, if and when funds are appropriated in the State Budget, to school health centers that provide the following services.~~

In accordance with student and community needs and available resources, school health services offered by the district may include, but are not limited to:

**1. Health screenings, evaluations, and assessments of students' need for health services**

~~1.2.~~ Physical examinations, immunizations, and other preventive medical services

*(cf. 5141.26 - Tuberculosis Testing)*  
*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.31 - Immunizations)*  
*(cf. 5141.32 - Health Screening for School Entry)*

~~2.~~ **3.** First aid and administration of medications

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

~~3.~~ **4.** Diagnosis and treatment of minor injuries and acute medical conditions

~~4.~~ **5.** Management of chronic medical conditions

*(cf. 5141.23 - Asthma Management)*

~~5.~~ **6.** Basic laboratory tests

~~6.~~ **Referral to and follow up for specialty care**

7. Emergency response procedures

*(cf. 5141 - Health Care and Emergencies)*

8. Nutrition services

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

**SCHOOL HEALTH SERVICES** (continued)

*(cf. 5030 - Student Wellness)*

9. Oral health services that may include preventive services, basic restorative services, and referral to specialty services

Note: Pursuant to Health and Safety Code 104830-104865, elementary and secondary students must be offered an opportunity each school year to receive a topical application of fluoride or other decay-inhibiting agent by a dentist or dental assistant, under a program organized and operated by the county health officer. Districts are required to cooperate with the county health officer in carrying out the program in any school in their jurisdiction and to provide notification to parents/guardians regarding the availability of the program, as provided below.

The Superintendent or designee shall notify all parents/guardians of the opportunity pursuant to Health and Safety Code 104830-104865 for their child to receive the topical application of fluoride, including fluoride varnish, or other decay-inhibiting agent to the teeth during the school year. **This notification may be returned by the parent/guardian to consent to the treatment or to indicate that the student shall not receive treatment because he/she has received the treatment from a dentist or the treatment is not desired. Such application of fluoride or other decay-inhibiting agent shall only be provided to a student whose parent/guardian returns the notification with an indication consenting to the treatment.** (Health and Safety Code 104830, 104850, 104855)

*(cf. 5145.6 - Parental Notifications)*

10. Mental health services, which may include assessments, crisis intervention, counseling, treatment, and referral to a continuum of services including emergency psychiatric care, community support programs, inpatient care, and outpatient programs

~~*(cf. 1020 - Youth Services)*~~

~~*(cf. 5141.52 - Suicide Prevention)*~~

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

11. Substance abuse prevention and intervention services

~~*(cf. 5131.6 - Alcohol and Other Drugs)*~~

~~*(cf. 5131.62 - Tobacco)*~~

~~*(cf. 5131.63 - Steroids)*~~

**12. Vision and audiology services**

**13. Speech therapy**

**14. Occupational therapy**

## SCHOOL HEALTH SERVICES (continued)

### 15. Physical therapy

Note: Item #~~12~~16 may be deleted by districts that offer only elementary grades.

### ~~12~~16. Reproductive health services

(cf. 5141.25 - Availability of Condoms)

### ~~13.~~ Screening of students to identify the need for physical, mental, and oral health services

### 17. Specialized health care services for students with disabilities

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

### 18. Medical transportation

### 19. Targeted case management

### ~~14~~20. Referrals and linkage to services not offered on-site

### ~~15~~21. Public health and disease surveillance

### ~~16~~22. Individual and family health education

### ~~17~~23. School or districtwide health promotion

## Medi-Cal Billing

Note: The following **optional** section is for use by districts that have contracted with the California Department of Health Care Services (DHCS) in order to provide services as a Medi-Cal provider as authorized by Welfare and Institutions Code 14132.06; see the accompanying Board policy. To the extent that the district contracts with health care practitioners or clinics to provide the services, the practitioner or clinic is considered the provider of services and is the entity billing and receiving Medi-Cal payments for services.

**Welfare and Institutions Code 14115.8, as amended by AB 3192 (Ch. 658, Statutes of 2018), requires DHCS, by January 1, 2020, to develop and distribute a program guide containing information regarding processes, documentation, and the proper submission of claims under the LEA Medi-Cal Billing Option program.**

In order to provide services as a Medi-Cal provider, the district shall enter into and maintain a contract with the California Department of Health Care Services (DHCS). (Welfare and Institutions Code 14132.06; 22 CCR 51051, 51270)

**SCHOOL HEALTH SERVICES** (continued)

Note: With the exception of health care aides who provide specialized physical health care services pursuant to Education Code 49423.5, any practitioner whom the district employs or with whom it contracts must be credentialed to practice as a physician, registered nurse, psychologist, school counselor, or one of ~~17~~ **the** other professions listed in 22 CCR 51190.3 in order for the district to receive Medi-Cal reimbursement.

The Superintendent or designee shall ensure that all practitioners employed by or under contract with the district possess the appropriate license, certification, registration, or credential and provide only those services that are within their scope of practice. (22 CCR 51190.3, 51270, 51491)

Note: ~~Pursuant to Welfare and Institutions Code 14132.06 and 22 CCR 51535.5, r~~Reimbursement under Medi-Cal is limited to the services specified in **Welfare and Institutions Code 14132.06 and** 22 CCR 51190.4 and 51360. ~~Also, Medi-Cal will not reimburse providers for services given to Medi-Cal beneficiaries if the same services are offered for free to non-Medi-Cal beneficiaries. Pursuant to Welfare and Institutions Code 14132.06, services may be reimbursable whether or not the student has an individualized education program (IEP) or individualized family service plan (IFSP) or whether those same services are provided at no charge to the beneficiary or to the community at large.~~

22 CCR 51360 provides that **services for accompanying a student off campus for off campus** nursing or school health aide services will be reimbursable when specified **as medically necessary** in an individualized education program (IEP), **or individualized family service plan (IFSP), or individualized health and support plan (IHSP);** however, the DHCS discontinued reimbursement for IHSP linked services effective July 1, 2001. Its action was based on a decision by the Centers for Medicare and Medicaid Services (CMS) that IHSP services are not covered by the federal Medicaid program. Thus, such services must be specified in an IEP or IFSP to be reimbursable. ~~The district may apply for Medi-Cal reimbursement for medical transportation services for students with or without an IEP or IFSP pursuant to 22 CCR 51323.~~

The Superintendent or designee shall submit a claim for Medi-Cal reimbursement whenever the district provides a **Medi-Cal-eligible student under age 22 and/or a member of his/her the student's family a** covered **preventive, diagnostic, therapeutic, or rehabilitative** service specified in 22 CCR 51190.4 or 51360 ~~to a Medi-Cal eligible student under age 22 and/or a member of his/her family.~~ (Welfare and Institutions Code 14132.06; 22 CCR 51096, 51098, 51190.1, 51190.4, 51309, 51360, 51535.5)

~~(cf. 5141.24 - Specialized Health Care Services)  
(cf. 6159 - Individualized Education Program)~~

The district shall maintain records and supporting documentation including, but not limited to, records of the type and extent of services provided to a Medi-Cal beneficiary in accordance with law. (22 CCR 51270, 51476)

~~(cf. 3580 - District Records)  
(cf. 5125 - Student Records)~~

Note: ~~22 CCR 51270 requires that districts submit an annual report, as described below, as a condition of continued participation as a Medi-Cal provider. The deadline for this annual report is specified in the program provider participation agreement that districts enter into with DHCS.~~

**SCHOOL HEALTH SERVICES** (continued)

~~The Superintendent or designee shall submit an annual report to DHCS identifying participants in the community collaborative, containing a financial summary including reinvestment expenditures, and describing service priorities for the future. (22 CCR 51270)~~

Note: 22 CCR 51270 requires federal reimbursements to be reinvested in health and social services for students and their families, as provided below. This requirement does not apply to reimbursements received under the Medi-Cal Administrative Activities (MAA) program described in the following section.

Any federal funds received by the district as reimbursement for the costs of services under the Medi-Cal billing option shall be reinvested in **approved** services for students and their families ~~as specified in Education Code 8804(g)~~. The Superintendent or designee shall consult with a local school-linked services collaborative group, ~~such as that defined in Education Code 8806~~, regarding decisions on reinvestment of federal funds. (22 CCR 51270)

Note: 22 CCR 51270 requires that districts submit an annual report, as described below, as a condition of continued participation as a Medi-Cal provider. The deadline for this annual report is specified in the program provider participation agreement that districts enter into with DHCS.

~~The Superintendent or designee shall submit an annual report to DHCS to identifying participants in the community collaborative, containing~~ **provide** a financial summary including reinvestment expenditures, and ~~describing~~ **describe** service priorities for the future. (22 CCR 51270)

**Medi-Cal Administrative Activities**

Note: The following **optional** section is for use by districts that participate in the MAA program administered by ~~the~~ DHCS pursuant to Welfare and Institutions Code 14132.47. Under this program, districts providing Medi-Cal-covered health services may be reimbursed for some of their administrative and outreach costs. ~~School staff is required to complete a time survey indicating the time spent on specified MAA activities.~~ This section reflects program requirements described in the California School-Based Medi-Cal Administrative Activities Manual and time survey forms published by DHCS.

Districts may receive assistance with Medi-Cal ~~and Medicaid~~ administrative billing through CSBA's Practical program. See CSBA's web site for further information.

~~Designated school staff shall document, on a time survey form, the amount of time spent on~~ **The district shall apply for reimbursement for** activities identified by DHCS which are related to the administration of the Medi-Cal program. Such activities include, but are not be limited to, outreach, ~~referral of health and mental health services~~, translation **for Medi-Cal** services, facilitation of applications, ~~scheduling and arranging~~ **arrangement of non**emergency and **non**medical transportation of eligible individuals, ~~contracting for services~~, program planning and policy development, claims **coordination and** administration, **training**, and general administration.

**SCHOOL HEALTH SERVICES (continued)**

**Appropriate staff shall receive training in administrative claiming categories and related activities.**

Note: The district must submit claims through either a local educational agency consortium (i.e., one of the service regions of the California County Superintendent Educational Services Association) or a local governmental agency (i.e., county or chartered city) that has contracted with DHCS. The district may modify the following **two paragraphs** to reflect the appropriate entity or agency.

**To receive reimbursement for Medi-Cal administrative activities,** ~~the~~ Superintendent or designee shall, on a quarterly basis, submit an invoice to the local educational consortium or local governmental agency through which the district has contracted ~~to receive reimbursement.~~

Note: ~~The program requires the local educational consortium or local governmental agency to provide training to participating districts prior to the time survey. District staff to be included in the time survey must participate in training as described in the following paragraph.~~

~~Staff responsible for completing the time survey shall annually participate in training regarding eligible activities and the time survey methodology, and shall receive additional training whenever there are changes or updates in administrative claiming categories and activities. New or reassigned staff shall receive training before beginning their duties completing time surveys.~~

Note: The MAA program requires randomly selected employees who perform MAA activities as a normal part of their job duties to complete a random-moment time study which is used to determine the work effort of all time study participants over a given time period. Further information regarding the required procedure is available on the DHCS web site.

**In addition, the Superintendent or designee shall submit to the local educational consortium or local governmental agency, and shall update each quarter, a roster of all employees who perform direct Medi-Cal services or administrative activities. When notified by the local educational consortium or local governmental agency of the date and time that a random-moment time survey must be conducted by a particular employee, the Superintendent or designee shall coordinate the completion and submission of the survey in accordance with DHCS timelines and procedures.**

The Superintendent or designee shall maintain an audit file containing **original random-moment** time survey documentation and other records specified by DHCS. Such documentation shall be kept for three years after the end of the quarter in which expenditures were incurred or, if an audit is in progress, until the completion of the audit.

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# CSBA Sample Board Policy

Students

BP 5144.1(a)

## SUSPENSION AND EXPULSION/DUE PROCESS

Note: Education Code 35291 requires the Governing Board to prescribe rules and regulations for maintaining discipline in the schools under its jurisdiction. Education Code 48918 **mandates** the setting of rules and regulations for student expulsion as specified in this Board policy and the accompanying administrative regulation.

While recognizing that suspension or expulsion of students is sometimes necessary, legislative, administrative, regulatory, civic, and educational leaders are united in the belief that instructional time should be used for student learning purposes and that school discipline should be imposed in a way that, as much as possible, does not exclude students from school or limit their ability or opportunity to learn. According to the U.S. Department of Justice's Civil Rights Division (DOJ) and the U.S. Department of Education's Office for Civil Rights (OCR), in their joint January 2014 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, studies suggest a correlation between exclusionary discipline policies and practices (such as suspension and expulsion) and an array of serious educational, economic, and social problems, including school avoidance and diminished educational engagement, decreased academic achievement, increased behavior problems, and increased likelihood of dropping out, substance abuse, and involvement with the juvenile justice system. Consequently, they recommend that districts adopt alternative disciplinary measures that provide students with appropriate interventions and supports as a means for preventing and addressing student misbehaviors.

Pursuant to Education Code 48900.5, a district is not authorized to suspend a student for certain specified violations unless the student has been subjected to other means of correction which have failed to bring about proper conduct. Such other means of correction include, but are not limited to, conferences between school personnel and the student and his/her parents/guardians; use of study, guidance, or other intervention teams to develop a plan to address the behavior in partnership with the student; and participation in a restorative justice program. For further information about specific disciplinary strategies, including alternatives to class or school removals, see BP/AR 5144 - Discipline. Education Code 48900.5 authorizes a district to document in a student's records the alternative means of correction used to address the student's behavior. Furthermore, when a student is being suspended by the Superintendent, principal, or designee, Education Code 48911, ~~as amended by AB 667 (Ch. 445, Statutes of 2017)~~, requires that the student be informed, during the informal conference that precedes the suspension, of the other means of correction that were attempted before the suspension.

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.2 - Bullying)*



**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Note: Pursuant to Education Code 48900(s), a student may be subject to discipline only when the violation is related to a school activity or school attendance as specified below. A student may also be disciplined for a violation committed away from school if it is related to a school activity or to school attendance. For example, Education Code 48900 defines bullying by means of an electronic act as including an act that originates off campus; see the accompanying administrative regulation and BP/AR 5131.2 - Bullying. Another example is the hostile school environment which a victim may suffer from sexual harassment that occurs off campus; see BP/AR 5145.7 - Sexual Harassment.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

*(cf. 5112.5 - Open/Closed Campus)*

4. During, going to, or coming from a school-sponsored activity

Note: The following paragraph addresses the problem of unlawful discrimination in the administration of student discipline. In their joint January 2014 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, DOJ and OCR noted that, based on the civil rights data collection conducted by OCR, students of certain racial or ethnic groups tended to be disciplined more, and sometimes more harshly, than their similarly situated peers in violation of federal nondiscrimination laws. The letter warned that any district determined to have engaged in unlawful discrimination could be subject to OCR investigation and significant remedial action.

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

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

**Appropriate Use of Suspension Authority**

Note: Education Code 48900.5 requires districts to use other means of correction instead of suspension or expulsion except when a student commits certain enumerated offenses. The following section reflects legislative intent regarding appropriate use of suspension as a means of disciplining students and may be modified to reflect district practice.

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

*(cf. 1020 - Youth Services)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

*(cf. 6142.4 - Service Learning/Community Service Classes)*

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

*(cf. 6164.5 - Student Success Teams)*

Note: The following <b>optional</b> paragraph may be revised to reflect district practice.
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A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

Note: Education Code 48900(k) prohibits a district from suspending students in grades K-3 for disruption or willful defiance and authorizes, but does not require, a district to suspend students in grades 4-12 for disruption or willful defiance. Even with this authority, districts should be careful in using these grounds, as available data have indicated a disproportionate use with certain student subgroups. Option 1 below is for use by any district that chooses to suspend students in grades 4-12 for disruption and/or willful defiance as authorized pursuant to Education Code 48900(k). Any district that chooses to eliminate disruption and willful defiance as reasons for suspending any of its students from school should select Option 2 below. Such districts should also delete the first paragraph in the section titled "Additional Grounds for Suspension and Expulsion: Grades 4-12" in the accompanying administrative regulation.
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Each option below reflects an exception granted to teachers pursuant to Education Code 48910 to suspend students, including a K-3 student, from class; see section "Suspension from Class by a Teacher" in the accompanying administrative regulation.
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**OPTION 1:** No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

**OPTION 2:** No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Note: The following <b>optional</b> paragraph reflects the Legislature's intent, expressed in Education Code 48900, concerning disciplinary actions against truant, tardy, or absent students. Since these are not enumerated offenses, a district does not have the authority to suspend or expel students for committing any of these acts.
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Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

### **On-Campus Suspension**

Note: As an alternative to off-campus suspension, Education Code 48911.1 authorizes a supervised suspension classroom program for students who pose no imminent danger to anyone at school and who have not been recommended for expulsion, as specified below. Education Code 48911.2 states that, if the number of students suspended during the prior year exceeds 30 percent of the school's enrollment, the district should consider implementing this program and/or another on-campus progressive discipline program.

The following **optional** section is for use by districts implementing a supervised suspension classroom program. Such districts may continue to claim funding apportionments for students so assigned, provided they meet specific criteria which are set forth under "Supervised Suspension Classroom" in the accompanying administrative regulation. A district does not receive funding for off-campus suspensions.

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

### **Authority to Expel**

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

Note: Pursuant to Education Code 48917, the Board may decide to suspend the enforcement of an order for expulsion as long as a student satisfies specific conditions. See the accompanying administrative regulation for criteria. In addition, the Attorney General opined in 80 Ops.Cal.Atty.Gen. 85 (1997) that the enforcement of an expulsion order may be suspended even in those cases where the student has committed an offense for which expulsion is required by law. Legal counsel should be consulted as appropriate.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

**Note: The following paragraph is for use by districts that contract with the California Department of Education (CDE) to operate a California State Preschool Program. Education Code 8239.1, as added by AB 752 (Ch. 708, Statutes of 2017), prohibits the expulsion or disenrollment of a child in a preschool program unless the district has taken specified steps and the child's continued enrollment would present a serious safety threat to the child or other enrolled children. For further details regarding the steps the district must take prior to expelling a child, see BP 5148.3 - Preschool/Early Childhood Education.**

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

**No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.**

*(cf. 5148.3 - Preschool/Early Childhood Education)*

**Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

*(cf. 5119 - Students Expelled from Other Districts)*

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

**Maintenance and Monitoring of Outcome Data**

Note: Pursuant to Education Code 48900.8 and 48916.1, **require** the district ~~is required~~ to maintain data related to suspensions and expulsions **as provided below. Pursuant to Education Code 48916.1, the and to report such data to the Superintendent of Public Instruction may require submission of such data as part of the Federal Program Monitoring process. In addition, 20 USC 7961 requires districts to submit to the CDE a description of the circumstances surrounding any expulsions based on bringing or possessing a firearm on campus, including the name of the school, the number of students expelled, and the type of firearms involved.**

The Superintendent or designee shall ~~annually present to the Board a report of the~~ **maintain** outcome data **related to student suspensions and expulsions in accordance with which the district is required to collect pursuant to** Education Code 48900.8 and 48916.1, including, **but not limited to**, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. **For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.**

Note: Pursuant to Education Code 52060, districts are required to address school climate in the local control and accountability plan, as measured by student suspension and expulsion rates and other local measures for each school and each numerically significant student subgroup. As defined in Education Code 52052, numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students.

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 - Local Control and Accountability Plan)

*Legal Reference:*

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

**8239.1 Prohibition against expulsion of preschool student**

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

**64000-64001 Consolidated application**

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

*Legal Reference continued: (see next page)*

**SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

*Legal Reference: (continued)*

LABOR CODE

230.7 ~~Discharge or discrimination against employee for taking~~ **Employee** time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

417.27 Laser pointers

422.55 Hate crime defined

422.6 Interference with exercise of civil rights

422.7 Aggravating factors for punishment

422.75 Enhanced penalties for hate crimes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors, or stun guns

868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7961 Gun-free schools

UNITED STATES CODE, TITLE 42

11432-11435 Education of homeless children and youths

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

*Legal Reference: (see next page)*

**SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

*Legal Reference: (continued)*

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

*Management Resources:*

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

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

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

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

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Healthy Students:

<https://www2.ed.gov/about/offices/list/oese/oshs>

(12/14 12/17) 10/18



# CSBA Sample Administrative Regulation

Students

AR 5144.1(a)

## SUSPENSION AND EXPULSION/DUE PROCESS

Note: CSBA recommends that this administrative regulation be approved by the Governing Board, regardless of the usual district practice.

Education Code 35291 requires the Board to adopt rules and regulations, which are not inconsistent with law or rules adopted by the State Board of Education, for the government and discipline of the schools under its jurisdiction. In addition, Education Code 48918 and 48918.5 **mandate** that districts adopt rules concerning the due process rights of students in expulsion situations, and Education Code 48916 **mandates** procedures for filing and processing requests for readmission. Specific language complying with these mandates is included throughout this administrative regulation.

The acts for which students may be suspended or expelled are specified in law and in the sections below titled "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12." The Board does not have authority to add to those enumerated acts. However, the Board has authority to prohibit suspension or expulsion for certain acts for which suspension or expulsion is permissible rather than mandatory. The Board may consider limiting the use of suspension and expulsion for such offenses as part of the district plan to address school climate within the local control and accountability plan required pursuant to Education Code 52060. In addition, pursuant to Education Code 48900.5, a district is not authorized to suspend a student for certain specified violations unless other means of correction have failed to bring about proper conduct.

### Definitions

*Suspension* means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

*Expulsion* means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

### Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

*(cf. 5144 - Discipline)*

*(cf. 5145.6 - Parental Notifications)*

### **Grounds for Suspension and Expulsion: Grades K-12**

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))

Note: The Attorney General, in 80 Ops.Cal.Atty.Gen. 91 (1997), determined that a student may be expelled for "possession" of a firearm if the student knowingly and voluntarily had direct control over the firearm. The only exceptions are when the student has permission from school officials to possess the firearm (pursuant to Education Code 48900 and 48915) or when the possession is brief and solely for the purpose of disposing of the firearm, such as handing it to school officials. Note that "firearm" does not include "imitation firearm" which is listed separately in item #12 below. See BP 5131.7 - Weapons and Dangerous Instruments.

Pursuant to Penal Code 417.27, students are prohibited from possessing a laser pointer on school premises, except for a valid instructional or other school-related purpose. See BP 5131 - Conduct.

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

*(cf. 5131 - Conduct)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

*(cf. 5131.6 - Alcohol and Other Drugs)*

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

*(cf. 5131.62 - Tobacco)*

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))
12. Possessed an imitation firearm (Education Code 48900(m))

*Imitation firearm* means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

*Hazing* means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. *Hazing* does not include athletic events or school-sanctioned events. (Education Code 48900(q))

Note: Education Code 48900(r) defines "bullying" as "any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of electronic act," which is directed toward a student and which would have serious detrimental consequences upon a reasonable student. Pursuant to Education Code 48900, a student may be disciplined for bullying by means of an electronic act even when the act originated off campus. See also BP 5131.2 - Bullying.

17. Engaged in an act of bullying (Education Code 48900(r))

*Bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Note: "Bullying" also would include any act of sexual harassment, hate violence, or harassment, threat, or intimidation committed by a student of any grade level, as set forth in Education Code 48900.2, 48900.3, or 48900.4, when the act results in harm to a reasonable student as specified in the above paragraph. However, when bullying is found under these circumstances, students below grade 4 may be disciplined for the "bullying" but not for the underlying act of sexual harassment, hate violence, or harassment, threat, or intimidation as specified below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12."

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

*Electronic act* means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include,

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

*Reasonable student* means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

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

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

Note: Education Code 48900 allows for the suspension, but not expulsion, of a student who "aids or abets," as defined in Penal Code 31, the infliction or attempted infliction of physical injury to another person. The term "aiding or abetting," is a complex legal term and requires that, at the time he/she committed the crime, the aider or abettor was aware of the crime and specifically intended to commit the crime. Because of the complexities of criminal law, legal counsel should be consulted as appropriate.

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A *terrorist threat* includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

**Additional Grounds for Suspension and Expulsion: Grades 4-12**

Note: The following section applies only to students in grades 4-12 and may be revised to reflect grade levels offered by the district.

Education Code 48900, ~~as amended by AB 420 (Ch. 667, Statutes of 2014)~~, prohibits the use of disruption and/or willful defiance as reasons for expelling any student. ~~As amended~~, Education Code 48900 also restricts their use as a basis for suspending students from school in grades 4-12. Since districts are authorized but not required to suspend students in grades 4-12 based on these grounds, a district may choose, consistent with Option 2 in accompanying Board policy, to prohibit the use of these reasons for suspending its students. **Any district that chooses to do so should delete the following paragraph.**

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - *Student Disturbances*)

Note: As discussed in item #17 of "Grounds for Suspension and Expulsion: Grades K-12" above, although Education Code 48900(r) defines bullying to include acts involving items #1-3 below, only students in grades 4-12 may be suspended or expelled for the individual acts that constitute sexual harassment, hate violence, and harassment. The interplay between "bullying" and items #1-3 can raise complex legal issues. Districts should consult legal counsel as appropriate.

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

*Sexual harassment* means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - *Sexual Harassment*)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

*Hate violence* means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - *Hate-Motivated Behavior*)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and

## **SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

*(cf. 5145.3 - Nondiscrimination/Harassment)*

### **Suspension from Class by a Teacher**

Note: The following section is <b>optional</b> and may be revised to reflect district practice. While Education Code 48900(k), <del>as amended by AB 420 (Ch. 660, Statutes of 2014)</del> , prohibits a district from suspending students in grades K-3 for disruption or willful defiance, it still allows for a teacher to suspend a K-3 student on these grounds.
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A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

### **Suspension by Superintendent, Principal or Principal's Designee**

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

Note: Education Code 48900.5 limits situations warranting suspension for a first offense to when the violation involves Education Code 48900(a)-(e) or the student's presence causes a danger to persons.

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

Note: Pursuant to Education Code 48900 and 48915, except for certain egregious acts or offenses for which suspension is permissible or mandatory, as specified above pursuant to Education Code 48915(a) or (c), the Superintendent or principal is authorized to use his/her discretion to provide an alternative, age-appropriate disciplinary measure that is tailored to correct a student's specific misbehavior. In addition, the U.S. Department of Justice's Civil Rights Division (DOJ) and the U.S. Department of Education's Office for Civil Rights (OCR), in their joint January 2014 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, recommend that effective alternatives to suspension and expulsion be implemented for correcting student misbehavior. For a list of appropriate alternatives, see AR 5144 - Discipline.

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

*(cf. 5125 - Student Records)*

### **Length of Suspension**

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)



**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

*(cf. 6184 - Continuation Education)*

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

**Due Process Procedures for Suspension**

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the available evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

Note: Item #2 below should be revised to reflect the district's processing and reporting procedures.
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2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

Note: The following <b>optional</b> paragraph may be revised to reflect district practice.
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In addition, the notice may state the date and time when the student may return to school.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)
- a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
  - b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Note: When the student being considered for expulsion is a foster youth, Education Code 48911 and 48918.1 require the district to invite the student's attorney and an appropriate county child welfare agency representative to the meeting specified above. **See the section below titled "Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students."** To ensure such invitation, the following paragraph provides that the district liaison for foster youth be notified. However, any district that has designated another position to carry out this responsibility may modify the paragraph to specify that position. For designation of the liaison for foster youth, see AR 6173.1 - Education for Foster Youth.

- c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

*(cf. 6173.1 - Education for Foster Youth)*

Note: Pursuant to Education Code 48918.1, ~~as amended by AB 1806 (Ch. 767, Statutes of 2014)~~, the district's liaison for homeless students must be notified when the student being considered for expulsion is a homeless student. See the section below titled "Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students."

- d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

*(cf. 6173 - Education for Homeless Children)*

Note: The following **optional** paragraph may be revised to reflect district practice. Since Education Code 48900 and 48900.5 require a district, under certain circumstances, to use alternative disciplinary measures prior to imposing suspension, including supervised suspension, the district may, as necessary, provide services that would address the student's specific misbehavior along with the suspension program. For example, the district may require the student to enroll in a program that teaches prosocial behavior or anger management even while the student is suspended.

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

### Suspension by the Board

Note: The following **optional** section reflects the Board's authority to suspend students from school pursuant to Education Code 48912. In practice, it is impractical for boards to directly exercise this authority since circumstances warranting suspension usually require quick and sometimes immediate action which may not be possible for a board due to legal requirements for taking board actions, such as having a meeting.

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information **that would violate** ~~violating~~ a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

*(cf. 9321 - Closed Session Purposes and Agendas)*

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

**On-Campus Suspension**

Note: The following **optional** section is for use by any district establishing an on-campus suspension program pursuant to Education Code 48911.1. However, pursuant to Education Code 48900.5, such a district is required to use other means of correcting a student's behavior before imposing a supervised suspension, unless such a supervised suspension is otherwise permitted by law for a student's first offense. Use of a supervised suspension classroom program does not in any way limit the district's ability to transfer a student to an opportunity school or class or a continuation education school or class in accordance with law.

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

### **Superintendent or Principal's Authority to Recommend Expulsion**

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

### **Student's Right to Expulsion Hearing**

Note: Education Code 48918 **mandates** that the Board establish rules and regulations governing procedures for the expulsion of students. The timelines of Education Code 48918 must be strictly followed; failure to do so may result in loss of the district's power to act (Garcia v. Los Angeles Board of Education). In calculating timelines, the district should also be aware of the difference between the calculation of "school days" and "calendar days" under Education Code 48918.

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

**Stipulated Expulsion**

Note: The following section is **optional** and may be revised to reflect district practice. "Stipulated expulsion" is for districts that have adopted an expedited procedure which allows a student to waive his/her right to a pre-expulsion hearing in exchange for an agreement as to the terms of the expulsion. Such waivers are not specifically addressed in law and districts should ensure that the due process rights of students are included in the stipulated agreement and are clearly explained to them before the agreement is signed. Districts should consult legal counsel as appropriate.

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

### **Rights of Complaining Witness**

Note: Education Code 48918.5 **mandates** the following rights related to the treatment of witnesses alleging acts of sexual assault or sexual battery. Other procedures related to complaining witnesses also may be added as desired by the district. Additional mandated procedures related to the rights and treatment of complaining witnesses are included where appropriate throughout this regulation.

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

### **Written Notice of the Expulsion Hearing**

Note: Education Code 48918 **mandates** the Board to adopt procedures that include the following items.

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

**SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

*(cf. 5119 - Students Expelled from Other Districts)*

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

*Legal counsel* means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

*Nonattorney adviser* means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

**Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students**

Note: Prior to conducting an expulsion hearing to determine whether a foster youth should be expelled, Education Code 48918.1 requires the district to notify the student's attorney and a representative of an appropriate county child welfare agency, provided that the violation does not require a mandatory recommendation for expulsion. Pursuant to Education Code 48918.1, as amended by AB 1806 (Ch. 767, Statutes of 2014), such additional notice must be given to the district liaison for homeless students when the student involved is a homeless child or youth and the violation does not require a mandatory recommendation for expulsion. While such a notice is not required if the offense requires a mandatory recommendation for expulsion, it is nonetheless recommended and the following section reflects this recommendation.



## **SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

### **Conduct of Expulsion Hearing**

Note: Education Code 48918 **mandates** that the Board adopt procedures that include the following items.

Instead of the Board conducting an expulsion hearing, it may appoint a hearing officer or an impartial administrative panel to conduct the hearing; see section "Alternative Expulsion Hearing: Hearing Officer or Administrative Panel" below. Even if the district conducts all expulsion hearings in this manner, the requirements of Education Code 48918 pertaining to the conduct of the hearing must be met.

1. **Closed Session:** Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Note: For the purpose of Board deliberations during the closed session described below, the presence of any person other than the Board members, including the Superintendent, necessitates allowing the presence of the parent/guardian, student, and student's counsel.

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

Note: Education Code 48918 authorizes the Board to issue subpoenas for the personal appearance of percipient witnesses at an expulsion hearing. In Woodbury v. Dempsey, the court held that a district's authority to determine whether to issue subpoenas is discretionary, but a district could not have a blanket policy denying the issuance of subpoenas in all cases.

In accordance with Code of Civil Procedure 1987, the subpoena must be served at least 10 days before the time required for attendance unless the court prescribes a shorter time. Unless they are parties to the hearing or are district or government employees, witnesses who appear pursuant to a subpoena receive fees equal to those prescribed for witnesses in civil actions in a superior court, and all witnesses other than the parties to the hearing receive mileage. These fees and mileage must be paid by the party requesting the subpoena.

3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

listed in "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

Note: Findings of fact made by the Board or a hearing panel must not be based on hearsay alone. "Hearsay" is evidence of an oral or written statement made by a person who is not present at the hearing which is offered to establish a fact as being true. Some exceptions to the hearsay rule exist under the Evidence Code and Education Code. The district should consult legal counsel as appropriate.

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

Note: Education Code 48918.6 provides that testimony by a student witness at an expulsion hearing is privileged and thus protected from liability for defamation pursuant to Civil Code 47(b).

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
- a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
  - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
  - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
  - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
  - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
    - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
    - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
    - (3) The person conducting the hearing may:
      - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
      - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
      - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

**Alternative Expulsion Hearing: Hearing Officer or Administrative Panel**

Note: For districts that use a hearing officer or administrative panel, Education Code 48918 **mandates** that the Board adopt procedures that include the following section.

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

Note: Pursuant to Education Code 48918, ~~as amended by SB 1111 (Ch. 837, Statutes of 2014)~~, if the hearing officer or administrative panel does not recommend expulsion, a student must be permitted to return to the classroom instructional program from which the expulsion referral was made, unless the student's parent/guardian requests a different placement. ~~As amended~~, Education Code 48918 also states that a student who is found to have committed any of the violations listed in "Authority to Expel" in the accompanying Board policy but for whom expulsion is not recommended may be referred to his/her prior school. However, the hearing officer or administrative panel, like the Board, must recommend expulsion or a suspended expulsion under Education Code 48915, if it finds that a student committed any such violation that mandates expulsion. District should consult legal counsel to resolve this apparent discrepancy.

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

**Final Action by the Board**

Note: Education Code 48918 **mandates** that the Board adopt procedures that include the following paragraph.

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

*(cf. 9321.1 - Closed Session Actions and Reports)*

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Note: The Gun-Free Schools Act, 20 USC 7151, requires that information in the following paragraph be sent to the California Department of Education (CDE) for assurances of compliance with federal and state law. For other language that must be submitted to the CDE, see section below entitled "Notifications to Law Enforcement Authorities." **20 USC 7961 requires the district, in the consolidated application for federal funding, to provide an assurance that it will comply with the state requirement to expel, for a period not less than one year, any student who brings a firearm to school or possesses a firearm at school.**

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any **"mandatory recommendation and mandatory expulsion"** act listed ~~under "Mandatory Recommendation and Mandatory Expulsion" above~~ **in the section "Authority to Expel" in the accompanying Board policy**, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

## **SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

Note: The following paragraph is **optional**. Education Code 48916.5 authorizes, but does not mandate, the Board to make the following requirement of certain expelled students.

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

### **Written Notice to Expel**

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

### **Decision to Suspend Expulsion Order**

Note: Pursuant to Education Code 48917, the Board's criteria for suspending the enforcement of expulsions must be applied uniformly to all students. Items #1-3 below are **optional** and should be revised to reflect district criteria.

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided



## **SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))

7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

### **Appeal**

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

### **Notification to Law Enforcement Authorities**

Note: ~~The Gun Free Schools Act (20 USC 7151) requires that information in the following two paragraphs be sent to the CDE for assurances of compliance with federal and state law.~~

~~In addition,~~ Education Code 48902 requires the principal or designee to notify law enforcement authorities when a student ~~or nonstudent~~ possesses a firearm or explosive or sells or furnishes a firearm at school. However, when the student involved in such a case is a student with a disability, Education Code 49076 requires any law enforcement authority to which student information is disclosed to certify that those records will not be disclosed to another party without the prior written consent of the student's parent/guardian or other person invested with the student's educational right; see AR 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities).

~~When submitting the consolidated application for federal funding, the district must provide assurance that it has adopted a policy requiring referral to the criminal justice system or juvenile delinquency system of any student who brings a firearm or weapon to a school. The following section fulfills this requirement.~~

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee ~~also~~ shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

controlled substance, **or of any student acts involving** ~~In addition, law enforcement authorities shall be notified regarding any acts by students regarding~~ the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate ~~city or~~ county **or district** law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

**Placement During Expulsion**

Note: Education Code 48915 requires the Board to refer all expelled students to a program of study that is prepared to accommodate students with discipline problems and that is not located at the school the student currently attends or at any regular elementary, middle, junior, or senior high school. However, students expelled for the acts described in Education Code 48900(f) through (m) or Education Code 48900.2, 48900.3, or 48900.4 may be referred to a program of study that is at another elementary, middle, junior, or senior high school if the County Superintendent of Schools certifies that an alternative program is not available at a site away from such a school.

Education Code 48915.01 states that if the Board has established a community day school pursuant to Education Code 48661 on the same site as an elementary, middle, junior, or senior high school, expelled students may be referred to the community day school at that site. Although Education Code 48663 prohibits the use of independent study in community day schools, Education Code 48916.1 does not in any way restrict the district from offering independent study as a voluntary alternative placement option for expelled students.

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

*(cf. 6158 - Independent Study)*

*(cf. 6185 - Community Day School)*

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for

## **SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

### **Readmission After Expulsion**

Note: Education Code 48916 **mandates** that the Board adopt rules and regulations establishing a procedure for filing and processing requests for readmission and a process for Board review of all expelled students for readmission. Items #1-2 below should be revised to reflect district practice.

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice

**SUSPENSION AND EXPULSION/DUE PROCESS** (continued)

shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

**Maintenance of Records**

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

Note: Education Code 48915.1 requires that, when an expelled student asks to enroll in another district, the receiving district must hold a hearing to determine whether the student poses a danger to its students or staff. The receiving district then may either deny or permit the enrollment. Upon request from another district, the expelling district must provide information about the expulsion within five days.
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The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

*(cf. 5119 - Students Expelled from Other Districts)*

# CSBA Sample Board Policy

Students

BP 5148.3(a)

## PRESCHOOL/EARLY CHILDHOOD EDUCATION

Note: The following **optional** policy may be used by districts that operate their own preschool/early childhood education programs and/or collaborate to provide preschool opportunities within the community; ~~see the appropriate sections below.~~ CSBA's publication ~~Expanding Access to High Quality Preschool Programs~~ **What Boards of Education Can Do about Kindergarten Readiness** provides information about characteristics of effective preschool programs and actions that the district and Governing Board can take to encourage and/or provide high-quality preschool education, ~~including a worksheet to assist districts in the development of policy pertaining to preschool and early childhood education.~~ **Education Code 8492, as added by AB 1808 (Ch. 32, Statutes of 2018), establishes the Early Education Expansion Program to provide grants for the purpose of increasing access to inclusive early care and education programs for children with and without disabilities.**

The Governing Board recognizes ~~that~~ **the value of** high-quality preschool experiences ~~help~~ **children ages 3-4 years to develop to enhance children's social-emotional development,** knowledge, skills, abilities, and attributes necessary for a successful transition into the elementary education program. ~~Early education programs should provide~~ **The Board desires to provide children ages 3-4 years access to** developmentally appropriate activities in a safe, adequately supervised, and cognitively rich environment.

### **Collaboration with Community Programs**

Note: The following **optional section paragraphs** may be used by all districts, regardless of whether they provide their own preschool programs, and may be revised to reflect district practice.

Education Code 8499-8499.7 establish county-level child care and development planning councils, with members selected by the County Board of Supervisors and County Superintendent of Schools, to identify local priorities for child care, including preschool programs, and to develop policies to meet identified needs; see BP 5148 - Child Care and Development. Such councils ~~also~~ **also** develop centralized student eligibility lists; see section on "Eligibility and Enrollment" in the accompanying administrative regulation.

The Superintendent or designee shall collaborate with the local child care and development planning council, **the county office of education,** other public agencies, organizations, ~~the county office of education,~~ and/or private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The Board encourages the development of a comprehensive districtwide and/or countywide plan to increase children's access to high-quality preschool programs.

*(cf. 1020 - Youth Services)*

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

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

*(cf. 5148 - Child Care and Development)*

The Superintendent or designee shall provide information about preschool options in the community to parents/guardians upon request.

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)**District Preschool Programs**

Note: The following **optional** section is for use by districts that choose to provide preschool/early childhood education programs for children ages 3-4 years and should be revised to reflect district practice.

The district may contract with the California Department of Education (CDE) to offer a program through the California State Preschool Program (CSPP) pursuant to Education Code 8235-8239.1. The CSPP consolidates a number of state programs that serve children ages 3-4, including state preschool programs (Education Code 8235-8237), family literacy programs (Education Code 8238-8238.4), and general child care and development programs to the extent that they serve children ages 3-4 (Education Code 8240-8244). Children ages 3-4 years from low-income or otherwise disadvantaged families may be eligible for subsidized services. See the accompanying administrative regulation for major program requirements for CSPP.

Preschool programs ~~also~~ may **also** receive funding through the state migrant child care and development program (Education Code 8230-8233), **state child care and development services for children with special needs** program ~~for severely disabled children~~ (Education Code 8250-8252), federal Head Start program (42 USC 9831-9852), Title I preschool program (20 USC 6311-6322), or other funding sources available to the district.

When the Board determines that it is feasible, the district may contract with the California Department of Education (CDE) to provide preschool services in facilities at or near district schools, **either directly or through a subcontract with a public or private provider.**

**Note: Beginning July 1, 2019 or upon the adoption of emergency regulations, whichever comes first, Health and Safety Code 1596.792, as amended by AB 99 (Ch. 15, Statutes of 2017) and AB 1808 (Ch. 32, Statutes of 2018), exempts CSPP programs from specified licensure and regulation requirements if they are operated in a school building by a school district under contract with CDE. However, such CSPP programs are required to comply with other specified health and safety requirements.**

**District preschool programs shall comply with all health and safety laws and regulations, including, when applicable, licensure requirements pursuant to 22 CCR 101156.**

Note: 5 CCR 18130 specifies the state regulations for child care and development programs that are applicable to CSPP programs, including the requirement in 5 CCR 18271 that the Board approve a written philosophical statement, goals, and objectives addressing each program component specified in 5 CCR 18272-18281. See the accompanying administrative regulation and AR 5148 - Child Care and Development for further information about these required program components.

The Board shall approve, for the district's preschool program, a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

## **PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

The Board shall set priorities for establishing or expanding services as resources become available, giving consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing district schools.

*(cf. 6171 - Title I Programs)*

Note: Pursuant to Education Code 8236, districts have the authority to subcontract with an appropriate public or private agency to operate a district CSPP program.

On a case by case basis, the Board shall determine whether the district shall directly administer a preschool program or contract with a public or private provider to offer such a program.

Facilities for preschool classrooms **needs** shall be addressed in the district's facilities master plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the Superintendent or designee shall provide information to the Board regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations or agencies.

*(cf. 1330.1 - Joint Use Agreements)*  
*(cf. 7110 - Facilities Master Plan)*  
*(cf. 7210 - Facilities Financing)*

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning.

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 6020 - Parent Involvement)*

Note: The following **optional** paragraph provides for coordination of the preschool program with the **transitional kindergarten (TK)** program and may be revised to reflect district practice. Pursuant to Education Code 48000, children whose fifth birthday is between September 2 and December 2 must be offered a **transitional kindergarten (TK)** program which operates as the first year of a two-year kindergarten program; see BP 6170.1 - Transitional Kindergarten. ~~The following **optional** paragraph provides for coordination of the preschool program with the TK program and may be revised to reflect district practice.~~

The Superintendent or designee shall coordinate **planning efforts for** the district's preschool program, transitional kindergarten program (**TK**), and elementary education program to provide a developmental continuum that builds upon children's growing skills and knowledge.

*(cf. 6011 - Academic Standards)*  
*(cf. 6170.1 - Transitional Kindergarten)*

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

Note: CDE has developed voluntary "preschool learning foundations" which describe the knowledge, skills, and competencies that children are expected to exhibit as they complete their first or second year of preschool. These standards address essential skills in the subject areas listed below. The standards and companion preschool curriculum frameworks are available on CDE's web site.

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by ~~the~~ CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills ~~related to in~~ **the areas of** language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The district's preschool program shall provide appropriate services to support the needs of ~~English learners and children with disabilities~~ **at-risk children**.

*(cf. 0415 - Equity)*

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

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

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

*(cf. 6174 - Education for English Learners)*

*(cf. 6175 - Migrant Education Program)*

~~The district shall encourage volunteerism in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.~~

*(cf. 1240 - Volunteer Assistance)*

To maximize the ability of children to succeed in the preschool program, the program shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

*(cf. 3550 - Food Services/Child Nutrition Program)*

*(cf. 5030 - Student Wellness)*

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.32 - Health Screening for School Entry)*

*(cf. 5141.6 - School Health Services)*

~~The district shall encourage volunteerism in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.~~

*(cf. 1240 - Volunteer Assistance)*



**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

Note: The Commission on Teacher Credentialing issues permits for child development program directors, site supervisors, master teachers, teachers, associate teachers, and assistants pursuant to criteria established in Education Code 8360-8370 and 5 CCR 80105-80125. The district may request from CDE a waiver of the qualification requirements for a site supervisor upon demonstration of a compelling need, in accordance with Education Code 8208(aa) and 5 CCR 18295.

Health and Safety Code 1596.7995, ~~as added by SB 792 (Ch. 807, Statutes of 2015)~~, requires that employees and volunteers at a day care center be immunized against influenza, pertussis, and measles, with specified exemptions. In addition, Health and Safety Code 1597.055, ~~as amended by SB 792~~, requires that teachers in a day care center obtain a tuberculosis clearance. See the accompanying administrative regulation.

~~Education Code 8450 authorizes the district to create a reserve fund and use 10 percent of it for purposes of professional development for CSPP instructional staff. Professional development resources pertaining to preschool/early childhood education are available through CDE and organizations such as the California Preschool Instructional Network, and others. See the management resources below.~~

~~Education Code 8450 authorizes the district to create a reserve fund and use 10 percent of it for purposes of professional development for CSPP instructional staff.~~

The Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in district preschool programs possess the appropriate permit(s) issued by the Commission on Teacher Credentialing, meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

*(cf. 4112.2 - Certification)*

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

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

*(cf. 4131 - Staff Development)*

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Note: Pursuant to 5 CCR 18130, CSPP programs are subject to the requirements of 5 CCR 18105. 5 CCR 18105 **mandates** that districts offering a CSPP program develop written admissions policies and procedures that conform to the requirements of 22 CCR 101218, as provided in the following paragraph. See the accompanying administrative regulation for additional language that fulfills this mandate.

Preschool admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a health examination requirement. (CCR 18105; 22 CCR 101218)

Note: Education Code 8263 and 5 CCR 18106 establish eligibility criteria and priorities for subsidized preschool services, as provided below and in the accompanying administrative regulation

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

Eligibility is generally limited to children who reside within district boundaries. However, Education Code 8322 and 5 CCR 18107 authorize the Board to enter into an agreement with the boards of other districts to serve children who reside within those districts. The district may revise the following paragraph to reflect any such agreement approved by the Board.

The Superintendent or designee shall ensure that subsidized preschool is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8263 and 5 CCR 18106.

Note: The following paragraph is **optional**. Pursuant to Education Code 8235, programs operated under the CSPP are part-day programs only. Education Code 8239 encourages the provision of "wraparound child care services" which combine part-day preschool and general child care services to provide a full day of services for qualifying families. See the accompanying administrative regulation for program requirements.

The Superintendent or designee shall recommend strategies to link the district's preschool program with other available child care and development programs in the district or community in order to assist families whose child care needs extend beyond the length of time that the district's part-day preschool program is offered.

Note: 5 CCR 18279-18281 require an annual evaluation using **the CDE's** standardized "Desired Results for Children and Families" system **developed by the CDE**. The system requires a self-evaluation that includes, but is not limited to, an assessment of the program by staff and the Board, a parent survey, and an environment rating scale using forms selected by CDE. In addition, every three years, CDE conducts a Federal Program Monitoring/Contract Monitoring Review (FPM/CMR) process with each contract agency which reviews compliance with program requirements. The FPM/CMR instrument is available on the CDE's web site.

Education Code 8203.1, **as added by SB 858 (Ch. 32, Statutes of 2014)**, establishes the early learning quality rating and improvement system (QRIS) block grant to support continuous local improvement efforts that increase the number of low-income children in high-quality preschool programs. Grant funds may be awarded to eligible local consortia, which then allocate funds to districts and other agencies contracting to provide CSPP programs. Pursuant to Education Code 8203.1, QRIS is based on a tiered rating structure with progressively higher quality standards for each tier. It is designed to (1) provide supports and incentives for programs, teachers, and administrators to reach higher levels of quality; (2) monitor and evaluate program impacts on child outcomes; and (3) disseminate information to parents/guardians and the public about program quality. For further information about the QRIS block grant, see CDE's web site and its publication [Dream Big for Our Youngest Children](#).

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 18279)

**Note: The following paragraph may be revised to reflect programs offered by the district. Education Code 8235.5, as added by AB 1808 (Ch. 32, Statutes of 2018), requires CSPP programs that are exempt from licensing pursuant to Health and Safety Code 1596.792 to utilize district complaint procedures, with modifications as necessary, to resolve any deficiencies related to the CSPP health and safety requirements of Health and Safety Code 1596.7925. The bill summary clarifies that the Williams uniform complaint procedures established pursuant to 5 CCR 4680-4687 are the applicable procedures. See BP/AR 1312.4 - Williams Uniform Complaint Procedures.**

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

**The district's Williams uniform complaint procedures, with modifications as necessary, shall be used to investigate and resolve complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the California State Preschool Program. However, licensed programs shall refer complaints alleging health and safety violations to the California Department of Social Services. (Education Code 8235.5; 5 CCR 4610, 4611)**

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

The Superintendent or designee shall regularly report to the Board regarding enrollment in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

*(cf. 0500 - Accountability)*

*Legal Reference:*

EDUCATION CODE

8200-8499.10 *Child Care and Development Services Act, especially:*

8200-8209 *General provisions for child care and development services*

8230-8233 *Migrant child care and development program*

8235-8239.1 *California State Preschool Program*

8240-8244 *General child care and development programs*

8250-8252 *Programs for children with special needs*

8263 *Eligibility and priorities for subsidized child development services*

8263.3 *Disenrollment of families due to reduced funding levels*

**8264.8 *Center-based child care programs, staffing ratios***

**8273.1 *Family fees***

~~8300-8303 *Early Learning Quality Improvement System Advisory Committee*~~

8360-8370 *Personnel qualifications*

8400-8409 *Contracts, **administrative appeal procedure***

8493-8498 *Facilities, **capital outlay***

8499.3-8499.7 *Local child care and development planning councils*

**44065 *Interchange between certificated and classified positions***

**44256 *Credential types***

48000 *Transitional kindergarten*

**48985 *Notification, primary language other than English***

HEALTH AND SAFETY CODE

1596.70-1596.895 *California Child Day Care Act*

1596.90-1597.21 *Day care centers*

120325-120380 *Immunization requirements*

*Legal Reference continued: (see next page)*

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

*Legal Reference: (continued)*

CODE OF REGULATIONS, TITLE 5

**4680-4687 Williams uniform complaint procedures**

18000-18434 Child care and development programs, especially:

18130-18136 California State Preschool Program

18295 Waiver of qualifications for site supervisor

80105-80125 Permits authorizing service in child development programs

CODE OF FEDERAL REGULATIONS, TITLE 22

101151-101239.2 General requirements, licensed child care centers, especially:

101151-101163 Licensing and application procedures

101212-101231 Continuing requirements

101237-101239.2 Facilities and equipment

UNITED STATES CODE, TITLE 20

**1400-1482 Individuals with Disabilities Education Act**

6311-6322 Title I, relative to preschool

6371-6376 Early Reading First

6381-6381k Even Start family literacy programs

6391-6399 Education of migratory children

UNITED STATES CODE, TITLE 42

9831-9852c Head Start programs

~~9858-9858q~~ **9857-9858r** Child Care and Development Block Grant

CODE OF FEDERAL REGULATIONS, TITLE 22

~~101151-101239.2~~ General requirements, licensed child care centers, including:

~~101151-101163~~ Licensing and application procedures

~~101212-101231~~ Continuing requirements

~~101237-101239.2~~ Facilities and equipment

CODE OF FEDERAL REGULATIONS, TITLE 45

~~1301-1310~~ **1301.1-1305.2** Head Start

*Management Resources:*

CSBA PUBLICATIONS

**What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016**

~~Expanding Access to High-Quality Preschool Programs, 2008~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Preschool Learning Foundations

~~14-02 Enrolling and Reporting Children in California State Preschool Programs, April 2014~~

~~Dream Big for Our Youngest Children: Final Report of the California Early Learning Quality Improvement System Advisory Committee, 2010~~

~~Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2nd ed., 2009~~

~~Prekindergarten Learning Development Guidelines, 2000~~

~~First Class: A Guide for Early Primary Education, 1999~~

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

**Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016**

~~Good Start, Grow Smart, April 2002~~

*Management Resources continued: (see next page)*

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

*Management Resources: (continued)*

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

California Association for the Education of Young Children: <http://www.caeyc.org>

~~California Children and Families Commission: <http://www.cfc.ca.gov>~~

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

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

California Head Start Association: <http://caheadstart.org>

California Preschool Instructional Network: <http://www.cpin.us>

Child Development Policy Institute: <http://www.cdpi.net>

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

First 5 Association of California: ~~<http://www.f5ac.org>~~ <http://www.ccfc.ca.gov>

National Institute for Early Education Research: <http://nieer.org>

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

~~Preschool California: <http://www.preschoolcalifornia.org>~~

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

# CSBA Sample Administrative Regulation

Students

AR 5148.3(a)

## PRESCHOOL/EARLY CHILDHOOD EDUCATION

Note: The following administrative regulation reflects the major requirements of the California State Preschool Program (CSPP) pursuant to Education Code 8235-8239.1. The CSPP consolidates state preschool programs (Education Code 8235-8237), family literacy programs (Education Code 8238-8238.4), and general child care and development programs to the extent that they serve children 3-4 years of age (Education Code 8240-8244).

The following administrative regulation does not reflect all requirements for other state and federally funded preschool program(s). The district may revise this administrative regulation to reflect other preschool program(s) it offers, such as the state migrant child care and development program (Education Code 8230-8233), state child care and development services for children with special needs program for severely disabled children (Education Code 8250-8252), federal Head Start program (42 USC 9831-9852), Title I preschool program (20 USC 6311-6322), or preschool program developed and funded by the district.

In addition to the program requirements described below, preschool programs may be subject to other policies contained throughout the district's policy manual (e.g., BP/AR 1240 - Volunteer Assistance, AR 3514.2 - Integrated Pest Management, BP/AR 3550 - Food Service/Child Nutrition Program, and BP/AR 5148 - Child Care and Development, ~~AR 3514.2 - Integrated Pest Management, BP/AR 1240 - Volunteer Assistance, and food safety standards and nutrition requirements in BP/AR 3550 - Food Service/Child Nutrition Program~~). Districts should consult legal counsel if they have questions regarding the applicability of other laws to the district's preschool program.

When approved by the California Department of Education (CDE) under the California State Preschool Program (CSPP), the district may operate one or more part-day preschool programs in accordance with law and the terms of its contract with the CDE.

*(cf. 5148 - Child Care and Development)*

Note: 5 CCR 18130 specifies the state regulations for child care and development programs that are applicable to CSPP programs. These requirements include, but are not limited to, the program components listed in 5 CCR 18272-18281. See AR 5148 - Child Care and Development for details regarding these required program components.

The district's preschool program shall include all required program components, as described in 5 CCR 18272-18281 and AR 5148 - Child Care and Development, for the educational program, the creation of a developmental profile for each child, staff development, parent involvement and education, community involvement, health and social services, nutrition, and program evaluation. (5 CCR 18271-28281)

### Minimum Hours/Days of Operation

The district's part-day preschool program shall operate a minimum of three hours per day, excluding time for home-to-school transportation, and for a minimum of 175 days per year unless otherwise specified in the program's contract. (Education Code 8235; 5 CCR 18136)

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)**Staffing**

The preschool program shall maintain an adult-child ratio of at least one adult for every eight children and a teacher-child ratio of at least one teacher for every 24 children. If the district cannot recruit a sufficient number of parents/guardians or volunteers to meet the required adult-child ratio, teacher aides shall be hired as necessary. (5 CCR 18135, 18290)

*(cf. 1240 - Volunteer Assistance)*

*(cf. 6020 - Parent Involvement)*

Note: Health and Safety Code 1596.7995, ~~as added by SB 792 (Ch. 807, Statutes of 2015),~~ requires employees and volunteers at a day care center to be immunized against influenza, pertussis, and measles, with specified exemptions. Health and Safety Code 1597.055, ~~as amended by SB 792, incorporates the immunization requirements into the qualifications of day care teachers and~~ adds a requirement for such teachers to obtain a tuberculosis clearance. Pursuant to Health and Safety Code 1596.76, a day care center includes a preschool. See AR 5148 - Child Care and Development for further information regarding immunization requirements for staff and volunteers. Districts that ~~do not offer child care and development programs and/or~~ have not adopted AR 5148 - Child Care and Development may revise the following paragraph accordingly and expand it to include the exemptions specified in Health and Safety Code ~~1596.7996~~ **1596.7995**.

Any person employed at a district preschool and any volunteer who provides care and supervision to children at a preschool shall, unless exempted by law, be immunized against influenza, pertussis, and measles in accordance with Health and Safety Code 1596.7995 and AR 5148 - Child Care and Development. Documentation of required immunizations, or applicable exemptions, shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

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

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

In addition, preschool teachers shall present evidence of a current tuberculosis clearance and meet other requirements as specified in Health and Safety Code 1597.055.

**Wraparound Child Care Services**

Note: The following section is **optional**. Because preschool programs operated under the CSPP are part-day programs only, Education Code 8329 encourages districts to contract with the **California Department of Education (CDE)** to offer "wraparound child care services" which combine preschool and general child care services to provide a full day of services for eligible families. Such programs must be consistent with requirements for general child care and development programs offered pursuant to Education Code 8240-8244; see BP/AR 5148 - Child Care and Development.

In accordance with its contract with ~~the~~ CDE, the district may offer full-day services to meet the needs of eligible families through a combination of part-day preschool and wraparound child care services that are offered for the remaining portion of the day or year following

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

completion of the preschool services. Child care and development services offered through this program shall meet the requirements of general child care and development programs pursuant to Education Code 8240-8244. (Education Code 8239)

Wraparound services shall operate a minimum of 246 days per year unless otherwise specified in the contract. Within this period of time, the part-day preschool program shall operate 175-180 days. After the completion of the preschool program, a part-time general child care and development program may operate a full day for the remainder of the year. (Education Code 8239)

**Family Literacy Services**

Note: The following section is **optional**. Contingent upon funding in the state Budget Act, Education Code 8238 and 8238.4 provide for the Superintendent of Public Instruction (~~SPI~~) to distribute family literacy supplemental grant funds to qualifying CSPP contractors for the purposes described below.

When any district preschool program receives funding for family literacy services pursuant to Education Code 8238.4, the Superintendent or designee shall coordinate the provision of: (Education Code 8238)

1. Opportunities for parents/guardians to work with their children on interactive literacy activities, including activities in which parents/guardians actively participate in facilitating their children's acquisition of prereading skills through guided activities such as shared reading, learning the alphabet, and basic vocabulary development
2. Parenting education for parents/guardians of **children in** participating **children classrooms** to support their child's development of literacy skills, including, but not limited to, parent education in:
  - a. Providing support for the educational growth and success of their children
  - b. Improving parent-school communications and parental understanding of school structures and expectations
  - c. Becoming active partners with teachers in the education of their children
  - d. Improving parental knowledge of local resources for the identification of and services for developmental disabilities, including, but not limited to, contact information for the district special education referral
3. Referrals to providers of adult education and instruction in English as a second language as necessary to improve **parents/guardians'** academic skills **of parents/guardians**



## **PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

*(cf. 6200 - Adult Education)*

4. Staff development for teachers in participating classrooms that includes, but is not limited to:
  - a. Development of a pedagogical knowledge, including, but not limited to, improved instructional **and behavioral** strategies
  - b. Knowledge and application of developmentally appropriate assessments of the prereading skills of children in participating classrooms
  - c. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities
  - d. Providing targeted interventions for all young children to improve kindergarten readiness upon program completion

*(cf. 4131 - Staff Development)*

### **Eligibility and Enrollment**

Note: The following section reflects eligibility criteria and enrollment priorities for the CSPP pursuant to state law and regulations. 5 CCR 18105 **mandates** that a district operating a CSPP program develop written admissions policies and procedures that conform to the requirements of 22 CCR 101218, including, **but not limited to**, criteria designating those children whose needs can be met by the program and services and the ages of children who will be accepted. **AB 2626 (Ch. 945, Statutes of 2018) amended Education Code 8208 to change the birthdate by which children are eligible for CSPP, as provided below.**

Children eligible for the district's **CSPP preschool** program include those who will have their third or fourth birthday on or before **September December** 1 of the fiscal year that they are being served. **Children who have their third birthday on or after December 2 may be enrolled on or after their third birthday.** (Education Code 8208, 8235, 8236)

~~Note: The following paragraph reflects guidance in CDE's Management Bulletin 14-02. See BP 6170.1—Transitional Kindergarten for eligibility requirements pertaining to the transitional kindergarten program pursuant to Education Code 48000.~~

~~When a child is eligible for both the preschool program and the district's transitional kindergarten program, the family may choose the most appropriate program for the child. In accordance with the enrollment priorities described below, the child may be enrolled in both programs provided that the child is not enrolled in both programs for the same time period on the same day.~~

~~*(cf. 5111—Admission)*~~

~~*(cf. 6170.1—Transitional Kindergarten)*~~

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

Note: Pursuant to 5 CCR 18082-18083, the parent/guardian must submit an application for services which contains specified information and documentation. The application form is available on CDE's web site. Upon receiving an application, a person designated by the district must certify the family's or child's eligibility.

Eligibility for ~~subsidized preschool~~ **the CSPP program** shall be as follows:

1. Children shall be eligible for subsidized preschool services if their family is a current aid recipient, income eligible, or homeless and/or the children are recipients of protective services or have been identified as being, or at risk of being, abused, neglected, or exploited. (Education Code 8235, 8263, 8263.1; ~~5 CCR 18131, 18134~~)
2. Children shall be eligible for subsidized wraparound preschool and child care services if their family meets at least one of the criteria specified in item #1 above and needs child care services due to either of the following circumstances: (Education Code 8239, 8263)

Note: ~~AB 982 (Ch. 567, Statutes of 2015) amended Education Code 8263 to expand the list of entities that can identify a child in need of subsidized services to include a local educational agency liaison for homeless children and youth, a Head Start program, or a transitional shelter and to expand the list of children to be identified to include a homeless child.~~

- a. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless.

(cf. 6173 - Education for Homeless Children)

Note: **Education Code 8263, as amended by AB 273 (Ch. 689, Statutes of 2017), provides that eligibility for child care and development programs may be established by parent/guardian engagement in an educational program for English learners or for attainment of a high school diploma or general educational development certificate.**

- b. The parents/guardians are engaged in vocational training leading directly to a recognized trade, paraprofession, or profession; **are engaged in an educational program for English language learners or for the attainment of a high school diploma or general educational development certificate;** are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated.

Note: The following paragraph may be revised to reflect district practice. Unless state funding is allocated to support the "centralized eligibility list" established in each county pursuant to Education Code 8499.5, such lists will be maintained only if locally funded. In situations where there is no locally funded centralized eligibility list or the district elects not to participate in the local list, the district must establish its own waiting list in accordance with admission priorities pursuant to 5 CCR 18106.

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment in a preschool program shall be given to neglected or abused children **3 or 4 years of age ages 3-4** who are recipients of child protective services or who, based upon written referral from a legal, medical, or social service agency, are at risk of being neglected, abused, or exploited. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8236; 5 CCR 18131)

*(cf. 1020 - Youth Services)*

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

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

Note: Pursuant to Education Code 8236, second priority for enrollment must be granted to children 4 years of age who are not enrolled in a **transitional kindergarten (TK)** program, as provided in the following paragraph.

**In any CSPP program operating with funding that was initially allocated in a prior fiscal year, at least one-half of the children enrolled at a preschool site must be children who are 4 years of age unless an exception is granted by the SPI. Education Code 8236, as amended by AB 2626 (Ch. 945, Statutes of 2018), eliminates the requirement, for CSPP programs operating with funding that was initially allocated in a prior fiscal year, that at least one-half of the children enrolled at a preschool must be children who are age 4 years.**

After all children with first priority are enrolled, the district shall give second priority to eligible children 4 years of age who are not enrolled in a transitional kindergarten **(TK)** program prior to enrolling eligible children 3 years of age. (Education Code 8236)

**Note: Education Code 8235, as amended by AB 99 (Ch. 15, Statutes of 2017), allows CSPP programs to provide services to children with disabilities whose family income is above the income eligibility threshold. Such children do not count towards the 10 percent limitation for otherwise ineligible children as described below.**

**After all otherwise eligible children have been enrolled, the program may provide services to children with disabilities who are ages 3-4 and whose family income is above the income eligibility threshold. (Education Code 8235)**

**In addition, a**After enrolling all eligible children **who meet the criteria for subsidized services**, up to 10 percent of the program's enrollment, calculated throughout the entire contract, may be filled with children who exceed the age limitations and children whose family income **exceeds is no more than 15 percent above** the income eligibility threshold **by no more than 15 percent.** (Education Code 8235; 5 CCR 18133)

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

The district may certify eligibility and enrollment up to 120 calendar days prior to the first day of the beginning of the preschool year. After establishing eligibility at the time of initial enrollment, a child shall remain eligible for the remainder of the program year. (Education Code 8237; 5 CCR 18082)

Note: Pursuant to 5 CCR 18130, CSPP programs are subject to 5 CCR 18094 and 18118, which require the district to provide written notification to parents/guardians as to whether their application for subsidized services has been approved or denied. For this purpose, the district should use the Notice of Action form available on the CDE's web site. If the services are denied, the parent/guardian may appeal the decision in accordance with 5 CCR 18120-18122; see section "Parent Hearing" below.

The district's decision to approve or deny a child's enrollment shall be communicated to the family through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18095, 18118)

*(cf. 5145.6 - Parental Notifications)*

Note: 5 CCR 18095 and 18119 require the district to notify a parent/guardian of any change in services or fees as described below. For such notification, the district should use the Notice of Action form available on the CDE's web site. Parents/guardians may appeal such actions pursuant to 5 CCR 18120-18122; see section "Parent Hearing" below.

Subsequently, the Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that he/she no longer wants the service
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

For each child enrolled in the district's preschool program, the Superintendent or designee shall maintain a family data file **containing including, but not limited to,** a completed and

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

signed application for services, documentation of income eligibility, and a copy of all Notices of Action. For each child not receiving subsidized services, the family data file shall also include records of the specific reason(s) for enrolling each child, the child's family income, and evidence that the district has made a diligent search for children eligible for subsidized services. (5 CCR 18130, 18133, 18081, 18084)

*(cf. 1340 - Access to District Records)*

*(cf. 3580 - District Records)*

*(cf. 5125 - Student Records)*

**Combined Preschool/Transitional Kindergarten Classroom**

Note: AB 1808 (Ch. 32, Statutes of 2018) amended Education Code 8235 and 48000 to allow districts to place 4-year-old children enrolled in a CSPP program into a TK program and to commingle children from both programs in the same classroom as long as all of the requirements of each program are met and the district adheres to the requirements listed in the following section. See BP 6170.1 - Transitional Kindergarten for eligibility requirements pertaining to the TK program pursuant to Education Code 48000.

When a child is eligible for both the preschool program and the district's TK program, the district may place the child in a classroom which is commingled with children from both programs as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8235, 48000)

1. An early childhood environment rating scale, as specified in 5 CCR 18281, shall be completed for the classroom.
2. All children enrolled for 10 or more hours per week shall be evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272.
3. The classroom shall be taught by a teacher who holds a credential issued by the Commission on Teacher Credentialing in accordance with Education Code 44065 and 44256.
4. The classroom shall comply with the adult-child ratio specified in Education Code 8264.8.
5. Contractors of the district shall report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068.
6. The classroom shall not include children enrolled in TK for a second year or children enrolled in a regular kindergarten classroom.

*(cf. 5111 - Admission)*

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

*(cf. 6170.1 - Transitional Kindergarten)*

**Fees and Charges**

Fees for participation in the district's preschool program shall be assessed and collected in accordance with the fee schedule established by the Superintendent of Public Instruction **(SPI)**. (Education Code 8273, **8273.2**; 5 CCR 18078)

*(cf. 3260 - Fees and Charges)*

However, no fee shall be charged to an income-eligible family whose child is enrolled in a part-day preschool program; **or** a family that is receiving CalWORKs cash aid; **or a family that is otherwise exempted pursuant to Education Code 8273.1**. (Education Code 8273.1; 5 CCR 18110)

**Note: Education Code 8273.1, as amended by AB 99 (Ch. 15, Statutes of 2017), extends the length of time, from three months to 12 months, for which a family who establishes preschool eligibility on the basis of abuse or neglect may be exempt from family fees.**

~~In addition, any family qualifying for subsidized preschool on the basis of having a child who is a recipient of child protective services, or having a certification by a county child welfare agency that services continue to be necessary, may be exempt from these fees for up to 12 months. Any family whose child is receiving subsidized preschool on the basis of being at risk of abuse, neglect, or exploitation may be exempt from these fees for up to three months, unless the family becomes eligible based on receipt of child protective services or certification of need by a county child welfare agency. The cumulative period of exemption for these purposes shall not exceed 12 months. A family may be exempt from the fees for up to 12 months if the child qualifies for preschool on the basis of being the recipient of child protective services or as being, or at risk of being, abused or neglected.~~ (Education Code 8273.1)

Note: Education Code 8273.3 authorizes a district offering a CSPP program to charge a fee for field trips and/or to require parents/guardians to provide diapers, but **mandates** that the district adopt policy to include parents/guardians in the decision-making about such fees, as provided below. Pursuant to Education Code 8273.3, the fees cannot exceed \$25 per child in the contract year. The following paragraph may be modified to delete diapers as appropriate for the age of the children served.

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers. **This process shall also be used to determine and/or** whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8273.3)

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)**Disenrollment Based on Reduced Funding**

Note: Education Code 8263.3 specifies the order by which families will be disenrolled from child care and development services when funding levels are reduced. The following list applies that order of disenrollment to CSPP programs but takes into account the priority specified in Education Code 8236 to enroll children 4 years of age before enrolling children 3 years of age.

When necessary due to a reduction in state reimbursements, families shall be disenrolled in the following order: (Education Code 8236, 8263.3)

1. Children 3 years of age whose families have the highest income in relation to family size shall be disenrolled first, followed by children 4 years of age whose families have the highest income in relation to family size.

At each age level, if two or more families have the same income ranking, the child with disabilities shall be disenrolled last. If there are no families that have a child with disabilities, the child who has received services the longest shall be disenrolled first.

2. Families of children 3 or 4 years of age who are receiving child protective services or who have been documented to be at risk of being neglected, **or** abused, ~~or exploited,~~ regardless of income, shall be disenrolled last.

**Expulsion/Unenrollment Based on Behavior**

Note: Education Code 8239.1, as added by AB 752 (Ch. 708, Statutes of 2017), prohibits the expulsion or unenrollment of a child from a CSPP program because of the child's behavior unless the district has followed the steps specified below.

**A district preschool program shall not expel or unenroll a child based on the child's behavior, unless the district first takes the following actions to address the child's behavior: (Education Code 8239.1)**

1. **Inform the parents/guardians of the child's persistent and serious challenging behaviors and consult with the parents/guardians and teacher in an effort to maintain the child's safe participation in the program**
2. **If the child has an individualized family service plan (IFSP) or individualized education program (IEP), with written parent/guardian consent, contact the agency or district employee responsible for such plan or program to seek consultation in regard to serving the child**

*(cf. 6159 - Individualized Education Program)*

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

- 3. If the child does not have an IFSP or IEP, consider if it is appropriate to complete a universal screening of the child, including, but not limited to, screening the child's social and emotional development, referring the parents/guardians to community resources, implementing behavior supports within the program, and considering an IEP for the child**

**If the district has taken the actions specified in items #1-3 above and the child's continued enrollment would present a serious safety threat to the child or other enrolled children, the district shall refer the parents/guardians to other potentially appropriate placements, the local child care resource and referral agency, or any other referral service available in the local community. Within 180 days of the start of the process, the district may unenroll the child. (Education Code 8239.1)**

**Note: A joint statement by the U.S. Department of Education and U.S. Department of Health and Human Services, Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, clarifies that preschool children with disabilities who are eligible for services under the Individuals with Disabilities Education Act (IDEA) (20 USC 1400-1482) are entitled to the same disciplinary protections that apply to all other IDEA-eligible students with disabilities, may not be subjected to impermissible disciplinary changes of placement for misconduct that is caused by or related to their disability, and must continue to receive educational services consistent with their right to a free appropriate public education. The statement indicates the need for the child's individualized education program (IEP) team to consider the use of positive behavioral interventions and supports when developing or modifying the IEP to reduce the need for discipline of a child with disabilities and avoid suspension or expulsion from a preschool program.**

**Children with disabilities may only be suspended or expelled in conformance with the procedures and limitations of the Individuals with Disabilities Education Act.**

**Parent Hearing**

**Note: Pursuant to 5 CCR 18130, districts are subject to the requirements of 5 CCR 18120-18122 to provide due process to parents/guardians who disagree with certain district actions, such as when services are denied, there is a change in services or fees, or their child is disenrolled.**

If a parent/guardian disagrees with any district action to deny his/her child's eligibility for subsidized preschool services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, he/she may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)



**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, he/she may, within 14 calendar days, appeal the decision to **the** CDE. (5 CCR 18120-18122)

(7/15 10/16) 10/18

# CSBA Sample Board Policy

Instruction

BP 6142.3(a)

## CIVIC EDUCATION

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

**Education Code 51470-51474, as added by AB 24 (Ch. 604, Statutes of 2017), establish the State Seal of Civic Engagement, a voluntary program to recognize high school graduates who have demonstrated excellence in civic education and participation, as well as an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. The Superintendent of Public Instruction will provide an insignia that can be affixed to the diploma or transcript of eligible students. Criteria for the award will be approved by the State Board of Education by January 31, 2021.**

The Governing Board recognizes that **citizen** involvement in civic and political institutions is essential to a democratic government and desires to provide a comprehensive civic education program to help students acquire the knowledge, skills, and principles essential for informed, **engaged, and** responsible citizenship.

Note: State standards and guidelines for **instruction in** civics and government are included in the standards and curriculum framework for history-social science. **The history-social science curriculum framework contains suggestions for lessons and activities that include simulations of government, student-led debates, research projects, voter education, and service learning.** In addition, the Center for Civic Education has developed voluntary National Standards for Civics and Government describing what students should know and be able to do in the field of civics and government ~~by the end of grades 4, 8, and 12~~ **in grades K-4, 5-8, and 9-12.**

The Board shall approve, upon the recommendation of the Superintendent or designee, academic standards and curriculum in civics and government that are aligned with state academic standards and curriculum frameworks.

*(cf. 6000 - Concepts and Roles)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6141 - Curriculum Development and Evaluation)*  
***(cf. 6142.94 - History-Social Science Instruction)***  
*(cf. 9000 - Role of the Board)*

The Superintendent or designee shall determine specific courses within the K-12 curriculum in which civic education and government may be explicitly and systematically taught. He/she **also** shall **also** encourage the integration of civic education into other subjects as appropriate.

*(cf. 6143 - Courses of Study)*  
*(cf. 6146.1 - High School Graduation Requirements)*

**CIVIC EDUCATION** (continued)

The district's civic education program shall provide students with an understanding of the rights and responsibilities of citizens in American democracy and the workings of federal, state, and local governments. As appropriate, instruction should include an examination of fundamental American documents, including, but not limited to, the Declaration of Independence, the United States Constitution, the Federalist Papers, and other significant writings and speeches. Instruction ~~also~~ **also** should promote a student's understanding of shared democratic principles and values, such as personal responsibility, justice, equality, respect for others, civic-mindedness, and patriotism, and enable students to make their own commitment to these civic values.

~~To develop a sense of political effectiveness, instruction should develop students' understanding of the importance of civic participation in a democratic society. Service learning, extracurricular and cocurricular activities, class and school elections, simulations of government, student-led debates, voter education,~~ and observation of local government processes may be used to reinforce classroom instruction by linking civic knowledge to practical experience and encouraging civic involvement.

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

*(cf. 6142.4 - Service Learning/Community Service Classes)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 9150 - Student Board Members)*

~~Instruction also should promote a student's understanding of shared democratic principles and values, such as personal responsibility, justice, equality, respect for others, civic-mindedness, and patriotism, and enable students to make their own commitment to these civic values.~~

**Whenever civic education includes topics that may be controversial due to political beliefs or other influences, instruction shall be presented in a balanced manner that does not promote any particular viewpoint. Students shall not be discriminated against for expressing their ideas and opinions and shall be encouraged to respect different points of view.**

*(cf. 5145.2 - Freedom of Speech/Expression)*

*(cf. 6144 - Controversial Issues)*

**Constitution/Citizenship Day**

Each year on or near September 17, in commemoration of Constitution and Citizenship Day, the district shall hold an educational program for students in grades K-12 pertaining to the United States Constitution which shall include exercises and instruction in the purpose, meaning, and importance of the Constitution, including the Bill of Rights. (Education Code 37221; ~~P.L. 108-447, Sec. 111~~ **36 USC 106 Note**)

*(cf. 6115 - Ceremonies and Observances)*

**CIVIC EDUCATION** (continued)**Student Voter Registration**

**Note: The following section is for use by districts that maintain high schools. Elections Code 2146 requires the California Secretary of State to annually provide high schools with voter registration forms in numbers specifically requested by the school.**

**To encourage students to participate in the elections process when they are of voting age, the Superintendent or designee shall provide high school students with voter registration information, including information regarding the state's online voter registration system.**

**The Superintendent or designee shall identify an employee at each high school whom the California Secretary of State may contact to facilitate the distribution of voter registration forms to eligible students. The Superintendent or designee shall provide the business address, phone number, and email address of each contact person to the Secretary of State. (Elections Code 2148)**

**Note: The following optional paragraph reflects examples of methods of distributing voter registration forms as specified in Elections Code 2146 and may be revised to reflect district practice.**

**The designated employee shall determine the most effective means of distributing voter registration forms provided by the Secretary of State, which may include, but are not limited to, distributing the forms at the start of the school year with orientation materials, placing voter registration forms at central locations, including voter registration forms with graduation materials, and/or providing links and the web site address of the Secretary of State's online voter registration system on the district's web site and in email notices sent to students.**

**The principal or designee may appoint one or more students enrolled at each high school to serve as voter outreach coordinators at that school. The voter outreach coordinator(s) may coordinate voter registration activities at the school to encourage eligible persons to register to vote. With the approval of the principal or designee, the voter outreach coordinator(s) may also coordinate election-related activities on campus, including voter registration drives, mock elections, debates, and other election-related student outreach activities. (Education Code 49041)**

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 5145.13 - Response to Immigration Enforcement)*

**Note: Education Code 49040 designates the last two full weeks in April and the last two full weeks in September as "high school voter education weeks" during which elections officials may, at their discretion, visit high school campuses to register students and school personnel to vote. This does not preclude registration events on a high school campus as otherwise permitted by the Elections Code.**

**CIVIC EDUCATION (continued)**

**During the last two full weeks in April and September, in areas on each high school campus that are reasonably accessible to all students as designated by the principal or designee, the county elections official shall be allowed to register students and school personnel to vote. (Education Code 49040)**

*Legal Reference:*

EDUCATION CODE

**54 Student service on boards and commissions**

233.5 Teaching of principles

33540 Standards for government and civics instruction

37221 Commemorative exercises including anniversary of U.S. Constitution

48205 Absence from school for jury duty or precinct board service

**49040-49041 Student voter registration**

51210 Courses of study, grades 1-6

51220 Courses of study, grades 7-12

**51470-51474 State Seal of Civic Engagement**

ELECTIONS CODE

**2146 Student voter registration**

**2148 Student voter registration, contact person**

12302 Precinct boards, appointment of students

UNITED STATES CODE, TITLE 20

6711-6716 Education for Democracy Act

UNITED STATES CODE, TITLE 36

101-144 Patriotic observances

*Management Resources:*

CSBA PUBLICATIONS

School Board Leadership: The Role and Function of California's School Boards, 1996

FEDERAL REGISTER

77 Fed. Reg. 29727 Constitution Day and Citizenship Day

AMERICAN BAR ASSOCIATION PUBLICATIONS

Essentials of Law-Related Education, rev. 2003

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

History-Social Science Content Standards

**History-Social Science Framework for California Public Schools**

CENTER FOR CIVIC EDUCATION PUBLICATIONS

Education for Democracy: California Civic Education Scope & Sequence, 2003

National Standards for Civics and Government, 1994

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP) PUBLICATIONS

1998 Civics Report Card for the Nation, November 18, 1999

**Civics Assessment**

WEB SITES

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

American Bar Association, Law-Related Education Projects : <http://www.abanet.org/publiced/lre>

[https://www.americanbar.org/groups/public\\_education.html](https://www.americanbar.org/groups/public_education.html)

*Management Resources continued: (see next page)*

## **CIVIC EDUCATION (continued)**

### *Management Resources: (continued)*

#### WEB SITES (continued)

*American Political Science Association: <http://www.apsanet.org>*

*Bill of Rights Institute: <http://www.billofrightsinstitute.org>*

*California Association of Student Leaders: <http://www.casl1.org>*

*California Council for the Social Studies: <http://www.ccss.org>*

***California Secretary of State Online Voter Registration: <https://registertovote.ca.gov>***

*Center for California Studies: <http://www.csus.edu/calst>*

*Center for Civic Education: <http://www.civiced.org>*

*Center for Information and Research on Civic Learning and Engagement: <http://www.civicyouth.org>*

~~*Center for Youth Citizenship: <http://www.youthcitizenship.org>*~~

*Constitutional Rights Foundation: <http://www.crf-usa.org>*

*National Assessment of Educational Progress (NAEP), Civics Assessment:*

*<https://nces.ed.gov/nationsreportcard/civics>*

*National Council for the Social Studies: <http://www.ncss.org>*

# CSBA Sample Board Policy

**Instruction**

BP 6145.2(a)

## **ATHLETIC COMPETITION**

Note: Pursuant to Education Code 35179, the Governing Board has control of and responsibility for all aspects of district interscholastic athletic policies, programs, and activities.

Pursuant to Education Code 51242, the Board may exempt any high school student engaged in a school-sponsored interscholastic athletic program after regular school hours from the requirement to attend physical education courses; see BP 6142.7 - Physical Education and Activity.

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

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

*(cf. 5030 - Student Wellness)*

*(cf. 5137 - Positive School Climate)*

*(cf. 6142.7 - Physical Education and Activity)*

*(cf. 7110 - Facilities Master Plan)*

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

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

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

*(cf. 1260 - Educational Foundation)*

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

*(cf. 1325 - Advertising and Promotion)*

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

*(cf. 3290 - Gifts, Grants and Bequests)*

## **Nondiscrimination and Equivalent Opportunities in the Athletic Program**

Note: Pursuant to Education Code 35179, the Board is responsible for ensuring that district and interscholastic athletic policies, programs, and activities are in compliance with ~~federal and state~~ law. Gender equity and nondiscrimination in district and interscholastic athletic programs and activities are governed by both federal ~~law and state laws~~ (Title IX, 20 USC 1681-1688) ~~and state law~~ (Education Code 200-262.4; 5 CCR 4900-4965).

**ATHLETIC COMPETITION** (continued)

In Mansourian v. Regents of University of California, the Ninth Circuit Court of Appeals ruled that a university receiving federal funds can be held liable for failing to effectively accommodate the athletic interests of both men and women even if the aggrieved women did not first provide the appropriate university officials with notice of their disadvantageous treatment and an opportunity to cure it. See the accompanying administrative regulation for factors the district must consider in determining whether equivalent opportunities are being provided.

Education Code 221.2-221.3 (the California Racial Mascot Act) declare the use of racially derogatory or discriminatory school or athletic team names, mascots, or nicknames in public schools to be contrary to an equal education and specifically prohibit public schools from using the term "Redskins" as a school or athletic team name, mascot, or nickname. The following paragraph includes an expansion of this prohibition to cover any racially derogatory or discriminatory athletic team name, mascot, or nickname and may be revised to reflect district practice. Also see BP 0410 - Nondiscrimination in District Programs and Activities.

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

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

**California Interscholastic Federation**

Note: The following **optional** section is for use by districts that maintain grades 9-12. Pursuant to Education Code 35179, the district may join an association, such as the California Interscholastic Federation (CIF), for the purpose of providing regional or statewide interscholastic athletic programs and activities for district students. Pursuant to Education Code 33353, CIF is responsible for setting rules governing interscholastic athletic programs. Students who attend schools that participate in interscholastic sports are therefore subject to CIF regulations as well as applicable district rules.

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



**ATHLETIC COMPETITION** (continued)

Note: Pursuant to CIF rules established in accordance with Education Code 33353, the Board is required to designate an individual from each school that participates in CIF sports to serve as a representative to the local CIF league. The name and contact information of these representatives must be annually reported to CIF. The following paragraph may be revised to reflect district practice.

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

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

*(cf. 0500 - Accountability)*

**Student Eligibility**

Note: The following section provides that student eligibility for participation in athletic programs shall be based on the same criteria adopted by the Board for all other extracurricular or cocurricular activities (see BP/AR 6145 - Extracurricular and Cocurricular Activities), and may be revised to reflect district practice.

Education Code 48850 specifies that a homeless student, or a foster youth whose residence changes pursuant to a court order or decision of a child welfare worker, shall be deemed to meet all residency requirements for participation in extracurricular activities and interscholastic sports; see AR 6173 - Education for Homeless Children and AR 6173.1 - Education for Foster Youth.

In addition, Education Code 49700-49701 establish a uniform means of assisting children of active duty military families transferred from one state to another, by reducing or eliminating the barriers to their educational success caused by the frequent moves and deployments of their parents/guardians; see BP/AR 6173.2 - Education of Children of Military Families. Among other things, Education Code 49701 requires flexibility of districts' local rules to facilitate eligibility for extracurricular activities of children of military personnel.

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

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5111.1 - District Residency)*

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

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

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

**ATHLETIC COMPETITION** (continued)

Note: The following **optional** paragraph is for use by districts that participate in CIF. CIF bylaws specify eligibility criteria for participating student athletes, including criteria related to age, grade, attendance, scholastic achievement, residence, transfers, and discipline. In addition, in accordance with CIF bylaws, students in home schooling or home study/independent study programs are not eligible for CIF interscholastic competition unless they are enrolled in a program under the jurisdiction of a CIF member school district (i.e., a program in which the district approves the curriculum, administers the program, and evaluates the student).

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

Note: Education Code 49010-49011 and the California Department of Education's (CDE) Fiscal Management Advisory 12-02, Pupil Fees, Deposits, and Other Charges, clarify that districts may not charge a fee for student participation in extracurricular activities, regardless of whether the activity is elective. Such prohibited fees include, but are not limited to, the cost of uniforms, locks, lockers, and equipment.

However, pursuant to Education Code 32220-32224, the district may charge a fee for required medical and accident insurance for athletic team members that is not paid for with school district or student body funds, as long as costs for insurance are covered for those determined to be financially unable to pay; see the accompanying administrative regulation and AR 5143 - Insurance. The district may also charge a fee for other students to attend athletic events as spectators since such attendance is not directly related to the educational program. Districts are advised to seek legal counsel before charging a fee for any activity which may be construed as related to the educational program.

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

*(cf. 3260 - Fees and Charges)*

*(cf. 5143 - Insurance)*

**Sportsmanship**

Note: CIF has adopted a set of principles entitled Pursuing Victory with Honor to provide the tools for teaching character development to student athletes. Districts that are not affiliated with CIF may delete or modify the following **optional** section to reflect district practice.

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

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

*(cf. 3515.2 - Disruptions)*

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

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

## **ATHLETIC COMPETITION (continued)**

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.4 - Student Disturbances)*

*(cf. 5144 - Discipline)*

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

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

## **Health and Safety**

**Note: See the accompanying administrative regulation for additional requirements pertaining to the health and safety of student athletes, including students who experience concussions or other head injuries, heat illness, or sudden cardiac arrest.**

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

Note: CIF requires students in grades 9-12 to undergo medical examinations before participating in interscholastic competition; see BP 5141.3 - Health Examinations. Pursuant to Education Code 49458, any examination required for participation in an interscholastic athletic program may be conducted by a physician or physician assistant.

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

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.63 - Steroids)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.6 - School Health Services)*

*(cf. 5141.7 - Sun Safety)*

*(cf. 5143 - Insurance)*

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

*(cf. 5142 - Safety)*

**Note: Education Code 35179.4, as added by AB 2009 (Ch. 646, Statutes of 2018), requires any district that offers an interscholastic athletic program to develop a written emergency action plan, as provided below. A sample emergency action plan that may be used in the event of sudden cardiac arrest, catastrophic injury, or other medical emergency is available on CIF's web site.**

## ATHLETIC COMPETITION (continued)

**The Superintendent or designee shall develop a written emergency action plan that describes the location of automated external defibrillator(s) and procedures to be followed in the event of sudden cardiac arrest or other medical emergency related to the athletic program's activities or events. The plan shall be posted in accordance with guidelines of the National Federation of State High School Associations. (Education Code 35179.4)**

Note: Education Code 49475 requires that a student at any grade level who is suspected of sustaining a concussion be immediately removed from the athletic activity and not returned until a health care provider provides written clearance. Education Code 33479.5, as added by AB 1639 (Ch. 792, Statutes of 2016), and CIF bylaws require that a student athlete who passes out or faints, or is known to have passed out or fainted, while participating in or immediately following an athletic activity be removed from participation and not be allowed to return until he/she has been evaluated and given written clearance to return to participation by a health care provider. See the accompanying administrative regulation.

Education Code 33479.5 and 49475 specify that these requirements do not apply during an athletic activity occurring within the regular school day or in physical education class unless it constitutes a practice, interscholastic practice, or scrimmage. However, to promote student safety, it is recommended that district staff remove a student from an athletic activity at any time of day if he/she exhibits the symptoms of a concussion or sudden cardiac arrest.

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

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 - Infectious Diseases)

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

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

*Legal Reference: (see next page)*

## ATHLETIC COMPETITION (continued)

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

17578 Cleaning and sterilizing of football equipment

17580-17581 Football equipment

32220-32224 Insurance for athletic teams, especially:

32221.5 Required insurance for athletic activities

33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program

33354 California Department of Education authority over interscholastic athletics

33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act

35160.5 District policies; rules and regulations

35179 Interscholastic athletics

35179.1 California High School Coaching Education and Training Program

**35179.4 Emergency action plan**

35179.5 Interscholastic athletics; limitation on full-contact practices

**35179.6 Automated external defibrillator, athletic activities**

48850 Interscholastic athletics; students in foster care and homeless students

48900 Grounds for suspension and expulsion

48930-48938 Student organizations

49010-49013 Student fees

49020-49023 Athletic programs; legislative intent, equal opportunity

49030-49034 Performance-enhancing substances

49458 Health examinations, interscholastic athletic program

49475 Health and safety, concussions and head injuries

49700-49701 Education of children of military families

51242 Exemption from physical education for high school students in interscholastic athletic program

#### **HEALTH AND SAFETY CODE**

**1797.196 Automated external defibrillator**

#### PENAL CODE

245.6 Hazing

#### CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs, especially:

4920-4922 Nondiscrimination in intramural, interscholastic, and club activities

5531 Supervision of extracurricular activities of students

5590-5596 Employment of noncertificated coaches

#### UNITED STATES CODE, TITLE 20

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

#### CODE OF FEDERAL REGULATIONS, TITLE 34

106.31 Nondiscrimination on the basis of sex in education programs or activities

106.33 Comparable facilities

106.41 Nondiscrimination in athletic programs

#### COURT DECISIONS

Mansourian v. Regents of University of California, (2010) 602 F. 3d 957

McCormick v. School District of Mamaroneck, (2004) 370 F.3d 275

Kahn v. East Side Union High School District, (2003) 31 Cal. 4th 990

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

## ATHLETIC COMPETITION (continued)

### Management Resources:

#### CSBA PUBLICATIONS

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

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

#### CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

**Athletic Department Emergency Action Plan: Response Teams**

California Interscholastic Federation Constitution and Bylaws

A Guide to Equity in Athletics

Guidelines for Gender Identity Participation

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

**Event Emergency Guidelines, 2013**

Pursuing Victory with Honor, 1999

#### CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

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

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

Acute Concussion Evaluation (ACE) Care Plan, 2006

#### **NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS PUBLICATIONS**

**Emergency Action Planning Guide for After-School Practices and Events**

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

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

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

#### WEB SITES

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

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

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

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

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

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

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

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

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# CSBA Sample Administrative Regulation

Instruction

AR 6145.2(a)

## ATHLETIC COMPETITION

### Nondiscrimination and Equivalent Opportunities in the Athletic Program

Note: The following section reflects pertinent provisions of ~~federal and~~ state ~~and federal~~ law regarding nondiscrimination (~~Title IX, 20 USC 1681-1688~~; Education Code 200-262.4; 5 CCR 4900-4965; **Title IX, 20 USC 1681-1688**). The Office for Civil Rights (OCR) in the U.S. Department of Education oversees complaints regarding violations of Title IX.

No student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of ~~actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or any other basis specified in law~~ **any actual or perceived characteristic specified in law and BP 0410 - Nondiscrimination in District Programs and Activities**. (Education Code 220, 221.5, 230; 5 CCR 4920; 34 CFR 106.41)

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

Note: 5 CCR 4921 and 34 CFR 106.41 authorize the establishment of separate teams for males and females where the selection of teams is based on competitive skills. 34 CFR 106.41 also authorizes single-sex teams for contact sports, as defined. Because state regulations do not address single-sex teams for contact sports, districts should consult legal counsel prior to establishing any such single-sex team for a contact sport for which selection is not based on competitive skills.

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

Note: Pursuant to Education Code 221.5, a district is required to permit a transgender student to participate in sex-segregated school programs and activities, including athletic teams and competitions, consistent with his/her gender identity, regardless of the gender listed in the student's records; see BP/AR 5145.3 - Nondiscrimination/Harassment. The California Interscholastic Federation's (CIF) bylaws and Guidelines for Gender Identity Participation contain procedures for addressing student complaints regarding gender identity-based participation in interscholastic sports. Also see CSBA's Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination.

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

*(cf. 5125 - Student Records)*

**ATHLETIC COMPETITION** (continued)

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

Note: 5 CCR 4922 and 34 CFR 106.41, as reflected in items #1-11 below, list factors that districts must consider when determining whether equivalent opportunities are being provided. The CIF's A Guide to Equity in Athletics suggests actions that districts can take for each of the factors to help the district meet its equivalence goals. Any district with questions about equivalent athletic opportunities for its students should consult legal counsel.

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

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

Note: Education Code 230 provides the following three-part test to determine if a district has effectively accommodated the interests and abilities of both sexes in athletics. This test is the same three-part test that is used by OCR for helping to determine equivalent opportunities under Title IX.

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

Note: CIF's A Guide to Equity in Athletics advises that, in order to meet the criterion specified in item #1a below, the ratio of male/female athletes should be within five percent of the ratio of male/female district enrollment.

- a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments
- b. Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex

Note: In evaluating whether there is an unmet interest in a particular sport and sufficient ability to sustain a team in the sport (item #1c below), OCR considers (1) whether an institution uses nondiscriminatory methods of assessment when determining the athletic interests and abilities of its students, (2) whether a



**ATHLETIC COMPETITION** (continued)

viable team for the underrepresented sex was recently eliminated, (3) multiple indicators of interest, (4) multiple indicators of ability, and (5) frequency of conducting assessments. Thus, a student survey is one of multiple indicators that may be used. A letter issued by OCR in April 2010 provides information that the district might consider in developing its own survey. In addition, CIF's A Guide to Equity in Athletics provides sample surveys.

- c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in item #1b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program
2. The provision and maintenance of equipment and supplies
  3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
  4. Travel and per diem allowances
  5. Opportunities to receive coaching and academic tutoring
  6. Assignment and compensation of coaches and tutors
  7. Provision of locker rooms, practice facilities, and competitive facilities
  8. Provision of medical and training facilities and services
  9. Provision of housing and dining facilities and services
  10. Publicity

Note: 5 CCR 4922 clarifies that unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams shall not by itself constitute a failure to provide equivalent opportunities. However, the provision of necessary funding for teams of both sexes is a factor in the determination, as specified below.

11. Provision of necessary funds

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

1. The total enrollment of the school, classified by gender

**ATHLETIC COMPETITION** (continued)

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

*(cf. 1113 - District and School Web Sites)*

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

*(cf. 3580 - District Records)*

**Concussions and Head Injuries**

Note: Education Code 49475 requires districts to distribute information on concussions and head injuries to student athletes and their parents/guardians. The district may use fact sheets developed by the Centers for Disease Control and Prevention (CDC), available on CIF's web site, or other resources to develop the information sheet.

The requirements of Education Code 49475 apply to any district that offers an athletic program at any grade level and for any sport. These requirements do not apply to students engaging in an athletic activity during the regular school day or as part of a physical education course.

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

*(cf. 5145.6 - Parental Notifications)*

Note: Education Code 49032 requires that each high school coach complete an education program that includes, but is not limited to, a basic understanding of the signs and symptoms of concussions and appropriate response to them. CIF makes free online courses available through its web site. Also see AR 4127/4227/4327 - Temporary Athletic Team Coaches.

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

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

Note: Education Code 49475 requires that a student at any grade level engaged in an athletic program apart from the regular school day or physical education course who is suspected of sustaining a concussion be

**ATHLETIC COMPETITION** (continued)

immediately removed from the athletic activity and not be allowed to return until a health care provider provides written clearance. CDC's web site includes an Acute Concussion Evaluation form which may be used to provide injured students and their parents/guardians with information about monitoring symptoms and the health care provider's recommendations regarding returning to daily activities, school, and sports. See **also** CIF's web site for additional information regarding concussions.

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

Note: The following paragraph is for use by districts that offer a football program and may be revised to reflect the grade levels offered by the district.

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

**Heat Illness**

Note: Pursuant to Education Code 35179.1, as amended by AB 2800 (Ch. 21, Statutes of 2018), effective January 1, 2019, the district or CIF-developed coaching education program required by Education Code 49032 must include training on the signs and symptoms of, and the appropriate response to, heat illness. The National Federation of State High Schools offers a free online course, available on CIF's web site, that fulfills these requirements.

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, heat illness, including heat cramps, heat syncope, heat exhaustion, and exertional heat stroke. (Education Code 35179.1, 49032)

Note: The following optional paragraph reflects recommendations in CSBA's and CIF's joint publication Preventing Catastrophic Heat Illness, and may be expanded to include additional district strategies.

**ATHLETIC COMPETITION** (continued)

**To assist in the prevention of heat illness, coaches and/or athletic trainers shall gradually increase the intensity and duration of exercise to acclimate student athletes to practice in the heat, provide adequate rest breaks, make water available during all athletic activities, and alter practice plans in extreme environmental conditions.**

**Sudden Cardiac Arrest**

Note: Education Code 33479.3, ~~as added by AB 1639 (Ch. 792, Statutes of 2016)~~, requires that student athletes and their parents/guardians receive information on the nature and warning signs of sudden cardiac arrest, as provided below. This information is available from CIF or, if the athletic activity is not governed by CIF, on the California Department of Education's (CDE) web site. In addition, Education Code 33479.2, ~~as added by AB 1639~~, encourages districts to post on their web sites the information provided on CDE's web site pertaining to sudden cardiac arrest.

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

Note: ~~Beginning July 1, 2017~~, Education Code 33479.6, ~~as added by AB 1639 (Ch. 792, Statutes of 2016)~~, requires the coach of an athletic activity to complete, every two years, a training course related to the nature and warning signs of sudden cardiac arrest. See AR 4127/4227/4327 - Temporary Athletic Team Coaches. CIF makes free online courses available through its web site.

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

Note: Education Code 33479.5, ~~as added by AB 1639 (Ch. 792, Statutes of 2016)~~, and CIF bylaws provide for a student's removal from participation in an athletic activity if he/she passes out or faints. As defined by Education Code 33479.1, ~~as added by AB 1639~~, an "athletic activity" includes (1) interscholastic athletics; (2) an athletic contest or competition sponsored by a school, including cheerleading and club-sponsored sports activities; (3) noncompetitive cheerleading sponsored by a school; and (4) practices, interscholastic practices, and scrimmages for all these activities. Pursuant to Education Code 33479.5, this requirement does not apply when a student engages in an athletic activity during the regular school day or as part of a physical education course, unless the activity constitutes a practice, interscholastic practice, or scrimmage. Furthermore, Education Code 33479.5 authorizes, but does not require, the removal of a student from an athletic activity if he/she exhibits symptoms of sudden cardiac arrest other than passing out or fainting, as provided below. However, to promote student safety, the district may choose to require its staff to remove a student from an athletic activity if he/she exhibits any symptom of sudden cardiac arrest at any time.

**ATHLETIC COMPETITION** (continued)

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

**Automated External Defibrillators**

**Note: Pursuant to Education Code 35179.6, as added by AB 2009 (Ch. 646, Statutes of 2018), effective July 1, 2019, a district that offers an interscholastic athletic program is required to make an automated external defibrillator (AED) available to coaches, athletic trainers, and/or other authorized persons at athletic activities or events. Education Code 35179.6 encourages districts to make AEDs available for emergency care or treatment within three to five minutes of sudden cardiac arrest to any person in attendance at an on-campus athletic activity or event.**

**Education Code 35179.6 clarifies that the district or district employee will not be liable for civil damages resulting from any act or omission in the rendering of emergency care or treatment provided that the employee complies with the requirements of Health and Safety Code 1797.196 and does not act with gross negligence or willful or wanton misconduct by using, attempting to use, or maliciously failing to use an AED to render emergency care or treatment.**

**The Superintendent or designee shall acquire at least one automated external defibrillator (AED) for each district school and shall make the AED(s) available to coaches, athletic trainers, and/or other authorized persons at athletic activities or events for the purpose of providing emergency care or treatment to students, spectators, and other individuals in attendance at athletic activities and events. (Education Code 35179.6)**

*(cf. 5141 - Health Care and Emergencies)*

**The district shall comply with all requirements of Health and Safety Code 1797.196 pertaining to any AED acquired by the district, including, but not limited to, regular maintenance and testing of the AED and the provision and posting of information regarding the proper use of the AED. (Education Code 35179.6; Health and Safety Code 1797.196)**

**ATHLETIC COMPETITION** (continued)**Additional Parental Notifications**

Note: The following **optional** section lists notices that the district may send to parents/guardians of students participating in interscholastic athletics. This section should be revised to reflect district practice.

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

Note: Education Code 33353 requires CIF to provide information to students and parents/guardians about procedures for discrimination complaints arising from interscholastic athletic activities. Education Code 33354 allows a complainant to file a discrimination complaint directly with **the** CDE.

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

Note: Education Code 221.61, ~~as added by SB 1375 (Ch. 655, Statutes of 2016)~~, requires districts to post specified information on their web sites related to Title IX. A district that does not maintain a web site may comply by posting the information on the web site of its county office of education. A comprehensive list of rights based on the provisions of the federal regulations implementing Title IX can be found in Education Code 221.8. See AR 5145.3 - Nondiscrimination/Harassment. **Optional** item #2 below provides that this information will also be provided in writing to the parents/guardians of student athletes.

2. Includes a copy of students' Title IX rights pursuant to Education Code 221.8

Note: In Kahn v. East Side Union High School District, the California Supreme Court analyzed the liability of a coach for an injury to a member of a high school diving team. The court acknowledged that some risk of injury is inherent in sports and part of a coach's job is to "push" a student athlete to advance his/her skill level and to undertake more difficult tasks. According to the court, a coach could be found liable only when he/she intentionally injures the student or engages in conduct that is so reckless that it is outside of the ordinary activity involved in teaching or coaching the sport.

The district may or may not wish to seek a waiver of liability for accidents or injuries resulting from participation in athletic activities. Whether a liability waiver is legally effective is likely to be determined on a case-by-case basis, and it is questionable whether a student's right to participate in extracurricular activities could be made contingent upon the submission of a waiver. Legal counsel should be consulted when addressing the complex issues related to liability waivers.

3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to every participant's health and welfare

**ATHLETIC COMPETITION** (continued)

*(cf. 3530 - Risk Management/Insurance)*

Note: Education Code 32221.5 requires the district to provide information about insurance protection to each student participating on a school athletic team. For specific language that must be contained in this statement, see AR 5143 - Insurance.

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

*(cf. 5143 - Insurance)*

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

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

Note: Pursuant to Education Code 48900, a student may be subject to suspension or expulsion if he/she engages, or attempts to engage, in hazing.

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

*(cf. 5144 - Discipline)*

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

7. Includes a copy of the local ~~California Interscholastic Federation (CIF)~~ league rules

Note: Pursuant to Education Code 49033 and CIF bylaws, any student participating in athletics and his/her parent/guardian must sign a statement that the student will not use androgenic/anabolic steroids, unless he/she has a written prescription from a licensed health care practitioner, or dietary supplements banned by the U.S. Anti-Doping Agency as well as the substance synephrine. See BP/AR ~~5~~ 5131.63 - Steroids.

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

*(cf. 5131.63 - Steroids)*

(10/15 5/17) 10/18

# CSBA Sample Board Policy

Instruction

BP 6152.1(a)

## PLACEMENT IN MATHEMATICS COURSES

Note: Pursuant to Education Code 51224.7, ~~the Governing Board of a district which serves 9th-grade students and has not adopted a mathematics placement policy is mandated pursuant to Education Code 51224.7, as added by SB 359 (Ch. 508, Statutes of 2015), to develop and, at a regularly scheduled public Board meeting, adopt a fair, objective, and transparent mathematics placement policy with specified components, before the 2016-17 school year. Even a district with an adopted mathematics placement policy must ensure that its policy includes components specified in Education Code 51224.7. Districts serving students that are transitioning between elementary and middle or junior high school are authorized, but not required, to adopt and implement a policy that satisfies the components specified in Education Code 51224.7. Although not required, districts serving students who are transitioning between elementary and middle or junior high schools are encouraged to adopt and implement policy to address the transition from elementary to secondary mathematics courses.~~

Pursuant to Education Code 51225.3, high school graduation requirements include the completion of at least two mathematics courses in grades 9-12. Pursuant to Education Code 51224.5, ~~as amended by AB 220 (Ch. 165, Statutes of 2015),~~ one of those two courses must meet or exceed state content standards for Algebra I or Mathematics I. While the completion of Algebra I or Mathematics I coursework prior to 9th grade would satisfy this requirement, it does not exempt a student from the requirement to complete two mathematics courses in grades 9-12. See BP 6142.92 - Mathematics Instruction and BP 6146.1 - High School Graduation Requirements.

According to a report ~~released in 2013~~ by the Lawyers' Committee for Civil Rights of San Francisco Bay Area, Held Back: Addressing Misplacement of 9th Grade Students in Bay Area School Math Classes, ~~in many districts, high school freshmen place students who have successfully completed Algebra I in 8th grade are placed in 9th grade into Algebra I class again in 9th grade.~~ In adding Education Code 51224.7, the legislature declared that placement in appropriate mathematics courses is critically important for a student in his/her middle and high school years, and that misplacement in the sequence of mathematics courses creates barriers for educational success, especially for students of color.

The Governing Board believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or a fulfilling careers. ~~To the extent possible, dD~~istrict students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems.

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

Note: ~~Education Code 51224.7 requires the use of multiple objective academic measures for student placement in mathematics courses. The following paragraph may be revised to reflect district practice.~~ For nonunified districts, Education Code 51224.7 ~~also requires mandates that the policy address the consistency of mathematics placement policies between elementary and high school districts.~~



**PLACEMENT IN MATHEMATICS COURSES** (continued)

The Superintendent or designee shall work with district teachers, counselors, and administrators and the representatives of feeder schools to develop **a well-articulated sequence of mathematics courses and** consistent protocols for placing students in mathematics courses offered at district high schools.

**Note: Education Code 51224.7 mandates that the district's policy include the following statement. Also see the accompanying administrative regulation for further information regarding placement protocols.**

Such placement protocols shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, **statewide mathematics assessments, including state** interim and summative assessments; placement tests that are aligned to state-adopted content standards in mathematics; classroom assignment and grades; and report cards. **(Education Code 51224.7)**

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

*(cf. 6011 - Academic Standards)*

*(cf. 6162.5 - Student Assessment)*

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

**Note: The Lawyers' Committee for Civil Rights of San Francisco Bay Area's report, Held Back: Addressing Misplacement of 9th Grade Students in Bay Area School Math Classes, also found that the practice of having 9th graders 9th-grade students repeat Algebra I disproportionately affects students of color and from low-income families, and could therefore be found to be discriminatory. For more information about the prohibition against discrimination in district programs and activities, see BP 0410 - Nondiscrimination in District Programs and Activities.**

District staff shall implement the placement protocols uniformly and without regard to students' ~~race, sex, gender, nationality, ethnicity,~~ socioeconomic background, or ~~other subjective or discriminatory consideration in making placement decisions~~ **any characteristic specified in BP 0410 - Nondiscrimination in District Programs and Activities, including, but not limited to, race, sex, gender, nationality, and ethnicity.**

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

*(cf. 0415 - Equity)*

*(cf. 6174 - Education for English Learners)*

~~Students shall be enrolled in mathematics courses based on the placement protocols. No student shall repeat a mathematics course which he/she has successfully completed based on the district's placement protocols.~~

**Note: The following optional paragraph provides a limited exception to the use of objective measures for making placement decisions and may be revised to reflect district practice.**

**PLACEMENT IN MATHEMATICS COURSES** (continued)

~~When a student does not qualify to be enrolled in a higher level mathematics course based on a consideration of the objective measures specified in the placement protocols, he/she may nevertheless be admitted to the course based on the recommendation of a teacher or counselor who has personal knowledge of the student's academic ability.~~

Note: Education Code 51224.7, as added by SB 359 (Ch. 508, Statutes of 2015), requires **mandates** that the district's policy include at least one placement checkpoint within the first month of the school year to ensure accurate placement and permit reevaluation of individual student progress.

The placement protocols shall ~~specify a time~~ **provide for at least one reevaluation** within the first month of the school year ~~when students shall be reevaluated~~ to ensure that ~~they~~ **students** are appropriately placed in mathematics courses and shall specify the criteria the district will use to make this determination. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course.

Note: ~~The following paragraph contains timelines that may be revised to reflect district practice. Pursuant to Education Code 51224.7, as added by SB 359 (Ch. 508, Statutes of 2015), the district's policy must~~ **mandates that the district's policy** offer a clear and timely recourse for any student and his/her parent/guardian who question the student's placement. **See the accompanying administrative regulation for additional language implementing this requirement.**

**If a student or parent/guardian questions the student's placement, he/she may appeal the decision to the Superintendent or designee. The decision of the Superintendent or designee shall be final.**

~~Within 10 school days of an initial placement decision or a placement decision upon reevaluation, a student and his/her parent/guardian who disagree with the placement of the student may appeal the decision to the Superintendent or designee. The Superintendent or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal. The decision of the Superintendent or designee shall be final.~~

~~(cf. 5123 Promotion/Acceleration/Retention)~~

Note: ~~The Lawyers' Committee for Civil Rights of San Francisco Bay Area's report also found that the practice of having 9th graders repeat Algebra I disproportionately affects students of color and from low-income families, and could therefore be found to be discriminatory. For more information about the prohibition against discrimination in district programs and activities, see BP 0410 Nondiscrimination in District Programs and Activities.~~

~~District staff shall implement the placement protocols uniformly and without regard to students' race, sex, gender, nationality, ethnicity, socioeconomic background, or other subjective or discriminatory consideration in making placement decisions.~~

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

**PLACEMENT IN MATHEMATICS COURSES** (continued)

The Superintendent or designee shall ensure that all teachers, counselors, and other district staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.

*(cf. 4131 - Staff Development)*

~~Prior to the beginning of each school year, the Superintendent or designee shall communicate the district's commitment to providing students with the opportunity to complete mathematics courses recommended for college admission, including approved placement protocols and the appeal process, to parents/guardians, students, teachers, school counselors, and administrators.~~

~~This policy and the district's mathematics placement protocols shall be posted on the district's web site. (Education Code 51224.7)~~

~~*(cf. 1113 - District and School Web Sites)*~~

Note: To ensure that students who are qualified to progress in mathematics courses based on their performance on district-selected objective academic measures are not unlawfully or inappropriately held back in the manner specified in the following paragraph, Education Code 51224.7, as added by SB 359 (Ch. 508, Statutes of 2015), requires **mandates that the policy include a requirement for an annual examination of aggregate student placement data which must be reported to the Board. In addition, pursuant to Education Code 52060, districts must annually review their progress toward the student achievement goals in their local control and accountability plan using measures that include, as applicable, the percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University.**

~~Annually, t~~The Board and the Superintendent or designee shall **annually** review student data related to placement ~~and advancement in the~~ mathematics courses offered at district high schools to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not **being** held back in a disproportionate manner on the basis of ~~their race, ethnicity, gender, or socioeconomic background~~ **any subjective or discriminatory basis, and shall develop strategies.** ~~The Board and Superintendent shall also consider appropriate recommendations for removing any identified barriers to students' access to mathematics courses.~~ **The Superintendent or designee shall also report on the percentage of district students who have successfully completed mathematics courses that satisfy the requirements for entrance to the University of California and the California State University.**

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 0500 - Accountability)*

*Legal Reference: (see next page)*

## PLACEMENT IN MATHEMATICS COURSES (continued)

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

48070.5 Promotion and retention; required policy

51220 Areas of study, grades 7-12

51224.5 Completion of Algebra I or Mathematics I

51224.7 California Mathematics Placement Act of 2015

51225.3 High school graduation requirements

51284 Financial literacy

**52060-52077 Local control and accountability plan**

60605 State-adopted content and performance standards in core curricular areas

60605.8 Common Core standards

**60640-60649 California Assessment of Student Performance and Progress**

### Management Resources:

#### CSBA PUBLICATIONS

*Math Misplacement, Governance Brief, September 2015*

~~*Governing to the Core, Governance Briefs*~~

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013*

*California Common Core State Standards: Mathematics, January 2013*

#### COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

*Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards*

#### LAWYERS' COMMITTEE FOR CIVIL RIGHTS OF THE SAN FRANCISCO BAY AREA (LCCR)

*Held Back - Addressing Misplacement of 9th Grade Students in Bay Area School Math Classes, 2013*

#### WEB SITES

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

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

Common Core State Standards Initiative: <http://www.corestandards.org/math>

Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR): <http://www.lccr.com>

**Northwest Evaluation Association, Measures of Academic Progress: <http://www.nwea.org>**

**University of California, Mathematics Diagnostic Testing Project: <http://mdtp.ucsd.edu>**

# CSBA Sample Administrative Regulation

Instruction

AR 6152.1(a)

## PLACEMENT IN MATHEMATICS COURSES

### Placement Protocols

Note: Education Code 51224.7 mandates that any district that serves 9th-grade students adopt protocols for student placement in mathematics courses based on multiple objective academic measures, such as statewide assessments, including interim and summative assessments; placement tests that are aligned to state-adopted content standards in mathematics; classroom assignment and grades; and report cards. Districts that serve students transitioning from elementary to middle or junior high school may also adopt a placement protocol based on similar measures. The following section should be revised to reflect the grade levels at which the placement protocols will be applied, specific tests and other measures used for placement purposes, and the performance level on each assessment or minimum grade that will be used to determine a student's readiness for specific mathematics courses.

In determining student placement in mathematics courses for students entering grade 9, the Superintendent or designee shall assess whether each student has the prerequisite skills for success in the course and consider student and parent/guardian requests. Such determinations shall be based on multiple measures, including, but not limited to, the following:

Note: Pursuant to Education Code 60640, mathematics assessments in the California Assessment of Student Performance and Progress are administered at grades 3-8 and 11.

1. Interim and summative grade 8 mathematics assessments from the California Assessment of Student Performance and Progress
2. For students with disabilities, an alternate test or other measures when designated in a student's individualized education program (IEP)
3. Other assessments such as Measures of Academic Progress, the readiness tests of the University of California's Mathematics Diagnosis Testing Project, and/or district benchmark assessments
4. The student's grades in his/her previous mathematics course
5. The final mathematics grade on the end-of-year report card

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

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6143 - Courses of Study)*

*(cf. 6162.5 - Student Assessment)*

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

**PLACEMENT IN MATHEMATICS COURSES (continued)**

Individual student performance data shall be analyzed each spring prior to scheduling and placing students into secondary mathematics courses. Students and parents/guardians shall be notified in writing by the end of the school year as to the mathematics course in which the student has been placed.

No student shall be required to repeat a mathematics course which he/she has successfully completed in accordance with district's placement protocols.

Note: Recommendations by teachers or counselors are generally considered subjective and therefore do not meet the requirement of Education Code 51224.7 that placement in mathematics courses be based on objective measures. The following optional paragraph authorizes staff recommendations to be considered when placing a student in a higher level mathematics course than he/she would be assigned based on the district's protocol, but such recommendations should not be the sole basis for placing a student in a lower level class.

When a student does not qualify to be enrolled in a particular mathematics course based on a consideration of the objective measures specified in the placement protocol, he/she may nevertheless be admitted to the course based on the recommendation of a teacher or counselor who has personal knowledge of the student's academic ability.

Students who exhibit deficits in knowledge and skills needed to advance to a higher level mathematics course may receive supplemental instruction to improve achievement of mathematic content standards.

*(cf. 6011 - Academic Standards)*  
*(cf. 6179 - Supplemental Instruction)*

**Reevaluation**

Within the first month of the school year, mathematics course placements shall be individually reevaluated to ensure placement in the most rigorous mathematics course for which the student has the potential for success.

Criteria for reevaluating each student's placement shall include, but are not limited to, course preassessment results, attendance, and student performance in the first month of the school year as determined by teacher observation and grades on assignments and tests. Student and parent/guardian request for course placement may also be considered.

**Notification of Placement Protocol**

The district's policy and protocols related to student placement in mathematics courses shall be posted on the district's web site. (Education Code 51224.7)

*(cf. 1113 - District and School Web Sites)*

**PLACEMENT IN MATHEMATICS COURSES (continued)**

The Superintendent or designee shall also make the district's placement policy, protocols, and course sequence readily accessible to students, parents/guardians, and staff at school sites and/or in student handbooks.

**Appeals**

Note: Education Code 51224.7 mandates that the district's policy or protocol offer a clear and timely recourse for any student and parent/guardian who question the student's placement. See the accompanying Board policy. The following paragraph contains timelines that may be revised to reflect district practice.

Within 10 school days of an initial placement decision or a placement decision upon reevaluation, a student and his/her parent/guardian who disagree with the placement may appeal the decision to the Superintendent or designee. The Superintendent or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal.

# CSBA Sample Board Policy

**Instruction**

BP 6170.1(a)

## **TRANSITIONAL KINDERGARTEN**

Note: The following policy is for use by districts that maintain kindergarten and may be revised to reflect district practice. Education Code 48000 provides that children are eligible for kindergarten enrollment if they have their fifth birthday on or before September 1 in that school year; see AR 5111 - Admission. Pursuant to Education Code 48000, any child whose **fifth** birthday is between September 2 and December 2 must be offered a transitional kindergarten (TK) program.

Education Code 48000 defines TK as the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. Many of the requirements applicable to kindergarten (e.g., class size, minimum school day, facilities) are also applicable to TK. The district will receive funding based on average daily attendance (ADA) for students in a TK program that meets the requirements specified in Education Code 48000.

For guidance on implementing TK programs, see the [Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers](#), published by the California Department of Education (CDE).

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 6020 - Parent Involvement)*

### **Eligibility**

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Note: The CDE's "Transitional Kindergarten FAQs" clarify that children are required to have documentation of required immunizations or a valid exemption prior to admission to TK. For information about required immunizations and exemptions, see BP/AR 5141.31 - Immunizations.



**TRANSITIONAL KINDERGARTEN** (continued)

Parents/guardians of eligible children shall be notified of the availability of the TK program and **the** age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

*(cf. 5111 - Admission)*

*(cf. 5111.1 - District Residency)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.32 - Health Screening for School Entry)*

Note: The following paragraph is **optional**. If the district chooses to allow kindergarten-eligible children to enroll in the TK program, CDE recommends that the district establish criteria to determine selection requirements. The parent/guardian of a kindergarten-eligible child who is enrolled in TK must, at the end of the year, sign a Kindergarten Continuance Form verifying that he/she agrees to have the child **continue enroll** in kindergarten the following year; see section "Continuation in Kindergarten" below.

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

Note: The following paragraph is **optional**. Pursuant to Education Code 48000, the district may, at its discretion, determine whether to allow admittance of children whose fifth birthday is after December 2. Such students may be admitted at any time during the school year, including at the beginning of the year. Education Code 48000 provides that districts will not receive ADA apportionment for a child whose birthday is after December 2 until the child reaches his/her fifth birthday.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

**Curriculum and Instruction**

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

*(cf. 6141 - Curriculum Development and Evaluation)*

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

Note: Education Code 48000 states the Legislature's intent that the TK curriculum be aligned to the California Preschool Learning Foundations developed by CDE. These standards address essential skills in the subject areas listed below. The standards and companion preschool curriculum frameworks are available on CDE's web site.

**TRANSITIONAL KINDERGARTEN** (continued)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

*(cf. 5148.3 - Preschool/Early Childhood Education)*

*(cf. 6011 - Academic Standards)*

*(cf. 6174 - Education for English Learners)*

Note: The following **optional** paragraph may be revised to reflect district practice. Education Code 37202, ~~as amended by AB 99 (Ch. 15, Statutes of 2017)~~, permits districts to maintain TK and kindergarten classes for different lengths of time during the school day, either at the same or a different school site. Districts offering TK classes for different lengths of time are still required to meet the minimum and maximum length of school day provided in law. Pursuant to Education Code 46111, **46115**, and 46117, at the kindergarten and TK level the minimum school day is three hours (180 minutes), including recess but excluding noon intermission, and the maximum school day is four hours (240 minutes), excluding recess, unless the district has adopted an extended-day kindergarten pursuant to Education Code 8973. However, pursuant to Education Code 46119, if the district has fewer than 40 kindergarten students, the Governing Board may apply to the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each, including recesses, taught on the same day by the same teacher. Also see AR 6112 - School Day.

Pursuant to Education Code 48003, districts are required to provide an annual report to CDE regarding the type of kindergarten program offered by the district, including part day, full day, or both. The School Information Form 2017, located on the CDE web site, requires a report on the type of TK program offered.

The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to ~~the California Department of Education~~ **CDE** as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, **46115**, 46117, 48003)

*(cf. 6111 - School Calendar)*

*(cf. 6112 - School Day)*

Note: The following **optional** paragraph may be revised to reflect district practice. According to CDE's "Transitional Kindergarten FAQs," it is the intent of the law to provide separate and unique experiences for TK and kindergarten students. However, districts have flexibility to determine how best to meet the curricular needs of each child and whether TK and kindergarten students may be enrolled in the same classrooms.

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

## TRANSITIONAL KINDERGARTEN (continued)

**Note: AB 1808 (Ch. 32, Statutes of 2018) amended Education Code 8235 and 48000 to allow districts to place 4-year-old children enrolled in a California State Preschool Program into a TK program and to commingle children from both programs in the same classroom as long as all of the requirements of each program are met and the district adheres to specified requirements, including that the classroom does not contain children enrolled in TK for a second year or children enrolled in a regular kindergarten. Also see BP/AR 5148.3 - Preschool/Early Childhood Education.**

**TK students may be placed in a classroom commingled with 4-year-old students from a California State Preschool Program as long as the classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten. (Education Code 8235, 48000)**

### Staffing

Note: To be qualified to teach a TK class, the teacher must possess an appropriate multiple subjects or early childhood education credential issued by the Commission on Teacher Credentialing—~~(CTC)~~—authorizing instruction in TK. Education Code 48000 establishes additional requirements for credentialed teachers who are first assigned to a TK class after July 1, 2015, as provided below.

TK assignments are subject to assignment monitoring and reporting by the County Superintendent of Schools in accordance with Education Code 44258.9.

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

*(cf. 4112.2 - Certification)*

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by ~~the~~ CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

*(cf. 4131 - Staff Development)*

### Continuation to Kindergarten

Note: The following section is consistent with guidance in CDE's "Transitional Kindergarten FAQs."

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

## **TRANSITIONAL KINDERGARTEN (continued)**

Note: The following **optional** paragraph is for use by districts that allow kindergarten-eligible children to enroll in TK; see "Eligibility" section above. When such students are subsequently enrolled in kindergarten, the district is required to obtain a signed Kindergarten Continuance Form in order to receive kindergarten ADA for those children since they would otherwise be age-eligible for first grade. CDE recommends that approval for a student to continue in kindergarten not be sought until near the end of the year of TK, since permission obtained unreasonably far in advance could be found invalid.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

Note: Pursuant to Education Code 46300, the district may not include for ADA purposes the attendance of any student for more than two years in a combination of TK and kindergarten.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

*(cf. 5123 - Promotion/Acceleration/Retention)*

### **Assessment**

Note: The following section may be revised to reflect district practice. One assessment resource for TK students is CDE's Desired Results Developmental Profile, which is designed to assess the developmental progression of all children from early infancy to kindergarten entry.

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

*(cf. 0500 - Accountability)*

*(cf. 6162.5 - Student Assessment)*

*Legal Reference: (see next page)*

## TRANSITIONAL KINDERGARTEN (continued)

### Legal Reference:

#### EDUCATION CODE

#### **8235 California State Preschool Program**

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48003 Kindergarten annual report

48200 Compulsory education, starting at age six

### Management Resources:

#### CSBA PUBLICATIONS

*What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Transitional Kindergarten FAQs*

*Desired Results Developmental Profile, 2015*

*Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013*

***California Preschool Curriculum Framework, Vol. 3, 2013***

***California Preschool Learning Foundations, Vol. 3, 2012***

***California Preschool Curriculum Framework, Vol. 2, 2011***

***California Preschool Learning Foundations, Vol. 2, 2010***

*California Preschool Curriculum Framework, Vol. 1, 2010*

*California Preschool Learning Foundations, Vol. 1, 2008*

#### WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

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

Transitional Kindergarten California: <http://www.tkcalifornia.org>

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# CSBA Sample Board Policy

Instruction

BP 6178(a)

## CAREER TECHNICAL EDUCATION

Note: The following policy is for use by districts that maintain any of grades 7-12. Education Code 51220 requires that the adopted course of study for grades 7-12 include courses in career technical education (CTE); see BP/AR 6143 - Courses of Study.

~~The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) (20 USC 2301-2414) provides (1) state basic grants for local programs of CTE for secondary and postsecondary students, and (2) tech prep grants for programs that incorporate at least two years of secondary education with two years of postsecondary education in a sequential course of study. Funding for CTE programs may be available through the federal Strengthening Career and Technical Education for the 21st Century Act, sometimes referred to as Perkins V (20 USC 2301-2414, as amended by P.L. 115-224 and effective July 1, 2019), and state grant programs such as the California Career Pathways Trust pursuant to Education Code 53010-53016 and the California Career Technical Education Incentive Grant Program pursuant to Education Code 53070-53076.4, as amended by AB 1808 (Ch. 32, Statutes of 2018). In addition, secondary schools may offer CTE through partnership academies (Education Code 54690-54697), regional occupational centers and programs (ROC/Ps) (Education Code 52300-52335.12), and/or district-funded programs. Education Code 52372.5-52372.7, as amended by AB 790 (Ch. 616, Statutes of 2011), establish a pilot project to implement a limited number of districtwide "linked learning" programs integrating academic and technical study (sometimes called "multiple pathways") and describe components of such programs; see the accompanying administrative regulation.~~

The following policy should be revised to reflect program(s) offered by the district and grade levels at which such programs shall be offered.

The Governing Board desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with ~~a strong~~ **practical** experience and understanding of all aspects of an industry.

*(cf. 6143 - Courses of Study)*

*(cf. 6200 - Adult Education)*

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs **(ROC/Ps)**, ~~tech prep programs~~, charter schools, small learning communities, **magnet programs**, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

*(cf. 0420.4 - Charter School Authorization)*

**CAREER TECHNICAL EDUCATION** (continued)

(cf. 6178.2 - Regional Occupational Center/Program)

Note: Pursuant to 20 USC 2354, districts applying for Perkins IV funding must submit to the California Department of Education (CDE) a district plan which covers the same time period as the state plan required by 20 USC 2342; see the accompanying administrative regulation. In addition, the district must annually submit an application for funding which must be approved by the Governing Board.

**The Superintendent or designee shall explore available funding sources that may be used to support CTE programs.** The Board shall review and approve all district plans and applications for the use of **district**, state, and/or federal funds supporting CTE.

(cf. 3230 - Federal Grant Funds)

Note: State model curriculum standards for CTE for grades 7-12 integrate the state's academic content standards with industry-specific knowledge and skills in 58 career pathways organized into 15 industry sectors: agriculture and natural resources; arts, media, and entertainment; building trades and construction; education, child development, and family services; energy and utilities; engineering and design; fashion and interior design; finance and business; health science and medical technology; hospitality, tourism, and recreation; information technology; manufacturing and product development; marketing, sales, and service; public services; and transportation. The state's curriculum framework for CTE provides guidance in implementing the state content standards. Any district that adopts a course of study that meets or exceeds the state model curriculum standards will be deemed to have satisfied the requirement of Education Code 51228 that the district offer students in grades 7-12 the opportunity to attain entry-level employment skills in business or industry upon high school graduation; see BP 6143 - Courses of Study.

The Board shall adopt district standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

Note: Pursuant to Education Code 52376, the following two paragraphs are **mandated** for districts that receive funding through the targeted instructional improvement block grant (Education Code 41541) and choose to use such funds **accept funds for the purpose of** developing and implementing, in consultation with the ROC/P and community college serving the geographic area of the district, a CTE program for high school students in accordance with Education Code 52376. Pursuant to Education Code 52376, districts that receive supplemental funding or other funds for this purpose are mandated to adopt policies and procedures that include (1) comparison of the district's CTE curriculum, course content, and course sequence with the model state curriculum standards, and (2) review of CTE courses to determine the extent to which they may offer an alternative means for completing course requirements for high school graduation.

In addition, beginning in the 2012-13 school year, Education Code 51225.3, as amended by AB 1330 (Ch. 621, Statutes of 2011), authorizes the Board to include a course in CTE as an alternative to the visual or performing arts or foreign language course requirement for high school graduation; see BP 6146.1 - High School Graduation Requirements.

**CAREER TECHNICAL EDUCATION** (continued)

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

Note: Education Code 52376 requires districts to determine the extent to which their CTE courses may offer an alternative means for completing course requirements for high school graduation. In addition, beginning in the 2012-13 school year, Education Code 51225.3, as amended by AB 1330 (Ch. 621, Statutes of 2011), authorizes the Board to include a course in CTE as an alternative to the visual or performing arts or foreign language course requirement for high school graduation; see BP 6146.1 - High School Graduation Requirements.

The Superintendent or designee shall systematically review the district's CTE **classes courses** to determine the degree to which each **class course** may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

(cf. 6146.1 - High School Graduation Requirements)  
 (cf. 6146.11 - Alternative Credits Toward Graduation)  
 (cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Note: Education Code 51760.1 authorizes districts, county offices of education, ROC/Ps, and partnership academies to provide work-based learning opportunities which may include, but are not limited to, work experience education as defined in Education Code 51764, community classrooms or cooperative CTE programs as defined in Education Code 52372.1, and job shadowing as defined in Education Code 51769; see BP/AR 6178.1 - Work-Based Learning. In addition, although not specified in state law, other examples of work-based learning opportunities cited in the CDE's publication Multiple Pathways to Student Success: Envisioning the New California High School include student internships/field study, apprenticeships, service learning, work in social/civic enterprises or school-based enterprises such as student stores, and technology-based or other simulated work experiences.

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect labor market needs and priorities. He/she **also** shall **also** work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.

(cf. 1700 - Relations Between Private Industry and the Schools)  
 (cf. 5113.2 - Work Permits)  
 (cf. 6178.1 - Work-Based Learning)

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. Articulation opportunities may include dual or concurrent enrollment in community college courses.



**CAREER TECHNICAL EDUCATION** (continued)

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

Note: Education Code 8070 requires the Board to appoint ~~an~~ a CTE advisory committee composed of representatives from specified groups, as detailed below. During the **Federal Program Monitoring FPM** process, CDE staff will review whether the district has appointed such a committee.

**In addition, pursuant to 20 USC 2354, as amended by P.L. 115-224, districts that receive Perkins V funding are required to involve specified stakeholders in conducting a needs assessment and developing the district application, and on a continuing basis thereafter. One way to accomplish this is to include such stakeholders on the CTE advisory committee. Other programs may have similar requirements for stakeholder involvement. The following paragraph may be revised to reflect requirements applicable to programs offered by the district.**

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

*(cf. 1220 - Citizen Advisory Committees)*

Note: The following **optional** paragraph may be revised to reflect district practice. Among the criteria for admission to the University of California (UC) or California State University (CSU) system is a requirement that high school students satisfactorily complete 15 units of specified courses ("a-g" courses). These include a growing number of CTE courses that connect knowledge of academic content with practical or work-related applications. Education Code 51229 requires that districts annually provide parents/guardians of students in grades 9-12 with (1) a brief explanation of the a-g course requirements; (2) a list of UC and CSU web sites that provide related information and a list of certified a-g courses; (3) a brief description of ~~what~~ CTE ~~is~~, as defined by ~~the~~ CDE; (4) the Internet address for the portion of the CDE web site where students can learn more about CTE; and (5) information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or to enroll in CTE courses. See AR 6143 - Courses of Study and E 5145.6 - Parental Notifications.

In addition, districts that include a course in CTE as an alternative to the visual or performing arts or foreign language course requirement for high school graduation, as authorized by Education Code 51225.3, are required by Education Code 48980 to provide a list of CTE courses offered by the district that satisfy the a-g course requirements for college admission and to specify which requirements they satisfy. **Districts that do not allow this alternative graduation requirement should modify the following paragraph accordingly.**

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized ~~career guidance and~~ academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

*(cf. 5145.6 - Parental Notifications)*

**CAREER TECHNICAL EDUCATION** (continued)

(cf. 6164.2 - Guidance/Counseling Services)

Note: Pursuant to 34 CFR 100-~~B~~ (Appendix B-~~IV~~), the notice specified below may be made in local newspapers, publications or media reaching target populations, or by other means, and should include a brief summary of program offerings, admission criteria, and the name and contact information of the person designated to coordinate Title IX and Section 504 compliance activity. If the population within the district contains a community of persons with limited English language skills, the notification ~~shall~~ **must** be disseminated in the languages of the community. See BP 5145.6 - Parental Notifications for state requirements pertaining to the translation of parental notifications.

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. The notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100-~~B~~ **Appendix B**, 104.8, 106.9)

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

(cf. 1312.3 - Uniform Complaint Procedures)

Note: The following paragraph is for use by districts that receive funding through Perkins ~~IV~~ **V** for either basic CTE programs or ~~tech prep programs~~ pursuant to 20 USC 2301-2414. **See the accompanying administrative regulation for further information regarding the participation of private school students and staff in district programs.**

**To the extent required by law, the Superintendent or designee shall invite the participation of private school students in CTE programs supported by federal funding under the Strengthening Career and Technical Education for the 21st Century Act (Perkins). (20 USC 2397)**

Note: Teachers of technical, trade, or vocational courses must possess a single subject credential or a designated subjects credential issued by the Commission on Teacher Credentialing (~~CTC~~) which authorizes teaching CTE courses. The designated subjects CTE credential is available in 15 subjects which reflect the 15 industry sectors identified in the state's model curriculum standards; see AR 4112.2 - Certification. In order to obtain the preliminary designated subjects credential, teachers must have at least three years of work experience directly related to each industry sector specified on the credential.

Education Code 44257.3, as added by AB 1304 (Ch. 259, Statutes of 2011), authorizes the CTC to develop program standards for the issuance of a "recognition of study in linked learning" demonstrating completion of a CTC approved program in linked learning teaching methods. The recognition of study must not be considered a type of authorization, used as a condition of employment, replace subject matter competence requirements, or used in making decisions related to reductions in employee positions.

For districts applying for Perkins ~~IV~~ funding, 20 USC 2354 requires the district plan to address ongoing staff development for CTE teachers and administrators; see the accompanying administrative regulation.

**CAREER TECHNICAL EDUCATION** (continued)

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. He/she **also** shall **also** provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

*(cf. 4112.2 - Certification)*

*(cf. 4131 - Staff Development)*

*(cf. 4331 - Staff Development)*

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

~~Note: The following paragraph is for use by districts that receive funding through Perkins IV for either basic CTE programs or tech prep programs pursuant to 20 USC 2301 2414.~~

~~Upon written request from a nonprofit private school within the geographical area served by the district, the Superintendent or designee shall consult with private school representatives in a timely and meaningful manner and may provide for the participation of private school secondary students in the district's programs and activities funded under the federal Carl D. Perkins Career and Technical Education Act. To the extent practicable, the Superintendent or designee also shall, upon request, permit participation of CTE teachers, administrators, and other personnel from private schools in the district's inservice and preservice professional development programs funded through the Perkins Act. (20 USC 2397)~~

Note: The following paragraph is **optional**. Education Code 17078.72 provides funding for improving and expanding CTE programs through construction of new facilities, remodeling of existing facilities, and/or purchase of equipment.

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

*(cf. 0440 - District Technology Plan)*

*(cf. 3440 - Inventories)*

*(cf. 3512 - Equipment)*

*(cf. 7110 - Facilities Master Plan)*

**Nondiscrimination**

~~Note: The following paragraph is for use by districts that receive Perkins IV funding but may be adapted for use by other districts. Pursuant to 20 USC 2354, the district plan for Perkins IV funding must describe how individuals who are members of "special populations," as defined in 20 USC 2302 will not be~~

**CAREER TECHNICAL EDUCATION (continued)**

discriminated against. In addition, a district that receives federal aid is required by 34 CFR 100.B (Appendix B-IV), 104.8, and 106.9 to take "continuing steps" to notify students, parents/guardians, employees, employee organizations, and applicants for admission and employment that it does not discriminate in its educational programs or activities. See BP 0410—Nondiscrimination in District Programs and Activities.

In the Federal Program Monitoring (FPM) process, CDE staff will check to ensure that the district complies with requirements to (1) ensure equitable participation of special population students through outreach, recruitment, enrollment, and placement activities; (2) identify and adopt strategies to overcome barriers to access or success in the program; (3) ensure that counseling materials and activities, including student program selection and career/employment selection, and promotional and recruitment efforts are nondiscriminatory; and (4) advise students, parents/guardians, employees, and the general public, prior to the beginning of the school year, that all CTE opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100.B (Appendix B-IV).

The district's program shall provide equal access to and shall not unlawfully discriminate against students who are members of special populations. *Special populations* include, but are not limited to, students with disabilities; students from economically disadvantaged families, including foster youth; single parents and single pregnant females; displaced homemakers; students with limited English proficiency; and students preparing for nontraditional fields. *Nontraditional fields* include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)

Note: Pursuant to 34 CFR 100.B (Appendix B-IV), the notice specified below may be made in local newspapers, publications or media reaching target populations, or by other means, and should include a brief summary of program offerings, admission criteria, and the name and contact information of the person designated to coordinate Title IX and Section 504 compliance activity. If the population within the district contains a community of persons with limited English language skills, the notification shall be disseminated in the languages of the community. See BP 5145.6—Parental Notifications for state requirements pertaining to the translation of parental notifications.

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. The above notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100.B, 104.8, 106.9)

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

(cf. 1312.3—Uniform Complaint Procedures)

## CAREER TECHNICAL EDUCATION (continued)

### School and Community Involvement

Note: Education Code 8070 requires the Board to appoint an advisory committee composed of representatives from specified groups, as detailed below. During the FPM process, CDE staff will review whether the district has appointed such a committee.

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

*(cf. 1220 – Citizen Advisory Committees)*

Note: The following paragraph is for use by districts that receive Perkins IV funding but may be adapted for use by other districts. 20 USC 2354 requires that the persons specified below be involved in the development, implementation, and evaluation of CTE programs funded by Perkins IV. One way of accomplishing this is to include representatives of these groups on the CTE advisory committee described above. Pursuant to the 2008-2012 State Plan for Career Technical Education, the district must hold at least one annual business and industry advisory committee meeting.

The district also shall involve parents/guardians; students; academic and CTE teachers; administrators; career guidance and academic counselors; representatives of tech prep consortia if applicable, business and industry, labor organizations, and special populations; and other interested individuals in the development, implementation, and evaluation of CTE programs. (20 USC 2354)

### Program Evaluation

Note: The following section is for use by districts that receive Perkins IV funding but may be adapted for use by other districts. paragraph may be revised to reflect requirements applicable to programs offered by the district. Pursuant to Education Code 52060, the district must annually review its progress toward the goals identified in its local control and accountability plan, including, when applicable, measures of student achievement such as the percentage of students who have successfully completed courses that satisfy the requirements for CTE sequences or programs of study that align with state CTE standards and frameworks. The California School Dashboard provides a tool to assist in evaluation of district and school performance and includes measures of CTE pathway completion within the college/career readiness indicator.

Pursuant to 20 USC 2323, In addition, each district receiving Perkins IV V funding must be evaluated annually by the state to determine whether the district is making substantial evaluate its progress in achieving specific performance levels targets on core indicators as detailed in the state plan and 20 USC 2323, as amended by P.L. 115-224. The following paragraph reflects indicators specified in the 2008-2012 State Plan for Career Technical Education. Districts are required to enter data electronically through the CDE's Perkins Data System. Pursuant to 20 USC 2343, if the district falls below 90 percent on any of these

**CAREER TECHNICAL EDUCATION** (continued)

*performance level targets, the district will be required to develop and implement an improvement plan. The state plan further provides that if the district falls below 90 percent on three or more performance levels or below 60 percent on any one performance level, then the district will be required to submit a detailed action plan that describes the strategies to be implemented for bringing the district to the 90 percent performance level within two years. A district scoring in the lowest percentage of overall performance, as determined by a composite ranking of measures, will be subject to Perkins program monitoring. Ultimately, a district that fails to submit the required program improvement plan and/or fails to make the required improvements is subject to sanctions that could result in the loss of a portion or all of its allocated funds.*

**The Superintendent or designee shall annually report to the Board achievement data on participating students, including, but not limited to, the percentage of participating students who successfully complete CTE programs, their performance on state and district academic achievement tests, and graduation rate. Data shall be disaggregated by program and various student subgroups. Based on such data, the Board shall monitor the achievement of students participating in the district's CTE program in order to determine the need for program improvements and update the goals in the district's local control and accountability plan as necessary. The Superintendent or designee shall annually report to the Board and the California Department of Education on program enrollment and completion rates, including enrollment and completion of programs in nontraditional fields as defined in 20 USC 2302; student academic assessment results; attainment of career and technical skill proficiencies; attainment of a high school diploma or equivalent; graduation rates; and subsequent placement in postsecondary education or advanced training, military service, or employment. Data shall be disaggregated, in accordance with 20 USC 2323, by race, ethnicity, gender, disability status, migrant status, English proficiency, and economic disadvantage status and for each special population as defined in 20 USC 2302 and listed in the section "Nondiscrimination" above.**

*(cf. 0500 - Accountability)*

*(cf. 6162.5 - Student Assessment)*

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

*(cf. 6190 - Evaluation of the Instructional Program)*

*Legal Reference: (see next page)*

**CAREER TECHNICAL EDUCATION (continued)***Legal Reference:*EDUCATION CODE1205 *Classification of counties*8006-8155 *Career technical education*17078.70-17078.72 *Career technical education facilities*33430-33432 *Health science and medical technology grants*35168 *Inventory of equipment*41540-41544 *Targeted instructional improvement block grant*44257.3 *CTC recognition of study in linked learning teaching methods*44260-44260.1 *Designated subjects career technical education credential*44260.9 *Designated subjects career technical education credential*48430 *Legislative intent; continuation education schools and classes*48980 *Parental notifications*51220-51229 *Courses of study, grades 7-12*51760-51769.5 *Work experience education***52060-52077 *Local control and accountability plan***52300-52499.66 *Career technical education*52519-52520 *Adult education, occupational training***53010-53016 *California Career Pathways Trust*****53070-53076.4 *The California Career Technical Education Incentive Grant Program***~~53080-53084 *School to career initiatives*~~53086 *California Career Resource Network*54690-54699.1 *California Partnership Academies*54750-54760 *California Partnership Academies, green technology and goods movement occupations*56363 *Related services for students with disabilities; specially designed career technical education*66205.5-66205.9 *Approval of career technical education courses for admission to California colleges*88500-88551 *Community college economic and workforce development program*GOVERNMENT CODE54950-54963 *Brown Act*LABOR CODE3070-3099.5 *Apprenticeships*CODE OF REGULATIONS, TITLE 51635 *Credit for work experience education*3051.14 *Specially designed career technical education for students with disabilities*10070-10075 *Work experience education*10080-10092 *Community classrooms*10100-10111 *Cooperative vocational education*11500-11508 *Regional occupational centers and programs*11535-11538 *Career technical education contracts with private postsecondary schools*11610-11611 *Regional adult and vocational education councils*CODE OF REGULATIONS, TITLE 8200-240 *Apprenticeships*UNITED STATES CODE, TITLE 20**2301-2414 *Carl D. Perkins Career and Technical Education Act of 2006 - Strengthening Career and Technical Education for the 21st Century Act***6301-6578 *Improving the Academic Achievement of the Disadvantaged*

**CAREER TECHNICAL EDUCATION (continued)***Legal Reference: (continued)*CODE OF FEDERAL REGULATIONS, TITLE 34*100-B Appendix B Guidelines for eliminating discrimination in career technical education programs**104.1-104.39 Section 504 of the Rehabilitation Act of 1973**106.1-106.61 Discrimination on the basis of sex, effectuating Title IX**Management Resources:*CSBA PUBLICATIONS*A Governance Perspective: Interviews with School Board Members from the Nine Linked Learning Initiative School Districts, March 2014**The Linked Learning Approach to High School Reform, Governance Brief, January 2014**Orientation to Apprenticeship Overview, Construction Management Task Force Fact Sheet, November 2007*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005 January 2013**2008-2012 State Plan for Career Technical Education**Multiple Pathways to Student Success: Envisioning the New California High School, 2010**Regional Occupational Centers and Programs Operations Handbook March 2008**Model Programs and Practices: Setting Standards for Regional Occupational Centers and Programs (ROCPs), rev. October 2007**Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007**California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005**Management of Vocational Education Equipment, April 2000*CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF APPRENTICESHIP STANDARDS PUBLICATIONS*Orientation to Apprenticeships: A Guide for Educators, January 2001*WEB SITESCSBA: <http://www.csba.org>Association for Career and Technical Education: <http://www.acteonline.org>California Association of Regional Occupational Centers and Programs: <http://www.carocp.org>California Career Resource Network: <http://www.californiacareers.info>California Department of Education, Career Technical Education: <http://www.cde.ca.gov/ci/ct>California Department of Employment Development: <http://www.edd.ca.gov>California Department of Industrial Relations: <http://www.dir.ca.gov>California Workforce Development Board: <http://www.cwdb.ca.gov>Commission on Teacher Credentialing: <http://www.ctc.ca.gov>University of California, a-g Course Submissions: [http://www.ucop.edu/a-gGuide/ag/course\\_submissions](http://www.ucop.edu/a-gGuide/ag/course_submissions)

U.S. Department of Education, Office of Vocational and Adult Education:

<http://www.ed.gov/about/offices/list/ovae/pi/cte/index.html>U.S. Department of Labor, Bureau of Labor Statistics: <http://www.bls.gov>

(3/08 7/12) 10/18

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# CSBA Sample Administrative Regulation

Instruction

AR 6178(a)

## CAREER TECHNICAL EDUCATION

Note: The following **optional** administrative regulation should be revised to reflect program(s) offered by the district.

### **Perkins Basic Federal Grants for Career Technical Education (Perkins)**

Note: The following **optional** section is for use by districts that receive basic grants to support programs of career technical education (CTE) pursuant to the reauthorized Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) (20 USC 2301-2355) the Strengthening Career and Technical Education for the 21st Century Act, often referred to as Perkins V (20 USC 2301-2355, as amended by P.L. 115-224) to support programs of career technical education (CTE). As amended, the "hold harmless" provision has been replaced with a guarantee that each state receive a minimum grant equal to 90 percent of its prior year allocation, effective in fiscal year 2021.

During the Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will review whether the district uses Perkins IV these federal funds to supplement, not supplant, state and local funds for CTE activities, as required by 20 USC 2391, and whether funds are used for appropriate purposes as described in 20 USC 2355 and in the state plan adopted pursuant to 20 USC 2342. As amended by P.L. 115-224, 20 USC 2342 authorizes states to develop a one-year transition plan until Perkins V becomes effective July 1, 2019, after which a four-year state plan will be required.

For any district program of career technical education (CTE) funded through a basic grant of the federal Carl D. Perkins Career and Technical Education Act, the district shall submit to the California Department of Education a districtwide plan an application for a basic grant of the federal Strengthening Career and Technical Education for the 21st Century Act. The application shall address addressing the components specified in 20 USC 2354 and any additional requirements specified in the state plan developed pursuant to 20 USC 2342. The multi-year district plan shall cover the same time period covered by the state plan. (20 USC 2354)

(cf. 3230 - Federal Grant Funds)

The district shall conduct a needs assessment in accordance with 20 USC 2354, which shall be updated at least once every two years. The needs assessment shall be conducted in consultation with representatives of district CTE programs, postsecondary CTE programs, state or local workforce development boards and businesses, parents/guardians, students, and other specified stakeholders. (20 USC 2354)

Note: The district may use Perkins IV V and other federal, state, and/or district funds to meet the program requirements listed in items #1-9 below. Additional permissible uses of Perkins IV funds are described in 20 USC 2355. The 2008-2012 State Plan for Career Technical Education allows districts to support CTE courses in grades 7-8 with Perkins funds only if the courses are integral to and aligned with approved sequences of courses conducted by a high school. P.L. 115-224 amended 20 USC 2355 to streamline the allowable uses of funds and eliminate the additional list of permissible uses.

**CAREER TECHNICAL EDUCATION (continued)**

**To meet the needs identified in the needs assessment, the Superintendent or designee shall develop, coordinate, implement, or improve CTE programs that are of sufficient size, scope, and quality to be effective and that fulfill the following purposes: (20 USC 2355)**

**The district shall offer at least one CTE program of study which shall: (20 USC 2342, 2354, 2355)**

**1. Improve the academic and career technical skills of participating students by integrating coherent and rigorous academic content and relevant CTE programs**

*(cf. 6011—Academic Standards)  
(cf. 6143—Courses of Study)*

**2. Link CTE at the secondary and postsecondary levels through at least one of the strategies specified in 20 USC 2342**

*(cf. 6172.1—Concurrent Enrollment in College Classes)*

**3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences**

*(cf. 5113.2—Work Permits)  
(cf. 6178.1—Work Based Learning)*

**4. Develop, improve, or expand the use of technology in CTE**

*(cf. 0440—District Technology Plan)*

**5. Provide professional development to teachers, administrators, and career guidance and academic counselors who are involved with integrated CTE programs**

*(cf. 4131—Staff Development)  
(cf. 4331—Staff Development)  
(cf. 6164.2—Guidance/Counseling Services)*

**6. Develop and implement program evaluations, including an assessment of how the needs of special populations, as defined in 20 USC 2302 and Board policy, are being met**

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

**7. Initiate, improve, expand, and modernize quality CTE programs, including relevant technology**

**CAREER TECHNICAL EDUCATION (continued)**

~~8. Provide services and activities that are of sufficient size, scope, and quality to be effective~~

~~9. Provide activities to prepare special populations for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency~~

**1. Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including students in the middle grades, in making informed plans and decisions about future education and career opportunities and programs of study. Such activities shall occur before students enroll and while they are participating in a CTE program, and may include:**

**a. Introductory courses or activities focused on career exploration and career awareness, including non-traditional fields**

**b. Readily available career and labor market information, including information on occupational supply and demand, educational requirements, other information on careers aligned to economic priorities, and employment sectors**

**c. Programs and activities related to the development of student graduation and career plans**

**d. Career guidance and academic counselors who provide information on postsecondary education and career options**

**e. Any other activity that advances knowledge of career opportunities and assists students in making informed decisions about future education and employment goals, including nontraditional fields**

**f. Activities that provide students with strong experience in, and comprehensive understanding of, all aspects of an industry**

*(cf. 6143 - Courses of Study)*

**2. Provide the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations**

*(cf. 5113.2 - Work Permits)*

*(cf. 6178.1 - Work-Based Learning)*

**3. Integrate academic skills into CTE programs and programs of study to support participating students in meeting state academic standards**

**CAREER TECHNICAL EDUCATION (continued)**

**4. Provide professional development for teachers, school leaders, administrators, specialized instructional support personnel, guidance counselors, and/or paraprofessionals, which may include the types of activities listed in 20 USC 2355**

*(cf. 4131 - Staff Development)*

*(cf. 4331 - Staff Development)*

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

**5. Plan and carry out elements that support the implementation of CTE programs and programs of study and that result in increased student achievement. Such elements may include curriculum aligned with program requirements, sustainable relationships among community stakeholders, opportunities for students to participate in accelerated learning programs, equipment and instructional materials aligned with business and industry needs, and other activities specified in 20 USC 2355.**

**6. Develop and implement evaluations of the activities funded by the grant**

*(cf. 0500 - Accountability)*

*(cf. 6190 - Evaluation of the Instructional Program)*

Note: The following **optional** paragraph reflects CDE policies included in the state plan and may be revised to reflect district practice.

The district's program shall consist of at least two full year CTE courses with a combined duration of at least 300 hours, or a single multiple hour course which provides sequential units of instruction and has a duration of at least 300 hours. At least 50 percent of course curriculum and content shall be directly related to the development of career knowledge and skills.

Note: Pursuant to 20 USC 2354, the district **application** for Perkins ~~IV~~ V funding must describe how individuals **will not be discriminated against based on their status as** ~~who are~~ members of "special populations," as defined in 20 USC 2302 **as amended by P.L. 115-224** ~~will not be discriminated against~~. In addition, a district that receives federal aid is required by 34 CFR 100-~~B~~ (Appendix B-~~IV~~), 104.8, and 106.9 to take "continuing steps" to notify students, parents/guardians, employees, employee organizations, and applicants for admission and employment that it does not discriminate in its educational programs or activities. See BP 0410 - Nondiscrimination in District Programs and Activities.

~~In~~ **During** the Federal Program Monitoring (FPM) process, CDE staff will check to ~~ensure that~~ **whether** the district complies with requirements to (1) ensure equitable ~~participation of~~ **access by** special population students through outreach, recruitment, enrollment, and placement activities; (2) identify and adopt strategies to overcome barriers to access or success in the program; (3) ensure that counseling materials and activities, including student program selection and career/employment selection, and promotional and recruitment efforts are nondiscriminatory; and (4) advise students, parents/guardians, employees, and the general public, prior to the beginning of the school year, that all CTE opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100-~~B~~ (Appendix B-~~IV~~).

**CAREER TECHNICAL EDUCATION** (continued)

The district's program shall provide **activities to prepare special populations for high-skill, high-wage, or in-demand industry sectors or occupations that will lead to self-sufficiency. Special populations shall be provided with** equal access to CTE programs and shall not be unlawfully discriminated against students who are members of special populations. *Special populations* include, but are not limited to, students with disabilities; students from economically disadvantaged families, including foster youth; single parents and single pregnant females; **pregnant and parenting students, displaced homemakers, out-of-work individuals;** students with limited English proficiency **English learners, homeless students, foster youth, children of military families;** and students preparing for nontraditional fields. *Nontraditional fields* include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)

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

(cf. 0415 - Equity)

Upon written request from a nonprofit private school within the geographical area served by the district, the Superintendent or designee shall consult with private school representatives in a timely and meaningful manner and may provide for the participation of private school secondary students in the district's programs and activities funded under the federal Carl D. Perkins Career and Technical Education Act pursuant to 20 USC 2301-2414. To the extent practicable, the Superintendent or designee also shall also, upon request, permit participation of CTE teachers, administrators, and other personnel from private schools in the district's inservice and preservice professional development programs funded through the Perkins Act such grants. (20 USC 2397)

**Tech Prep Programs**

Note: The following optional section is for use by districts that offer technical preparation (tech prep) programs pursuant to Perkins IV (20 USC 2371-2376). Tech prep education is a planned sequence of study in a technical field or pathway which includes at least two years of secondary education (sometimes beginning as early as grade 9) and extends through two or more years of postsecondary education or through an apprenticeship program of at least two years following high school. The sequence culminates in an associate's degree, a certificate, and/or a bachelor's degree. Districts apply for program funding as a consortium with a postsecondary institution and may include businesses in the consortium.

During the FPM process, CDE staff will review whether tech prep programs funded by Perkins IV include the components listed in 20 USC 2373(c).

The district shall, under an articulation agreement with an institution of postsecondary education and other consortium partners as appropriate, offer a technical preparation (tech prep) program in accordance with 20 USC 2371-2376. The program shall: (20 USC 2373)

1. Consist of a program of study that:

**CAREER TECHNICAL EDUCATION** (continued)

- a. Combines at least two years of tech prep at the secondary level which is linked to at least two years of either postsecondary education in a sequential, nonduplicative course of study or an apprenticeship program
  - b. Integrates academic and career technical instruction and utilizes work-based and work site learning experiences as appropriate and available
  - c. Provides technical preparation in a career field, including high skill, high wage, or high demand occupations
  - d. Builds student competence in technical skills and in core academic subjects, as appropriate, through applied, contextual, and integrated instruction in a coherent sequence of courses
  - e. Leads to technical skill proficiency, an industry recognized credential, a certificate, or a degree in a specific career field
  - f. Leads to placement in high skill or high wage employment or to further education
  - g. Utilizes CTE programs of study, to the extent practicable
  - h. Meets state academic standards
  - i. Investigates opportunities for tech prep students to enroll concurrently in secondary education and postsecondary education courses
2. Uses educational technology and distance learning, as appropriate, to involve consortium partners more fully in the development and operation of programs
  3. Includes inservice professional development for teachers, administrators, and counselors that addresses the goals identified in 20 USC 2373
  4. Provides equal access to the full range of tech prep programs to individuals who are members of special populations, as defined in 20 USC 2302 and Board policy, including the development of tech prep program services appropriate to the needs of special populations
  5. Provides for preparatory services that assist participating students
  6. Coordinates with activities conducted under Title I of the No Child Left Behind Act

*(cf. 6171 Title I Programs)*

**CAREER TECHNICAL EDUCATION** (continued)**Linked Learning Programs**

Note: The following **optional** section is for use by districts that offer "linked learning" programs integrating academic and career technical study (sometimes called "multiple pathways") and may be revised to reflect district practice. ~~Education Code 52372.5-52372.7, as amended by AB 790 (Ch. 616, Statutes of 2011), establish a pilot project to implement a limited number of districtwide linked learning programs and describe components of such programs. Pursuant to Education Code 52372.5, such programs may be delivered through partnership academies, regional occupational centers and programs (ROC/Ps), charter schools, academies, small learning communities, and other career-themed small schools.~~

The district shall offer one or more comprehensive, multi-year linked learning programs in grades 9-12 that are organized around a broad theme, interest area, or industry sector including, but not limited to, the industry sectors identified in model standards adopted by the State Board of Education pursuant to Education Code 51226. The program shall provide all participating students with curriculum choices that prepare them for career entry and a full range of postsecondary options, including two-year and four-year colleges, apprenticeships, and formal employment training.

At a minimum, the district's linked learning program shall include:

1. An integrated core curriculum that meets the eligibility requirements for admission to the University of California and the California State University and is delivered through project-based learning and other engaging instructional strategies that bring real-world context and relevance to the curriculum where broad themes, interest areas, and CTE are emphasized
2. An integrated technical core of a sequence of at least four related courses that may reflect CTE standards-based courses and that provide students with career skills, are aligned to academic principles, and fulfill academic core requirements described in item #1 above to the extent possible
3. A series of work-based learning opportunities that begin with mentoring and job shadowing and evolve into intensive internships, school-based enterprises, or virtual apprenticeships
4. Support services, including supplemental instruction in reading and mathematics, that help students master the advanced academic and technical content that is necessary for success in college and career

**CAREER TECHNICAL EDUCATION** (continued)**Regional Occupational Center/Program**

Note: The following **optional** section is for use by districts that partner with or offer their own local **regional occupational center or program (ROC/P)** pursuant to Education Code 52300-52335.12, and may be revised to reflect district practice. Education Code 52301 authorizes the establishment of an ROC/P by (1) the County Superintendent of Schools, with the approval of the State Board of Education (SBE); (2) two or more districts maintaining high schools, with the approval of the SBE and the County Superintendent; or (3) a single district with an average daily attendance (ADA) of 50,000 or more located in a class 1 county or a district with an ADA of 100,000 or more located in a class 2 county, as defined in Education Code 1205. ROC/P courses are open to secondary students, with priority enrollment given to students ages 16-18 or in grades 11-12. See BP 6178.2 - Regional Occupational **al** Center/Program for additional program requirements.

The district shall operate and/or partner with a regional occupational center or program (ROC/P), established pursuant to Education Code 52335.12, which offers CTE courses **independently or in support of tech prep programs**, linked learning programs, partnership academies, and/or pre-apprenticeship and apprenticeship programs as appropriate.

*(cf. 6178.2 - Regional Occupational Center/Program)*

Occupational course sequences offered by the ROC/P shall provide prerequisite courses needed to enter apprenticeship or postsecondary vocational certificate or degree programs, focus on occupations requiring comprehensive skills leading to high entry-level wages and/or the possibility of significant wage increases after a few years on the job, offer as many courses as possible that meet college admission requirements, and lead to attainment of an occupational skill certificate. (Education Code 52302)

**Student Organizations**

Note: The following **optional** section may be used by districts providing any CTE program(s). 20 USC 2355 permits the use of Perkins **IV V** funding to support career technical student organizations and related activities. According to CDE, state-supported organizations include California DECA: A Marketing Association (formerly Distributive Education Clubs of America), Future Business Leaders of America (FBLA), Future Farmers of America (FFA), Future Homemakers of America-Home Economics Related Occupations (FHA-HERO), Health Occupations Students of America (HOSA), and Skills USA (formerly Vocational Industrial Clubs of America-VICA).

The district may provide support, including supplies, materials, activities, and advisor expenses, to student organizations which engage in activities that are integral to the CTE program and provide for the development of student leadership skills. However, no state or federal funds shall be used to pay students' membership dues, food or lodging expenses, out-of-state travel, or the cost of a social activity or assemblage.

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.5 - Student Organizations and Equal Access)*



**CAREER TECHNICAL EDUCATION** (continued)

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# CSBA Sample Board Policy

Instruction

BP 6190(a)

## EVALUATION OF THE INSTRUCTIONAL PROGRAM

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

The Governing Board recognizes that it is accountable to students, parents/guardians, and the community for the effectiveness of the district's educational program in meeting district goals for student learning. The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to **improve identify strategies for improving** student achievement.

*(cf. 0200 - Goals for the School District)*

*(cf. 0500 - Accountability)*

*(cf. 6000 - Concepts and Roles)*

*(cf. 6141 - Curriculum Development and Evaluation)*

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

Note: The district may revise the following paragraph to specify the data and reports that will be used to evaluate the district's instructional program.

~~Historically, California's accountability system has been based on both federal and state requirements. However, as amended by the Every Student Succeeds Act (P.L. 114-95), 20 USC 6311 no longer requires a determination as to whether schools and districts meet a federal measure of "adequate yearly progress," and gives greater discretion to states and local educational agencies to determine accountability indicators. The state's Academic Performance Index has been suspended since the 2013-14 school year as the state transitions to a new state assessment and accountability system. The new state accountability system will integrate local, state, and federal accountability systems and be based on multiple measures.~~

~~In addition,~~ Education Code 52060-52061 require that the district's local control and accountability plan (LCAP) establish goals, for all students and for each numerically significant subgroup, that are aligned with the state priorities, and that the district annually review progress toward the goals; see BP/AR 0460 - Local Control and Accountability Plan. Pursuant to Education Code 52052, numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when the subgroup consists of at least 30 students with a valid test score or 15 foster or homeless youth. **The California School Dashboard reports the status of district and school performance on multiple state and local indicators and is intended to assist districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP.**

The Superintendent or designee shall provide the Board and the community with regular reports ~~on student progress toward Board-established standards of expected achievement at each grade level in each area of study. In addition, he/she shall evaluate and report data for~~ **on student achievement. The reports shall include data for** each district school and for ~~every~~ **each** numerically significant student subgroup, as defined in Education Code 52052, including, but not limited to, school and subgroup performance on statewide achievement indicators and progress toward goals specified in the district's local control and accountability plan (LCAP).

## EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

**In addition, the Superintendent or designee shall conduct an evaluation of any new instructional program implemented in the district and shall regularly assess district progress toward increasing student achievement in all subject areas taught in the district. The findings of such evaluations and assessments shall be reported to the Board.**

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education **that provided to** district students **receive**.

### Annual **Monitoring Evaluation** of Consolidated Application Programs

Note: The following **optional** section should be revised to reflect district practice. Pursuant to Education Code 64000-64001, the consolidated application is used by the California Department of Education (**CDE**) to distribute funds from certain federal categorical programs. **For 2015-16, these programs include (1) Title I, Part A basic grant (low income students); (2) Title I, Part D (delinquent students); (3) Title II, Part A (teacher quality); (4) Title III, Part A (immigrant students); (5) Title III, Part A (English learners); and (6) Title VI, Part B (rural, low income students).** Pursuant to **5 CCR 3942**, **as** a condition of receiving continued funding for these programs, the district must make certain general assurances and certifications, including an assurance that the district's annual evaluation of categorical programs demonstrates that each program is "not one of low effectiveness." (**5 CCR 3942**). The district does not need to sign or return the general assurances, but does need to keep them on file for compliance reviews, complaint investigations, or audits.

Pursuant to 5 CCR 3942, criteria for the annual program evaluation are to be established by the Governing Board. ~~In order to consolidate the district's various evaluation processes,~~ **The district may consider measures of the academic progress of students participating in the program, including** numerically significant student **subgroups**, in addition to other measures ~~of student progress~~ contained in school plans or adopted by the Board.

The Board and the Superintendent or designee shall annually determine whether the district's categorical programs funded through the state's consolidated application are effective in meeting the needs of the students they are intended to serve. As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the district level. These criteria may include, but are not necessarily limited to, the progress of all students **participating in the program** and of each numerically significant subgroup toward goals contained in the district's LCAP,

## EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)

the school's single plan for student achievement, ~~Title I local educational agency plan~~, and/or other applicable district or school plans.

### **Federal Program Monitoring**

~~Note: Pursuant to Education Code 64001, the CDE is required to monitor the district's compliance with legal requirements for categorical programs. This monitoring is accomplished through the Federal Program Monitoring (FPM) process, which is based on a combination of data and document reviews and on site visits. Districts are assigned to one of four cycles, and may be selected for on site or online monitoring every two years. Districts and school sites are selected based on criteria that include compliance history, academic achievement, program size, and fiscal analysis, with several districts being randomly selected for monitoring each year. During the FPM process, the CDE reviews school plans and may require a district to submit district policies, administrative regulations, or any other data necessary for the CDE to effectively monitor these programs. The CDE has developed monitoring instruments which contain major program legal requirements and are used by CDE staff to determine district compliance with the requirements. These instruments are available on the CDE's web site. Also, beginning in 2015, the CDE is transitioning to a new application, the California Monitoring Tool, to facilitate districts' response to state and federal requirements for program monitoring.~~

~~The following paragraph is optional. The CDE does not require districts to complete a self review as part of the FPM process. However, the CDE emphasizes that compliance monitoring should be an ongoing responsibility of the district, not an event that occurs only when the CDE conducts its on site monitoring. The FPM program instruments may be useful for this purpose.~~

~~To ensure that the district's categorical programs comply with applicable legal requirements, the Superintendent or designee shall, on an ongoing basis, conduct a district self evaluation which may utilize tools developed by the district or the California Department of Education (CDE).~~

~~When the district is selected by the CDE for a Federal Program Monitoring (FPM) compliance review, the Superintendent or designee shall gather and submit all documentation and data required for the review and shall cooperate with CDE staff to facilitate program monitoring.~~

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

~~(cf. 0420—School Plans/Site Councils)~~

~~(cf. 1312.3—Uniform Complaint Procedures)~~

~~(cf. 1312.4—Williams Uniform Complaint Procedures)~~

~~(cf. 4131—Staff Development)~~

~~(cf. 5020—Parent Rights and Responsibilities)~~

~~(cf. 5148—Child Care and Development Programs)~~

~~(cf. 5148.2—Before/After School Programs)~~

~~(cf. 5148.3—Preschool/Early Childhood Education)~~

~~(cf. 6020—Parent Involvement)~~

~~(cf. 6142.7—Physical Education and Activity)~~

~~(cf. 6171—Title I Programs)~~

~~(cf. 6173—Education for Homeless Children)~~

~~(cf. 6175—Migrant Education Program)~~

## EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)

~~(cf. 6178 – Career Technical Education)~~

~~(cf. 6178.1 – Work-Based Learning)~~

~~(cf. 6200 – Adult Education)~~

Note: According to the CDE's FPM Frequently Asked Questions, available on its web site, if the review results in a finding of noncompliance with legal requirements, the district must submit a Proposed Resolution of Findings through the CMT within 45 days of the date that the district was notified of the finding. The resolution agreement will specify a time period, not to exceed 225 calendar days from the last day of the review, to resolve the finding. The district may request additional resolution time if needed, and the CDE program monitor will determine whether to grant or adjust the request.

In the event that the FPM review results in a finding of noncompliance in relation to any program, the Superintendent or designee shall submit a proposed resolution to the CDE within 45 days of the date the district was notified of the finding. The resolution shall be implemented in accordance with the terms and timeframe specified in the resolution agreement with the CDE.

The Superintendent or designee shall report to the Board regarding the results of the review process.

### Western Association of Schools and Colleges (WASC) Accreditation

Note: The following **optional** section is for use by districts that participate in the evaluation process leading to accreditation by the Western Association of Schools and Colleges (WASC). WASC is a private, nonprofit organization whose Accrediting Commission for Schools provides regular assessments of public and private schools in order to support ongoing improvement of the educational program. The term of the accreditation process varies from one to six years, as determined by WASC. Districts may seek accreditation for both elementary and secondary schools and may revise the following section to specify schools that will seek accreditation (e.g., only secondary schools and/or middle schools). Districts also may revise the following section to apply to any other accrediting agency.

The Board believes that accreditation by the Western Association of Schools and Colleges (WASC) can foster excellence and ongoing academic improvement in the district's schools. The results of the accreditation process also may demonstrate to parents/guardians and the community that the schools are meeting their goals and objectives and the WASC criteria for school effectiveness through a viable instructional program.

The Superintendent or designee shall undertake procedures whereby district schools may achieve and maintain full WASC accreditation status. The schools shall conduct a self-study in accordance with WASC requirements, cooperate with the WASC committee during a site visit, and develop and review action plans to increase the effectiveness of the instructional program for students. The Superintendent or designee shall regularly report to the Board on the status of district schools and any WASC recommendations for school improvement.

**EVALUATION OF THE INSTRUCTIONAL PROGRAM** (continued)

**Not later than 60 days after receiving t**he results of any inspection of a school by WASC, or any other **the accrediting agency, the Superintendent or designee** shall ~~be published not later than 60 days after the results are made available to the school. Publication shall be by notifying each~~ parents/guardians in writing **of the inspection results** and/or by **shall** posting the information on the district's or school's web site, ~~as determined by the Superintendent or designee.~~ (Education Code 35178.4)

*(cf. 1113 - District and School Web Sites)*

*(cf. 5145.6 - Parental Notifications)*

If any district school loses its accreditation status, the Board shall give official notice at a regularly scheduled Board meeting. The Superintendent or designee shall provide written notification to each parent/guardian of a student in the school that the school has lost its accreditation status, including the potential consequences of the loss of accreditation status. This notice shall also be posted on the district's web site and the school's web site. (Education Code 35178.4)

*Legal Reference: (see next page)*

## EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)

### Legal Reference:

#### EDUCATION CODE

33400-33407 Educational evaluations

35178.4 Notice of accreditation status

44662 Evaluation and assessment guidelines, certificated employee performance

48985 Compliance with translation of parental notifications

51041 Education program, evaluation and revisions

51226 Model curriculum standards

52052 ~~52052.1 Academic Performance Index Accountability~~; numerically significant student subgroups

52060-52077 Local control and accountability plan

62005.5 Failure to comply with purposes of funds

64000-64001 Consolidated application process

#### CODE OF REGULATIONS, TITLE 5

3930-3937 Program requirements

3942 Continuity of funding

#### UNITED STATES CODE, TITLE 20

6311 Adequate yearly progress State plans

### Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FPM Frequently Asked Questions

Federal Program Monitoring Instruments

#### WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

Focus on Learning; Joint ACS WASC/CDE Process Guide, 2014 2017

#### WEB SITES

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

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

Western Association of Schools and Colleges (WASC), Accrediting Commission for Schools:

<http://www.acswasc.org>

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### Policy Reference UPDATE Service

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# CSBA Sample Board Bylaw

Board Bylaws

BB 9110(a)

## TERMS OF OFFICE

Note: Governing ~~Boards~~ ~~generally~~ consist of **three, five, or seven** members. ~~Exceptions are as provided in Education Code 5018 and 35012. The district should fill in the blank in the following paragraph to reflect the number of Governing Board members in the district.~~

**For information about the election of Board members, including election dates, see BB 9220 - Governing Board Elections.**

The Governing Board shall consist of seven members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each ~~odd-numbered~~ year **in which the Board's elections are regularly held. (Education Code 35012)**

*(cf. 9220 - Governing Board Elections)*

Note: AB 2449 (Ch. 146, Statutes of 2018) amended Education Code 5017 to change the commencement of the term of office of board members from the first Friday in December following their election to the second Friday in December. Although Education Code 5000 still states that a board member's four-year term expires on the first Friday in December, Education Code 5017 requires board members to continue to discharge their duties until their successor has qualified by taking the oath of office. Therefore, the following paragraph reflects the date specified in Education Code 5017.

The term of office for **Board** members elected in regular elections shall be four years, commencing on the ~~first~~ **second** Friday in December ~~next-succeeding~~ **following** their election. (Education Code 5017)

*(cf. 9223 - Filling Vacancies)*

*(cf. 9224 - Oath or Affirmation)*

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

~~Board member terms expire four years after their initial election on the first Friday in December following the election of new members.~~

~~A member whose term has~~ **Board members whose terms have** expired shall continue to discharge the duties of ~~the~~ office until ~~his/her successor has~~ **their successors have** qualified by taking the oath of office. (**Education Code 5017; Government Code 1302, 1360; Education Code 5017**)

*(cf. 9220 - Governing Board Elections)*

*(cf. 9223 - Filling Vacancies)*

*(cf. 9224 - Oath or Affirmation)*

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

BB 9110(b)



## TERMS OF OFFICE (continued)

**Note: Pursuant to Elections Code 10404.5, whenever a regularly scheduled board election is changed due to consolidation of elections, the term of office of incumbent Board members is extended to align with the next applicable election. Pursuant to Elections Code 1302 and 10404.5, districts are authorized to request consolidation of their board elections with the local municipal or state primary or general elections, and under defined circumstances are required to consolidate their elections with statewide elections as specified in Elections Code 14051-14052. See BB 9220 - Governing Board Elections.**

**If a regularly scheduled Board election date is changed due to consolidation with a statewide or municipal general election, the term of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)**

### *Legal Reference:*

#### EDUCATION CODE

5000-5033 *Election of school district board members*

35010 *Control of district*

35012 *Board members; number, election and terms*

35107 *Eligibility*

#### ELECTIONS CODE

**1302 *Local elections, school district election***

**10400-10418 *Consolidation of elections***

**14050-14057 *California Voter Participation Rights Act***

#### GOVERNMENT CODE

1302 *Continuance in office until qualification of successor*

1303 *Exercising functions of office without having qualified*

1360 *Necessity of taking constitutional oath*

### *Management Resources:*

#### WEB SITES

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

(12/92 3/93) 10/18

### **Policy Reference UPDATE Service**

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**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
445 Montezuma Street  
Rio Vista, CA 94571-1651



**BOARD AGENDA BRIEFING**

**Meeting Date:** January 8, 2019 Attachments: \_\_\_x\_\_\_

**From:** Elizabeth Keema-Aston, Chief Business Officer Item Number: \_14.\_

**SUBJECT** Action: \_x\_\_\_  
Emergency Attendance Waiver Consent Action: \_\_\_  
Information Only: \_\_\_

**Background:**

The State of California provides a method for LEA's to regain lost ADA for extenuating circumstances. That method is a Request for Emergency Waivers. There are a few ways to qualify for an Emergency Waiver which are: School Closure, Material Decrease in Attendance (90% of attendance for either October or May of the same school year) and Lost or Destroyed attendance records. Emergency Waivers require Board action as well as approval by the County Superintendent of Schools.

Due to the Camp Fire in Paradise, CA, the air quality index placed the schools in our district in the Very Unhealthy to Hazardous range. The Superintendent made the decision to cancel school, district-wide, including all after-school programs on November 16, 2018. Other surrounding school district (Galt High School, Galt Joint Unified, Sacramento City, Robla, Twin Rivers, Folsom Cordova, Elk Grove, Davis, Woodland, West Sacramento) were also closed on this day.

**Status:**

The district has prepared an Emergency Waiver for District Wide School Closure. After this waiver is approved by the Board of Trustees it will be sent to Sacramento County Office of Education for their Board approval and then sent to the California Department of Education.

**Presenter:** Elizabeth Keema-Aston, Chief Business Officer

**Other People Who Might Be Present:** N/A

**Cost &/or Funding Sources** N/A

**Recommendation:**

That the Board approve the Emergency Waiver for School Closure as submitted.

Time: \_\_\_5 mins. \_\_\_

CALIFORNIA DEPARTMENT OF EDUCATION  
**REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS**  
 FORM J-13A, REVISED DECEMBER 2017

**SECTION A: REQUEST INFORMATION**

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/aa/paj13a.asp> for information regarding the completion of this form.

**PART I: LOCAL EDUCATIONAL AGENCY (LEA)**

LEA NAME: River Delta Unified School District		COUNTY CODE: 34	DISTRICT CODE: 67413	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Don Beno, Superintendent			FISCAL YEAR: 2018-19	
ADDRESS: 445 Montezuma Street			COUNTY NAME: Sacramento	
CITY: Rio Vista		STATE: CA	ZIP CODE: 95829	
CONTACT NAME: Elizabeth Keema-Aston	TITLE: Chief Business Officer	PHONE: (707) 374-1700	E-MAIL: ekaston@rdusd.org	

**PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):**

<input checked="" type="checkbox"/> <b>SCHOOL DISTRICT</b> Choose one of the following: <input checked="" type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> <b>COUNTY OFFICE OF EDUCATION (COE)</b> Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> <b>CHARTER SCHOOL</b>
--	---	--

**PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:**

**SCHOOL CLOSURE:** When one or more schools were closed because of conditions described in *EC* Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per *EC* Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *EC* Section 46200, et seq.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

**MATERIAL DECREASE:** When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of *EC* Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

**LOST OR DESTROYED ATTENDANCE RECORDS:** When attendance records have been lost or destroyed as described in *EC* Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to *EC* Section 46391:

*"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."*

**SECTION B: SCHOOL CLOSURE**

Not Applicable (Proceed to Section C)

**PART I: NATURE OF EMERGENCY** (Describe in detail.)

Supplemental Page(s) Attached

Due to the Camp Fire in Paradise, CA, the air quality index placed the schools in our district in the Very Unhealthy to Hazardous range. The Superintendent made the decision to cancel school district-wide including all after-school programs on November 16, 2018. Other surrounding school districts (Galt High School, Galt Joint Unified, Sacramento City, Robla, Twin Rivers, Folsom Cordova, Elk Grove, Davis, Woodland, West Sacramento) were closed on this day.

**PART II: SCHOOL INFORMATION** (Use the supplemental Excel form at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
see supplemental form								

**PART III: CLOSURE HISTORY** (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
The district has not had a closure in the past 5 years					

**CALIFORNIA DEPARTMENT OF EDUCATION  
 REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS, FORM J-13A (REVISED DECEMBER 2017)  
 SUPPLEMENTAL FORM FOR SCHOOL CLOSURE  
 SECTION B - PART II: SCHOOL INFORMATION**

**LEA NAME:**

**River Delta Unified School District**

**FISCAL YEAR: 2018-19**

Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> for information regarding the completion of this form. Before printing, select and hide all unused rows. Contact CDE if the request requires more than the allotted rows.

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Rio Vista High School	4835302	Traditonal	180	0	0	11/16/18	11/16/18	1
Riverview Middle School	6033690	Traditonal	180	0	0	11/16/18	11/16/18	1
D.H. White Elementary	6033716	Traditonal	180	0	0	11/16/18	11/16/18	1
Isleton Elementary	6033666	Traditonal	180	0	0	11/16/18	11/16/18	1
Walnut Grove Elementary	6033708	Traditonal	180	0	0	11/16/18	11/16/18	1
Bates Elementary	6033641	Traditonal	180	0	0	11/16/18	11/16/18	1
Clarksburg Middle	0112078	Traditonal	180	0	0	11/16/18	11/16/18	1
Delta High School	5731708	Traditonal	180	0	0	11/16/18	11/16/18	1
Mokolumne High School	3430550	Traditonal	180	0	0	11/16/18	11/16/18	1
Community Day School	0107383	Traditonal	180	0	0	11/16/18	11/16/18	1
River Delta High/Elementary	3430469	Traditonal	180	0	0	11/16/18	11/16/18	1

**SECTION C: MATERIAL DECREASE**

Not Applicable (Proceed to Section D)

**PART I: NATURE OF EMERGENCY** (Describe in detail.)

Supplemental Page(s) Attached

**PART II: MATERIAL DECREASE CALCULATION** (Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/paj13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
<b>Total:</b>		0.00			0		0.00

**PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS** (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/paj13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
<b>Total:</b>		0.00			0.00		0.00

\*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

**SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS**

Not Applicable (Proceed to Section E)

**PART I: PERIOD OF REQUEST** The entire period covered by the lost or destroyed records commences with \_\_\_\_\_ up to and including \_\_\_\_\_.

**PART II: CIRCUMSTANCES** (Describe below circumstances and extent of records lost or destroyed.)

**PART III: PROPOSAL** (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

**SECTION E: AFFIDAVIT**

**PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS** – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of River Delta Unified School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

<u>Alicia Fernandez</u>	_____
<u>Don Olson</u>	_____
<u>Marilyn Riley</u>	_____
<u>Dan Mahoney</u>	_____
<u>Jennifer Stone</u>	_____
<u>Rafaela Casillas</u>	_____
<u>Chris Elliott</u>	_____
_____	_____
_____	_____

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 8th day of January, 2019.

Witness: Don Beno (Name) \_\_\_\_\_ (Signature) Title: Superintendent of Sacramento County, California

**PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER** (Only applicable to charter school requests)

Superintendent (or designee): \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature) Authorizing LEA Name: \_\_\_\_\_

**PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature)

Subscribed and sworn (or affirmed) before me, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witness: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature) Title: \_\_\_\_\_ of \_\_\_\_\_ County, California

COE contact/individual responsible for completing this section:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_



## 2018-2019 RIVER DELTA UNIFIED SCHOOL DISTRICT CALENDAR

MONTH	FIRST WEEK					SECOND WEEK					THIRD WEEK					FOURTH WEEK					FIFTH WEEK					#	
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F		
JULY	-2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31					
AUGUST			1	2	3	6	7	SS 8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	18	
SEPTEMBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28							19
OCTOBER	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31				22
NOVEMBER				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	16	
DECEMBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31						15
JANUARY		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31			13
FEBRUARY					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28			14
MARCH					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		21
APRIL	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30					15
MAY			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31		22
JUNE	3	4	5	6	SE 7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28							5

**TOTAL DAYS**

- = Non Student Days/Recess
- = Legal Holidays
- = Board Granted Holidays
- = Minimum Days
- = Teacher Pre-Service Days
- = Staff Development Days

SS = School Begins = August 8, 2018

SE = School Ends = June 7, 2019

P = Parent Conference Days = October 16, 18, 19, 2018

Non Student Days = October 15, 2018, February 12-15, 2019

Thanksgiving Break = November 19—23, 2018

Winter Break = December 24, 2018 —January 11, 2019

Spring Break = April 12—April 22, 2019

**TOTAL STUDENT DAYS**

**180**

**Quarter** **Days**

Quarter 1 – Ends October 12, 2018 47

Quarter 2 – Ends December 21, 2018 43

Quarter 3 – Ends March 27, 2019 46

Quarter 4 – Ends June 7, 2019 44

Board Approved 3/13/18



Office of Governor  
Edmund G. Brown Jr.

# Acting Governor Newsom Declares State of Emergency in Butte County Due to Camp Fire

Published: Nov 08, 2018

SACRAMENTO – Acting Governor Gavin Newsom today issued an emergency proclamation for Butte County due to the effects of the Camp Fire, which has destroyed homes, threatened critical infrastructure and caused the evacuation of residents.

The full text of the proclamation is below:

## Executive Department

State of California

### PROCLAMATION OF A STATE OF EMERGENCY

**WHEREAS** on November 8, 2018, the Camp Fire began burning in Butte County and continues to burn; and

**WHEREAS** this fire has destroyed homes and continues to threaten additional homes and other structures, necessitating the evacuation of thousands of residents; and

**WHEREAS** the fire has forced the closure of roadways and continues to threaten critical infrastructure; and

**WHEREAS** high temperatures, low humidity, and erratic winds have further increased the spread of this fire; and

**WHEREAS** the Federal Emergency Management Agency has approved a Fire Management Assistant Grant to assist with the mitigation, management, and control of the Camp Fire; and

**WHEREAS** the circumstances of this fire, by reason of its magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single local government and require the combined forces of a mutual aid region or regions to combat; and

**WHEREAS** under the provisions of Government Code section 8558(b), I find that conditions of extreme peril to the safety of persons and property exists in Butte County due to this fire; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with the various statutes and regulations specified in this order would prevent, hinder, or delay the mitigation of the effects of the Camp Fire.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Acting Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in Butte County due to the Camp Fire.

#### IT IS HEREBY ORDERED THAT:

1. All agencies of the state government utilize and employ state personnel, equipment, and facilities for the performance of any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan. Also, all citizens are to heed the advice of emergency officials with regard to this emergency in order to protect their safety.
2. The Office of Emergency Services shall provide local government assistance to Butte County, if appropriate, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.



3. As necessary to assist local governments and for the protection of public health and the environment, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services necessary to quickly assist with the response to and recovery from the impacts of the Camp Fire. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of the Camp Fire.
4. The provisions of Unemployment Insurance Code section 1253 imposing a one-week waiting period for unemployment insurance applicants are suspended as to all applicants who are unemployed as a direct result of the Camp Fire, who applied for unemployment insurance benefits during the time period beginning November 8, 2018, and ending on the close of business on May 8, 2019, and who are otherwise eligible for unemployment insurance benefits.
5. Vehicle Code sections 9265(a), 9867, 14901, 14902, and 15255.2, requiring the imposition of fees, are suspended with regard to any request for replacement of a driver's identification card, vehicle registration certificate, or certificate of title, by any individual who lost such records as a result of the Camp Fire. Such records shall be replaced without charge.
6. The provisions of Vehicle Code sections 4602 and 5902, requiring the timely registration or transfer of title are suspended with regard to any registration or transfer of title by any resident of Butte County who is unable to comply with those requirements as a result of the Camp Fire. The time covered by this suspension shall not be included in calculating any late penalty pursuant to Vehicle Code section 9554.
7. Health and Safety Code sections 103525.5 and 103625, and Penal Code section 14251, requiring the imposition of fees are hereby suspended with regard to any request for copies of certificates of birth, death, marriage, and dissolution of marriage records, by any individual who lost such records as a result of the Camp Fire. Such copies shall be provided without charge.

**I FURTHER DIRECT** that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 8th day of November 2018.



GAVIN NEWSOM  
Acting Governor of California

ATTEST:

ALEX PADILLA  
Secretary of State

### PROCLAMATION OF A STATE OF EMERGENCY

**WHEREAS** on November 8, 2018, the Camp Fire began burning in Butte County and continues to burn; and

**WHEREAS** this fire has destroyed homes and continues to threaten additional homes and other structures, necessitating the evacuation of thousands of residents; and

**WHEREAS** the fire has forced the closure of roadways and continues to threaten critical infrastructure; and

**WHEREAS** high temperatures, low humidity, and erratic winds have further increased the spread of this fire; and

**WHEREAS** the Federal Emergency Management Agency has approved a Fire Management Assistant Grant to assist with the mitigation, management, and control of the Camp Fire; and

**WHEREAS** the circumstances of this fire, by reason of its magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single local government and require the combined forces of a mutual aid region or regions to combat; and

**WHEREAS** under the provisions of Government Code section 8558(b), I find that conditions of extreme peril to the safety of persons and property exists in Butte County due to this fire; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with the various statutes and regulations specified in this order would prevent, hinder, or delay the mitigation of the effects of the Camp Fire.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Acting Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in Butte County due to the Camp Fire.

**IT IS HEREBY ORDERED THAT:**

1. All agencies of the state government utilize and employ state personnel, equipment, and facilities for the performance of any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan. Also, all citizens are to heed the advice of emergency officials with regard to this emergency in order to protect their safety.
2. The Office of Emergency Services shall provide local government assistance to Butte County, if appropriate, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.
3. As necessary to assist local governments and for the protection of public health and the environment, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services necessary to quickly assist with the response to and recovery from the impacts of the Camp Fire. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of the Camp Fire.
4. The provisions of Unemployment Insurance Code section 1253 imposing a one-week waiting period for unemployment insurance applicants are suspended as to all applicants who are unemployed as a direct

result of the Camp Fire, who applied for unemployment insurance benefits during the time period beginning November 8, 2018, and ending on the close of business on May 8, 2019, and who are otherwise eligible for unemployment insurance benefits.

5. Vehicle Code sections 9265(a), 9867, 14901, 14902, and 15255.2, requiring the imposition of fees, are suspended with regard to any request for replacement of a driver's identification card, vehicle registration certificate, or certificate of title, by any individual who lost such records as a result of the Camp Fire. Such records shall be replaced without charge.
6. The provisions of Vehicle Code sections 4602 and 5902, requiring the timely registration or transfer of title are suspended with regard to any registration or transfer of title by any resident of Butte County who is unable to comply with those requirements as a result of the Camp Fire. The time covered by this suspension shall not be included in calculating any late penalty pursuant to Vehicle Code section 9554.
7. Health and Safety Code sections 103525.5 and 103625, and Penal Code section 14251, requiring the imposition of fees are hereby suspended with regard to any request for copies of certificates of birth, death, marriage, and dissolution of marriage records, by any individual who lost such records as a result of the Camp Fire. Such copies shall be provided without charge.

**I FURTHER DIRECT** that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 8th day of November 2018.

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GAVIN NEWSOM

Acting Governor of California

ATTEST:

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ALEX PADILLA

Secretary of State

###

## Latest News

[Governor Brown Announces Appointments](#)

[Governor Brown to Speak at Sacramento Press Club Event Tomorrow](#)

[Governor Brown Announces Appointments](#)

[Governor Brown Appoints 6 Superior Court Judges](#)

[Governor Brown Issues Statement on Affordable Care Act Court Ruling](#)



Report Name:  
 Description:  
 Report Type: Notification Summary  
 Creation: Dec 5, 2018 2:31 pm

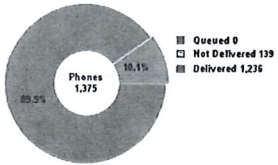
Account: River Delta Joint Unified School District  
 User Name: jgaston  
 First Name: Jennifer  
 Last Name: Gaston

# of Jobs: 1

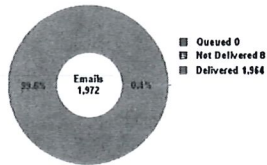
Broadcast Name	Type	Submitted by	Scheduled Date	Scheduled Time	First Pass	Status	Recipients	# Phones	# Emails
District Closure	General	jgaston	Nov 15, 2018 - Nov 15, 2018	2:34 PM - 9:00 PM	00:09	Complete	2088	2098	2771

Results

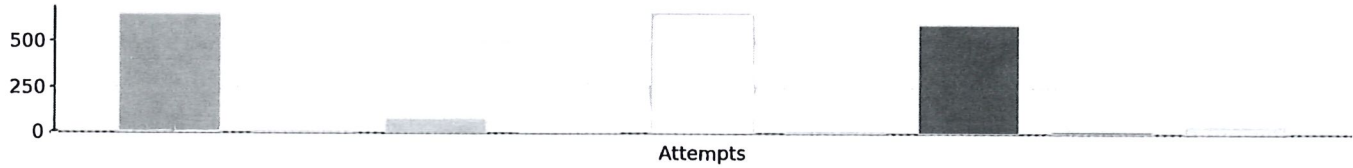
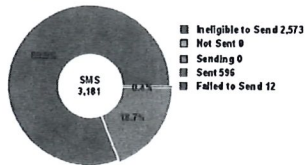
Phone (2153 contacts)



Email (2887 contacts)



SMS (3239 contacts)



Answered: 645
  Busy: 7
  Blocked: 74
  Consent Denied: 1
  Duplicate: 646
  Unknown: 7
  Machine: 591
  No Answer: 15
  Disconnect: 35



**BOARD OF TRUSTEES  
RIVER DELTA UNIFIED SCHOOL DISTRICT  
445 Montezuma Street  
Rio Vista, CA 94571-1651**

**BOARD AGENDA BRIEFING**

**Meeting Date:** December 11, 2018

Attachments:   X  

**From:** Antonia Slagle, Isleton Elementary Principal/RDUSD Preschool Director

Item #:   15  

**SUBJECT**

Request to approve Resolution #756 River Delta Unified School District (Contract CSPP-8405) remained closed due to poor air quality on November 16, 2018 and November 19, 2018

Action:   x    
Consent Action:       
Information Only:     

**Background & Status:**

Name of Vendor:     RDUSD    

Background: On November 16<sup>th</sup>, due to poor air quality from the Camp Fire in Butte County, RDUSD Superintendent Don Beno and the Board of Trustees closed schools and facilities district-wide. This included the CSPP site in Isleton. Poor air quality continued through the weekend and into Monday, November 19<sup>th</sup>. The RDUSD CSPP site was not on Thanksgiving break like other sites, and so the site closure continued as AQI was in the high 200s at one point in the day. This resolution acknowledges the decision to

Date(s) of Closure:   November 16, 2018 and November 19, 2018  

**Presenter:**

Antonia Slagle, Principal, Isleton Elementary/Director, RDUSD Preschool

**Cost &/or Funding Sources (be specific)**

None.

**Recommendation:**

That the Board approve Board Resolution 756

Time:   5   mins.

**RIVER DELTA UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO.756**

**WHEREAS**, the River Delta Joint Unified School District; and,

**WHEREAS**, pursuant to Education Code Section 8271 provides loss of funds due to circumstances beyond control of the contractor; and,

**WHEREAS**, River Delta Unified School District (Contract CSPP-8405) remained closed due to poor air quality on November 16, 2018 and November 19, 2018 due to the Camp Fire in Butte County. On Friday, November 16<sup>th</sup>, the Superintendent and Board of Trustees closed all district schools and facilities due to hazardous air quality index readings. On Monday, November 19<sup>th</sup>, the k-12 schools were on Thanksgiving break and based on air quality index readings showing dangerous for young children, the state preschool remained closed, and,

**WHEREAS**, the aforementioned contractor lost funds due to attendance in the amount of \$1,692.76 as a result of closure due to reduced staffing costs. Attendance (attached) for the week before was as follows:

- 11/07/2018: 24 students enrolled; 1 student absent
- 11/08/2018: 24 students enrolled; 1 student absent
- 11/09/2018: 24 students enrolled; 1 absent
- 11/13/2018: 24 students enrolled; 7 absent
- 11/14/2018: 24 students enrolled; 5 absent
- 11/15/2018: 24 students enrolled; 2 absent

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of the River Delta Unified School District authorized the closure of River Delta Unified School District CSPP on November 16, 2018 and November 19, 2018.

**BE IT FUTHER RESOLVED** that pursuant to Education Code Section 8271, River Delta Unified School District lost funds due to emergency closure.

**PASSED AND ADOPTED** the 11<sup>th</sup> day of November 2018, by the Board of Trustees of the River Delta Unified School District of Sacramento County, California, by the following roll call vote:

- AYES: 6
- NOES: 0
- ABSENT: 1
- ABSTENTIONS: 0

**IN WITNESS WHEREOF**, I, Marilyn Riley, Clerk of the Board of Trustees of the River Delta Unified School District of Sacramento County, California, certify that the foregoing is a full, true, and correct copy of Resolution No.756 adopted by the said Board at a Regular Business meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

Marilyn Riley  
Clerk  
Board of Trustees  
River Delta Unified School District

12.11.18  
(Date)

**ATTEST:**

D. T. B.  
Secretary of the Board of Trustees  
and Superintendent of the  
River Delta Unified School District



# RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street  
Rio Vista, California 94571-1651  
(707) 374-1700 Fax (707) 374-2995  
www.riverdelta.k12.ca.us

December 5, 2018

To Whom It May Concern:

## ATTENDANCE RELIEF REQUEST

School District (or Charter School) Name: **River Delta Unified School District**

School District (or Charter School) Address: **445 Montezuma Street, Rio Vista, CA 94571**

County-District Code: **34-67413**

County Name: **Sacramento**

Due to the Camp fire in Paradise, CA, the air quality index placed the schools in our district in the Very Unhealthy to Hazardous range. The Superintendent made the decision to cancel school districtwide including all after school programs on November 16, 2018. Other surrounding school districts (Galt High School, Galt Joint Unified, Sacramento City, Robla, Twin Rivers, Folsom-Cordova, Elk Grove, Davis, Woodland, West Sacramento) were closed on this day.

This is to affirm and to certify that a message was sent to students of River Delta Unified School District via School Messenger on November 15, 2018 at 2:34pm the broadcasted information was as follows:

*Due to the increasingly poor air quality, River Delta Unified School District will be closing all schools and district facilities on Friday, November 16, 2018. School will resume after the Thanksgiving break, Monday, November 26, 2018.*

Should you have any question please feel free to contact my office. (707) 374-1711

Sincerely,

Don Beno, Superintendent

jg

*Creating Excellence To Ensure That All Students Learn*

Bates School  
Clarksburg Middle

Isleton School  
Riverview Middle

Walnut Grove School  
D. H. White Elementary  
River Delta High/Elementary School

Delta High School  
Rio Vista High School  
River Delta Community Day School

Wind River School  
Mokelumne High School