

# 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:

### Important Notice

Please note:

## August 11, 2020 – General Open Session 6:30 pm

River Delta Unified School District Board meeting will be held as a teleconference (Webinar) at the River Delta USD District Office and will be closed to the public. Please see [River Delta USD Meeting Logistics](#) section below for options to view and participate in the meeting.

### River Delta USD Board Meeting Logistics Meeting will be held remotely.

The RDUSD uses a Zoom Webinar application for its meetings. To join the meeting, Zoom, not River Delta USD, requires attendees to register with a name and email address. The email address does not need to be authenticated and the name does not need to be the attendee's legal name. Initials, "Supportive Staff", "Caring Citizen", etc. are all an acceptable entries. The same requirements are used to address the Board. See the Public Comment section to address the Board or comment on the Agenda or non-agendized items. If your comment exceeds the time limit, it will be summarized.

<https://us02web.zoom.us/j/82001391436>

*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
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: \_\_\_\_\_

Roll Call Vote:

Member Fernandez \_\_\_; Member Olson \_\_\_; Member Riley \_\_\_; Member Casillas \_\_\_; Member Elliott \_\_\_; Member Stone \_\_\_; Member Mahoney \_\_\_ 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: \_\_\_\_\_  
Roll Call Vote:  
Member Fernandez \_\_\_; Member Olson \_\_\_; Member Riley \_\_\_; Member Casillas \_\_\_; Member Elliott \_\_\_; Member Stone \_\_\_; Member Mahoney \_\_\_
8. **Public Comment:** As the result of the Coronavirus Pandemic (COVID-19), on March 12, 2020, Governor Gavin Newsom issued Executive Order N-25-20. This order includes directives canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies

and services or to engage in specified critical infrastructure employment. The health and well-being of our students, staff and community members are the top priority for the Board of Trustees of River Delta Unified School District. To facilitate this process, the meeting of the Board of Trustees will be available via a Zoom Webinar.

We have modified the meeting procedures while the Shelter in Place for Coronavirus Pandemic (COVID 19) is in place.

To address the Board during Public Comment or on any item listed on the Agenda, please follow these instructions:

- 1) Using the link “Public Comment Card”, complete the Google form and submit. The form must be submitted prior to Open Session. Once filled out and submitted, your comments will be read during agenda item 8: Public Comment.

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 Superintendent Wright’s report(s)
- 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 – Sharon Silva, Chief Business Officer, Chief Business Officer; Ken Gaston, Directors of MOT
  - 9.2.1 Monthly Financial Report – Sharon Silva, Chief Business Officer
  - 9.2.2 Governor’s Budget 45 Day Revise – Sharon Silva, Chief Business Officer
  - 9.2.3 D.H. White Modular Classroom Construction Project Update – Sharon Silva, Chief Business Officer
  - 9.2.4 Maintenance, Operations & Transportation Update, Ken Gaston, Director of MOT
- 9.3 Education Services’ and Special Education Reports and/or Presentation(s) - Nicole Latimer, Chief Educational Services Officer
  - 9.3.1 Educational Services Update – Nicole Latimer, Chief Educational Services
  - 9.3.2 Williams’ Settlement Public Notification regarding sufficiency of teachers, facilities, textbooks and instructional materials – Fourth Quarter (April - June) – Nicole Latimer, Chief Educational Services
- 9.4 Student demands and expectations for a more inclusive, equitable and safe school environment - Nicole Latimer, Chief Educational Services Officer
- 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 – June 23, 2020
- 10.2 Receive and Approve Monthly Personnel Reports - As of August 11,2020
- 10.3 District’s Monthly Expenditure Report
  - June and July 2020
- 10.4 Request to approve the Consolidated Application (ConApp) for 2020-2021 school year – Nicole Latimer, Chief Educational Services Officer
- 10.5 Request to approve the independent contract with West Coast Broadcast Services, LLC to provide engineering services to support KRVH (Radio Rio), at a cost of \$5,000, Fund 49 Blended Learning components – Sharon Silva, Chief Business Officer
- 10.6 Request to approve the three (3) year renewal of Lexia software licenses for a 2020-2021, 2021-2022 and 2022-2023 school years at a cost of \$53,220, Educational Services Funds – Nicole Latimer, Chief Educational Services Officer
- 10.7 Request to approve the renewal of IXL Learning for the 2020-2021 school year at a cost not to exceed \$13,197, Educational Services Funds – Nicole Latimer, Chief Educational Services Officer
- 10.8 Request to approve the purchase of Renaissance myON Reader licenses for the 2020-2021 school year at a cost not to exceed \$15,836.80, from Educational Services Funds – Nicole Latimer, Chief Educational Services Officer

- 10.9 Request to approve the purchase of Swivl devices and accessories at a cost of \$72,889.23, Educational Services Funds – Nicole Latimer, Chief Educational services Officer
- 10.10 Request to approve the renewal of the Read 180 program for use at Delta High School and Clarksburg Middle School for the 2020-2021 school year at a cost not to exceed \$1,433.74, Nicole Latimer, Chief Educational Services Officer
- 10.11 Request to approve the Professional Expert Agreement with Jeff Simpson to provide speech therapy services for the 2020-2021 school year, at a cost not to exceed \$40,000, Special Education Funds – Nicole Latimer, Chief Educational Services Officer
- 10.12 Request to approve the Independent Contract for Services Agreement with Danielle Christy, M.A., to provide an Independent Educational Evaluation for the 2020-2021 school year at a cost not to exceed \$5,000, Special Education Funds - Nicole Latimer, Chief Educational Services Officer
- 10.13 Request to declare as surplus the list non-operable technology equipment from inventory and deem their value as zero – Maria Elena Becerra, Principal
- 10.14 Donations to Receive and Acknowledge:

**Walnut Grove Elementary School – Hotspots**

- Morris Motors \$100
- Emily Pappalardi \$200
- Dr. Spalding \$100
- Kay Dix \$1140
- Walnut Grove Rotary \$2508

**Walnut Grove Elementary School – Summer Program**

- Grow West \$12,000
- Mary Wilson \$800
- Russel Ooms \$80
- Dennis Leary \$375
- Courtland Town Association \$1,000
- Alicia Fernandez \$80
- MBK Engineers \$500
- Walnut Grove Iron Works \$50
- Sally Christie \$500

**Walnut Grove Elementary School – Chromebooks**

- Walnut Grove Rotary \$9,000

**Clarksburg Middle School**

- Courtland Town Council \$1000

**Delta High School**

- Courtland Town Council \$1000

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote:

Member Fernandez \_\_; Member Olson \_\_; Member Riley \_\_; Member Casillas \_\_; Member Elliott \_\_; Member Stone \_\_; Member Mahoney \_\_

Action Items -- Individual speakers shall be allowed two minutes to address the Board on any agenda item. The Board may limit the total time for public input on each agenda item to 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. Procedures for Public comment will follow the same process as in number 8.

- 11. Request to approve the first reading of the updated or new Board Policies, Administrative Regulations or Exhibits due to new legislation or mandated language and citations revisions as of May 2020 – Katherine Wright, Superintendent

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote:

Member Fernandez \_\_; Member Olson \_\_; Member Riley \_\_; Member Casillas \_\_; Member Elliott \_\_; Member Stone \_\_; Member Mahoney \_\_

- 12. Request to approve Resolution #797 authorizing inter-fund transfers of Special or Restricted Funds for FY 2020-2021 – Sharon Silva, Chief Business Officer

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote:

Member Fernandez \_\_; Member Olson \_\_; Member Riley \_\_; Member Casillas \_\_; Member Elliott \_\_; Member Stone \_\_; Member Mahoney \_\_

13. Request to approve Resolution #798 authorizing temporary inter-fund Transfers (borrowing) of or Restricted Funds for FY 2020-21 – Sharon Silva, Chief Business Officer

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote:

Member Fernandez \_\_; Member Olson \_\_; Member Riley \_\_; Member Casillas \_\_; Member Elliott \_\_; Member Stone \_\_; Member Mahoney \_\_

14. Request to approve the Professional Expert Agreement with Elizabeth Keema-Aston to provide fiscal services at a cost not to exceed \$10,000, General Fund – Sharon Silva, Chief Business Officer

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote:

Member Fernandez \_\_; Member Olson \_\_; Member Riley \_\_; Member Casillas \_\_; Member Elliott \_\_; Member Stone \_\_; Member Mahoney \_\_

15. Request to approve the 45-Day Revision on the 2020-2021 River Delta Unified School District's Budget – Sharon Silva, Chief Business Officer

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote:

Member Fernandez \_\_; Member Olson \_\_; Member Riley \_\_; Member Casillas \_\_; Member Elliott \_\_; Member Stone \_\_; Member Mahoney \_\_

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: \_\_\_\_\_

Roll Call Vote:

Member Fernandez \_\_; Member Olson \_\_; Member Riley \_\_; Member Casillas \_\_; Member Elliott \_\_; Member Stone \_\_; Member Mahoney \_\_

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

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**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, District administrative offices and that the Board of Trustees Members, school sites, and the community libraries were provided notice or caused to be provided notice via fax, e-mail and/or hand delivery on Friday, August 7, 2020, 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:

**August 11, 2020**

**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 August 11, 2020, via teleconference (which is prior to the full General 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)] - None

4.2 **Possible or Pending Litigation** [Government Code 54956.9(a)(b)(c)]

Following Conference with Legal Counsel (Parker & Covert, LLC; Girard, Edwards, Stevens & Tucker LLP; Burke, Williams & Sorensen, 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)

Public Employee(s) Evaluation:

4.3.1 Certificated

4.3.2 Classified

4.3.3 Public Employee(s) Searches, Appointment, Employment conditions

4.3.4 Complaint, Discipline, Dismissal, Non-reelects, & Releases

4.3.5 Employee/Employer Negotiations [Government Code Section 3549.1 and 54957.6]

Following negotiation meetings any/all units.

4.3.5.1 RDUTA

4.3.5.2 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).

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

jg

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

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Sharon Silva, Chief Business Officer

Item Number: 9.2.1

Type of item: (Action, Consent Action or Information Only): Information Only

**SUBJECT:**

Monthly Financial Report

**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:**

Sharon Silva, Chief Business Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

**COST AND FUNDING SOURCES: NOT APPLICABLE**

**RECOMMENDATION:**

That the Board receives the Monthly Financial report as submitted

Time allocated: 1 minutes

**River Delta Unified School District**  
 2020-21 Working Budget vs. Actuals Report  
 July 31, 2020

Working Budget						Actuals thru: 7/31/2020					
	ESTIMATED	Net Income/	Expense/	Ending	YTD	YTD Paid to	YTD Net	Percentage	YTD	Percentage	
	Beginning	Contributions	Contributions	Balance ( D )	Income ( E )	Delta Charter	Revenue ( G )	Received ( H )	Expense ( I )	Spent ( J )	
	Balance ( A )	in ( B )	out ( C )			( F )		( G/B=H )		( I/C=J )	
<b>General Fund: (01)</b>											
Unrestricted	5,503,009	17,074,859	17,166,262	5,411,606	994,466	-	994,466	5.82%	419,993	2.45%	
Restricted	706,616	9,416,837	7,279,556	2,843,897	52,606		52,606	0.56%	61,340	0.84%	
Combined	6,209,625	26,491,696	24,445,818	8,255,503	1,047,072	-	1,047,072	3.95%	481,334	1.97%	
<b>2019-20 TRAN's \$500,000</b>											
<b>Other Funds</b>											
Adult Ed. ( 11 )	40,000	88,642	78,196	50,446	14,388		14,388	16.23%	847	1.08%	
Child Development ( 12 )	-	292,134	292,134	-	-		-	0.00%	15,389	5.27%	
Cafeteria ( 13 )	20,767	1,005,750	1,014,145	12,372	-		-	0.00%	3,467	0.34%	
Sp. Res-Other than Cap. Outlay ( 17 )	42,619	700	-	43,319	-		-	0.00%	28,750	0.00%	
Bond Fund ( 21 )	59,262	36,356	-	95,618	-		-	0.00%	253,787	0.00%	
Bond Fund- SFID #1 South ( 22 )	-	-	-	-	-		-	0.00%	-	0.00%	
Bond Fund - SFID #2 North ( 23 )	-	-	-	-	-		-	0.00%	-	0.00%	
Developer Fees ( 25 )	718,362	298,371	262,871	753,862	-		-	0.00%	4,446	1.69%	
County School Facilities ( 35 )	3,338	(30)	-	3,308	-		-	0.00%	-	0.00%	
Capital Projects ( 49 )	123,880	120,002	6,100	237,782	-		-	0.00%	-	0.00%	

The General Fund unrestricted revenue appears to be over 100% because the actual contribution to other programs has not been made yet. This is done as part of year end closing.

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

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments:   X  

From: Sharon Silva

Item Number:  9.2.2 

Type of item: (Action, Consent Action or Information Only):  Information Only 

**SUBJECT:**

The Governor's Budget 45 Day Revise

**BACKGROUND:**

On June 29, 2020 Governor Newsom signed the 2020-21 State Budget Act that contained provisions that were not included in his May Revision.

**STATUS:**

Significant changes since May Revision are restoring the 7.92% reduction to the Local Control Funding Formula (LCFF) base grant amount; restoring categorical program reductions; adding learning loss mitigation funding; and the increasing the deferrals of the 2020-21 apportionments.

**PRESENTER:**

Sharon Silva, Chief Business Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT: N/A**

**COST AND FUNDING SOURCES: N/A**

**RECOMMENDATION:**

That the Board receives this information.

Time allocated: 3 minutes



# The Common Message

**2020-21 Adopted Budget**

**45-Day Revision**



**BASC**  
Business and Administration  
Steering Committee

## Writers and Contributors

Topic		
Background	Committee	
Introduction	Committee	
Key Guidance	Dean West, Orange	Janet Riley, Merced
Significant Changes	Dean West, Orange	Janet Riley, Merced
School Finance, Instruction & Accountability for 2020-21 School Year	Michael Simonson, San Diego	Dean West, Orange
Learning Loss Mitigation	Bill Ridgeway, Santa Barbara	Priscilla Quinn, Kern
Planning Factors/MYP	Elizabeth Rico, Tuolumne	Kevin Otto, Fresno
LCFF	Kate Lane, Marin	Dean West, Orange
LCAP	Josh Schultz, Napa	Michael Simonson, San Diego
Proposition 98	Scott Anderson, San Joaquin	Tina Daigneault, Riverside
Special Education	Scott Anderson, San Joaquin	Tina Daigneault, Riverside
Early Childhood Education	Fernie Marroquin, Tulare	Janet Riley, Merced
Categorical Reductions	Josh Schultz, Napa	Tommy Welch, Solano
Fiscal Flexibility Provisions	Mary Downey, Sonoma	Janet Riley, Merced
Cash Flow / Deferrals	Misty Key, Ventura	
Reserves / Reserve Cap	Shannon Hansen, San Benito	Rebecca Olker, Santa Cruz
Negotiations	Mary Downey, Sonoma	
Pension Contribution rates	Tommy Welch, Solano	Mary Downey, Sonoma
Summary	Dean West, Orange	

# Sources

<b>Association of California School Administrators</b>
<b>Ball / Frost Group, LLC.</b>
<b>Bob Blattner and Associates</b>
<b>Bob Canavan, Federal Management Strategies</b>
<b>California Association of School Business Officials</b>
<b>California Collaborative for Educational Excellence</b>
<b>California Department of Education</b>
<b>California Department of Finance</b>
<b>California Public Employees' Retirement System</b>
<b>California State Teachers' Retirement System</b>
<b>California State Board of Education</b>
<b>California School Boards Association</b>
<b>California School Information Services</b>
<b>Capitol Advisors</b>
<b>Fiscal Crisis and Management Assistance Team</b>
<b>K-12 High Speed Network</b>
<b>Michael Hulsizer, Chief Deputy Governmental Affairs, Kern County Superintendent of Schools</b>
<b>National Forest Counties and Schools Coalition</b>
<b>School Services of California</b>
<b>Schools for Sound Finance (SF2)</b>
<b>Small School Districts' Association</b>
<b>Statewide LEC Co-chairs</b>
<b>WestEd</b>

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## **2020-21 Adopted Budget Key Guidance**

On June 29, 2020 the Governor signed several bills to enact the education budget. Revenue reductions proposed at May Revision were shifted to cash deferrals across fiscal years. In his signing message, the Governor stated, “this bill protects school funding from uncertainties caused by COVID-19, including for schools that offer distance learning to accommodate public health and safety conditions.”

The budget and trailer bills include several programs that will protect education, including legislation discouraging classified layoffs and prohibiting the layoffs of certain certificated and classified employees for one year. Additional provisions create an ADA hold harmless and new requirements for distance learning. Learning loss mitigation grants and federal funds continue to be a major support as schools look to return to in-person instruction. Employer pension rates are reduced for two years by redirecting the long-term unfunded pension liability buy-down.

The State Budget was signed on time, but bills such as AB 1384, which addresses the liability concerns related to COVID-19, bear watching. The liability protections afforded under the proposed law would apply to any claims for injury or damages alleged to have been sustained throughout the COVID-19 pandemic or within 12 months following the end of the declaration of a state of emergency, whichever is later.

## **Significant Changes Since May Revision**

The primary change from the May Revision is the restoration of Local Control Funding Formula (LCFF) revenues and the increase in cash deferrals. Below are the major changes:

- Restores 7.92% reduction to LCFF base grant amount (sets COLA at 0.00%, instead of using -10% proration factor after statutory COLA).
- Restores categorical program reductions.
- Adds \$1 billion to learning loss mitigation and changes formulas.
- Adjusts Special Education formula and sets the base rate at \$625/ADA.
- Expands deferrals of 2020-21 apportionments to \$11 billion.
- Eliminates triggers in revenue reductions.
- Adds triggers to reduce \$11 billion of deferrals if federal legislation to provide additional federal funds to the state is not enacted by September 1.

## **School Finance, Instruction & Accountability for 2020-21 School Year**

The trailer bill includes new Education Code establishing school finance, instruction and accountability for the 2020-21 school year. LEAs will receive funding in 2020-21 based on 2019-20 ADA and must meet requirements for instructional minutes (revised minimum) and days, offer in-person instruction to the greatest extent possible and offer LEA wide or schoolwide distance learning per order or guidance from public health officer or for students who

are medically fragile or who would be at risk by in-person instruction. Regular attendance collection is still required. The statute contains language outlining distance learning criteria including daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring and maintaining school connectedness. If daily live interaction is not feasible as part of regular instruction, the LEA shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction. Additional requirements include documenting daily participation and ensuring a weekly engagement record is completed for each pupil. Requirements of these provisions will be part of the 2020-21 audit guide.

County offices of education are working with the local health officers to align [COVID-19 Industry Guidance: Schools and School-Based Programs](#) provided by the California Department of Public Health to local conditions based on county attestation. [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#) provides guidance to schools. Below are considerations and assumptions to keep in mind as we enter this next phase.

The COVID-19 threat is evolving rapidly and we cannot predict precise impacts on K-12 school operations or the timeframes in which they will occur. Rely on reasonable and prudent assumptions to plan and prepare:

- Expect a duration of at least 12 to 18 months
- Operations will be highly modified for COVID-19 prevention
- Devastating economic impacts for families
- Greater rates of absence
- Uneven and disproportionate learning impacts when reopening
- Increased need for social-emotional and mental health support
- Restrictions on athletic, extracurricular and co-curricular activities
- Divided and vocal public opinion
- Lack of consistency in school programs and responses across the county

To address these assumptions and otherwise meet the needs of students for in-person instruction, distance learning, or a hybrid environment, LEAs should:

- Create noncontact options to keep 2020-21 processes on track
- Consider the needs of vulnerable students and staff
- Create plans to assess and correct gaps in learning
- Prepare a continuum of options for learning
- Integrate prevention measures in all transitions, settings and situations
- Alter room layouts for physical distancing
- Adapt systems of support for blended and distance learning
- Create procedures to provide meals for children not on campus

It will be challenging to prepare and care for students during this time. Understanding the use of federal sources to meet this need is significant in this budget year and are discussed in the following section.

# Learning Loss Mitigation

## State and Federal Funds

Compared to the May Revision, nearly \$1 billion in additional one-time state general fund monies and federal dollars under the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act will be distributed to LEAs. More LEAs will receive these monies than the governor proposed in the May Revision.

The funds will be allocated to LEAs as follows:

- \$1.5 billion for students with disabilities (SWD) to be distributed to LEAs based on their 2019-20 Fall 1 Census enrollment of SWDs ages 3 to 22. \$355 million is from the Federal Trust Fund (Governor's Emergency Education Relief [GEER] Fund) and \$1.14 billion is from the Coronavirus Relief Fund (CRF). Separate resource codes will be established based on the source of funds.
- \$2.86 billion from the CRF to be allocated to LEAs based on their proportion of supplemental and concentration grant funding using the 2019-20 P-2 principal apportionment certification.
- \$980 million to be allocated to LEAs based on the LCFF as of the 2019-20 P-2 principal apportionment certification. \$540 million is from the state general fund and \$440 million comes from the CRF. Separate resource codes will be established based on the source of funds.

The GEER and CRF funds are both provided by federal CARES Act. However, the appropriations are made from different federal agencies, which results in some differences in federal requirements. The LEA assurances will identify specific requirements for each funding source; information will also be provided to LEAs in CDE's apportionment letters.

Federal Trust Fund (GEER) resources shall be used from March 13, 2020 to September 30, 2021, and all other funds shall be used from March 1, 2020 to December 30, 2020.

Funds can be spent in four general categories: student learning supports; general measures that extend instructional time for students; providing additional core academic support for students who need it; and providing integrated services that support teaching and learning such as student and staff technology needs, mental health services, staff professional development, and student nutrition.

See [SB 98 bill text Section 110, \(d\)\(1\) through\(4\)](#).

*(d) Funds apportioned to eligible local educational agencies from the Federal Trust Fund pursuant to subdivision (a) shall be used from March 13, 2020, to September 30, 2021, inclusive, and all other funds apportioned pursuant to this section shall be used from March 1, 2020, to December 30, 2020, inclusive, for activities that directly support pupil academic achievement and mitigate learning loss related to COVID-19 school closures, and shall be expended for any of the following purposes:*

*(1) Addressing learning loss or accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports that begin before the start of the school year and the continuation of intensive instruction and supports into the school year.*

*(2) Extending the instructional school year by making adjustments to the academic calendar, increasing the number of instructional minutes provided during each week or school day, or taking any other action that increases the amount of instructional time or services provided to pupils based on their learning needs.*

*(3) Providing additional academic services for pupils, such as diagnostic assessments of pupil learning needs, intensive instruction for addressing gaps in core academic skills, additional instructional materials or supports, or devices or connectivity for the provision of in-classroom and distance learning.*

*(4) Providing integrated pupil supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, professional development opportunities to help teachers and parents support pupils in distance-learning contexts, access to school breakfast and lunch programs, or programs to address pupil trauma and social-emotional learning.*

LEAs must certify that funding will be used in full compliance with federal law, and shall adopt, on or before September 30, 2020, at a regular board meeting, a learning continuity and attendance plan. Funds can be expended before the plan is adopted.

LEAs shall maintain a file of all receipts and records of expenditures for no less than three years, or, where an audit has been requested, until the audit is resolved, whichever is longer. LEAs shall report, on or before August 31, 2020, the balance of any unexpended funds received from the CRF to the Superintendent of Public Instruction (SPI). Funds from the CRF that are not expended by December 30, 2020, shall be reported to the SPI within 30 days and the SPI shall initiate collection proceedings.

### **Elementary and Secondary School Emergency Relief (ESSER)**

California received \$1.6 billion in CARES Act Elementary and Secondary School Emergency Relief (ESSER) funds. Nearly \$1.5 billion of these monies will be distributed during the 2020-21 fiscal year based on the LEA's share of fiscal year 2019-20 Title I, Part A funds, after they complete a simple application process.

Log in at: <https://www3.cde.ca.gov/esserassurances/logon.aspx>

LEAs should have received an email and PIN. If you have questions, contact the CDE at [CARESAct@cde.ca.gov](mailto:CARESAct@cde.ca.gov)

Eligible uses of ESSER funds can be found [here](#).

The remaining ESSER monies not allocated directly to LEAs, including private schools (approximately \$163 million), will be used in the following ways:



- \$45 million to the SPI to establish and administer the California Community Schools Partnership Program to award grants on a competitive basis to selected school districts, county offices of education, and charter schools, excluding non-classroom-based charter schools, to support and expand existing community schools.
- \$112.2 million to CDE to reimburse LEAs up to \$0.75 per meal for school meals served during school closures for the period March 2020 to August 2020.
- \$6 million for professional development via the UC Subject Matter Projects.

## Planning Factors for 2020-21 and MYPs

Key planning factors for LEAs to incorporate into their 2020-21 45-Day Revision and multiyear projections are listed below and are based on the latest information available as of the final 2020-21 state budget. Significant budget deferrals eliminate the deficit factor initially anticipated in the May Revision.

Planning Factor	2020-21	2021-22	2022-23
<b>Statutory COLA</b>	<b>2.31%</b>	<b>2.48%</b>	<b>3.26%</b>
<b>COLA Suspension</b>	<b>-2.31%</b>	<b>-2.48%</b>	<b>-3.26%</b>
<b>Funded LCFF COLA</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Add-on, ERT &amp; MSA Prorated Factor</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>STRS Employer Rates (Approximate)</b>	<b>16.15%</b>	<b>15.92%</b>	<b>18.40%</b>
<b>PERS Employer Rates (Approximate)</b>	<b>20.70%</b>	<b>22.84%</b>	<b>25.90%</b>
<b>Lottery – Unrestricted per ADA</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>
<b>Lottery – Prop. 20 per ADA</b>	<b>\$49</b>	<b>\$49</b>	<b>\$49</b>
<b>Mandated Block Grant for Districts</b>			
K-8 per ADA	\$32.18	\$32.18	\$32.18
9-12 per ADA	\$61.94	\$61.94	\$61.94
<b>Mandated Block Grant for Charters</b>			
K-8 per ADA	\$16.86	\$16.86	\$16.86
9-12 per ADA	\$46.87	\$46.87	\$46.87
<b>State Preschool (CSPP) Part-Day Daily Reimbursement Rate</b>	<b>\$30.87</b>	<b>\$30.87</b>	<b>\$30.87</b>
<b>State Preschool (CSPP) Full-Day Daily Reimbursement Rate</b>	<b>\$49.85</b>	<b>\$49.85</b>	<b>\$49.85</b>
<b>General Child Care (CCTR) Daily Reimbursement Rate</b>	<b>\$49.54</b>	<b>\$49.54</b>	<b>\$49.54</b>
<b>Routine Restricted Maintenance Account</b> <i>(Flexibility for calculation to exclude STRS and PERS on behalf payments from calculation)</i>	<b>3%</b>	<b>3%</b>	<b>3%</b>

## **Local Control Funding Formula (LCFF)**

The final budget suspends the statutory COLA of 2.31% on the LCFF and removes the 10% proration factor proposed in the Governor’s May Revision to hold all LEAs harmless at 2019-20 funding levels. This change is made possible in part by increasing deferrals of the principal apportionment to \$11 billion to be paid in the 2021-22 fiscal year. Up to \$5.7 billion of the deferral will be eliminated if federal legislation to provide an additional \$14 billion in federal relief to the state is enacted by September 2020. If a lesser amount is received, the deferral will be reduced in a proportional amount as determined by the Director of Finance.

While this change is extremely good news for all LEAs, the core revenue and economic outlook assumptions remain unchanged. Moreover, representatives of the Legislative Analyst’s Office (LAO) generally agreed with the administration’s core assumption that COVID-19 is a multiyear problem that may result in further deterioration of the state’s fiscal condition in 2021-22.

The LCFF planning factors for the multiyear projection assume the application of zero COLA in 2021-22 and 2022-23. All LEAs should continue to develop multiple multiyear projection scenarios to be prepared for the considerable downside risks that exist in 2021-22 and 2022-23. Because the 2020-21 education budget includes \$11 billion in deferrals (an increase of \$9.1 billion compared to 2019-20), and because this increase in deferrals (equivalent to approximately 14% of all LCFF funding in 2020-21) represents the shortfall in state funding available in 2020-21 to fund education at current levels, districts should seriously consider the distinct possibility that increased deferrals, reduced LCFF funding or both may occur in 2021-22 and 2022-23.

## **Local Control and Accountability Plan (LCAP)**

The budget replaces the May Revision proposal for LEAs to adopt a 2020-21 LCAP and Annual Update in December 2020 with a new one-year requirement for LEAs to adopt a Learning Continuity and Attendance Plan by September 30, 2020. The bill requires CDE, in consultation with the Executive Director of the State Board of Education, to develop a template plan on or before August 1, 2020.

Education Code Section 43509 enumerates engagement requirements for development of the new plan, as well as specific and extensive requirements for the plan’s contents. LEAs will be required to address all of the following:

- How COVID-19 impacts students and staff in the areas of health and safety, measuring student participation and academic progress through synchronous instruction, measuring the time value of student work, and the metrics to be used to measure learning loss
- How LEAs will address learning loss from COVID-19 in the 2019–20 and 2020–21 school years
- How LEAs will conduct outreach to students and parents/guardians when students are not engaging or are absent

- Types of additional supports to address the learning loss of, and accelerate learning progress for, English learners, foster youth, homeless students, and low-income students
- Types of professional development support and resources for educators
- How LEAs will provide student meals for in-person instruction and distance learning for the school year
- How LEAs will align state and federal funding, including supplemental and concentration grants to align with student needs. The template will require the listing of planned actions and expenditures to carry out these plans, and a demonstration of how the LEA is meeting the requirement to provide increased or improved services under LCFF.

The plan must be presented at a public hearing of the governing board at least one day before a separate governing board meeting where the plan will be adopted.

District plans must be submitted to the county superintendent within five days of adoption. The county superintendent may submit comments and recommendations to the district, but the plan is not subject to county office approval.

LEAs will still be required to adopt a 2020-21 LCFF Budget Overview for Parents with the First Interim Report by December 15, 2020. The procedures necessary for adoption of the Budget Overview for Parents may require cleanup legislation, since under current law (EC 52064.1) the Budget Overview adoption is inseparable from the LCAP.

## **Proposition 98**

The budget appropriates the Prop. 98 minimum guarantee at \$70.9 billion for the 2020-21 budget year. The budget provides for supplemental appropriations above the constitutionally required Prop. 98 funding level beginning in 2021-22, and in each of the next several fiscal years, in an amount equal to 1.5% of general fund revenues each year, until the cumulative total of supplemental appropriations reaches \$12.37 billion. This will accelerate growth in the guarantee for the interim years and will ultimately increase the K-14 share of the general fund from approximately 38% to 40% in Test 1 years.

## **Special Education**

For the 2020-21 fiscal year, the budget includes a new Special Education base funding formula that utilizes each individual LEA's ADA, including districts, charters and COEs; calculates allocations to SELPAs based on the ADA reported for the SELPA for the current fiscal year, the most recent prior fiscal year, or the second most recent prior fiscal year (whichever is greatest) and continues to allocate funds to SELPAs. The budget includes an additional, ongoing \$545 million for distribution through the new formula, comprised of \$152.6 million in AB 602 funding and redirecting \$392.7 million of the \$492.7 million in Special Education early intervention

grant funding, both of which were provided in 2019-20. The remaining \$100 million is allocated to increase funding for low incidence disabilities in 2020-21. This increased, ongoing allocation to the new base funding formula results in a 2020-21 base rate of \$625 per ADA.

All other existing AB 602 Special Education categorical funding sources remain unchanged and frozen at 2019-20 funding levels until a new funding formula is adopted in a future fiscal year. \$500,000 in one-time IDEA funding is allocated for a study of the current SELPA governance and accountability structure and \$350,000 in IDEA funds is provided to develop a standardized IEP template and addendum for distance learning.

## Early Childhood Education

The final budget restored the 10% rate cuts to the Regional Market Rate used for voucher based programs and the Standard Reimbursement Rate (SRR) used for center-based programs and applies no COLA for child development programs. Added language permanently removes the negative growth factor in child development programs. A “child care trigger” assumes additional federal money coming in to fund additional child care access, reopening grants for centers and family child care homes, and provider stipends.

A hold harmless for Title 5 center-based programs applies from July 1, 2020 to June 30, 2021, with caveats:

- Programs will be reimbursed 100% of MRA or net reimbursable program costs, whichever is less;
- Programs must be open by September 8, 2020, or within 21 calendar days from the start date of the program’s CDE approved calendar; and
- If the program is physically closed due to local or state public health order due to COVID-19, it shall provide distance learning and submit a distance learning plan to CDE.

The budget moves all child development programs from CDE except State Preschool (CSPP) to the Department of Social Services effective July 1, 2021. It adds \$47.2 million in Child Care and Development Block Grant funds for 5,600 additional Alternative Payment Program voucher based child care spaces; \$144 million in federal CARES Act funds to provide emergency vouchers and supplies, a family fee waiver and an extension of \$50 million in emergency vouchers; and \$73 million in federal CARES Act funds for 2020-21 emergency vouchers to extend the program for 90 days, with the option to extend if funds are available. Trailer bill language targets \$125 million in Federal Cares Act funding to voucher providers including exempt providers (Stages 1, 2, 3 and AP). It also eliminates one-time funding from the 2019-20 Budget Act for infrastructure and workforce development grants.

Standard Reimbursement Rates for center-based contracts utilizing the SRR per SB 98:

- CSPP – Part-Day           \$30.87
- CSPP – Full Day           \$49.85
- CCTR (Gen. Childcare)   \$49.54

## Categorical Programs

The budget rejects the May Revision cuts to existing Prop. 98 funded categorical programs. All the programs, including CTE Incentive Grants, Strong Workforce, ASES, and Adult Education will continue to be funded at their existing statutory levels. The one exception is that the May Revision's \$3.5 million cut to the Exploratorium was approved.

## Fiscal Flexibility Provisions

LEAs will receive funding in 2020-21 based on 2019-20 ADA and must meet distance learning and instructional day requirements to avoid an audit penalty (see School, Finance, Instruction and Accountability section).

Flexibility relief proposed in the May Revision remains the same, as follows:

- Exemption if apportionment deferrals create a documented hardship (limited)
- Authority to exclude state's pension on-behalf-of payments for the Routine Restricted Maintenance Account (RRMA) calculation
- Increase in internal interfund borrowing limits (subject to public hearing) from 75% to 85%
- Use proceeds from property sales for one-time general fund purposes
- Extension of statutory timelines to address the annual LEA audit due to COVID-19

## Cash Flow / Deferrals

The budget includes a significant amount (\$11 billion) of principal apportionment cash deferrals from 2020-21 to 2021-22:

- From February 2021 to November 2021           \$1.54 billion
- From March 2021 to October 2021           \$2.38 billion
- From April 2021 to September 2021           \$2.38 billion
- From May 2021 to August 2021           \$2.38 billion
- From June 2021 to July 2021           \$2.38 billion

If sufficient federal funds are provided to the state for the 2020-21 fiscal year that may be used to offset the deferral amounts, the Director of Finance shall reduce the deferral amounts starting with the deferrals occurring earliest in the fiscal year. We should know the status of federal funds provided to the state by September 2021.

For cash flow projection and appropriate TRAN sizing purposes, plan on the full principal apportionment to be deferred in the listed months. It is possible that a partial principal apportionment could be paid if federal funds are received, but there are many uncertainties and

the partial amounts are unknown. For fiscal solvency and adequate cash flow to meet payroll and other obligations, LEAs should plan on receiving no principal apportionment in the deferral months.

A fiscal hardship exemption is allowed for up to \$100 million in each deferral month (February, March, April, May, and June 2021). LEAs that meet specified fiscal hardship criteria would receive the principal apportionment in the original month scheduled to be paid.

## **Reserves/Reserve Cap**

The health and economic crisis has necessitated a stimulus of federal funds and stabilization of state funds with ADA and hold harmless protections. Districts should focus on maximizing the use of one time federal funds due to their restrictive nature for this period of time and reserve local resources to address the potential impacts of possible deterioration of future revenue streams. The one time use of funds to provide current year protection may not be sustainable in a continued weak economy.

County offices continue to reinforce the need for reserves in excess of the minimum reserve for economic uncertainty. The required reserve for economic uncertainty represents only a few weeks of payroll for most districts. The Government Finance Officers Association recommends reserves, at minimum, equal to two months of average general fund operating expenditures, or about 17%.

Prudent reserves afford districts and their governing boards time to thoughtfully identify and implement budget adjustments over time. Inadequate reserves force districts to react quickly, often causing significant disruption to student programs and employees.

The district reserve cap is not activated for 2020-21. Districts are advised to manage and maintain prudent reserves regardless of the reserve cap language included in Education Code Section 42127.01.

## **Negotiations**

Negotiations will continue to be challenging. The full effect of the COVID-19 pandemic and the length of the resulting recession is still unknown. While the 10% reduction in LCFF funding was rejected in the final budget package, it was replaced with no LCFF COLA and \$11 billion in cross fiscal year deferrals. This will require LEAs to monitor cash monthly. LEAs will most likely need to resort to borrowing, either internally or externally. Uncertainty of federal funding and potential declines in state personal income tax revenues will also be a factor. LEAs will need to be thorough and meticulous in calculating the impact of bargaining settlements. Realistic cash, revenue and expenditure projections are essential, along with enrollment projections and analysis of staffing ratios.

With rising costs, it is inevitable that cost reductions will be required for many LEAs, particularly in the out years of the multiyear financial projection. However, legislation prohibits the use of the summer layoff window of August 15 for 2020-21 for certificated employees, except certificated employees holding a position that requires an administrative or supervisory credential. LEAs should still plan to follow the March 15, 2021 deadline process for layoffs for the 2021-22 fiscal year. For classified employees, legislative intent is to avoid layoffs of classified employees for 2020-21 and prohibit layoffs for those in the classifications of transportation, nutrition, and custodial services.

## **Pension Contribution Rates**

The 2020-21 budget agreement continues to include a budget allocation to buy down the LEA employer contribution rates for CalSTRS and CalPERS in 2020-21 and 2021-22. The amounts are not final as they require the Governor to sign Assembly Bill 84.

It is currently estimated that the amounts allocated will set the CalSTRS employer contribution rate at 16.15% in 2020-21 and 15.92% in 2021-22.

It is currently estimated that the amounts allocated will set the CalPERS Schools Pool employer contribution rate at 20.70% in 2020-21 and 22.84% 2021-22.

It is anticipated at this time that the rates in 2022-23 will be the rates published prior to the budget agreement: 18.40% for CalSTRS and 25.90% for CalPERS.

## **Summary**

The Common Message is devised to assist LEAs in developing budgets and interim reports. How this information affects each LEA is unique. With this in mind, LEAs should evaluate their individual educational and financial risks.

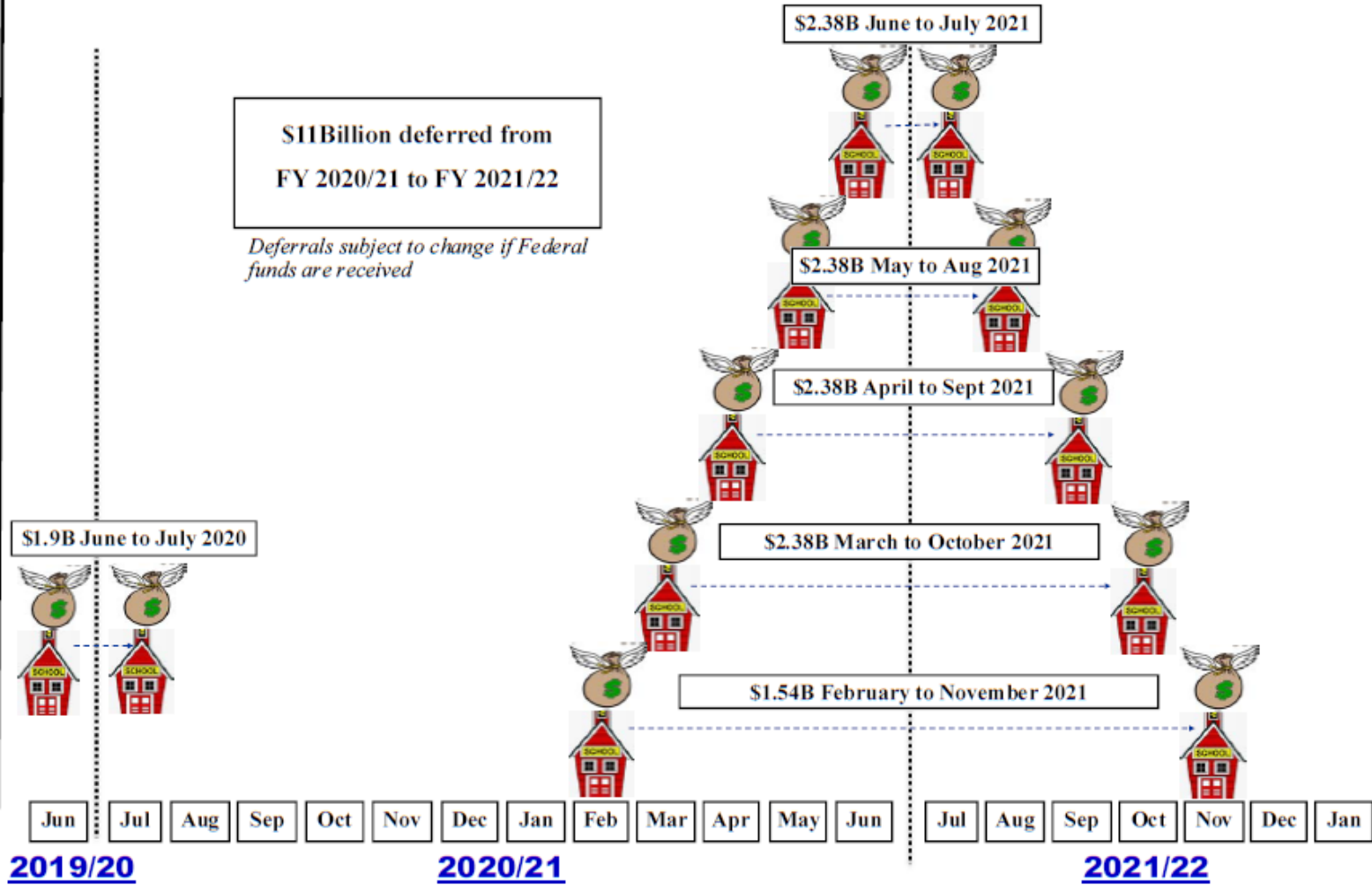


# Apportionment Deferrals

As of State Budget Adoption  
Fiscal Year 2020/21

\$11Billion deferred from  
FY 2020/21 to FY 2021/22

*Deferrals subject to change if Federal  
funds are received*



Apportionment Deferrals Chart

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

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments:   X  

From: Sharon Silva, Chief Business Officer

Item Number: 9.2.3

Type of item: (Action, Consent Action or Information Only): Information Only

**SUBJECT:**

Monthly Board update on the two modular classroom construction project at DH White Elementary

**BACKGROUND:**

Due to development and growth in the Rio Vista area the Board has approve the reconfiguration of DH White Elementary School site from a K-5 site to a K-6 site beginning in school year 2020-21. To accommodate the 6<sup>th</sup> grade classes at DH White the district is constructing two modular classrooms.

**STATUS:**

Each month the Chief Business Officer prepares a monthly summary of the ongoing project, showing the original budget, vendor contracts, change orders, expenses to date and the remaining funds.

**PRESENTER:**

Sharon Silva, Chief Business Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT: N/A**

**COST AND FUNDING SOURCES: N/A**

**RECOMMENDATION:**

That the Board receives the monthly project summary report.

Time allocated: 3 minutes

**River Delta Unified School District**  
**TRACK AT A GLANCE**

Modular Buildings at D. H. White Elementary School

Final

8/5/2020

Description: New Modular Classrooms  
Buildings: 2  
Square Feet: 1,920

3-23-20 Revised Budget A-G \$ 759,895.69

**A. SITE**

	Preliminary 2/7/20 Budget	Revised 3/23/20 Budget	Change Order	Contract Amount	Actual to Date	Remaining
1 SITE ACQUISITION/APPRaisal/TITLE	\$ 0	0				-
2 SURVEY	\$ 0	0				-
3 SITE SUPPORT - BOND FEES	\$ 0	0				-
4 LEGAL FEES - Allowances	\$ 3,500.00	3,500.00			1,585.00	1,915.00
5 OTHER (EIR/Negative Declaration)	\$ 0	0				-
6 OTHER	\$ 0	0				-
<b>SITE SUBTOTAL</b>	<b>\$ 3,500.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>-</b>	<b>1,585.00</b>	<b>1,915.00</b>

**B. PLANS**

1 ARCHITECT'S FEE FOR PLANS	\$ 21,800.00	21,800.00		21,800.00	17,991.46	-
2 DSA PLAN CHECK FEE - SSS/FLS	\$ 8,530.00	8,358.00				8,358.00
3 DSA HOURLY FEES ALLOWANCE	\$ 0	0				-
4 HEALTH DEPARTMENT	\$ 0	0				-
5 ENERGY ANALYSIS FEES	\$ 0	0				-
6 DEPARTMENT OF EDUCATION - PLAN CHECK FEE	\$ 0	0				-
7 PRELIMINARY TESTS	\$					-
A. SOILS	\$ 15,000.00	6,010.00				6,010.00
B. OPSC & YRE CONSULTANTS	\$ 0.00	0.00				-
C. BIDDING AND ADVERTISING	\$ 2,500.00	2,464.00				2,464.00
D. ENGINEERING/CONSULTING	\$ 0	0				-
E. HAZARDOUS MATERIAL SURVEY/SPECS	\$ 0	0				-
8 ADMINISTRATIVE COSTS	\$ 0	0				-
<b>PLANS SUBTOTAL</b>	<b>\$ 47,830.00</b>	<b>38,632.00</b>	<b>0.00</b>	<b>21,800.00</b>	<b>17,991.46</b>	<b>16,832.00</b>

**C. CONSTRUCTION**

1 A. UTILITY SERVICE FEES	\$ 0	0				-
B. UTILITY SERVICE IMPROVEMENTS	\$ 0	0				-
2 OFF-SITE DEVELOPMENT	\$ 0	0				-
3 SERVICE SITE DEVELOPMENT	\$ 0	0				-
4 GENERAL SERVICE SITE DEVELOPMENT	\$ 188,658.17	290,000.00		290,000.00	235,362.50	-
5 MODERNIZATION	\$ 0	0				-
6 DEMOLITION / INTERIM HOUSING*	\$ 0	0				-
7 NEW CONSTRUCTION	\$ 356,048.06	217,603.35	8,275.00	167,512.74	175,787.75	58,365.61
8 A. UNCONVENTIONAL ENERGY SOURCES	\$ 0	0				-
B. SPECIAL ACCESS COMPLIANCE	\$ 0	0				-
C. TECHNOLOGY ALLOWANCE	\$ 0	0				-
9 ENVIRONMENTAL ABATEMENT	\$ 0	0				-
10 AIR MONITOR CLEARANCE	\$ 0	0				-
11 PROJECT MANAGEMENT	\$ 79,000.00	79,000.00		79,000.00	68,193.09	-
12 OTHER (ITEMIZE)	\$					-
A. Labor Compliance	\$ 0	0				-
B. MOVING/STORAGE (District Expense)	\$ 0	0				-
C. UNDERGROUND UTILITY SEARCH	\$ 0	0				-
<b>CONSTRUCTION SUBTOTAL</b>	<b>\$ 623,706.23</b>	<b>586,603.35</b>	<b>8,275.00</b>	<b>536,512.74</b>	<b>479,343.34</b>	<b>58,365.61</b>

<b>D. TESTS (CONSTRUCTION LAB)</b>	<b>\$ 5,447.06</b>	<b>8,900.00</b>		8,190.00	5,422.50	710.00
<b>E. INSPECTION (IOR)</b>	<b>\$ 31,800.00</b>	<b>44,000.00</b>		44,000.00	33,000.00	-
<b>F. FURNITURE AND EQUIPMENT</b>	<b>\$ 27,500.00</b>	<b>27,500.00</b>				27,500.00
<b>G. CONTINGENCIES</b>	<b>\$ 54,470.62</b>	<b>50,760.34</b>	<b>-8,275.00</b>	7,520.00	4,851.24	34,965.34
<b>TOTAL ESTIMATED COSTS (ITEMS A THROUGH G)</b>	<b>\$ 794,253.91</b>	<b>759,895.69</b>	<b>0.00</b>	<b>618,022.74</b>	<b>542,193.54</b>	<b>140,287.95</b>

Change Order #2 \$8275, Crane Rental-Mobile Modular

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

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments:   X  

From: Ken Gaston, Director of MOT

Item Number:   9.2.4  

Type of item: (Action, Consent Action or Information Only):   Information Only  

**SUBJECT:**

Monthly MOT Information Report

**BACKGROUND:**

To provide a monthly update on the activities of the Maintenance, Operations & Transportation Departments. The only projects included in this report are those over \$100.

**STATUS:**

See attached monthly report for the period from June 2020 and July 2020

**PRESENTER:**

Ken Gaston

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

**COST AND FUNDING SOURCES:**

**RECOMMENDATION:**

That the Board receives this information

Time allocated: 5 minutes

**Maintenance, Operations & Transportation**  
**Monthly Report for Board Meeting**  
**August 11, 2020**

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:**

- **Clarksburg Middle School**
  - Repaired sprinkle system. Replaced 60 feet of  $\frac{3}{4}$  pipe. - \$536
  - Replaced sinks in classrooms 4 and 9. - \$475
  
- **Delta High School**
  - Repaired alarm system in Ag building. - \$200
  
- **D. H. White Elementary**
  - Installed signage on new classrooms. - \$110
  
- **District Office**
  - Painted CBO Office. - \$1,140
  - Installed a door closer. - \$ 107.50
  
- **Isleton Elementary School**
  - Replaced water heater and filter in the staff room. - \$332.50
  - Installed new ovens. - \$600.50
  
- **Rio Vista High School**
  - Painted Ag Classroom floor. - \$112
  - Unclogged urinals in Building E. - \$453.03
  - Installed new thermostat in the office. - \$212.50
  
- **Riverview Middle School**
  - Installed electric latch and doorbell in the entrance door of office. - \$547.44
  - Repaired ramp by room 11. - \$225

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

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Nicole Latimer, Chief Educational Services Officer

Item Number: 9.3.2

Type of item: (Action, Consent Action or Information Only): Consent

**SUBJECT:**

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

**BACKGROUND:**

The Williams Settlement requires that all students have qualified teachers, appropriate instructional materials and that their schools be 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:** Nicole Latimer, Chief Educational Services Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

**COST AND FUNDING SOURCES:** No cost to the district.

**RECOMMENDATION:**

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

Time allocated: 2 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@rdsd.org		
<b>E-mail Address</b>		

## DISTRICT INFORMATION

River Delta U.S.D.	2020	Quarter 4 (Apr.–Jun.)
<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.

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## 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, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: 8.11.20

Attachments: X

From: Nicole Latimer, Chief Educational Services Officer

Item Number: 9.4

Type of item: (Action, Consent Action or Information Only): Information Item

**SUBJECT:**

The River Delta Unified School District would like to provide our current students, former students, community members and staff with an opportunity to share their concerns and/or personal experiences with the Board of Trustees regarding implicit bias, law enforcement on campus and Black History Education with the Board of Trustees as requested in the “Student Demands” received on Thursday, June 18, 2020.

**BACKGROUND:**

On Thursday, June 18, 2020, The River Delta Unified School District received an email with the subject line of “Student Demands” from a former Rio Vista High School Alumna. The student demands stated in the email are as follows:

- Implicit bias training required for all teachers and administrators
- Limitations of officers on campus - do not use cops as a resource to discipline students, do not have cops patrolling campuses
- Black History Education - courses, resources, and celebration of Black History Month – (with a suggestion that ethnic studies courses not only be offered, but be a graduation requirement)

In the communication, it was shared that the student demands were inspired by the Black Lives Matter movement happening worldwide and were a student driven effort to make RDUSD schools more inclusive, equitable, and safer for all students, particularly black students and other students of color. The students provided a road map with their ideas regarding how to address these demands. The road map is attached to the back up documents for this meeting.

**STATUS:**

This item is informational in nature and does not require a response from the Board.

**PRESENTER:** Nicole Latimer, Director of Educational Services

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

Current or former students, community members and staff

**COST AND FUNDING SOURCES:** N/A

**RECOMMENDATION:**

This item is informational in nature and does not require a response from the Board.

Time allocated: 5 minutes

# Youth Expectations of RDUSD

The students of River Delta Unified School District understand that we now have the most diverse student body we ever have. We feel that our district has been welcoming to new students, but we can all do better. We the students hope to see these strategies and policies put into action in order to create a more inclusive, desirable, and overall better learning space for all students. We respectfully request these steps and more are taken by River Delta Unified School District.

## A. Implicit Bias Training

- Help faculty develop meaningful relationships with students of color
- Help faculty to lessen racial disparities in classrooms
- Teach faculty to acknowledge and understand personal bias

## B. Limitations of Resource Officers

- Do not perform disciplinary actions
- Work for and with students
- Completes implicit bias training

## C. Black History Education

- Students are taught about Black History fully and in depth
- Schools recognize Black History Month
- Offer educational resources on Black History

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

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Katherine Wright, Superintendent

Item Number: 10.1

Type of item: (Action, Consent Action or Information Only): Consent Action

**SUBJECT:**

Request to approve the Minutes from the Regular meeting of the Board of Trustees on June 23, 2020.

**BACKGROUND:**

Attached are the Minutes from the Regular meeting of the Board of Trustees on June 23, 2020.

**STATUS:**

The Board is to review for approval

**PRESENTER:**

Katherine Wright, Superintendent

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

Jennifer Gaston, Recorder

**COST AND FUNDING SOURCES:**

None

**RECOMMENDATION:**

That the Board approves the Minutes as submitted.

Time allocated: 2 minutes

# RIVER DELTA UNIFIED SCHOOL DISTRICT

## MINUTES

### REGULAR MEETING

June 23, 2020

1. **Call Open Session to Order** – Board President Fernandez called the Open Session of the meeting of the Board of Trustees to order at 5:34 p.m. on June 23, 2020. As the result of the Coronavirus Pandemic (COVID-19), on March 12, 2020, Governor Gavin Newsom issued Executive Order N-25-20. This order includes directives canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment. The health and well-being of our students, staff and community members are the top priority for the Board of Trustee of River Delta Unified School District. To facilitate this process the meeting was held remotely via Zoom Webinar. Access was available to the public to attend with audio and video.

We have modified the meeting procedures while the Shelter-in-Place for Coronavirus Pandemic (COVID-19) is active. President Fernandez gave instructions on how the public is to address the Board during public comment or on any agendized item.

2. **Roll Call of Members:**

Alicia Fernandez, President  
Don Olson, Vice President  
Marilyn Riley, Clerk  
Jennifer Stone, Member  
Chris Elliott, Member (Joined Closed Session at 5:37)  
Rafaela Casillas, Member (Absent)  
Dan Mahoney, Member

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

3. **Review, Approve the Closed Session Agenda and Adjourn to Closed Session**

- 3.1 Board President Fernandez announced items on the Closed Session Agenda
- 3.2 Public Comment on Closed Session Agenda Items. – *None to report*

4. **Board President Fernandez asked for a motion to approve the Closed Session agenda and adjourn the meeting to Closed Session @ 5:37 pm**

*Member Riley moved to approve, Member Olson seconded. Motion carried by roll call vote 5 (Ayes: Fernandez, Olson, Riley, Stone, Mahoney): 0 (Nays): 2 (Absent: Elliott, Casillas)*

5. **Open Session was reconvened at 6:33 pm**

- 5.1 Roll was retaken. Member Casillas was absent. All other members were present.

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

- 5.2 Pledge of Allegiance was led by Elizabeth Keema-Aston, Chief Business Officer

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

Board President Fernandez reported that during, Closed Session, the Board did not take any action.

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

Board President Fernandez asked for a motion to approve the Open Session Agenda.

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

8. **Public Comment:** Ms. Latimer read the public comments submitted. A staff member expressed their appreciation for all the work being done to get the students and staff members back to in-person school. Others shared their confidence in Superintendent Wright, Ms. Latimer and their team as they have been working diligently to make the best reopening plan while considering the needs and safety of the student and staff.

## 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 attended the Rio Vista High School's graduation ceremony. She stated that it was definitely different from the traditional graduation. However, it was good. Members Stone and Mahoney had also attended the graduation and agreed that it was nicely done.
- 9.1.2 Superintendent Wright's report(s) Superintendent Wright began her report by welcoming Sharon Silva as the District's new Chief Business Officer.

Superintendent Wright reported that the past week was busy but very productive. She and Ms. Latimer facilitated six collaborative planning group meetings to draft a Reopening of School Plan. Superintendent Wright began writing the plan late on Thursday night and completed the draft plan on Friday meeting the deadline for submitting backup materials for this Board meeting. She stated that this plan is only a first draft, due to the working conditions within the plan must be negotiated with the District's labor unions. Meetings with the labor unions have been scheduled to begin these discussions. She believes an agreement can be reached with each of the labor unions, while keeping in mind that is best for students and staff members.

  - 9.1.2.1 Results of the May 2020 Tracking Survey Presentation – Richard Bernard, FM3 presented a comparison report of the survey results conducted in March 2020 and the follow up survey conducted in May 2020. The conclusion of the surveys demonstrated that in SFID #1 the proposed ballot measure is potentially viable. However, the SFID #2 is more vulnerable than it was previously and has fallen below the viable threshold. It was recommended to educate the communities on how the measure funds would be spent and the needs of the local schools.
  - 9.1.2.2 Permitted and Prohibited Activities Relating to a Proposed School Bond Measure Presentation – Addison Covert, Parker & Covert, LLC provided information regarding what activities are permitted and which activities are prohibited as the District considers calling for a School Bond Measure in School Facilities Improvement District (SFID) No. 1 and No. 2.

### 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, Chief Business Officer; Ken Gaston, Directors of MOT

- 9.2.1 GASB 75 OPEB Actuarial Report – Elizabeth Keema-Aston, Chief Business Officer introduced Sharon Silva, the new Chief Business Officer. Ms. Silva delivered the GASB 75 OPEB Actuarial Report to the Board.
- 9.2.2 Maintenance, Operations & Transportation Update, Ken Gaston, Director of MOT reported that the update is, as submitted. Mr. Gaston provided clarification on a question regarding a water invoice from the prior month's meeting.

### 9.3 Education Services' Reports and/or Presentation(s) - Nicole Latimer, Director of Educational Services and Special Education

- 9.3.1 Educational Services and Special Education Update – Nicole Latimer, Director of Educational Services and Special Education – Ms. Latimer reported that her update is as submitted.
- 9.3.2 Preschool Reopening Presentation – Nicole Latimer, Director of Educational Services and Special Education – Ms. Latimer reported that the Isleton State Preschool had a "soft" reopening on June 10, 2020 and will remain open until June 26, 2020. The reopening plan was accepted and approved by the Community Care Licensing Division. It included submission of a Covid-19 Child Care Program Self-Assessment Guide.

Parents who agreed to the new protocols and procedures were allowed to have their children join the in-person cohort. The presentation included several photos of the smiling faces of the preschool children. Ms. Latimer thanked Mrs. Suzanne Cline for reopening the preschool.

9.4 River Delta Unified Teacher's Association (RDUTA) Update – Mr. Hodges asked several inquiries on the Reopening of Schools Plan and the Proposed Budget as his Association Update. No further update on the Association was given.

President Fernandez requested that, in future updates, Mr. Hodges hold his inquiries on Agendized items until the items are presented to the Board for consideration.

9.5 California State Employee's Association (CSEA) Chapter #319 Update – No update was given.

10. **Consent Calendar**

10.1 Approve Board Minutes

Regular Meeting of the Board – June 9, 2020

10.2 Receive and Approve Monthly Personnel Reports - As of June 23, 2020

10.3 Request to approve the Independent Contract for Services Agreement with Rio Vista CARE for the 2020-2021 school year at a cost not to exceed \$10,000 – Special Education and General Funds – Nicole Latimer, Director of Education Services and Special Education

10.4 Request to Pre-Approve the 2020-2021 ASB, Booster Club, PTC and PTA Fundraisers– Elizabeth Keema-Aston, Chief Business Officer

10.5 Request to approve the purchase and installation of new playground equipment at D.H. White Elementary School, paid for by the D.H. White PTC – Nicholas Casey, Principal

10.6 Request to approve the purchase of ABC Mouse Early Learning Academy for the 2020-2021 school year at a cost not to exceed \$4,375 – Educational Funds – Nicole Latimer, Director of Education Services and Special Education

10.7 Request approval to renew the AVID membership and pay dues for River Delta Unified School District schools for the 2020-2021 school year - \$22,716 - Educational Service Funds – Nicole Latimer, Director of Education Services and Special Education

10.8 Request to approve the renewal of 61 Odysseyware web-based instructional program licenses for use in Alternative Education, Special Education and Adult Education throughout the district for the 2020-2021 school year at a cost not to exceed \$44,200 – Educational Services and Adult Education Funds – Nicole Latimer, Director of Education Services and Special Education

10.9 Request to approve the purchase of Measures of Academic Performance (MAP) Assessments for student's grades K-10 for the 2020-2021 school year at a cost not to exceed \$24,934.50 - Educational Services Funds– Nicole Latimer, Director of Education Services and Special Education

10.10 Request to approve the Renewal with Renaissance Learning Educational Software Licenses for the 2020-2021 school year at a cost not to exceed \$20,150.02 - Educational Services & After School Program Funding – Nicole Latimer, Director of Education Services and Special Education

10.11 Request to approve the Memorandum of Understanding for the District's participation in the Sacramento County Office of Education (SCOE) Sly Park program for the 2020-2021 school year – Katherine Wright, Superintendent

10.12 Request to approve the Medical Billing Systems, Inc. Agreement for the 2020-2021 school year at a cost not to exceed \$1,000 – Educational Services Funds– Nicole Latimer, Director of Education Services and Special Education

10.13 Request to approve the purchase of licenses for Turnitin, LLC software for the 2020-2021 school year at a cost not to exceed \$4,240 – Educational Services Funds– Nicole Latimer, Director of Education Services and Special Education

10.14 Request to approve the contract with Loy Mattison Enterprises, E-rate Consultant to provide assistance with the E-Rate process in fiscal year 2020-2021, not to exceed \$8,000 – Elizabeth Keema-Aston, Chief Business Officer

10.15 Request permission to apply for the Agricultural Incentive Grant for the 2020-2021 school year – Nicole Latimer

10.16 Request to approve the Professional Expert Agreement with Susan Jones to provide 15 days of coaching and mentoring for Rio Vista High School teachers in the 2020-2021 school year at a cost not exceed \$3,000 – Site Funds – Victoria Turk, Principal of Rio Vista High School

- 10.17 Request to approve the contract with Ryland School Business Consulting for various Financial and Business Office Services – at a cost not to exceed \$8,000 – Unrestricted General Funds – Elizabeth Keema-Aston, Chief Business Officer

- 10.18 Donations to Receive and Acknowledge:

**Riverview Middle School**

Beth Brockhouse - \$153.84

Member Mahoney requested to pull item 10.9 for discussion.

*Member Fernandez made motion approve the consent calendar with the exception of 10.9, Member Olson seconded. Motion carried by roll call vote 6 (Ayes: Fernandez, Olson, Riley, Stone, Elliott, Mahoney): 0 (Nays): 1 (Absent: Casillas)*

Member Mahoney requested clarification on the request to purchase Measures of Academic Performance (MAP) Assessments. Ms. Latimer explained that MAP Assessments are a valuable tool when assessing students. It is important to use a uniform assessment throughout the district, as well as elevating the need for each teacher to create their own assessment tool.

*Member Mahoney moved to approve consent item 10.9, President Fernandez seconded. Motion carried by roll call vote 6 (Ayes: Fernandez, Olson, Riley, Stone, Elliott, Mahoney): 0 (Nays): 1 (Absent: Casillas)*

Even though approved, Member Stone made an inquiry on item 10.10 Renaissance Learning Educational Software Licenses. Nicole Latimer, Director of Educational Services explained the details of the quote as it pertains to the school sites.

Member Fernandez recognized the donation and thanked them for their continued support.

Member Mahoney also acknowledged the steadfast support from Ms. Beth Brockhouse.

Action Items -- Individual speakers shall be allowed two minutes to address the Board on any agenda item. The Board may limit the total time for public input on each agenda item to 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 approve and adopt the COVID-19 Operations Written Report for 2019-2020 – Katherine Wright, Superintendent

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

12. Public Hearing regarding the Proposed 2020-2021 District Budget – Elizabeth Keema-Aston, Chief Business Officer

**Open Public Hearing 8:20 pm**

**Public Comments:** Elizabeth Keema-Aston addressed the inquiries made by Mr. Hodges and gave an update on the District's Budget. No other comments were made from the public.

**Close Public Hearing 8:39 pm**

Request to approve and adopt the Proposed 2020-2021 District Budget for River Delta Unified School District – Elizabeth Keema-Aston, Chief Business Officer

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

13. Request to approve Resolution #790 beginning July 1, 2020 authorizing designees to sign contracts and authorization to sign change orders to Katherine Wright, Superintendent, Sharon Silva, Chief Business Officer; Alicia Fernandez, Board Member; Don Olson, Board Member and Marilyn Riley, Board Member – Katherine Wright, Superintendent

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

14. Request approve Resolution #791 beginning July 1, 2020 authorizing designees to sign District payroll orders and request for payments to vendors to Katherine Wright, Superintendent, and Sharon Silva, Chief Business Officer – Katherine Wright, Superintendent
- Member Fernandez moved to approve, Member Olson seconded. Motion carried by roll call vote 6 (Ayes: Fernandez, Olson, Riley, Stone, Elliott, Mahoney): 0 (Nays): 1 (Absent: Casillas)*
15. Request to approve Resolution #792 beginning July 1, 2020 identifying District representatives authorized to execute documents related to construction to Katherine Wright, Superintendent, and Sharon Silva, Chief Business Officer – Katherine Wright, Superintendent
- Member Fernandez moved to approve, Member Olson seconded. Motion carried by roll call vote 6 (Ayes: Fernandez, Olson, Riley, Stone, Elliott, Mahoney): 0 (Nays): 1 (Absent: Casillas)*
16. Request to approve Resolution #793 where the Board of Trustees for the River Delta USD ordering a School Bond Election on behalf of School Facilities Improvement District No. 1, Establishing Specifications of the Election Order, and Requesting Consolidation with other Elections occurring on November 3, 2020 – Katherine Wright, Superintendent
- Member Mahoney moved to approve, Member Olson seconded. Motion carried by roll call vote 6 (Ayes: Fernandez, Olson, Riley, Stone, Elliott, Mahoney): 0 (Nays): 1 (Absent: Casillas)*
17. Request to approve Resolution #794 where the Board of Trustees for the River Delta USD ordering a School Bond Election on behalf of School Facilities Improvement District No. 2, Establishing Specifications of the Election Order, and Requesting Consolidation with other Elections occurring on November 3, 2020 – Katherine Wright, Superintendent
- Member Mahoney moved to approve, Member Olson seconded. Motion carried by roll call vote 6 (Ayes: Fernandez, Olson, Riley, Stone, Elliott, Mahoney): 0 (Nays): 1 (Absent: Casillas)*
18. Request to approve Resolution #795 beginning July 1, 2020 authorizing delegation of power to contract to Katherine Wright, Superintendent and Sharon Silva, Chief Business Officer – Katherine Wright, Superintendent
- Member Fernandez moved to approve, Member Olson seconded. Motion carried by roll call vote 6 (Ayes: Fernandez, Olson, Riley, Stone, Elliott, Mahoney): 0 (Nays): 1 (Absent: Casillas)*
19. Request to approve the *first draft* of the Reopening School Plan for River Delta Unified School District for the 2020-2021 school year and to give the authority to the Superintendent or her designee to adjust the plan as necessary based on the recommendations from the Sacramento County Public Health Department – Katherine Wright, Superintendent
- There were many comments regarding the Reopening School Plan. Although the 20 minutes were exceeded, the Board allowed all comments to be read by Ms. Latimer. The majority of the comments stated that they would prefer to return to in-person teaching and that they are in support of the first Draft of the Reopening of Schools Plan. A few were not in support of the plan; they felt the importance to return to normalcy by returning to school full time in the Fall. Many were concerned for the mental wellness of the students and felt that Distance Learning either didn't work or, or simply do not prefer to return to a Distance Learning platform. A few stated that Distance Learning is not equitable for all students. Several noted that if, RDUTA is in opposition of reopening schools, it does not represent their viewpoint on this issue. A few mentioned that they were confident in Superintendent Wright and Nicole Latimer to make the best decision possible in writing the Reopening of Schools Plan with the students as the top priority.
- Member Mahoney moved to approve, Member Stone seconded. Motion carried by roll call vote 6 (Ayes: Fernandez, Olson, Riley, Stone, Elliott, Mahoney): 0 (Nays): 1 (Absent: Casillas)*
20. Request to approve the Return to Athletics Plan for the 2020-2021 school year and to give the authority to the Superintendent or her designee to adjust the plan as necessary based on the recommendations from the Sacramento County Public Health Department – Katherine Wright, Superintendent
- Member Olson moved to approve, Member Fernandez seconded. Motion carried by roll call vote 6 (Ayes: Fernandez, Olson, Riley, Stone, Elliott, Mahoney): 0 (Nays): 1 (Absent: Casillas)*



21. Requesting the Board to choose from Options 1, 2 or 3 to move forward and if applicable authorize the Superintendent or her designee to proceed with the CEP application – Elizabeth Keema-Aston, Chief Business Officer

*Member Fernandez moved to approve authorizing Superintendent Wright or her designee to proceed with the CEP application if it is found to be beneficial to the District, Member Riley seconded. Motion carried by roll call vote 6 (Ayes: Fernandez, Olson, Riley, Stone, Elliott, Mahoney): 0 (Nays): 1 (Absent: Casillas)*

22. Request to approve Resolution #796 CDE Child Development Services Contract – CSPP-9404-00 California State Preschool naming Nicole Latimer, Director of Educational Services and Sharon Silva, Chief Business Officer as authorized signees to sign transactions for the Governing Board – Nicole Latimer, Director of Education Services and Special Education

*Member Fernandez moved to approve with the addition of Stacy Wallace as a signee, Member Riley seconded. Motion carried by roll call vote 6 (Ayes: Fernandez, Olson, Riley, Stone, Elliott, Mahoney): 0 (Nays): 1 (Absent: Casillas)*

23. Request to approve the reclassification of the Director of Personnel on the Classified Management & Confidential Employees Salary Schedule from Range 11 to Range 15 – Katherine Wright, Superintendent

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

24. Re-Adjourn to continue Closed Session, if needed – Board President reported that re-adjourning to Closed Session was not necessary.

25. Report of Action taken, if any, during continued Closed Session (Government Code Section 54957.1) - Board President Fernandez reported Closed Session was not necessary – no actions to report.

26. Adjournment: There being no further business before the Board, Board President Fernandez recognized Ms. Keema-Aston for all the work she has done over the past 6 years for the District and wished her the best in her retirement. Member Fernandez asked for a motion to adjourn.

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

The meeting was adjourned at 10:26 pm

Submitted:

Approved:

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Katherine Wright, Superintendent and  
Secretary to the Board of Trustees

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Marilyn Riley, Clerk, Board of Trustees

By: Jennifer Gaston, Recorder  
End

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

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Bonnie Kauzlarich, Director of Personnel

Item Number: 10.2

Type of item: (Action, Consent Action or Information Only): \_\_\_\_\_ Consent Action \_\_\_\_\_

**SUBJECT: MONTHLY PERSONNEL TRANSACTION REPORT**

**BACKGROUND:**

**STATUS:**

**PRESENTER:**

Katherine Wright, Superintendent

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

Staff

**COST AND FUNDING SOURCES:**

**RECOMMENDATION:**

That the Board approves the Monthly Personnel Transaction Report as submitted

Time allocated: 2 minutes

RIVER DELTA UNIFIED SCHOOL DISTRICT  
PERSONNEL TRANSACTION AND REPORT  
DATE: August 11, 2020

NAME	SCHOOL OR DEPARTMENT	NEW OR CURRENT POSITION	TRANSACTION, EFFECTIVE AT
			<b>*CLOSE OF THE DAY</b>
			<b>**BEGINNING OF THE DAY</b>
<b>**ADMINISTRATIVE**</b>			
Samuel D'Amico	D.H. White School	Vice Principal .50 FTE	Hired effective **8/3/2020 (NEW)
Tom Anderson	Districtwide	Dir. of Special Ed 1.0 FTE	Hired effective TBD (Vice NEW)
<b>**CERTIFICATED**</b>			
Tina Reckamp	Clarksburg Middle School	Special Ed Teacher 1.0 FTE	Resigned effective *6/30/2020
Brittany McCormick	D.H. White School	2nd Grade Teacher 1.0 FTE	Hired effective **8/7/2020 (Vice Ferris Enoch Phillips)
Jeffrey Nelson	Clarksburg Middle School	Science Teacher 1.0 FTE	Hired effective **8/7/2020 (Vice Julie Makar)
Ferris Enoch Phillips	D.H. White School	Elementary Teacher 1.0 FTE	Retiring effective *6/30/2020
Zaida Jones	Districtwide	School Psychologist 1.0 FTE	Resigned effective *6/30/2020
Taylor Grossi	D.H. White School	5th Grade Teacher 1.0 FTE	Hired effective **8/7/2020 (NEW)
Andrea Hagan	Riverview Middle School	Special Ed Teacher 1.0 FTE	Hired effective **8/7/2020 (Vice Mary Ann Ogo)
Melissa Tello Garcia	Districtwide	High School Counselor (MEP) 1.0 FTE	Hired effective **8/3/2020 (NEW)
Trinidad Brioso	Districtwide	School Psychologist 1.0 FTE	Hired effective **8/3/2020 (Vice Zaida Jones)
Marcio Mancebo	Clarksburg Middle School	Math Teacher 1.0 FTE	Hired effective **8/7/2020 (Vice Roberto Partida)
Caroline Nilsson	Clarksburg Middle School	RSP Teacher 1.0 FTE	Hired effective **8/7/2020 (Vice Tina Reckamp)
Maryn Anderson	Rio Vista High School	Ed Pathway/ELD Teacher 1.0 FTE	Hired effective **8/7/2020 (NEW)
Anthony DePage	D.H. White School	Special Ed Teacher 1.0 FTE	Hired effective **8/7/2020 (Vice Jennifer Simas)
<b>**CLASSIFIED MANAGEMENT**</b>			
Jennifer Ratola	Districtwide	Supervisor Staff & Student Info 1.0 FTE	Hired effective **7/27/2020 (NEW)
<b>**CLASSIFIED**</b>			
Robert Bryant	Districtwide	Lead Maintenance Tech. 1.0 FTE	Hired effective **7/1/2020 (Vice Lindsay Hiromoto)
Jennifer Ratola	Rio Vista High School	Attendance Sec/Registrar 1.0 FTE	Was hired into Supv. Staff & Student Info Position
Barbara deFlores	D.H. White School	Instructional Asst. I 1.5 hrs/day	Resigned effective *7/13/2020
Gabriela Moncada Chavez	Isleton Elementary	Secretary 1.0 FTE	Hired effective **8/3/2020 (Vice Patricia Ciaramitaro)
William Guggemos	Riverview Middle School	Custodian I 1.0 FTE	Resigned effective *8/14/2020
Stephanie Carvalho	Rio Vista High School	Attendance Sec/Registrar 1.0 FTE	Hired effective **8/5/2020 (Vice Jennifer Ratola)

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

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Sharon Silva, Chief Business Officer

Item Number: 10.3

Type of item: (Action, Consent Action or Information Only): Consent

**SUBJECT:**

Approve the Monthly Expenditure Summary

**BACKGROUND:**

The Staff prepares a report of expenditures for the preceding months of June and July.

**STATUS:**

**PRESENTER:**

Sharon Silva, Chief Business Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

**COST AND FUNDING SOURCES:**

Not Applicable

**RECOMMENDATION:**

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

Time allocated: 2 minutes

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: Mon, Jun 29, 2020, 4:15 PM

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000009 ABEL CHEVROLET-PONTIAC-BUICK 280 NO FRONT STREET P.O. BOX 696 RIO VISTA, CA 94571-0696  (707) 374-6317 N	188.25	12036 TRANS SUPPLIES	06/16/2020	20359406 PO-200984	188.25	N
000193 ACE HARDWARE 506 STATE HIGHWAY 12 RIO VISTA, CA 94571  ( 0) - 0 N	493.18	270822 RVHS SUPPLIES #270676 MAINT SUPPLIES 290276/290339 RVHS AG SUPPLIES 290276/290339 RVHS AG SUPPLIES	06/16/2020 06/16/2020 06/25/2020 06/25/2020	20359398 PO-200124 20359415 PO-200980 20361280 PO-200459 20361280 PO-200459	264.57 189.16 19.73 19.72	N N N N
013287 ACSA FOUNDATION FOR ED ADMIN 1575 BAYSHORE HIGHWAY BURLINGAME, CA 94010  (800) 608-2272 N	658.50	MAY 2020 DUES JUNE 2020 ACSA DUES	06/04/2020 06/23/2020	20357627 PV-200703 20360418 PV-200749	329.25 329.25	N N
014952 AERIES SOFTWARE 770 THE CITY DR S #6500 ORANGE, CA 92868  ( 0) - 0 N	200.00	RW13486/RW13488 WEBINAR	06/25/2020	20361263 PO-201102	200.00	N
014880 AIR ONE MECHANICAL 23468 RANCHO RAMON CT TRACY, CA 95304  (209) 914-3354 N	679.00	20-1094/20-1093 MAINT REPAIRS	06/04/2020	20357614 PO-200166	679.00	N
014923 AMERICA'S TIRE 9696 BRUCEVILLE RD ELK GROVE, CA 95757  ( 0) - 0 N	272.28	1565825 TRANS SUPPLIES	06/25/2020	20361294 PV-200767	272.28	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
015007 AMS.NET C/O FREMONT BANK PO BOX 4933 HAYWARD, CA 94540-4933  ( 0) - 0 N	9,749.30	92068 CISCO SMARTNET SUPPORT	06/16/2020	20359387 PO-201125	9,749.30	N
014209 BALFOUR/ACADEMIC AFFAIRS 1026 FLORIN ROAD #143 SACRAMENTO, CA 95831  (707) 399-9091 N	397.35	1163 RDHS SUPPLIES	06/09/2020	20358181 PO-200561	397.35	N
014367 BANK OF AMERICA PO BOX 15796 WILMINGTON, DE 19886-5710  ( 0) - 0 N	3,138.94	EMPLOYEE RETIREMENT PENS CTEIG SUPPLIES ASP SUPPLIES ASP SUPPLIES MAINT SUPPLIES ISLE PRESCL SUPPLIES MAINT SUPPLIES MAINT SUPPLIES HAND SANITIZER ASP AMAZON REFUND THERMOMETERS MAINT SUPPLIES THERMOMETERS MAINT SUPPLIES THERMOMETERS ED SV HOTEL REFUND	06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020	20360440 PO-200062 20360440 PO-201019 20360440 PO-201055 20360440 PO-201062 20360440 PO-201088 20360440 PO-201100 20360440 PO-201108 20360440 PO-201110 20360440 PV-200748 20360440 PV-200748 20360440 PV-200748 20360440 PV-200748 20360440 PV-200748 20360440 PV-200748 20360440 PV-200748 20360440 PV-200748	788.24 181.62 614.68 523.52 190.24 508.69 36.03 190.24 59.44 1,076.65 102.30 72.39 102.30 273.42 1,259.10 482.02	N N N N N N N N N N N N N N N N N
012586 BAY ALARM 60 BERRY DRIVE PACHECO, CA 94553  (209) 465-1986 N BALCO HOLDINGS	2,393.85	DO ALARM ISLE ALARM RVHS ALARM DO ALARM ISLE ALARM RVHS ALARM RMS ALARM BATES ALARM	06/02/2020 06/02/2020 06/02/2020 06/02/2020 06/04/2020 06/04/2020 06/23/2020 06/23/2020	20357090 PV-200692 20357090 PV-200692 20357090 PV-200692 20357090 PV-200692 20357607 PO-200069 20357628 PV-200704 20360419 PV-200750 20360419 PV-200750	818.03 341.24 286.94 192.15 103.33 342.96 214.20 95.00	N N N N N N N N
012147 BECERRA, LUCIA	169.56	ASP MILEAGE	06/16/2020	20359441 TC-200229	56.52	N

P.O. BOX 64  
RYDE, CA 95680

ASP MILEAGE  
ASP MILEAGE

06/16/2020 20359441 TC-200229  
06/16/2020 20359441 TC-200229

56.52 N  
56.52 N

( 0) - 0 N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
011231 BECERRA, MARIA ELENA PO BOX 98 COURTLAND, CA 95615	398.70	BATES SUPPLIES BATES SUPPLIES	06/16/2020 06/23/2020	20359388 PO-200868 20360435 TC-200235	165.67 233.03	N N
( 0) - 0						N
012497 BUSWEST 21107 CHICO STREET CARSON, CA 90745	2,220.96	XA410020888/89 TRANS PARTS	06/18/2020	20359723 PO-201126	2,220.96	N
(209) 531-3928						N
003681 CALIFORNIA AMERICAN WATER P.O. BOX 7150 PASADENA, CA 91109-7150	950.60	ISLE WATER SERV ISLE WATER SERV ISLE WATER SERV	06/16/2020 06/16/2020 06/16/2020	20359422 PV-200720 20359422 PV-200720 20359422 PV-200720	441.83 202.63 306.14	N N N
(888) 237-1333						N
012079 CALIFORNIA CLEAR BOTTLED P.O. BOX 981 14410 W.G. THORNTON RD WALNUT GROVE, CA 95690	87.50	ZWA009 ASP WG WATER ZMO002 MOKE WATER ZBA006 BATES WATER	06/25/2020 06/25/2020 06/25/2020	20361264 PO-200572 20361289 PV-200768 20361289 PV-200768	35.00 35.00 17.50	7 7 7
(916) 776-1544						Y
012268 CALIFORNIA WASTE RECOVERY SYSTEMS 175 ENTERPRISE CT STE #A GALT, CA 95632-9047	1,193.04	ISLE WASTE SERV	06/16/2020	20359423 PV-200721	1,193.04	N
(209) 369-6887						N
010576 CAMACHO, REFUJIO 200 PRIMASING AVE P.O. BOX 553 COURTLAND, CA 95615	92.00	WG MILEAGE	06/04/2020	20357640 TC-200224	92.00	N
( 0) - 0						N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
011595 CAPITAL AUTISM SERVICES 6400 FREEPORT BLVD SACRAMENTO, CA 95822  (916) 923-1789	9,941.34	2679507/2679508/2679509 NPS	06/09/2020	20358182 PO-200530	9,941.34	N
		N ADVANCE EDUCAT				
013882 CAPITOL CLUTCH & BRAKE 3100 DULUTH STREET WEST SACRAMENTO, CA 95691  (916) 371-5970	2,451.89	1617807 TRANS PARTS	06/25/2020	20361265 PO-201127	2,451.89	N
		N				
014082 CAS INSPECTION INC 373 PEBBLE BEACH DRIVE RIO VISTA, CA 94571  (925) 584-1930	11,000.00	2452 DSA INSP DHW MODULARS 2452 DSA INSP DHW MODULARS	06/09/2020 06/09/2020	20358186 PO-201023 20358186 PO-201023	5,500.00 5,500.00	N N
		N				
012862 CENTER STATE PIPE & SUPPLY DIV. OF HAJOCA CORP 520 N UNION STREET STOCKTON, CA 95205  (209) 466-0871	264.16	S011338635 MAINT SUPPLIES	06/04/2020	20357615 PO-200168	264.16	N
		N				
003380 CENTRAL VALLEY WASTE SERVICE INC P.O. BOX 78251 PHOENIX, AZ 85062-8251  ( 0) - 0	1,702.98	WG WASTE SERV BATES WASTE SERV TRANS WASTE SERV MOKE WASTE SERV	06/16/2020 06/16/2020 06/16/2020 06/16/2020	20359424 PV-200722 20359424 PV-200722 20359424 PV-200722 20359424 PV-200722	874.88 609.42 136.69 81.99	N N N N
		N				
014985 CESARIO, LISA 272 UPLAND ROAD REDWOOD CITY, CA 94062  ( 0) - 0	6,000.00	302 LEADERSHIP COACHING	06/02/2020	20357082 PO-200674	6,000.00	Y
		Y				

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000201 CITY OF ISLETON P.O. BOX 716 101 SECOND STREET ISLETON, CA 95641  (916) 777-7770	411.05	79898 ISLE SEWER	06/04/2020	20357608 PO-200121	411.05	N
000077 CITY OF RIO VISTA 1 MAIN STREET RIO VISTA, CA 94571  ( 0) - 0	13,229.24	RVHS SEWER DHW SEWER RMS SEWER DO SEWER RVHS WATER DHW WATER RMS WATER DO WATER	06/16/2020 06/16/2020 06/16/2020 06/16/2020 06/16/2020 06/16/2020 06/16/2020 06/16/2020	20359425 PV-200723 20359425 PV-200723 20359425 PV-200723 20359425 PV-200723 20359425 PV-200723 20359425 PV-200723 20359425 PV-200723 20359425 PV-200723	4,968.11 773.48 1,536.05 172.84 3,477.03 770.29 1,352.02 179.42	N N N N N N N N
014088 CLINE, SUZANNE 501 CALIFORNIA ST RIO VISTA, CA 94571  ( 0) - 0	457.87	ISLE PRESCL SUPPLIES	06/25/2020	20361299 TC-200241	457.87	N
015064 CONSCIOUS DISCIPLINE PO BOX 622407 OVIEDO, FL 32762  (800) 842-2846	215.00	1055013 ISLE PRESCL SUPPLIES 1055013 ISLE PRESCL SUPPLIES 1055013 ISLE PRESCL SUPPLIES 1055013 ISLE PRESCL SUPPLIES 1055013 ISLE PRESCL SUPPLIES	06/25/2020 06/25/2020 06/25/2020 06/25/2020 06/25/2020	20361266 PO-201098 20361266 PO-201098 20361266 PO-201098 20361266 PO-201098 20361266 PO-201098	144.56 5.72 5.72 70.44 11.75	N N N N N
014215 CONTERRA ULTRA BROADBAND PO BOX 281357 ATLANTA, GA 30384-1357  (704) 936-1722	1,800.22	43587 DW NETWORK 43587 DW NETWORK	06/04/2020 06/04/2020	20357629 PV-200705 20357629 PV-200705	15,104.85 16,905.07	N N
001621 COURTLAND MARKET INC 11711 HWY 160 PO BOX 156 COURTLAND, CA 95615	196.28	BATES SUPPLIES	06/23/2020	20360420 PV-200751	196.28	N

( 0) - 0 N



Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
013798 CROWE LLP 320 E JEFFERSON BOULEVARD PO BOX 7 SOUTH BEND, IN 46624-0007  ( 0) - 0 Y	18,000.00	745-2333893 AUDIT SERVICES	06/04/2020	20357630 PV-200706	18,000.00	7
013876 DATAPATH PO BOX 396009 SAN FRANCISCO, CA 94139  (888) 693-2827 N	21,850.01	146364 DW IT SERVICES 146364 DW IT SERVICES 146364 DW IT SERVICES 146364 DW IT SERVICES 146417 BUS OFF LAPTOPS 145649 DHW LAPTOPS 145649 DHW LAPTOPS 145649 DHW LAPTOPS 146463 MAINT COMPUTER 146524 WIND RIVER CHRMBK CART	06/04/2020 06/04/2020 06/04/2020 06/04/2020 06/09/2020 06/16/2020 06/16/2020 06/16/2020 06/25/2020 06/25/2020	20357609 PO-200010 20357609 PO-200010 20357609 PO-200010 20357609 PO-200010 20358176 PO-201103 20359389 PO-200956 20359389 PO-200956 20359389 PO-200956 20361267 PO-201115 20361287 PO-201121	114.83 114.83 114.83 10,908.85 3,029.09 1,100.00 2,000.00 640.15 2,138.77 1,459.00	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	1,565.42	68092412 F5 LEASE 68141935 ED SV SAVIN LEASE 68141935 ED SV SAVIN LEASE 68273957 BUS OFF SAVIN LEASE 68253845 DO SAVIN LEASE 68253845 DO SAVIN LEASE 38250932 BATES LEASE 38250932 MOKE LEASE 68459311 F5 LEASE	06/16/2020 06/18/2020 06/18/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/25/2020	20359407 PO-200236 20359724 PO-200077 20359724 PO-200077 20360405 PO-200078 20360405 PO-200079 20360405 PO-200079 20360405 PO-200274 20360405 PO-200274 20361268 PO-200236	80.81 50.00 138.62 176.51 343.52 325.84 344.32 29.04 76.76	N N N N N N N N N
002819 DELTA CARE DEPT #0170 LOS ANGELES, CA 90084-0170  ( 0) - 0 N	46.98	JUNE 2020 RETIREE PREMIUMS	06/04/2020	20357631 PV-200708	46.98	N
012807 DELTA ELEMENTARY CHARTER SCHOOL 36230 N SCHOOL ST CLARKSBURG, CA 95612	134,031.00	JUNE TAX N LIEU 18/19 ADJ	06/02/2020 06/02/2020	20357091 PV-200702 20357091 PV-200702	139,526.00 5,495.00-	N N

(916) 995-1335

N



Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014067 DISCOVERY OFFICE SYSTEMS 1269 CORPORATE CENTER PARKWAY SANTA ROSA, CA 95407  (707) 570-1000 N	213.33	55E1570477 ISLE AGRMNT 55E1569301 ISLE AGRMNT 55E1573311 ISLE AGRMNT 55E1574538 WG MAINT AGRMNT 55E1571976 BATES MAINT AGRMNT	06/04/2020 06/18/2020 06/18/2020 06/25/2020 06/25/2020	20357616 PO-200295 20359725 PO-200295 20359725 PO-200295 20361269 PO-200003 20361290 PV-200770	34.94 50.47 56.68 34.94 36.30	N N N N N
000188 DOLK TRACTOR COMPANY 242 N. FRONT STREET RIO VISTA, CA 94571  ( 0) - 0 N	5,924.06	546 TRANS SUPPLIES 4415 MAINT MOWER 13993 TRANS SUPPLIES	06/02/2020 06/16/2020 06/23/2020	20357092 PV-200693 20359390 PO-201106 20360421 PV-200752	51.99 5,797.18 74.89	N N N
000116 DS WATERS OF AMERICA INCS 5660 NEW NORTHSIDE DRIVE SUITE 500 ATLANTA, GA 30328  ( 0) - 0 N DS WATERS OF A	216.21	5005834 DO WATER 5005834 DO WATER	06/02/2020 06/25/2020	20357089 PV-200691 20361288 PV-200766	60.79 155.42	N N
010469 E.F. KLUDT & SONS INC P.O. BOX 166 LODI, CA 95241-0166  ( 0) - 0 N	545.29	265740 TRANS FUEL CREDIT	06/25/2020 06/25/2020	20361270 PO-200151 20361270 PO-200151	933.20 387.91-	N N
015015 ETHERTON, ROCHELLE 4221 LELIA DRIVE RIO VISTA, CA 94571  (916) 806-7283 N	125.67	F5 SUPPLIES F5 MILEAGE	06/02/2020 06/02/2020	20357083 PO-200933 20357093 PV-200694	99.22 26.45	N N
013121 FASTRAK VIOLATION PROCESSING DEPARTMENT P.O. BOX 26925 SAN FRANCISCO, CA 94126-6925  ( ) - N	12.00	T712090722194 TOLL FEE T71209092124124 TOLL FEE	06/16/2020 06/23/2020	20359426 PV-200724 20360422 PV-200753	6.00 6.00	N N



Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
011339 FRONTIER COMMUNICATIONS CORPORATION THREE HIGH RIDGE PARK STAMFORD, CT 06905	4,498.73	DHS EMERG	06/16/2020	20359427 PV-200725	83.05	N
		ISLE EMERG	06/16/2020	20359427 PV-200725	66.73	N
		MOKE LD	06/16/2020	20359427 PV-200725	66.73	N
		RVHS LD	06/16/2020	20359427 PV-200725	51.24	N
		RVHS EMERG	06/16/2020	20359427 PV-200725	83.05	N
( 0) - 0 N		RVHS LD	06/16/2020	20359427 PV-200725	173.47	N
		MAINT LD	06/16/2020	20359427 PV-200725	221.71	N
		MAINT LD	06/16/2020	20359427 PV-200725	65.67	N
		DO LD	06/16/2020	20359427 PV-200725	83.05	N
		DHW ALARM	06/16/2020	20359427 PV-200725	124.20	N
		RVHS ALARM	06/16/2020	20359427 PV-200725	124.20	N
		DO LD	06/16/2020	20359427 PV-200725	1,060.82	N
		TRANS ALARM	06/16/2020	20359427 PV-200725	45.13	N
		CMS EMERG	06/16/2020	20359427 PV-200725	113.51	N
		BATES ALARM	06/16/2020	20359427 PV-200725	83.05	N
		CMS LD	06/16/2020	20359427 PV-200725	66.73	N
		WG ALARM	06/16/2020	20359427 PV-200725	92.08	N
		MOKE ALARM	06/16/2020	20359427 PV-200725	51.17	N
		TRANS LD	06/16/2020	20359427 PV-200725	124.20	N
		TRANS LD	06/16/2020	20359427 PV-200725	94.69	N
		DHW EMERG	06/16/2020	20359427 PV-200725	92.12	N
		BATES EMERG	06/16/2020	20359427 PV-200725	55.88	N
		RMS LD	06/16/2020	20359427 PV-200725	118.39	N
		RMS LD	06/16/2020	20359427 PV-200725	94.69	N
		RMS LD	06/16/2020	20359427 PV-200725	93.84	N
		RMS EMERG	06/16/2020	20359427 PV-200725	83.05	N
		RMS LD	06/16/2020	20359427 PV-200725	258.81	N
		WG LD	06/16/2020	20359427 PV-200725	83.05	N
		ISLE ALARM	06/16/2020	20359427 PV-200725	83.05	N
		MAINT LD	06/16/2020	20359427 PV-200725	106.48	N
		DHS ALARM	06/16/2020	20359427 PV-200725	66.73	N
		CMS ALARM	06/16/2020	20359427 PV-200725	83.05	N
		DHW LD	06/16/2020	20359427 PV-200725	145.22	N
		WG EMERG	06/16/2020	20359427 PV-200725	66.73	N
		ISLE LD	06/16/2020	20359427 PV-200725	155.09	N
		ISLE LD	06/16/2020	20359427 PV-200725	38.07	N
012058 GALT JOINT UNION ELEMENTARY ATTN: ACCT RECEIVABLE 1018 C STREET SUITE 210 GALT, CA 95632	105,885.58	202560 SP ED NPS	06/23/2020	20360406 PO-200206	105,885.58	N
( ) - N						

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014828 GASTON, KEN 329 SACRAMENTO STREET RIO VISTA, CA 94571	949.57	MAINT SUPPLIES MAINT CHILLER	06/04/2020 06/04/2020	20357617 PO-200430 20357641 TC-200225	14.99 934.58	N N
( 0) - 0						N
014234 GIRARD EDWARDS STEVENS & TUCKER LLP., ATTORNEYS AT LAW 8801 FOLSOM BLVD STE 285 SACRAMENTO, CA 95826	4,132.50	2711 ATTY FEES	06/18/2020	20359735 PV-200742	4,132.50	Y
(916) 706-1255						Y
003111 GOVERNMENT FINANCIAL STRATEGIES INC. 1228 N STREET, SUITE 13 SACRAMENTO, CA 95814-5609	10,253.50	1323585 FINANC ADVISORY SERV 1323610 FINANC ADVISORY SERV	06/16/2020 06/25/2020	20359408 PO-200907 20361271 PO-200907	6,989.92 3,263.58	N N
(916) 444-5100						N
014573 GREAT AMERICA FINANCIAL SVCS PO BOX 660831 DALLAS, TX 75266-0831	1,371.73	27077339 CMS LEASE 27219995 DHS LEASE	06/04/2020 06/23/2020	20357610 PO-200316 20360407 PO-200339	996.35 375.38	N N
(877) 311-4422						N
000711 GROW WEST PARTS 14301 RAILROAD AVE WALNUT GROVE, CA 95690-	37.39	13112 TRANS PARTS	06/16/2020	20359409 PO-200920	37.39	N
(916) 776-1744		N THE LYMAN GROU				
014500 HAND IN HAND THERAPEUTICS 214 ELMWOOD AVE MODESTO, CA 95354	1,266.67	SP ED OCC THRPY W/E 5/15 SP ED OCC THERAPY W/E 6/6	06/02/2020 06/09/2020	20357086 PO-200289 20358183 PO-200289	666.67 600.00	Y Y
(209) 604-8533		Y WAYNE STEVENSO				



3366376 DO HAND SANITIZER

06/25/2020 20361274 PO-201089

359.38 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	533.40	537219 RVHS MAINT AGRMNT 537539 RVHS LEASE AGMNT 537539 RVHS LEASE AGMNT 537539 RVHS LEASE AGMNT 537539 RVHS MAINT AGRMNT	06/04/2020 06/16/2020 06/16/2020 06/16/2020 06/16/2020	20357620 PO-200327 20359393 PO-200326 20359393 PO-200326 20359393 PO-200326 20359393 PO-200327	65.56 96.43 87.89 87.88 195.64	N N N N N
013001 JABBERGYM 151 N SUNRISE AVE STE 1105 ROSEVILLE, CA 95661  ( 0) - 0	220.00	12754 SP ED PHYS THERAPY SERV  JABBERGYM, INC	06/09/2020	20358177 PO-200661	220.00	N
014869 JOSEPHS LAWMOWER 1551 OAK PARK BLVD PLEASANT HILL, CA 94523  (925) 935-7240	1,735.63	272452 MAINT SERV 272452 MAINT PARTS	06/16/2020 06/16/2020	20359394 PO-200695 20359394 PO-200695	235.63 1,500.00	N N
001163 KAPLAN S P.O. BOX 609 LEWISVILLE, NC 27023  (800) 334-2014	992.03	1359600 ISLE PRESCL SUPPLIES	06/16/2020	20359395 PO-201099	992.03	N
014233 KEEMA-ASTON, ELIZABETH 8068 HUXLEY CT. SACRAMENTO, CA 95829  (916) 397-6704	169.81	CBO SUPPLIES CBO MILEAGE	06/02/2020 06/25/2020	20357094 PV-200701 20361298 TC-200240	109.81 60.00	N N
015021 KEREX ENGINEERING INC. 93 MONTE CRESTA AVE PLEASANT HILL, CA 94523  ( 0) - 0	83,861.25	PAY APP#2 DHW MODUL SITE IMPRV PAY APP#2 DHW MODUL SITE IMPRV	06/16/2020 06/16/2020	20359420 PO-201033 20359420 PO-201033	41,930.63 41,930.62	N N
015028 KOHLER, KERRIE 52810 NETHERLANDS AVE	1,660.00	FFA CONF REIMB	06/23/2020	20360423 PV-200755	1,660.00	N

CLARKSBURG, CA 95612

( 0) - 0 N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
011311 LA RUE COMMUNICATIONS 521 E. MINER AVE STOCKTON, CA 95202  (209) 463-1900	330.00	7443 TRANS UHF SERV	06/04/2020	20357611 PO-200154	330.00	7
		Y LA RUE, KNOX J				
000203 LAKESHORE LEARNING MATERIALS 2695 E DOMINGUEZ STREET CARSON, CA 90895  (800) 424-4772	10,235.11	5037840520 ISLE PRESCL SUPPLIE 4382790620 F5 SUPPLIES 4382790620 F5 SUPPLIES 4382790620 F5 SUPPLIES	06/16/2020 06/25/2020 06/25/2020 06/25/2020	20359396 PO-201101 20361275 PO-201085 20361275 PO-201085 20361275 PO-201085	485.62 33.93 33.93 9,749.49	N N N N
		N				
012149 LARIOS, MARIA PO BOX 362 COURTLAND, CA 95615  ( 0) - 0	21.15	F5 SUPPLIES	06/04/2020	20357642 TC-200226	21.15	N
		N				
000548 LIRAS SUPERMARKET 609 HWY 12 RIO VISTA, CA 94571  (707) 374-5399	485.11	#55 RVHS SUPPLIES #135 ED SV SUPPLIES #133 RMS SUPPLIES #55 RVHS SUPPLIES	06/04/2020 06/16/2020 06/23/2020 06/25/2020	20357621 PO-200863 20359428 PV-200726 20360424 PV-200754 20361276 PO-200478	72.57 135.81 45.38 231.35	N N N N
		N				
013206 LOWE'S 8369 POWER INN ROAD ELK GROVE, CA 95624-3464  (866) 232-7443	847.62	MAINT SUPPLIES	06/16/2020	20359412 PO-200172	847.62	N
		N				
014665 LOY MATTISON ENTERPRISES 7038 ALMOND HILL COURT ORANGEVALE, CA 95662  ( 0) - 0	687.50	040120053120 ERATE PROF SERV	06/16/2020	20359413 PO-200185	687.50	Y
		Y				
011365 MARTIN, RITA 222 SPOONBILL LANE	21.64	BATES SUPPLIES	06/04/2020	20357643 TC-200227	21.64	N



GALT, CA 95632

( 0) - 0

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014144 MARTINEZ, SANDRA PO BOX 298 ISLETON, CA 95641  ( 0) - 0 N	232.29	F5 MILEAGE	06/23/2020	20360437 TC-200237	232.29	N
014819 MAVERICK NETWORKS INC. 7060 KOLL CENTER PKWY#318 PLEASANTON, CA 94566  (925) 931-1900 N	120.00	2001842 DW PHONE REPAIRS	06/04/2020	20357622 PO-200431	120.00	N
014811 MCCARTY, HANOCH 12970 SELF ESTEEM LANE GALT, CA 95632  (209) 601-2940 Y	1,900.00	3180 SP ED PROF SERVICES	06/09/2020	20358188 PV-200719	1,900.00	Y
014107 MCCARTY, MELADEE 12970 SELF-ESTEEM LANE GALT, CA 95632  (209) 601-2940 Y	200.00	SP ED PROF SERV	06/04/2020	20357623 PO-200065	200.00	Y
014657 MEDICAL BILLING SYSTEMS 1175 SHAW AVENUE #104 CLOVIS, CA 93612  (888) 381-7066 N	1,000.00	1109 ED SV MEDICAL BILLING	06/04/2020	20357612 PO-200335	1,000.00	N
014231 MERIDIAN STUDENT PLANNERS 304 CURRY DRIVE SEDALIA, MO 65301  (888) 724-8512 N	1,679.05	104177 RVHS PLANNERS	06/25/2020	20361277 PO-201030	1,679.05	N
012837 MOBILE MODULAR 5700 LAS POSITAS ROAD	595.00	2055482 MODULAR LEASE	06/16/2020	20359440 PV-200741	595.00	N

LIVERMORE, CA 94551

(925) 606-9000

N MCGRATH RENTCO

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014383 MW BATES SAFETY CONST 6650 RIVERSIDE BLVD SACRAMENTO, CA 95831  (916) 812-1080	675.00	20011 OPACITY TEST	06/04/2020	20357633 PV-200709	675.00	N
014884 NAPA VALLEY TOURS 20 CASE CT AMERICAN CANYON, CA 94503  (707) 226-3333	1,200.00	3323 CTEIG RVHS BUS	06/18/2020	20359736 PV-200743	1,200.00	N
012472 NICOLAY CONSULTING GROUP ACTUARIES 530 BUSH ST. STE #500 SAN FRANCISCO, CA 94108  (415) 512-5300	7,500.00	GASB 75 PROF SERV	06/23/2020	20360408 PO-201077	7,500.00	N
013877 NORRIS, CARRIE 4833 STEPPE COURT ELK GROVE, CA 95757  ( 0) - 0	770.82	WG POSTAGE MIG ED SUPPLIES WG/F5 MILEAGE WG/F5 MILEAGE WG/F5 MILEAGE WG/F5 MILEAGE WG/F5 MILEAGE WG/F5 MILEAGE	06/16/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020 06/23/2020	20359442 TC-200230 20360409 PO-201130 20360438 TC-200238 20360438 TC-200238 20360438 TC-200238 20360438 TC-200238 20360438 TC-200238 20360438 TC-200238	9.90 468.83 27.02 73.60 47.15 36.22 71.30 36.80	N N N N N N N N
014359 NORTH STATE TIRE CO 1610 KATHLEEN AVE SACRAMENTO, CA 95815  (916) 922-1075	6,196.79	K104527 TRANS SUPPLIES K104451 TRANS SUPPLIES	06/25/2020 06/25/2020	20361278 PO-201116 20361278 PO-201116	147.00 6,049.79	N N
014016 O'REILLY AUTO PARTS 233 S PATTERSON SPRINGFIELD, MO 65802  ( 0) - 0	2.25	1468127 TRANS PARTS	06/16/2020	20359414 PO-200162	2.25	N
						N O'REILLY AUTOM

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014320 PALAFOX, CARINA PO BOX 481 COURTLAND, CA 95615	67.85	F5 MILEAGE	06/23/2020	20360439 TC-200239	67.85	N
( 0) - 0						N
014981 PALLOTTA, GINA PO BOX 270 ISLETON, CA 95641	7.13	DHW MILEAGE	06/04/2020	20357644 TC-200228	7.13	N
( 0) - 0						N
014465 PARKER & COVERT LAW OFFICE 17862 EAST SEVENTEENTH ST#204 EAST BUILDING TUSTIN, CA 92780	2,037.50	72908 ATTY FEES	06/23/2020	20360425 PV-200756	2,037.50	Y
(714) 573-0900		Y PARKER & COVE				
014310 PEREZ, GABINO 7904 HARTWICK WAY SACRAMENTO, CA 95828	20.35	WG SUPPLIES	06/02/2020	20357095 PV-200695	20.35	N
( 0) - 0						N
003270 PG&E 685 EMBARCADERO DRIVE SACRAMENTO, CA 95605	17,724.95	RVHS	06/04/2020	20357634 PV-200710	5,662.88	N
		RVHS	06/04/2020	20357634 PV-200710	140.94	N
		LT'S	06/04/2020	20357634 PV-200710	22.84	N
		LT'S	06/04/2020	20357634 PV-200710	12.74	N
( 0) - 0		N PACIFIC GAS AN	06/04/2020	20357634 PV-200710	35.61	N
		DHS	06/04/2020	20357634 PV-200710	1,709.57	N
		DHS	06/04/2020	20357634 PV-200710	135.89	N
		DHS	06/04/2020	20357634 PV-200710	2,641.53	N
		ISLE	06/04/2020	20357634 PV-200710	1,699.96	N
		GARAGE	06/04/2020	20357634 PV-200710	123.63	N
		DHW	06/04/2020	20357634 PV-200710	99.00	N
		DHW	06/04/2020	20357634 PV-200710	2,190.56	N
		RMS	06/04/2020	20357634 PV-200710	1,187.93	N
		CMS	06/04/2020	20357634 PV-200710	891.29	N
		DO	06/04/2020	20357634 PV-200710	927.25	N

N. NETH	06/04/2020	20357634	PV-200710	45.74	N
LIFT PUMP	06/04/2020	20357634	PV-200710	45.52	N
DO	06/04/2020	20357634	PV-200710	45.08	N
SHOP	06/04/2020	20357634	PV-200710	40.69	N
GARAGE	06/04/2020	20357634	PV-200710	37.17	N
RADIO RIO	06/04/2020	20357634	PV-200711	29.13	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	3103982121 POSTAGE MACH LEASE	06/16/2020	20359397 PO-200080	370.12	N
013554 POINT QUEST 6600 44TH STREET SACRAMENTO, CA 95823  (916) 422-0571	31,629.85	334188/334199/334205 NPS 134147 SP ED NPS 1057/1077 SP ED INST ASSISTNNTS	06/09/2020 06/09/2020 06/18/2020	20358184 PO-200297 20358184 PO-200298 20359726 PO-200857	7,018.04 2,847.36 21,764.45	N N N
012857 PRISTINE REHAB CARE 706 N. DIAMOND BAR BLVD STE #B DIAMOND BAR, CA 91765  (317) 371-3866	34,400.00	6924/6906 SPEECH THERAPY 6946/6947 SP ED SP THERAPY	06/18/2020 06/23/2020	20359727 PO-200067 20360426 PV-200757	27,520.00 6,880.00	7 7
014974 PROMO BANDITS 3104 O STREET #203 SACRAMENTO, CA 95816  (916) 821-4568	1,604.58	200406 CMS TSHIRTS 200405 DHS TSHIRTS	06/18/2020 06/18/2020	20359728 PO-201083 20359728 PO-201084	824.72 779.86	N N
012473 RENAISSANCE LEARNING INC PO BOX 8036 2911 PEACH STREET WISCONSIN RAPIDS, WI 54495-8036  (800) 338-4204	357.00	4508956 WIND RIVER SUBSCIP	06/04/2020	20357639 PV-200716	357.00	N
012529 RGM KRAMER INC. 3230 MONUMENT WAY CONCORD, CA 94518  ( 0) - 0	26,546.39	4884/4901 DHW MOD PROJ MNGMNT 4884/4901 DHW MOD PROJ MNGMNT 5022/2023 DHW MODLUAR PRJ MNGM 5022/2023 DHW MODLUAR PRJ MNGM	06/09/2020 06/09/2020 06/16/2020 06/16/2020	20358187 PO-200898 20358187 PO-200898 20359421 PO-200898 20359421 PO-200898	7,004.38 7,004.38 6,268.81 6,268.82	N N N N
014859 RIO VISTA BAKERY & CAFE	206.50	RVHS SUPPLIES	06/16/2020	20359399 PO-200834	16.85	N



150 MAIN STREET  
RIO VISTA, CA 94571

(707) 374-3844

N

RVHS AG SUPPLIES  
RVHS AG SUPPLIES  
RVHS AG SUPPLIES  
RVHS AG SUPPLIES

06/16/2020 20359416 PO-200972  
06/16/2020 20359416 PO-200972  
06/23/2020 20360410 PO-200972  
06/23/2020 20360410 PO-200972

54.83 N  
54.82 N  
40.00 N  
40.00 N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014071 RIO VISTA BEACON PO BOX 726 BRENTWOOD, CA 94513  (925) 550-7811	150.00	89745 LEGAL NOTICE OF ELECTION	06/23/2020	20360427 PV-200758	150.00	N
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010239 RIO VISTA SANITATION P.O. BOX 607 RIO VISTA, CA 94571-0607  ( 0) - 0	1,617.20	DO WASTE RVHS WASTE SERV DHW WASTE SERV	06/04/2020 06/16/2020 06/16/2020	20357632 PV-200712 20359429 PV-200727 20359429 PV-200727	123.64 968.12 525.44	N N N
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010048 RIVER DELTA REVOLVING FUND 445 MONTEZUMA ST RIO VISTA, CA 94571  ( 0) - 0	2,885.01	P/R CNCL MONTGOMERY/DEP CORREC SCSBA DINNER REIMB #4107 SCSBA DINNER REIMB #4107	06/09/2020 06/16/2020 06/16/2020	20358189 PV-200718 20359430 PV-200730 20359430 PV-200730	2,835.01 25.00 25.00	N N N
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014982 RIVERA-GARCIA, MARIA PO BOX 753 WALNUT GROVE, CA 95690  (916) 270-5670	131.99	F5 SUPPLIES F5 SUPPLIES F5 SUPPLIES	06/16/2020 06/16/2020 06/16/2020	20359443 TC-200231 20359443 TC-200231 20359443 TC-200231	40.21 42.10 49.68	N N N
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014784 ROMAN, ANA 120 TAHOE RIO VISTA, CA 94571  ( 0) - 0	47.15	SP ED MILEAGE	06/16/2020	20359444 TC-200232	47.15	N
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012796 ROSSI, MARCY 128 N SECOND STREET RIO VISTA, CA 94571  ( 0) - 0	52.98	RMS SUPPLIES	06/16/2020	20359400 PO-200261	52.98	N
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000119 S & W TIRE SERVICE INC P.O. BOX 377	137.69	607571 TRANS REPAIRS 1-23012 MAINT SUPPLIES	06/04/2020 06/25/2020	20357624 PO-200810 20361279 PO-200182	102.60 35.09	N N

14400 THORNTON ROAD  
WALNUT GROVE, CA 95690

(916) 776-1717

N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
012449 S AND S WORLDWIDE 75 MILL STREET COLCHESTER, CT 06415  (800) 288-9941	54.38	100538349 ASP SUPPLIES 1000530856 ASP SUPPLIES	06/25/2020 06/25/2020	20361281 PO-201057 20361281 PO-201057	29.62 24.76	N N
000095 S M U D P.O. BOX 15555 SACRAMENTO, CA 95852  ( 0) - 0	4,475.19	WG ELECT WG ELECT WG ELECT BATES ELECT BATES ELECT TRANS ELECT TRANS ELECT	06/16/2020 06/16/2020 06/16/2020 06/16/2020 06/16/2020 06/16/2020 06/16/2020	20359431 PV-200728 20359431 PV-200728 20359431 PV-200728 20359431 PV-200728 20359431 PV-200728 20359431 PV-200728 20359431 PV-200728	1,642.02 118.69 27.34 2,286.89 317.19 69.39 13.67	N N N N N N N
012225 SACRAMENTO COUNTY COUNTY OF SACRAMENTO 700 H STREET ROOM 1710 SACRAMENTO, CA 95814  (916) 874-8250	2,474.77	FISCAL AGENT FEES 3RD QTR FISCAL AGENT FEES 3RD QTR FISCAL AGENT FEES 3RD QTR FISCAL AGENT FEES 3RD QTR FISCAL AGENT FEES 3RD QTR	06/04/2020 06/04/2020 06/04/2020 06/04/2020 06/04/2020	20357635 PV-200707 20357635 PV-200707 20357635 PV-200707 20357635 PV-200707 20357635 PV-200707	482.13 482.13 482.13 514.19 514.19	N N N N N
000090 SACRAMENTO COUNTY UTILITIES 9700 GOETHE ROAD SUITE C SACRAMENTO, CA 95827  ( 0) - 0	113.70	MOKE SEWER	06/23/2020	20360428 PV-200759	113.70	N
003501 SCHOLASTIC INC 2931 EAST MCCARTY STREET JEFFERSON CITY, MO 65101  (800) 724-6527	5,245.93	21355228 BATES SUPPLIES 21331909 BATES SUPPLIES 21609914 BATES SUPPLIES 21324973 BATES SUPPLIES 82381859 F5 BOOKS 82381859 F5 BOOKS 82381859 F5 BOOKS 21331900 MOKE SUPPLIES	06/16/2020 06/16/2020 06/16/2020 06/16/2020 06/18/2020 06/18/2020 06/18/2020 06/18/2020	20359401 PO-200989 20359401 PO-200989 20359401 PO-200989 20359401 PO-200995 20359729 PO-200743 20359729 PO-200743 20359729 PO-200743 20359729 PO-200991	31.71 3,823.15 69.58 488.58 9.60 9.60 118.11 714.80	N N N N N N N N
014210 SCHOOL DATEBOOKS, INC. 2880 US HIGHWAY 231 S.	2,174.44	s20-0173722 CMS SUPPLIES s20-0173722 DHS SUPPLIES	06/23/2020 06/23/2020	20360411 PO-201082 20360411 PO-201082	904.00 904.00	N N

SUITE 200  
LAFAYETTE, IN 47909

S20-0173688 ASP SUPPLIES

06/25/2020 20361282 PO-201064

366.44 N

(765) 471-8883

N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000268 SCHOOL SERVICE INC 355 SOUTH RTE 83 GRAYSLAKE, IL 60030  (800) 747-9549 N	272.49	41828 CMS SUPPLIES	06/02/2020	20357084 PO-201025	272.49	N
002988 SCHOOL SERVICES OF CALIFORNIA PO BOX 516613 LOS ANGELES, CA 90051-0599  (916) 446-7517 N	660.00	109310 MAY REVISION WRKSHOP 109310 MAY REVISION WRKSHOP 109310 MAY REVISION WRKSHOP	06/16/2020 06/16/2020 06/16/2020	20359402 PO-200942 20359402 PO-200942 20359402 PO-200942	220.00 220.00 220.00	N N N
003318 SCHOOL SPECIALTY INC W6316 DESIGN DRIVE GREENVILLE, WI 54942  ( 0) - 0 N	5,373.05	308103526875 CMS SUPPLIES 208125165564 BATES SUPPLIES 208125089348 MOKE SUPPLIES 308103530029 F5 SUPPLIES 208125028172 DHS SUPPLIES 55807690 F5 SUPPLIES 55686719 F5 SUPPLIES 55874583 F5 SUPPLIES 55869953 F5 SUPPLIES 208125296642 BATES SUPPLIES 208125145351 BATES SUPPLIES	06/16/2020 06/18/2020 06/18/2020 06/18/2020 06/23/2020 06/25/2020 06/25/2020 06/25/2020 06/25/2020 06/25/2020 06/25/2020	20359403 PO-200372 20359732 PO-200990 20359732 PO-200992 20359732 PO-201087 20360412 PO-200365 20361283 PO-201087 20361283 PO-201087 20361283 PO-201087 20361283 PO-201087 20361291 PV-200773 20361291 PV-200773	971.68 132.96 31.46 915.55 172.66 901.75 590.90 1,101.51 459.23 13.16 82.19	N N N N N N N N N N N N
013941 SCHOOL SPECIALTY INC PO BOX 1579 APPLETON, WI 54912-1579  (888) 388-3224 N	323.06	308103530033 BATES SUPPLIES 208125265669 BATES SUPPLIES	06/18/2020 06/18/2020	20359733 PO-200269 20359733 PO-200269	218.52 104.54	N N
000316 SCHOOLS INSURANCE AUTHORITY P.O. BOX 276710 SACRAMENTO, CA 95827-6710  ( 0) - 0 N	717.50	EAP 062020.14 EMP ASST PROGRAM EAP 062020.14 EMP ASST PROGRAM	06/16/2020 06/16/2020	20359432 PV-200729 20359432 PV-200729	351.57 365.93	N N
013193 SCOE P.O. BOX 269003 10474 MATHER BLVD	112,160.58	202464 DW INFO, DATA, COURIER 202464 DW INFO, DATA, COURIER 202592 WG WORKSHOP	06/16/2020 06/16/2020 06/25/2020	20359404 PO-200207 20359404 PO-200207 20361292 PV-200771	2,250.00 4,000.00 25.00	N N N

SACRAMENTO, CA 95826

202560 GALT PARA EDS

06/25/2020 20361292 PV-200772

105,885.58 N

( 0) - 0 N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014611 SETO EDUCATIONAL SUPPORT SERV 1630 FANNING COURT DIXON, CA 95620  (805) 252-9816	691.67	SP ED PSYCH SERVICES	06/09/2020	20358178 PO-200539	691.67	N
013480 SHELDON GAS COMPANY 1 HARBOR CENTER # 310 SUISUN CITY, CA 94585  (707) 425-2951	962.06	92259 WG PROPANE 92259 WG PROPANE 92259 WG PROPANE 92283 TRANS PROPANE 92283 TRANS PROPANE 92283 TRANS PROPANE	06/16/2020 06/16/2020 06/16/2020 06/18/2020 06/18/2020 06/18/2020	20359433 PV-200731 20359433 PV-200731 20359433 PV-200731 20359737 PV-200745 20359737 PV-200745 20359737 PV-200745	469.66 1.63 1.63 1.71 1.71 492.40	N N N N N N
000055 SIA DELTA DENTAL P.O. BOX 276710 SACRAMENTO, CA 95827-6710  ( 0) - 0	3,711.91	JUNE 2020 PREMIUMS JUNE 2020 PREMIUMS JUNE 2020 PREMIUMS	06/02/2020 06/02/2020 06/02/2020	20357096 PV-200697 20357096 PV-200697 20357096 PV-200697	137.96 1,120.35 2,453.60	N N N
000056 SIA VISION SERVICE P.O. BOX 276710 SACRAMENTO, CA 95827-6710  ( 0) - 0	663.32	JUNE 2020 PREMIUMS JUNE 2020 PREMIUMS	06/02/2020 06/02/2020	20357097 PV-200696 20357097 PV-200696	374.92 288.40	N N
012876 SIERRA BUILDING SYSTEMS INC PO BOX 541 MEADOW VISTA, CA 95722  ( ) -	2,100.00	9943 DHS MONITORING	06/16/2020	20359434 PV-200732	2,100.00	N
015016 SINGLEWIRE SOFTWARE PO BOX 46218 MADISON, WI 53744  ( 0) - 0	4,200.00	38642 DW PROF SERVICES	06/25/2020	20361284 PO-200917	4,200.00	Y
012084 SODEXO INC & AFFILIATES	47,335.45	CAFE APRIL MEALS	06/16/2020	20359439 PV-200739	21,764.01	N



PO BOX 360170  
PITTSBURGH, PA 15251-6170

CAFE MAY MEALS

06/16/2020 20359439 PV-200740

25,571.44 N

( 0) - 0 N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014643 SOLANO COUNTY DEPT. OF RESOURCE MANAGEMENT 675 TEXAS ST., SUITE 5500 FAIRFIELD, CA 94533-6341  (707) 784-6765 N	49.00	21201794 TRANS PERMIT	06/23/2020	20360429 PV-200760	49.00	N
012628 SOLANO COUNTY OFFICE OF EDUCATION 5100 BUSINESS CENTER DRIVE FAIRFIELD, CA 94534  (707) 399-4415 N	2,493.20	20-01952 TUPE GRANT 20-02009 TUPE GRANT	06/04/2020 06/23/2020	20357636 PV-200713 20360430 PV-200761	1,215.57 1,277.63	N N
012288 SOUZA, JENNIFER 717 TAMARACK DRIVE LODI, CA 95240  ( 0) - 0 N	96.25	ISLE MILEAGE	06/16/2020	20359445 TC-200233	96.25	N
003625 SPRADLING, KATRINA 65 EDGEWATER DRIVE RIO VISTA, CA 94571  ( 0) - 0 N	50.81	SP ED SUPPLIES	06/16/2020	20359446 TC-200234	50.81	N
013858 SPURR 1850 GATEWAY BOULEVARD CONCORD, CA 94520  (888) 400-2155 N	2,696.67	RVHS STORAGE PREPAID GAS DO DHW RMS TRANS ISLE ISLE DHS CMS CAFE	06/18/2020 06/18/2020 06/18/2020 06/18/2020 06/18/2020 06/18/2020 06/18/2020 06/18/2020 06/18/2020	20359738 PV-200747 20359738 PV-200747 20359738 PV-200747 20359738 PV-200747 20359738 PV-200747 20359738 PV-200747 20359738 PV-200747 20359738 PV-200747 20359738 PV-200747 20359741 PV-200747	1,028.90 128.11 23.27 44.24 570.69 23.52 17.18 255.56 411.09 194.11	N N N N N N N N N N
014069 STAPLES ADVANTAGE 500 STAPLES DRIVE	15,268.16	3447150357 F5 SUPPLIES 3447150356 F5 SUPPLIES	06/02/2020 06/02/2020	20357087 PO-201086 20357087 PO-201086	.25- 820.56	N N

FRAMINGHAM, MA 01702

( 0) - 0

N STAPLES CONTRA

3447150357	F5	SUPPLIES	06/02/2020	20357087	PO-201086	.25	N
3447150358	F5	SUPPLIES	06/02/2020	20357087	PO-201086	.08	N
3447150357	F5	SUPPLIES	06/02/2020	20357087	PO-201086	71.93	N
3447150358	F5	SUPPLIES	06/02/2020	20357087	PO-201086	23.90	N
3447150356	F5	SUPPLIES	06/02/2020	20357087	PO-201086	2.86	N
3447150356	F5	SUPPLIES	06/02/2020	20357087	PO-201086	2.86-	N
3447150359	F5	SUPPLIES	06/02/2020	20357087	PO-201086	19.74	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014069 STAPLES ADVANTA (Continued...)		3447150359 F5 SUPPLIES	06/02/2020	20357087 PO-201086	.07	N
		3447150359 F5 SUPPLIES	06/02/2020	20357087 PO-201086	.07-	N
		3447150358 F5 SUPPLIES	06/02/2020	20357087 PO-201086	.08-	N
		3446872522 CBO SUPPLIES	06/09/2020	20358185 PO-200051	47.03	N
		3408385016 DHW SUPPLIES	06/09/2020	20358179 PO-200219	25.04	N
		3421636372 DHW SUPPLIES	06/09/2020	20358179 PO-200219	100.95	N
		3446/872523 F5 SUPPLIES	06/09/2020	20358185 PO-200355	.20-	N
		3446/872523 F5 SUPPLIES	06/09/2020	20358185 PO-200355	.20	N
		3446/872523 F5 SUPPLIES	06/09/2020	20358185 PO-200355	58.03	N
		3446872524 F5 SUPPLIES	06/09/2020	20358185 PO-200355	.32-	N
		3446872524 F5 SUPPLIES	06/09/2020	20358185 PO-200355	.32	N
		3446872524 F5 SUPPLIES	06/09/2020	20358185 PO-200355	92.49	N
		3446447589 ASP SUPPLIES	06/09/2020	20358179 PO-200482	92.35	N
		3446447589 ASP SUPPLIES	06/09/2020	20358179 PO-200482	.32-	N
		3446447589 ASP SUPPLIES	06/09/2020	20358179 PO-200482	.32	N
		3445842335 MAINT SUPPLIES	06/09/2020	20358179 PO-200982	93.52	N
		3445571746 ASP SUPPLIES	06/09/2020	20358185 PO-201053	1,123.06	N
		3445571746 ASP SUPPLIES	06/09/2020	20358185 PO-201053	3.91-	N
		3445571746 ASP SUPPLIES	06/09/2020	20358185 PO-201053	3.91	N
		3445842358 ASP SUPPLIES	06/09/2020	20358185 PO-201054	.14-	N
		3445842358 ASP SUPPLIES	06/09/2020	20358185 PO-201054	.14	N
		3445842358 ASP SUPPLIES	06/09/2020	20358185 PO-201054	41.15	N
		3445571749 ASP SUPPLIES	06/09/2020	20358185 PO-201060	.48-	N
		3445571749 ASP SUPPLIES	06/09/2020	20358185 PO-201060	.48	N
		3445571749 ASP SUPPLIES	06/09/2020	20358185 PO-201060	136.52	N
		3445615424 DHS SUPPLIES	06/09/2020	20358179 PO-201078	3.36-	N
		3445615424 DHS SUPPLIES	06/09/2020	20358179 PO-201078	3.36	N
		3445615424 DHS SUPPLIES	06/09/2020	20358179 PO-201078	965.49	N
		3445615426 CMS SUPPLIES	06/09/2020	20358179 PO-201078	3.44-	N
		3445615426 CMS SUPPLIES	06/09/2020	20358179 PO-201078	3.44	N
		3445615426 CMS SUPPLIES	06/09/2020	20358179 PO-201078	989.66	N
		3422652840 DHW KINDER SUPPLIES	06/09/2020	20358190 PV-200717	26.37	N
		3442655011 SP ED SUPPLIES	06/09/2020	20358190 PV-200717	158.93	N
		3448999427 BUS OFF SUPPLIES	06/16/2020	20359417 PO-200050	62.52	N
		3448999427 BUS OFF SUPPLIES	06/16/2020	20359417 PO-200050	.22	N
		3448999427 BUS OFF SUPPLIES	06/16/2020	20359417 PO-200050	.22-	N
		3448662011 BUS OFF SUPPLIES	06/16/2020	20359417 PO-200050	37.92	N
		3421636372 DHW SUPPLIES	06/16/2020	20359405 PO-200247	100.96	N
		3422652840 DHW SUPPLIES	06/16/2020	20359405 PO-200247	26.37	N
		3408385016 DHW SUPPLIES	06/16/2020	20359405 PO-200247	25.04	N
		3446506617 F5 SUPPLIES	06/16/2020	20359405 PO-200355	1.42	N
		3446553353 F5 SUPPLIES	06/16/2020	20359405 PO-200355	1.41-	N
		3447206428 F5 SUPPLIES	06/16/2020	20359405 PO-200355	.04-	N
		3447206428 F5 SUPPLIES	06/16/2020	20359405 PO-200355	.04	N

3447206428	F5	SUPPLIES	06/16/2020	20359405	PO-200355	12.60	N
3446506617	F5	SUPPLIES	06/16/2020	20359405	PO-200355	1.42-	N
3446506617	F5	SUPPLIES	06/16/2020	20359405	PO-200355	408.15	N
3446553353	F5	SUPPLIES	06/16/2020	20359405	PO-200355	1.41	N
3446553353	F5	SUPPLIES	06/16/2020	20359405	PO-200355	403.94	N
3437328778	RDHS	SUPPLIES	06/16/2020	20359405	PO-200562	39.11	N
3447670170	ISLE	SUPPLIES	06/16/2020	20359405	PO-201003	3.78	N

Vendor Name/Address	Total	Description	Date	Warrant	Reference	Amount	1099
014069 STAPLES ADVANTA (Continued...)		3447670170 ISLE SUPPLIES	06/16/2020	20359405	PO-201003	1,087.48	N
		3448268836 ISLE SUPPLIES	06/16/2020	20359405	PO-201003	1.37	N
		3448268836 ISLE SUPPLIES	06/16/2020	20359405	PO-201003	1.37	N
		3448268836 ISLE SUPPLIES	06/16/2020	20359405	PO-201003	394.60	N
		3447670170 ISLE SUPPLIES	06/16/2020	20359405	PO-201003	3.78	N
		3446506618 ASP SUPPLIES	06/16/2020	20359405	PO-201053	5.85	N
		3446506618 ASP SUPPLIES	06/16/2020	20359405	PO-201053	5.85	N
		3446506618 ASP SUPPLIES	06/16/2020	20359405	PO-201053	1,680.90	N
		3447312331 F5 CREDIT	06/16/2020	20359417	PO-201086	.05	N
		3447361054 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.13	N
		3447361054 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.13	N
		3447503373 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.09	N
		3448999428 F5 SUPPLIES	06/16/2020	20359417	PO-201086	55.38	N
		3448122481 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.25	N
		3448122481 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.25	N
		3447503374 F5 SUPPLIES	06/16/2020	20359417	PO-201086	18.31	N
		3448122475 F5 SUPPLIES	06/16/2020	20359417	PO-201086	49.24	N
		3448999429 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.20	N
		3447312331 F5 CREDIT	06/16/2020	20359417	PO-201086	15.48	N
		3447503371 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.09	N
		3447503371 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.09	N
		3447361052 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.02	N
		3447670172 F5 SUPPLIES	06/16/2020	20359417	PO-201086	246.64	N
		3447670172 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.86	N
		3447503371 F5 SUPPLIES	06/16/2020	20359417	PO-201086	24.66	N
		3447312330 F5 SUPPLIES	06/16/2020	20359417	PO-201086	47.39	N
		3447503373 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.09	N
		3448122481 F5 SUPPLIES	06/16/2020	20359417	PO-201086	73.25	N
		3448122480 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.02	N
		3448122480 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.02	N
		3448122480 F5 SUPPLIES	06/16/2020	20359417	PO-201086	7.13	N
		3447503375 F5 SUPPLIES	06/16/2020	20359417	PO-201086	2.15	N
		3447361053 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.10	N
		3447503375 F5 SUPPLIES	06/16/2020	20359417	PO-201086	2.15	N
		3448268838 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.09	N
		3448268839 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.09	N
		3447312331 F5 CREDIT	06/16/2020	20359417	PO-201086	.05	N
		3447361053 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.10	N
		3447503375 F5 SUPPLIES	06/16/2020	20359417	PO-201086	618.93	N
		3447503374 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.06	N
		3447312330 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.16	N
		3447312330 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.16	N
		3448122475 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.17	N
		3448122475 F5 SUPPLIES	06/16/2020	20359417	PO-201086	.17	N

3447503372	F5	SUPPLIES	06/16/2020	20359417	PO-201086	.09-	N
3448999428	F5	SUPPLIES	06/16/2020	20359417	PO-201086	.19-	N
3448999428	F5	SUPPLIES	06/16/2020	20359417	PO-201086	.19	N
3447361053	F5	SUPPLIES	06/16/2020	20359417	PO-201086	28.33	N
3447670172	F5	SUPPLIES	06/16/2020	20359417	PO-201086	.86	N
3447503372	F5	SUPPLIES	06/16/2020	20359417	PO-201086	.09	N
3447503372	F5	SUPPLIES	06/16/2020	20359417	PO-201086	25.96	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014069 STAPLES ADVANTA (Continued...)		3447361051 F5 SUPPLIES	06/16/2020	20359417 PO-201086	29.02	N
		3448122477 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.21-	N
		3448999429 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.20	N
		3448122482 F5 SUPPLIES	06/16/2020	20359417 PO-201086	43.83	N
		3448268838 F5 SUPPLIES	06/16/2020	20359417 PO-201086	26.06	N
		3448122482 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.15-	N
		3448122482 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.15	N
		3447503370 F5 SUPPLIES	06/16/2020	20359417 PO-201086	5.27	N
		3448122477 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.21	N
		3447361052 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.02	N
		3447361052 F5 SUPPLIES	06/16/2020	20359417 PO-201086	6.44	N
		3448268837 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.08-	N
		3447361051 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.10-	N
		3447361051 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.10	N
		3447503374 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.06	N
		3447503370 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.02	N
		3447503370 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.02-	N
		3448122477 F5 SUPPLIES	06/16/2020	20359417 PO-201086	59.96	N
		3448268837 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.08	N
		3448268837 F5 SUPPLIES	06/16/2020	20359417 PO-201086	21.65	N
		3447670171 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.02-	N
		3447670171 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.02	N
		3448268839 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.09	N
		3448268839 F5 SUPPLIES	06/16/2020	20359417 PO-201086	27.03	N
		3447670171 F5 SUPPLIES	06/16/2020	20359417 PO-201086	5.15	N
		3447361054 F5 SUPPLIES	06/16/2020	20359417 PO-201086	35.93	N
		3447503373 F5 SUPPLIES	06/16/2020	20359417 PO-201086	25.96	N
		3448999429 F5 SUPPLIES	06/16/2020	20359417 PO-201086	56.83	N
		3448268838 F5 SUPPLIES	06/16/2020	20359417 PO-201086	.09-	N
		3446776133 ASP SUPPLIES	06/16/2020	20359435 PV-200733	.09-	N
		3446776133 ASP SUPPLIES	06/16/2020	20359435 PV-200733	.09	N
		3447150355 ASP CREDIT	06/16/2020	20359435 PV-200733	.03	N
		3447150355 ASP CREDIT	06/16/2020	20359435 PV-200733	.03-	N
		3446776133 ASP SUPPLIES	06/16/2020	20359435 PV-200733	25.34	N
		3447150355 ASP CREDIT	06/16/2020	20359435 PV-200733	8.69-	N
		3447150354 ASP CREDIT	06/16/2020	20359435 PV-200733	.03	N
		3447150354 ASP CREDIT	06/16/2020	20359435 PV-200733	.03-	N
		3447150354 ASP CREDIT	06/16/2020	20359435 PV-200733	8.69-	N
		3445842359 ASP SUPPLIES	06/16/2020	20359435 PV-200734	.07-	N
		3445842359 ASP SUPPLIES	06/16/2020	20359435 PV-200734	18.95	N
		3445842359 ASP SUPPLIES	06/16/2020	20359435 PV-200734	.07	N
		3447503369 MAINT SUPPLIES	06/16/2020	20359435 PV-200735	118.15	N
		3445842355 MAINT SUPPLIES	06/16/2020	20359435 PV-200735	93.52	N
		3423223019 ASP SUPPLIES	06/16/2020	20359435 PV-200735	.07-	N



3423223019	ASP SUPPLIES	06/16/2020	20359435	PV-200735	.07	N
3423223019	ASP SUPPLIES	06/16/2020	20359435	PV-200735	21.54	N
3441877402	SUPT SUPPLIES	06/18/2020	20359734	PO-200007	47.24	N
3447266439	SUPT SUPPLIES	06/18/2020	20359734	PO-200007	187.00	N
3445769976	CBO SUPPLIES	06/18/2020	20359734	PO-200051	42.21	N
3448825365	ED SV SUPPLIES	06/18/2020	20359734	PO-200071	553.77	N
3442136357	ED SV SUPPLIES	06/18/2020	20359734	PO-200071	52.03	N

Vendor Name/Address	Total	Description	Date	Warrant	Reference	Amount	1099
014069 STAPLES ADVANTA (Continued...)		3448326596 ED SV SUPPLIES	06/18/2020	20359734	PO-200071	36.87	N
		3442045264 ED SV SUPPLIES	06/18/2020	20359734	PO-200071	86.51	N
		3442742836 ASP SUPPLIES	06/18/2020	20359730	PO-200422	165.62	N
		3442742836 ASP SUPPLIES	06/18/2020	20359730	PO-200422	.58	N
		3442742836 ASP SUPPLIES	06/18/2020	20359730	PO-200422	.58	N
		3449110943 F5 SUPPLIES	06/18/2020	20359734	PO-201086	205.79	N
		3449176376 F5 SUPPLIES	06/18/2020	20359734	PO-201086	3.21	N
		3447206429 F5 SUPPLIES	06/18/2020	20359734	PO-201086	.05	N
		3447206429 F5 SUPPLIES	06/18/2020	20359734	PO-201086	.05	N
		3447206429 F5 SUPPLIES	06/18/2020	20359734	PO-201086	13.80	N
		3447266437 F5 SUPPLIES	06/18/2020	20359734	PO-201086	31.13	N
		3449110942 F5 SUPPLIES	06/18/2020	20359734	PO-201086	.62	N
		3449110943 F5 SUPPLIES	06/18/2020	20359734	PO-201086	.72	N
		3449110942 F5 SUPPLIES	06/18/2020	20359734	PO-201086	.62	N
		3449110942 F5 SUPPLIES	06/18/2020	20359734	PO-201086	178.79	N
		3447266437 F5 SUPPLIES	06/18/2020	20359734	PO-201086	.11	N
		3449110943 F5 SUPPLIES	06/18/2020	20359734	PO-201086	.72	N
		3449176376 F5 SUPPLIES	06/18/2020	20359734	PO-201086	3.21	N
		3449176376 F5 SUPPLIES	06/18/2020	20359734	PO-201086	921.49	N
		3447266438 F5 SUPPLIES	06/18/2020	20359734	PO-201086	.09	N
		3448598003 F5 SUPPLIES	06/18/2020	20359734	PO-201086	.01	N
		3448598003 F5 SUPPLIES	06/18/2020	20359734	PO-201086	3.59	N
		3447266438 F5 SUPPLIES	06/18/2020	20359734	PO-201086	24.66	N
		3448598003 F5 SUPPLIES	06/18/2020	20359734	PO-201086	.01	N
		3447266438 F5 SUPPLIES	06/18/2020	20359734	PO-201086	.09	N
		3447266437 F5 SUPPLIES	06/18/2020	20359734	PO-201086	.11	N
		3449230566 F5 SUPPLIES	06/23/2020	20360416	PO-201086	110.77	N
		3449230566 F5 SUPPLIES	06/23/2020	20360416	PO-201086	.39	N
		3449230566 F5 SUPPLIES	06/23/2020	20360416	PO-201086	.39	N
		3448268835 ASP REFUND	06/23/2020	20360431	PV-200762	.29	N
		3445571748 ASP SUPPLIES	06/23/2020	20360431	PV-200762	.40	N
		3423067172 CMS REFUND	06/23/2020	20360431	PV-200762	.86	N
		3438641557 ASP SUPPLIES	06/23/2020	20360431	PV-200762	21.44	N
		3445842359 ASP SUPPLIES	06/23/2020	20360431	PV-200762	18.95	N
		3445571748 ASP SUPPLIES	06/23/2020	20360431	PV-200762	.40	N
		3446776133 ASP SUPPLIES	06/23/2020	20360431	PV-200762	.09	N
		3446776133 ASP SUPPLIES	06/23/2020	20360431	PV-200762	.09	N
		3446776133 ASP SUPPLIES	06/23/2020	20360431	PV-200762	25.34	N
		3446100015 ASP SUPPLIES	06/23/2020	20360431	PV-200762	.34	N
		3442655011 SP ED SUPPLIES	06/23/2020	20360431	PV-200762	158.93	N
		3448268835 ASP REFUND	06/23/2020	20360431	PV-200762	83.68	N
		3441398062 ASP SUPPLIES	06/23/2020	20360431	PV-200762	.06	N
		3441398062 ASP SUPPLIES	06/23/2020	20360431	PV-200762	.06	N
		3438641557 ASP SUPPLIES	06/23/2020	20360431	PV-200762	.07	N

3445410294	DHW REFUND	06/23/2020	20360431	PV-200762	206.59-	N
3446506619	ASP SUPPLIES	06/23/2020	20360431	PV-200762	.17-	N
3441398062	ASP SUPPLIES	06/23/2020	20360431	PV-200762	16.16	N
3441398061	ASP SUPPLIES	06/23/2020	20360431	PV-200762	.04-	N
3423067172	CMS REFUND	06/23/2020	20360431	PV-200762	.86-	N
3441398061	ASP SUPPLIES	06/23/2020	20360431	PV-200762	.04	N
3441398061	ASP SUPPLIES	06/23/2020	20360431	PV-200762	10.76	N

Vendor Name/Address	Total	Description	Date	Warrant	Reference	Amount	1099
014069 STAPLES ADVANTA (Continued...)		3445842359 ASP SUPPLIES	06/23/2020	20360431	PV-200762	.07	N
		3445842359 ASP SUPPLIES	06/23/2020	20360431	PV-200762	.07	N
		3446506619 ASP SUPPLIES	06/23/2020	20360431	PV-200762	49.09	N
		3446100015 ASP SUPPLIES	06/23/2020	20360431	PV-200762	.34	N
		3446100015 ASP SUPPLIES	06/23/2020	20360431	PV-200762	98.73	N
		3445571748 ASP SUPPLIES	06/23/2020	20360431	PV-200762	116.36	N
		3438641557 ASP SUPPLIES	06/23/2020	20360431	PV-200762	.07	N
		3423067172 CMS REFUND	06/23/2020	20360431	PV-200762	246.66	N
		3446506619 ASP SUPPLIES	06/23/2020	20360431	PV-200762	.17	N
		3448268835 ASP REFUND	06/23/2020	20360431	PV-200762	.29	N
		3447361050 DHW SUPPLIES	06/23/2020	20360431	PV-200762	112.42	N
		3449230565 BUS OFF SUPPLIES	06/25/2020	20361285	PO-200050	108.00	N
		3449610924 HR SUPPLIES	06/25/2020	20361285	PO-200052	632.14	N
		3449543264 HR SUPPLIES	06/25/2020	20361285	PO-200052	20.53	N
		3449610925 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.14	N
		3449610925 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.14	N
		3449610925 F5 SUPPLIES	06/25/2020	20361285	PO-201086	41.20	N
		3449610928 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.13	N
		3449610932 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.22	N
		3449610928 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.13	N
		3449610928 F5 SUPPLIES	06/25/2020	20361285	PO-201086	37.66	N
		3449610935 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.03	N
		3449610936 F5 SUPPLIES	06/25/2020	20361285	PO-201086	8.07	N
		3449610932 F5 SUPPLIES	06/25/2020	20361285	PO-201086	64.18	N
		3449610929 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.76	N
		3449610929 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.76	N
		3449610929 F5 SUPPLIES	06/25/2020	20361285	PO-201086	219.38	N
		3449610936 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.03	N
		3449610927 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.32	N
		3449610936 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.03	N
		3449610935 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.03	N
		3449610931 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.22	N
		3449610935 F5 SUPPLIES	06/25/2020	20361285	PO-201086	8.61	N
		3449610934 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.30	N
		3449610934 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.30	N
		3449610934 F5 SUPPLIES	06/25/2020	20361285	PO-201086	86.16	N
		3449610930 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.24	N
		3449610930 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.24	N
		3449610930 F5 SUPPLIES	06/25/2020	20361285	PO-201086	68.41	N
		3449610926 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.23	N
		3449610926 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.23	N
		3449610926 F5 SUPPLIES	06/25/2020	20361285	PO-201086	65.47	N
		3449610927 F5 SUPPLIES	06/25/2020	20361285	PO-201086	91.54	N
		3449610927 F5 SUPPLIES	06/25/2020	20361285	PO-201086	.32	N

3449610931	F5	SUPPLIES	06/25/2020	20361285	PO-201086	.22	N
3449610933	F5	SUPPLIES	06/25/2020	20361285	PO-201086	.18	N
3449610931	F5	SUPPLIES	06/25/2020	20361285	PO-201086	64.18	N
3449610933	F5	SUPPLIES	06/25/2020	20361285	PO-201086	50.81	N
3449610932	F5	SUPPLIES	06/25/2020	20361285	PO-201086	.22-	N
3449610933	F5	SUPPLIES	06/25/2020	20361285	PO-201086	.18-	N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014723 STAR AUTISM SUPPORT 6663 SW BEAVERTON-HILLSDALE HWY #119 PORTLAND, OR  (503) 297-2864	598.00	22747 SP ED SUBSCRIPTION	06/23/2020	20360413 PO-201035	598.00	N
000096 STEWART INDUSTRIAL SUPPLY INC 608 HWY 12 RIO VISTA, CA 94571  (707) 374-5567	312.27	23100 TRANS SUPPLIES	06/04/2020	20357625 PO-200922	312.27	N
013947 SUPPLY WORKS PO BOX 742056 LOS ANGELES, CA 90074-2056  (877) 577-1114	1,808.11	543649139 DHW SUPPLIES 541588869 DHS SUPPLIES 542435789 DHS SUPPLIES 543649164 ISLE SUPPLIES 557001484 DO SUPPLIES 556750008 RVHS SUPPLIES 548744010 ISLE CREDIT	06/04/2020 06/04/2020 06/04/2020 06/04/2020 06/25/2020 06/25/2020 06/25/2020	20357618 PO-200167 20357618 PO-200167 20357618 PO-200167 20357618 PO-200167 20361273 PO-200167 20361273 PO-200167 20361273 PO-200167	29.63- 8.75 10.55 16.97 1,729.98 143.81 72.32-	N N N N N N N
014675 TALLEY, ELAINE 6 PARKSIDE DR DAVIS, CA 95616  (530) 304-0090	1,511.25	2020-25 SP ED PROF SRVS	06/02/2020	20357085 PO-200068	1,511.25	Y
011477 THE COLLEGE BOARD P.O. BOX 910506 DALLAS, TX 75391-0506  (800) 323-7155	484.00	391929045B RVHS PSAT SUPPLIES	06/25/2020	20361293 PV-200769	484.00	N
014873 TPX COMMUNICATIONS PO BOX 509013 SAN DIEGO, CA 92150-9013  (877) 487-2877	2,893.57	RVHS LD DHS LD DO LD	06/18/2020 06/18/2020 06/18/2020	20359739 PV-200746 20359739 PV-200746 20359739 PV-200746	1,267.11 1,235.78 390.68	N N N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014942 TWIG EDUCATION 1336 BROMMER STREET #A2 SANTA CRUZ, CA 95062  (888) 881-4977	351.41	1369 ED SV BOOKS	06/09/2020	20358180 PO-200858	351.41	N
012694 U.S. BANK 221 SOUTH FIGUEROA ST, STE 210 LM-CA-F2TC LOS ANGELES, CA 90012  ( 0) - 0	22,451.57	MAY 2020 GASB 75 JUNE 2020 GASB 75	06/04/2020 06/23/2020	20357638 PV-200715 20360433 PV-200764	11,230.83 11,220.74	N N
001896 UNITED PARCEL SERVICE INC 55 GLENLAKE PARKWAY NE ATLANTA, GA 30328  ( 0) - 0	250.55	DO SHIPPING DO SHIPPING DO SHIPPING DO SHIPPING DO SHIPPING DO SHIPPING	06/04/2020 06/04/2020 06/04/2020 06/18/2020 06/23/2020 06/25/2020	20357637 PV-200714 20357637 PV-200714 20357637 PV-200714 20359740 PV-200744 20360432 PV-200763 20361295 PV-200775	31.00 31.00 31.00 31.00 31.00 95.55	N N N N N N
013419 US BANK NATIONAL ASSOCIATION 1310 MADRID ST SUITE 101 MARSHALL, MN 56258  (800) 328-5371	570.83	416707594 DHW LEASE	06/23/2020	20360415 PO-200212	570.83	N
010907 VAN RIPER, CHARLES 673 4TH AVENUE STREET SACRAMENTO, CA 95818  ( 0) - 0	178.67	DHS AG SUPPLIES DHS AG SUPPLIES	06/23/2020 06/23/2020	20360414 PO-200332 20360414 PO-200332	89.34 89.33	N N
013997 VERIZON WIRELESS ONE VERIZON PLACE ALPHARETTA, GA 30004  ( ) -	7,469.20	TRANS 1 GARDENERS ASP NURSES BATES ADMIN BATES CUST	06/02/2020 06/02/2020 06/02/2020 06/02/2020 06/02/2020 06/02/2020	20357098 PV-200700 20357098 PV-200700 20357098 PV-200700 20357098 PV-200700 20357098 PV-200700 20357098 PV-200700	681.78 108.22 72.15 108.22 54.11 108.22	7 7 7 7 7 7



COUNSELORS	06/02/2020	20357098	PV-200700	162.33	7
MAINT	06/02/2020	20357098	PV-200700	378.78	7
SP ED	06/02/2020	20357098	PV-200700	270.55	7
ASP	06/02/2020	20357098	PV-200700	72.14	7
ASP	06/02/2020	20357098	PV-200700	72.15	7
TRANS 2	06/02/2020	20357098	PV-200700	157.94	7
ISLE CUST	06/02/2020	20357098	PV-200700	54.11	7

Vendor Name/Address	Total	Description	Date	Warrant	Reference	Amount	1099
013997 VERIZON WIRELES (Continued...)		DHW CUST	06/02/2020	20357098	PV-200700	108.22	7
		DHS CUST	06/02/2020	20357098	PV-200700	108.22	7
		WG CUST	06/02/2020	20357098	PV-200700	54.11	7
		CMS CUST	06/02/2020	20357098	PV-200700	54.11	7
		ED SV 2	06/02/2020	20357098	PV-200700	54.11	7
		DHW ADMIN	06/02/2020	20357098	PV-200700	54.11	7
		RMS ADMIN	06/02/2020	20357098	PV-200700	64.11	7
		ISLE ADMIN	06/02/2020	20357098	PV-200700	54.11	7
		RVHS ADMIN	06/02/2020	20357098	PV-200700	517.84	7
		RMS CUST	06/02/2020	20357098	PV-200700	54.11	7
		OPERATIONS	06/02/2020	20357098	PV-200700	21.64	7
		ED SV 1	06/02/2020	20357098	PV-200700	108.22	7
		RVHS SFTY	06/02/2020	20357098	PV-200700	54.11	7
		DHS SFTY	06/02/2020	20357098	PV-200700	.46	7
		ISLE SFTY	06/02/2020	20357098	PV-200700	.46	7
		DHW SFTY	06/02/2020	20357098	PV-200700	.46	7
		BEHAVORIST	06/02/2020	20357098	PV-200700	54.11	7
		RMS SFTY	06/02/2020	20357098	PV-200700	.46	7
		WG SFTY	06/02/2020	20357098	PV-200700	.46	7
		DO SFTY	06/02/2020	20357098	PV-200700	.46	7
		RVHS CUST	06/02/2020	20357098	PV-200700	216.44	7
		BEHAVORIST	06/23/2020	20360434	PV-200765	54.11	7
		DHS SFTY	06/23/2020	20360434	PV-200765	.46	7
		ISLE SFTY	06/23/2020	20360434	PV-200765	.46	7
		DHW SFTY	06/23/2020	20360434	PV-200765	.46	7
		RVHS SFTY	06/23/2020	20360434	PV-200765	54.11	7
		TRANS 1	06/23/2020	20360434	PV-200765	681.78	7
		ED SV 1	06/23/2020	20360434	PV-200765	108.22	7
		COUNSELORS	06/23/2020	20360434	PV-200765	162.33	7
		MAINT	06/23/2020	20360434	PV-200765	378.78	7
		SP ED	06/23/2020	20360434	PV-200765	270.55	7
		ASP	06/23/2020	20360434	PV-200765	72.14	7
		ASP	06/23/2020	20360434	PV-200765	72.15	7
		ASP	06/23/2020	20360434	PV-200765	72.15	7
		TRANS 2	06/23/2020	20360434	PV-200765	157.73	7
		DHW ADMIN	06/23/2020	20360434	PV-200765	114.98	7
		NURSE	06/23/2020	20360434	PV-200765	108.22	7
		RMS ADMIN	06/23/2020	20360434	PV-200765	64.11	7
		RMS SFTY	06/23/2020	20360434	PV-200765	.46	7
		RVHS ADMIN	06/23/2020	20360434	PV-200765	162.33	7
		ISLE ADMIN	06/23/2020	20360434	PV-200765	54.11	7
		WG SFTY	06/23/2020	20360434	PV-200765	2.45	7
		DO SFTY	06/23/2020	20360434	PV-200765	.46	7
		RVHS CUST	06/23/2020	20360434	PV-200765	216.44	7

RMS CUST	06/23/2020	20360434	PV-200765	54.11	7
DHW CUST	06/23/2020	20360434	PV-200765	108.22	7
ISLE CUST	06/23/2020	20360434	PV-200765	54.11	7
ED SV 2	06/23/2020	20360434	PV-200765	54.11	7
BATES ADMIN	06/23/2020	20360434	PV-200765	54.11	7
BATES CUST	06/23/2020	20360434	PV-200765	108.22	7
CMS CUST	06/23/2020	20360434	PV-200765	54.11	7

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
013997 VERIZON WIRELES (Continued...)		GARDENERS	06/23/2020	20360434 PV-200765	108.22	7
		OPERATIONS	06/23/2020	20360434 PV-200765	21.64	7
		DHS CUST	06/23/2020	20360434 PV-200765	108.22	7
		WG CUST	06/23/2020	20360434 PV-200765	54.11	7
000104 WARREN'S MACHINE & WELDING 52270 CLARKSBURG ROAD P.O. BOX 398 CLARKSBURG, CA 95612  (916) 744-1667	408.38	17315 DHS AG SUPPLIES	06/04/2020	20357626 PO-200503	33.18	N
		17315 DHS AG SUPPLIES	06/04/2020	20357626 PO-200503	33.18	N
		17315 DHS AG SUPPLIES	06/04/2020	20357626 PO-200503	408.38	7
		Y WIGLEY, WARREN				
010906 WASTE MANAGEMENT OF WOODLAND P.O. BOX 78251 PHOENIX, AZ 85062-8251  ( 0) - 0	1,917.17	DHS WASTE SERV	06/16/2020	20359436 PV-200736	1,116.59	N
		DHS WASTE SERV	06/16/2020	20359436 PV-200736	800.58	N
		N				
000490 WILCO SUPPLY 1973 DAVID ST SAN LEANDRO, CA 94577  (800) 745-5450	474.67	9159652 MAINT SUPPLIES	06/16/2020	20359418 PO-200925	474.67	N
		N				
015018 WILLIAMS & ASSOCIATES PO BOX 2125 PLACERVILLE, CA 95667  (530) 906-6690	2,880.00	4598 STATE SCHL FAC CONSULT	06/23/2020	20360417 PO-200929	2,880.00	Y
		Y				
012528 WILLIAMS SCOTSMAN INC 4911 ALLISON PARKWAY VACAVILLE, CA 95688  (707) 451-3000	3,503.21	DHW LEASE	06/02/2020	20357100 PV-200699	1,107.48	N
		RVHS LEASE	06/02/2020	20357100 PV-200699	1,107.48	N
		RMS LEASE	06/02/2020	20357100 PV-200699	1,107.48	N
		RMS LEASE	06/02/2020	20357100 PV-200699	180.77	N
		N				
014049 WILSON ARCHITECTURE INC 609 15TH STREET	730.00	20200429 DHW MODULAR INSTALL	06/02/2020	20357088 PO-200899	365.00	N
		20200429 DHW MODULAR INSTALL	06/02/2020	20357088 PO-200899	365.00	N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014450 WIZIX 4777 BENNETT DRIVE SUITE D LIVERMORE, CA 94551	1,463.64	159202 DO PRINTING CHRGS	06/02/2020	20357099 PV-200698	101.60	N
		159202 DO PRINTING CHRGS	06/02/2020	20357099 PV-200698	.01	N
		159202 DO PRINTING CHRGS	06/02/2020	20357099 PV-200698	15.59	N
		159202 DO PRINTING CHRGS	06/02/2020	20357099 PV-200698	87.86	N
(916) 913-6191 N WIZIX TECHNOLO		159202 DO PRINTING CHRGS	06/02/2020	20357099 PV-200698	75.12	N
		159202 DO PRINTING CHRGS	06/02/2020	20357099 PV-200698	83.09	N
		159202 DO PRINTING CHRGS	06/02/2020	20357099 PV-200698	27.01	N
		159202 DO PRINTING CHRGS	06/02/2020	20357099 PV-200698	48.33	N
		159202 DO PRINTING CHRGS	06/02/2020	20357099 PV-200698	22.20	N
		161253/161252 F5 PRINTER COSTS	06/16/2020	20359419 PO-200996	129.53	N
		DO PRINTER CHARGES	06/16/2020	20359437 PV-200737	316.56	N
		DO PRINTER CHARGES	06/16/2020	20359437 PV-200737	.36	N
		DO PRINTER CHARGES	06/16/2020	20359437 PV-200737	24.72	N
		DO PRINTER CHARGES	06/16/2020	20359437 PV-200737	25.17	N
		DO PRINTER CHARGES	06/16/2020	20359437 PV-200737	75.92	N
		DO PRINTER CHARGES	06/16/2020	20359437 PV-200737	1.26	N
		DO PRINTER CHARGES	06/16/2020	20359437 PV-200737	85.30	N
		DO PRINTER CHARGES	06/16/2020	20359437 PV-200737	135.42	N
		DO PRINTER CHARGES	06/16/2020	20359437 PV-200737	27.55	N
		DO PRINTER CHARGES	06/16/2020	20359437 PV-200737	36.99	N
		DO PRINTER CHARGES	06/16/2020	20359437 PV-200737	57.65	N
		164275 BATES PRINTER CHRGS	06/25/2020	20361286 PO-200275	74.40	N
		163477 ED SV PRINTR CHRGS	06/25/2020	20361296 PV-200776	12.00	N
000386 YOLO COUNTY ENVIRONMENTAL HEAL 292 W. BEAMER STREET WOODLAND, CA 95695	174.00	AR0002629 LETTER PREPARATION	06/16/2020	20359438 PV-200738	174.00	N
(530) 666-8646 N						
014706 ZOOM IMAGING SOLUTION 1326 N. MARKET BLVD SACRAMENTO, CA 95834	1,364.59	2222567 WIND RIVER CONTRACT	06/18/2020	20359731 PO-200211	444.71	N
		RD07 DHW PRINTER MAINT CONTRCT	06/25/2020	20361297 PV-200774	650.70	N
		RD07 DHW PRINTER MAINT CONTRCT	06/25/2020	20361297 PV-200774	269.18	N
(916) 369-6526 N						
District total:	896,961.61					
Report total:	896,961.61					

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: Thu, Jul 30, 2020, 4:46 PM

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
015068 A GOOD SIGN & GRAPHICS CO. 2110 S. SUSAN ST SANTA ANA, CA 92704  (714) 444-4466 N	1,000.00	7022020 DHW SIGNAGE MODULARS 7022020 DHW SIGNAGE MODULARS 7022020 DHW SIGNAGE MODULARS 7022020 DHW SIGNAGE MODULARS 7022020 DHW SIGNAGE MODULARS	07/14/2020 07/14/2020 07/14/2020 07/14/2020 07/14/2020	21362551 CL-200113 21362551 CL-200113 21362551 CL-200113 21362551 CL-200114 21362551 CL-200114	40.62 40.62 500.00 40.62 40.62	N N N N N
000009 ABEL CHEVROLET-PONTIAC-BUICK 280 NO FRONT STREET P.O. BOX 696 RIO VISTA, CA 94571-0696  (707) 374-6317 N	564.96	1434 MAINT SUPPLIES	07/21/2020	21363271 CL-200123	564.96	N
014952 AERIES SOFTWARE 770 THE CITY DR S #6500 ORANGE, CA 92868  ( 0) - 0 N	15,498.00	M&S7489 AERIES SOFTWARE	07/14/2020	21362552 PO-210029	15,498.00	N
015007 AMS.NET C/O FREMONT BANK PO BOX 4933 HAYWARD, CA 94540-4933  ( 0) - 0 N	32,726.18	38944 ARUBA NETWORK EQUIP 38944 ARUBA NETWORK EQUIP	07/09/2020 07/09/2020	21362146 CL-200001 21362146 CL-200002	488.96 32,237.22	N N
012964 ASSOCIATED VALUATION SERVICES 1501 COFFEE ROAD SUITE N MODESTO, CA 95355  (209) 543-8245 N	1,245.39	6494 WITS INVENTORY	07/23/2020	21363910 PO-210009	1,245.39	N
013152 AVID CENTER 9246 LIGHTWAVE AVE STE 200 SAN DIEGO, CA 92123  (858) 380-4800 N	25,266.00	58350 AVID SUMMER INSTITUTE 58644 AVID MMBERSHIP DUES	07/23/2020 07/23/2020	21363905 PO-210149 21363905 PO-210156	2,550.00 22,716.00	N N



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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014367 BANK OF AMERICA PO BOX 15796 WILMINGTON, DE 19886-5710	4,490.72	MAINT SPRAY BOTTLES	07/16/2020	21362823 CL-200115	306.84	N
		RETIREMNT PEN	07/16/2020	21362823 CL-200116	87.58	N
		MAINT SUPPLIES	07/16/2020	21362823 CL-200117	18.04	N
		MAINT SUPPLIES	07/16/2020	21362823 CL-200118	34.59	N
( 0) - 0 N		MAINT SUPPLIES	07/16/2020	21362823 CL-200119	2,809.05	N
		MAINT SUPPLIES	07/16/2020	21362823 CL-200120	60.55	N
		MAINT SUPPLIES	07/16/2020	21362823 CL-200121	320.21	N
		MAINT SUPPLIES	07/16/2020	21362823 CL-200122	47.56	N
		MAINT COVID SUPPLIES	07/16/2020	21362823 PO-210000	780.90	N
		MAINT SUPPLIES	07/16/2020	21362823 PO-210021	25.40	N
012586 BAY ALARM 60 BERRY DRIVE PACHECO, CA 94553	11,262.09	RVHS ALARM	07/07/2020	21361763 PV-210006	451.47	N
		BATES ALARM	07/07/2020	21361763 PV-210006	260.37	N
		DO ANNEX ALARM	07/07/2020	21361763 PV-210006	329.28	N
		RVHS ALARM	07/07/2020	21361763 PV-210006	113.97	N
(209) 465-1986 N BALCO HOLDINGS		RMS FIRE MONITORING	07/21/2020	21363285 PV-210008	5,191.95	N
		RMS CAMERA	07/23/2020	21363911 PO-210140	499.38	N
		DHW CAMERA	07/23/2020	21363916 PV-210014	598.53	N
		RVHS MONITORING	07/28/2020	21364352 PV-210019	2,037.18	N
		RVHS MONITORING	07/28/2020	21364352 PV-210019	243.15	N
		RMS MONITORING	07/28/2020	21364352 PV-210019	393.81	N
		BATES MONITORING	07/28/2020	21364352 PV-210019	360.09	N
		BATES MONITORING	07/28/2020	21364352 PV-210019	236.16	N
		DO MONITORING	07/28/2020	21364352 PV-210019	546.75	N
015072 BEST IN THE WEST CONSTUCTION CLEAN UP PO BOX 4714 HAYWARD, CA 94540	3,770.00	4090 DHW MODULAR CLEAN UP	07/23/2020	21363909 PO-210096	1,885.00	Y
		4090 DHW MODULAR CLEAN UP	07/23/2020	21363909 PO-210096	1,885.00	Y
(510) 780-9631 Y						
013642 BLACK POINT ENVIRONMENTAL INC 930 SHILOH RD BLDG 40F WINDSOR, CA 95492	342.00	1991 PROJ #247 146 MAGNOLIA	07/21/2020	21363272 CL-200124	342.00	N
(707) 837-7407 N						
013691 BRYANT, ROBERT PO BOX 92	29.63	MAINT SUPPLIES	07/09/2020	21362147 CL-200006	29.63	N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014614 BUCKMASTER 1801 TRIBUTE ROAD SACRAMENTO, CA 95815	496.55	DHS PRINTER COSTS CMS PRINTER COSTS	07/09/2020 07/09/2020	21362148 CL-200004 21362148 CL-200005	334.42 162.13	N N
(916) 923-0500						N
015077 BURR, JENNIFER 250 ALLAIRE CIRCLE SACRAMENTO, CA 95835	66.45	CAFE LUNCH MONEY REIMB	07/14/2020	21362550 CL-200112	66.45	N
( 0) - 0						N
003681 CALIFORNIA AMERICAN WATER P.O. BOX 7150 PASADENA, CA 91109-7150	1,280.03	ISLE WATER SERV	07/14/2020	21362536 CL-200078	1,280.03	N
(888) 237-1333						N
012079 CALIFORNIA CLEAR BOTTLED P.O. BOX 981 14410 W.G. THORNTON RD WALNUT GROVE, CA 95690	204.65	ZRI003 DO DRINKING WATER	07/14/2020	21362537 CL-200079	204.65	7
(916) 776-1544						Y
012268 CALIFORNIA WASTE RECOVERY SYSTEMS 175 ENTERPRISE CT STE #A GALT, CA 95632-9047	1,174.41	ISLE WASTE SERV	07/14/2020	21362538 CL-200080	1,174.41	N
(209) 369-6887						N
011595 CAPITAL AUTISM SERVICES 6400 FREEPORT BLVD SACRAMENTO, CA 95822	8,912.58	2732760 NPS DUES 2732759 NPS DUES 2732758 NPS DUES	07/09/2020 07/09/2020 07/09/2020	21362149 CL-200008 21362149 CL-200009 21362149 CL-200010	3,285.86 3,023.36 2,603.36	N N N
(916) 923-1789		N ADVANCE EDUCAT				

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014082 CAS INSPECTION INC 373 PEBBLE BEACH DRIVE RIO VISTA, CA 94571  (925) 584-1930	11,000.00	2461 DHW MODULAR INSPECT 2461 DHW MODULAR INSPECT	07/21/2020 07/21/2020	21363283 CL-200148 21363283 CL-200149	5,500.00 5,500.00	N N
013175 CASAS 5151 MURPHY CANYON RD STE 220 SAN DIEGO, CA 92123-4339  ( 0) - 0	815.00	114670 WIND RIV SFTWARE	07/28/2020	21364341 CL-200163	815.00	N
013347 CASBO PROFESSIONAL DEVELOPMENT 1001 K STREET, 5TH FLOOR SACRAMENTO, CA 95814  ( 0) - 0	2,000.00	628173 ORGANIZATIONAL MMBRSHIP	07/09/2020	21362180 PO-210019	2,000.00	N
012862 CENTER STATE PIPE & SUPPLY DIV. OF HAJOCA CORP 520 N UNION STREET STOCKTON, CA 95205  (209) 466-0871	462.60	S011411203.001 MAINT SUPPLIES	07/23/2020	21363912 PO-210070	462.60	N
003380 CENTRAL VALLEY WASTE SERVICE INC P.O. BOX 78251 PHOENIX, AZ 85062-8251  ( 0) - 0	1,705.12	WG WASTE SERV BATES WASTE SERV MOKE WASTE SERV TRANS WASTE SERV	07/14/2020 07/14/2020 07/14/2020 07/14/2020	21362539 CL-200081 21362539 CL-200082 21362539 CL-200083 21362539 CL-200084	877.02 609.42 81.99 136.69	N N N N
015002 CERVANTES, DANNY PO BOX 626 WALNUT GROVE, CA 95690  ( 0) - 0	14.95	MAINT MILEAGE	07/09/2020	21362150 CL-200007	14.95	N



146737	RMS CHROMEBOOKS	07/21/2020	21363273	CL-200150	1,799.20	N
146737	RMS CHROMEBOOKS	07/21/2020	21363273	CL-200151	1,975.16	N
146737	RMS CHROMEBOOKS	07/21/2020	21363273	CL-200152	4,923.00	N
146737	RMS CHROMEBOOK CART	07/21/2020	21363273	CL-200153	1,490.00	N
146768	BUS OFF DOCKING STATION	07/23/2020	21363899	CL-200154	681.19	N
146799	NURSES LAPTOPS	07/23/2020	21363906	PO-210022	1,994.25	N
146803	LATIMER DOCKING STATION	07/23/2020	21363906	PO-210173	227.06	N

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013722 DE LAGE LANDEN PUBLIC FINANCE 1111 OLD EAGLE SCHOOL ROAD WAYNE, PA 19087  (800) 736-0220 N	1,979.27	68498104 ED SV LEASE 68615426 DO SAVIN LEASE 68615426 DO SAVIN LEASE 68629673 ED SV SAVIN LEASE 68629673 ED SV SAVIN LEASE 28754454 BATES LEASE 68874206 BUS OFF SAVIN LEASE	07/09/2020 07/21/2020 07/21/2020 07/21/2020 07/21/2020 07/21/2020 07/28/2020	21362152 CL-200015 21363286 PO-210007 21363286 PO-210007 21363286 PO-210043 21363286 PO-210043 21363286 PO-210119 21364347 PO-210006	198.06 200.81 468.55 88.26 88.25 746.72 188.62	N N N N N N N
002819 DELTA CARE DEPT #0170 LOS ANGELES, CA 90084-0170  ( 0) - 0 N	309.81	RETIREE PREMIUMS 07-2020 AUGUST 2020 RETIREE PREMIUMS AUGUST 2020 RETIREE PREMIUMS AUGUST 2020 RETIREE PREMIUMS	07/07/2020 07/28/2020 07/28/2020 07/28/2020	21361764 PV-210001 21364353 PV-210020 21364353 PV-210020 21364353 PV-210020	46.98 46.98 189.53 26.32	N N N N
012807 DELTA ELEMENTARY CHARTER SCHOOL 36230 N SCHOOL ST CLARKSBURG, CA 95612  (916) 995-1335 N	159,696.00	JULY TAX IN LIEU	07/09/2020	21362153 CL-200014	159,696.00	N
014041 DEPARTMENT OF SOCIAL SERVICES 2525 NATOMAS PARK DRIVE SUITE 250 SACRAMENTO, CA 95833  (916) 263-5744 N	242.00	343617538 CHILCARE LICENSE FEE	07/07/2020	21361769 PV-210004	242.00	N
014067 DISCOVERY OFFICE SYSTEMS 1269 CORPORATE CENTER PARKWAY SANTA ROSA, CA 95407  (707) 570-1000 N	56.68	55E1577733 ISLE MAINT AGRMNT	07/28/2020	21364354 PV-210021	56.68	N
011339 FRONTIER COMMUNICATIONS CORPORATION THREE HIGH RIDGE PARK STAMFORD, CT 06905	4,498.70	MOKE RVHS RVHS EMERG RVHS DHS EMERG	07/23/2020 07/23/2020 07/23/2020 07/23/2020 07/23/2020	21363917 PV-210015 21363917 PV-210015 21363917 PV-210015 21363917 PV-210015 21363917 PV-210015	66.73 51.24 83.05 173.47 83.05	N N N N N



( 0) - 0 N

ISLE EMERG	07/23/2020	21363917	PV-210015	66.73	N
WG ALARM	07/23/2020	21363917	PV-210015	92.08	N
BATES ALARM	07/23/2020	21363917	PV-210015	83.05	N
TRANS ALARM	07/23/2020	21363917	PV-210015	45.13	N
MOKE ALARM	07/23/2020	21363917	PV-210015	51.17	N
CMS ALARM	07/23/2020	21363917	PV-210015	83.05	N
DO	07/23/2020	21363917	PV-210015	83.05	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
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011339 FRONTIER COMMUN (Continued...)		DHW ALARM	07/23/2020	21363917 PV-210015	124.20	N
		RVHS ALARM	07/23/2020	21363917 PV-210015	124.20	N
		DO	07/23/2020	21363917 PV-210015	1,060.79	N
		ISLE	07/23/2020	21363917 PV-210015	155.09	N
		ISLE	07/23/2020	21363917 PV-210015	38.07	N
		DHW	07/23/2020	21363917 PV-210015	145.22	N
		DHW EMERG	07/23/2020	21363917 PV-210015	92.12	N
		RMS	07/23/2020	21363917 PV-210015	118.39	N
		RMS	07/23/2020	21363917 PV-210015	94.69	N
		RMS	07/23/2020	21363917 PV-210015	93.84	N
		RMS EMERG	07/23/2020	21363917 PV-210015	83.05	N
		TRANS	07/23/2020	21363917 PV-210015	124.20	N
		RMS	07/23/2020	21363917 PV-210015	258.81	N
		WG	07/23/2020	21363917 PV-210015	83.05	N
		WG EMERG	07/23/2020	21363917 PV-210015	66.73	N
		BATES EMERG	07/23/2020	21363917 PV-210015	55.88	N
		CMS	07/23/2020	21363917 PV-210015	66.73	N
		CMS EMERG	07/23/2020	21363917 PV-210015	113.51	N
		DHS ALARM	07/23/2020	21363917 PV-210015	66.73	N
		ISLE ALARM	07/23/2020	21363917 PV-210015	83.05	N
		TRANS	07/23/2020	21363917 PV-210015	94.69	N
		MAINT	07/23/2020	21363917 PV-210015	106.48	N
		MAINT	07/23/2020	21363917 PV-210015	65.67	N
		MAINT	07/23/2020	21363917 PV-210015	221.71	N
-----						
012058 GALT JOINT UNION ELEMENTARY ATTN: ACCT RECEIVABLE 1018 C STREET SUITE 210 GALT, CA 95632	16,115.67	200516 SP ED INST ASST	07/09/2020	21362154 CL-200016	16,115.67	N
( ) -						N
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014234 GIRARD EDWARDS STEVENS & TUCKER LLP., ATTORNEYS AT LAW 8801 FOLSOM BLVD STE 285 SACRAMENTO, CA 95826	6,357.50	2772 ATTY FEES	07/21/2020	21363274 CL-200125	5,010.00	Y
		2772 ATTY FEES	07/21/2020	21363274 CL-200126	1,347.50	Y
(916) 706-1255						Y
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003111 GOVERNMENT FINANCIAL STRATEGIES INC.	3,937.50	1323621 PROF SERV	07/09/2020	21362155 CL-200017	3,937.50	N

1228 N STREET, SUITE 13  
SACRAMENTO, CA 95814-5609

(916) 444-5100

N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014868 HALL, SARA PO BOX 9586 TRUCKEE, CA 96162  (916) 640-3533	3,225.00	SP ED BEHAVIOR CONSULT	07/09/2020	21362156 CL-200018	3,225.00	Y
003538 HOME DEPOT CREDIT SERVICES DEPT 32-2500439736 P.O. BOX 78047 PHOENIX, AZ 85062-8047  ( 0) - 0	287.58	MAINT SUPPLIES	07/14/2020	21362542 CL-200096	287.58	N
013947 HOME DEPOT PRO PO BOX 742056 LOS ANGELES, CA 90074-2056  (877) 577-1114	3,198.50	557546546 RVHS SUPPLIES 557974680 CMS SUPPLIES 558054581 CMS SUPPLIES 552202633 RMS SUPPLIES 558737839 DHS SUPPLIES 558987798 DHS SUPPLIES 560894131 RVHS SUPPLIES 559611165 RVHS SUPPLIES 31028214 DO SUPPLIES 561599689 DHS SUPPLIES 561399262 DHS SUPPLIES 561145939 BATES SUPPLIES 560898363 CMS SUPPLIES 559611157 RVHS SUPPLIES 560595548 CMS SUPPLIES 560820524 RMS SUPPLIES	07/09/2020 07/09/2020 07/09/2020 07/14/2020 07/14/2020 07/14/2020 07/23/2020 07/23/2020 07/23/2020 07/23/2020 07/23/2020 07/23/2020 07/23/2020 07/23/2020 07/23/2020 07/23/2020 07/23/2020	21362157 CL-200019 21362157 CL-200020 21362157 CL-200021 21362543 CL-200097 21362543 CL-200098 21362543 CL-200099 21363913 PO-210185 21363913 PO-210185 21363913 PO-210185 21363913 PO-210185 21363913 PO-210185 21363913 PO-210185 21363913 PO-210185 21363913 PO-210185 21363913 PO-210185 21363913 PO-210185 21363913 PO-210185	71.58 12.59 959.01 225.28 5.07 18.08 175.92 264.85 441.05 74.73 46.89 136.84 405.08 .13 312.87 48.53	N N N N N N N N N N N N N N N N N
002180 HORIZON 3355 N. AD ART ROAD STOCKTON, CA 95215  (209) 931-8555	14.66	250659 MAINT PARTS	07/21/2020	21363275 CL-200127	14.66	N
012272 HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY 222 BERKELEY STREET BOSTON, MA 02116	2,834.50	954874190 ED SV BOOKS 710191035 ED SV BOOKS 954872200 ED SV BOOKS	07/28/2020 07/28/2020 07/28/2020	21364342 PO-210158 21364342 PO-210160 21364342 PO-210162	2,142.89 218.03 473.58	N N N

(800) 225-5425

N



Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
015073 INTRADO PO BOX 74007082 CHICAGO, IL 60674-7082  (888) 527-5225	3,220.80	116269 SCHOOL MESSENGER RENEWA	07/07/2020	21361765 PO-210020	3,220.80	N
014869 JOSEPHS LAWNMOWER 1551 OAK PARK BLVD PLEASANT HILL, CA 94523  (925) 935-7240	569.70	279310 MAINT PARTS	07/28/2020	21364348 PO-210083	569.70	N
013649 JP PETROLEUM SERVICE 3065 ASANTE LANE WEST SACRAMENTO, CA 95691  (916) 372-5693	1,622.00	7687/7689 MAINT PRESSURE TESTS	07/09/2020	21362158 CL-200022	1,622.00	Y
015021 KEREX ENGINEERING INC. 93 MONTE CRESTA AVE PLEASANT HILL, CA 94523  ( 0) - 0	58,401.25	PAY APP #3 SITE IMPROVMNT PAY APP #3 SITE IMPROVMNT	07/23/2020 07/23/2020	21363902 CL-200159 21363902 CL-200160	29,200.62 29,200.63	N N
011311 LA RUE COMMUNICATIONS 521 E. MINER AVE STOCKTON, CA 95202  (209) 463-1900	330.00	7534 TRANS UHF REPEATER SERVC	07/07/2020	21361766 PV-210005	330.00	7
015080 LINCOLN FINANCIAL GROUP PO BOX 0821 CAROL STREAM, IL 60132-0821  ( 0) - 0	1,203.66	AUG 2020 SUMMER HEALTH BENEFIT AUG 2020 SUMMER HEALTH BENEFIT	07/28/2020 07/28/2020	21364355 PV-210022 21364355 PV-210022	421.37 782.29	N N
013206 LOWE'S 8369 POWER INN ROAD	3,844.89	MAINT SUPPLIES	07/14/2020	21362544 CL-200100	3,844.89	N

ELK GROVE, CA 95624-3464

(866) 232-7443

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014665 LOY MATTISON ENTERPRISES 7038 ALMOND HILL COURT ORANGEVALE, CA 95662	875.00	60120063020 ERATE PROF SERVICE	07/21/2020	21363276 CL-200128	875.00	Y
( 0) - 0						Y
014819 MAVERICK NETWORKS INC. 7060 KOLL CENTER PKWY#318 PLEASANTON, CA 94566	120.00	2002009 PHONE REPAIR	07/21/2020	21363277 CL-200129	120.00	N
(925) 931-1900						N
012735 MCKINLEY ELEVATOR CORP. 555 FULTON ST SUITE 202 SAN FRANCISCO, CA 94102	1,499.00	A130887, 888,889 ELEV INSPECT A130887, 888,889 ELEV INSPECT A130887, 888,889 ELEV INSPECT A130936 RVHS ELEVATOR REPAIR	07/21/2020 07/21/2020 07/21/2020 07/23/2020	21363287 PV-210009 21363287 PV-210009 21363287 PV-210009 21363918 PV-210016	300.00 600.00 300.00 299.00	N N N N
(415) 626-9951						N
012837 MOBILE MODULAR 5700 LAS POSITAS ROAD LIVERMORE, CA 94551	176,382.75	R56361 DHW MODULARS R56361 DHW MODULARS 2063688 RMS MODULAR LEASE	07/09/2020 07/09/2020 07/21/2020	21362177 CL-200070 21362177 CL-200071 21363294 PV-210013	87,893.87 87,893.88 595.00	N N N
(925) 606-9000		N MCGRATH RENTCO				
014465 PARKER & COVERT LAW OFFICE 17862 EAST SEVENTEENTH ST#204 EAST BUILDING TUSTIN, CA 92780	2,140.00	73006 ATTY FEES 73006 ATTY FEES 74646 ATTY FEES 74646 ATTY FEES	07/21/2020 07/21/2020 07/30/2020 07/30/2020	21363278 CL-200130 21363278 CL-200131 21364868 CL-200167 21364868 CL-200168	230.00 1,710.00 100.00 100.00	Y Y Y Y
(714) 573-0900		Y PARKER & COVE				
003270 PG&E 685 EMBARCADERO DRIVE SACRAMENTO, CA 95605	31,162.78	RVHS SHOP GARAGE DHW DHW DO LIFT PUMP N. NETH	07/09/2020 07/09/2020 07/09/2020 07/09/2020 07/09/2020 07/09/2020 07/09/2020 07/09/2020	21362160 CL-200026 21362160 CL-200027 21362160 CL-200028 21362160 CL-200029 21362160 CL-200030 21362160 CL-200031 21362160 CL-200032 21362160 CL-200033	293.12 116.20 69.63 4,615.75 217.98 45.22 44.57 45.81	N N N N N N N N
( 0) - 0		N PACIFIC GAS AN				



RVHS	07/09/2020	21362160	CL-200034	8,162.67	N
RMS	07/09/2020	21362160	CL-200035	2,648.67	N
DHS	07/09/2020	21362160	CL-200036	4,046.10	N
SCH PUMP	07/09/2020	21362160	CL-200037	2,052.29	N
CMS	07/09/2020	21362160	CL-200038	1,280.61	N
DHS	07/09/2020	21362160	CL-200039	2,684.78	N
LTS	07/09/2020	21362160	CL-200040	35.72	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
003270 PG&E (Continued...)		LTS	07/09/2020	21362160 CL-200041	12.79	N
		LTS	07/09/2020	21362160 CL-200042	22.92	N
		GARAGE	07/09/2020	21362160 CL-200043	145.93	N
		ISLE	07/09/2020	21362160 CL-200044	3,236.69	N
		DO	07/09/2020	21362160 CL-200045	1,358.93	N
		RADIO RIO	07/09/2020	21362160 CL-200046	26.40	N
015078 PLATFORM ATHLETICS 39 JOHN H FINLY III WAY FRAMINGHAM, MA 01701	1,300.00	1314 RVHS ATHLETIC SUBSCRPTNS	07/28/2020	21364343 PO-210105	1,300.00	Y
( 0) - 0						Y
013554 POINT QUEST 6600 44TH STREET SACRAMENTO, CA 95823	8,573.60	334355 NPS DUES	07/09/2020	21362161 CL-200023	3,939.40	N
		334365 NPS DUES	07/09/2020	21362161 CL-200024	200.00	N
		134318 NPS DUES	07/09/2020	21362161 CL-200025	3,559.20	N
		1049 NPS FEES	07/23/2020	21363900 CL-200155	875.00	N
(916) 422-0571						N
002828 POSITIVE PROMOTIONS INC 15 GILPIN AVE HAUPPAUGE, NY 11788-8821	1,277.73	6573658 ED SV FACE MASKS	07/28/2020	21364344 PO-210170	103.82	N
		6573658 ED SV FACE MASKS	07/28/2020	21364344 PO-210170	103.82	N
		6573658 ED SV FACE MASKS	07/28/2020	21364344 PO-210170	1,277.73	N
(800) 635-2666						N
012857 PRISTINE REHAB CARE 706 N. DIAMOND BAR BLVD STE #B DIAMOND BAR, CA 91765	3,225.00	6956 SP ED SPCH THERAPY	07/14/2020	21362546 CL-200101	3,225.00	7
(317) 371-3866						Y
015001 REMIND 101 INC 965 MISSIN STREET SUITE 300 SAN FRANCISCO, CA 94103	800.00	2020107234 RVHS REMIND RNWL	07/23/2020	21363907 PO-210145	800.00	N
( 0) - 0						N

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012473 RENAISSANCE LEARNING INC PO BOX 8036 2911 PEACH STREET WISCONSIN RAPIDS, WI 54495-8036  (800) 338-4204	20,150.02	281424 RENAISSANCE RENEWAL 286478 RENAISSANCE RENEWAL 281422 RENAISSANCE RENEWAL 287216 RENAISSANCE RENEWAL	07/28/2020 07/28/2020 07/28/2020 07/28/2020	21364345 PO-210026 21364345 PO-210026 21364345 PO-210026 21364345 PO-210026	3,652.02 3,553.02 5,018.71 7,926.27	N N N N
012529 RGM KRAMER INC. 3230 MONUMENT WAY CONCORD, CA 94518  ( 0) - 0	27,897.15	5225/5226 PRJ MNGMNT DHW MODUL 5225/5226 PRJ MNGMNT DHW MODUL 5343 PROJ MNGMNT DHW MODULARS 5343 PROJ MNGMNT DHW MODULARS 5346 BOND PLANNING	07/09/2020 07/09/2020 07/23/2020 07/23/2020 07/23/2020	21362178 CL-200072 21362178 CL-200073 21363903 CL-200156 21363903 CL-200157 21363901 CL-200158	6,258.57 6,258.58 6,250.00 6,250.00 2,880.00	N N N N N
000193 RIO VISTA ACE HARDWARE 506 STATE HIGHWAY 12 RIO VISTA, CA 94571  ( 0) - 0	943.60	270676 MAINT SUPPLIES 270822 RVHS SUPPILES	07/14/2020 07/28/2020	21362547 CL-200102 21364340 CL-200166	816.18 127.42	N N
014859 RIO VISTA BAKERY & CAFE 150 MAIN STREET RIO VISTA, CA 94571  (707) 374-3844	42.50	RVHS SUPPLIES	07/28/2020	21364349 PO-210108	42.50	N
014071 RIO VISTA BEACON PO BOX 726 BRENTWOOD, CA 94513  (925) 550-7811	60.00	257862 CLASSIFIED ADS	07/09/2020	21362162 CL-200047	60.00	N
010239 RIO VISTA SANITATION P.O. BOX 607 RIO VISTA, CA 94571-0607  ( 0) - 0	662.72	DO WASTE SERVICE DHW WASTE SERV	07/09/2020 07/14/2020	21362159 CL-200048 21362545 CL-200103	123.64 539.08	N N
010846 RIOS, ESMERALDA	36.80	F5 MILEAGE	07/09/2020	21362163 CL-200049	36.80	N

PO BOX 652  
WALNUT GROVE, CA 95690

( 0) - 0 00000000 N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000589 RISO PRODUCTS OF SACRAMENTO 3304 MONIER CIRCLE SUITE 110 RANCHO CORDOVA, CA 95742  (916) 638-7476	1,526.00	207149,150, 151 BATES RISO AGM 207156/207155 RMS RISO AGRMNT 207158/207159 RVHS MAINT AGRMN	07/21/2020 07/21/2020 07/23/2020	21363288 PO-210115 21363288 PO-210135 21363908 PO-210111	718.00 442.00 366.00	N N N
		N RPSI ENTERPRIS				
000095 S M U D P.O. BOX 15555 SACRAMENTO, CA 95852  ( 0) - 0	5,364.40	BATES ELECT WG ELECT WG ELECT WG ELECT BATES ELECT BATES ELECT TRANS ELECT TRANS ELECT	07/09/2020 07/14/2020 07/14/2020 07/14/2020 07/14/2020 07/14/2020 07/14/2020 07/14/2020	21362164 CL-200052 21362548 CL-200104 21362548 CL-200105 21362548 CL-200106 21362548 CL-200107 21362548 CL-200108 21362548 CL-200109 21362548 CL-200110	28.59 27.34 110.68 2,464.76 322.39 2,331.43 13.67 65.54	N N N N N N N N
000090 SACRAMENTO COUNTY UTILITIES 9700 GOETHE ROAD SUITE C SACRAMENTO, CA 95827  ( 0) - 0	218.68	WG SEWER BATES SEWER	07/09/2020 07/09/2020	21362165 CL-200050 21362165 CL-200051	106.64 112.04	N N
012156 SAN JOAQUIN COE EDUCATION SERVICE CENTER 2707 TRANSWORLD DRIVE STOCKTON, CA 95206  ( 0) - 0 000000000	450.00	201073 HR EDJOIN	07/21/2020	21363289 PO-210152	450.00	N
000316 SCHOOLS INSURANCE AUTHORITY P.O. BOX 276710 SACRAMENTO, CA 95827-6710  ( 0) - 0	717.50	EAP 072020.14 EMP ASST PROG EAP 072020.14 EMP ASST PROG	07/21/2020 07/21/2020	21363290 PV-210010 21363290 PV-210010	351.58 365.92	N N
013193 SCOE P.O. BOX 269003 10474 MATHER BLVD	6,153.00	202427 DIS 19/20 210019 DW NETWORK	07/09/2020 07/28/2020	21362166 CL-200053 21364350 PO-210010	4,453.00 1,700.00	N N

SACRAMENTO, CA 95826

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
013891 SENTINEL FIRE EQUIPMENT CO INC 5702 BROADWAY SACRAMENTO, CA 95820  (916) 455-5630	459.90	86182 DHW FIRE EXT SERV 86181 RVHS FIRE EXT SERV 86181 RVHS FIRE EXT SERV 86183 ISLE FIRE EXT SERV 86182 DHW FIRE EXT SERV 86183 ISLE FIRE EXT SERV 86183 ISLE FIRE EXT SERV 86181 RVHS FIRE EXT SERV 86182 DHW FIRE EXT SERV	07/28/2020 07/28/2020 07/28/2020 07/28/2020 07/28/2020 07/28/2020 07/28/2020 07/28/2020 07/28/2020	21364351 PO-210085 21364351 PO-210085 21364351 PO-210085 21364351 PO-210085 21364351 PO-210085 21364351 PO-210085 21364351 PO-210085 21364351 PO-210085 21364351 PO-210085	2.01- 2.15- 2.15 1.76- 156.30 136.83 1.76 166.77 2.01	N N N N N N N N N
014524 SHRED IT PO BOX 101007 PASADENA, CA 91189-1007  ( 0) - 0	120.63	15056343 DO SHREDDING	07/09/2020	21362167 CL-200054	120.63	N
000055 SIA DELTA DENTAL P.O. BOX 276710 SACRAMENTO, CA 95827-6710  ( 0) - 0	3,862.08	JULY 2020 PREMIUMS JULY 2020 PREMIUMS JULY 2020 PREMIUMS JULY 2020 PREMIUMS	07/07/2020 07/07/2020 07/07/2020 07/07/2020	21361767 PV-210003 21361767 PV-210003 21361767 PV-210003 21361767 PV-210003	112.78 137.96 1,157.74 2,453.60	N N N N
000056 SIA VISION SERVICE P.O. BOX 276710 SACRAMENTO, CA 95827-6710  ( 0) - 0	663.32	JULY 2020 PREMIUMS JULY 2020 PREMIUMS	07/07/2020 07/07/2020	21361768 PV-210002 21361768 PV-210002	374.92 288.40	N N
003512 SILVA, SHARON 101 SOUTH FRONT ST. #28 RIO VISTA, CA 94571  ( 0) - 0	27.63	CBO SUPPLIES	07/21/2020	21363291 TC-210001	27.63	N
012084 SODEXO INC & AFFILIATES PO BOX 360170 PITTSBURGH, PA 15251-6170  ( 0) - 0	11,425.61	CAFE JUNE MEALS	07/21/2020	21363281 CL-200145	11,425.61	N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014685 SOUZA, JEFF 717 TAMARACK DR LODI, CA 95240	110.00	MAINT SUPPLIES	07/23/2020	21363914 PO-210080	110.00	N
( 0) - 0						N
013858 SPURR 1850 GATEWAY BOULEVARD CONCORD, CA 94520  (888) 400-2155	1,098.62	ISLE GAS ISLE GAS TRANS GAS CMS/CAFE GAS DHS GAS DO GAS RVHS GAS DHW GAS RMS GAS STORAGE PREPAID GAS	07/21/2020 07/21/2020 07/21/2020 07/21/2020 07/21/2020 07/21/2020 07/21/2020 07/21/2020 07/21/2020 07/21/2020	21363279 CL-200132 21363279 CL-200133 21363279 CL-200134 21363282 CL-200135 21363279 CL-200136 21363279 CL-200137 21363279 CL-200138 21363279 CL-200139 21363279 CL-200140 21363279 CL-200141	84.60 15.31 23.87 145.25 212.10 16.68 402.00 40.16 38.95 119.70	N N N N N N N N N N
014069 STAPLES ADVANTAGE 500 STAPLES DRIVE FRAMINGHAM, MA 01702  ( 0) - 0	2,088.35	3449474915 ED SV THERMOMETERS 3449959076 F5 SUPPLIES 3449959076 F5 SUPPLIES 3449959076 F5 SUPPLIES 3449720316 F5 SUPPLIES 3449720316 F5 SUPPLIES 3449720316 F5 SUPPLIES 3449786088 F5 SUPPLIES 3449786088 F5 SUPPLIES 3449786088 F5 SUPPLIES 3449786088 F5 SUPPLIES 3450964636 DO COPY PAPER 3450964636 DO COPY PAPER 3450964636 DO COPY PAPER 3450964636 DO COPY PAPER 3450964636 DO COPY PAPER 3451088668 MAINT SUPPLIES	07/09/2020 07/09/2020 07/09/2020 07/09/2020 07/09/2020 07/09/2020 07/09/2020 07/09/2020 07/09/2020 07/09/2020 07/09/2020 07/14/2020 07/14/2020 07/14/2020 07/14/2020 07/14/2020 07/23/2020	21362168 CL-200055 21362168 CL-200056 21362168 CL-200056 21362168 CL-200056 21362168 CL-200057 21362168 CL-200057 21362168 CL-200057 21362168 CL-200058 21362168 CL-200058 21362168 CL-200058 21362168 CL-200058 21362555 PO-210142 21362555 PO-210142 21362555 PO-210142 21362555 PO-210142 21362555 PO-210142 21363915 PO-210067	1,167.56 .26 .26 75.19 .01 4.03 .01 1.12 323.23 1.12 23.34 23.34 214.02 105.06 23.34 129.24	N N N N N N N N N N N N N N N N N
013400 STATE BOARD OF EQUALIZATION PO BOX 942879 SACRAMENTO, CA 94279-8044  ( 0) - 0	503.00	MARCH-JUNE 2020 SALES USE TAX	07/28/2020	21364338 CL-200164	503.00	N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
013401 STATE BOARD OF EQUALIZATION FUEL TAXES DIVISION PO BOX 942879 SACRAMENTO, CA 94279-6155  (916) 322-9669 N	21.62	MARCH-JUNE 2020 FUEL TAX	07/28/2020	21364339 CL-200165	21.62	N
003646 STATE OF CALIFORNIA 1300 I STREET SUITE 810 SACRAMENTO, CA 95814  ( 0) - 0 N	160.00	456531 HR FINGERPRINTING	07/09/2020	21362169 CL-200059	160.00	N
000096 STEWART INDUSTRIAL SUPPLY INC 608 HWY 12 RIO VISTA, CA 94571  (707) 374-5567 N	764.73	23100 TRANS SUPPLIES	07/09/2020	21362170 CL-200060	764.73	N
014508 TEACHER CREATED RESOURCES 12621 WESTERN AVENUE GARDEN GROVE, CA 92841  (714) 891-7895 N	269.11	E7143 ISLE SUPPLIES	07/09/2020	21362171 CL-200061	269.11	N
011477 THE COLLEGE BOARD P.O. BOX 910506 DALLAS, TX 75391-0506  (800) 323-7155 N	3,290.00	EP96659645 DHS AP TESTING EP96659645 DHS AP TESTING ES95681805 DHS SAT TESTING	07/30/2020 07/30/2020 07/30/2020	21364867 CL-200169 21364867 CL-200170 21364867 CL-200171	2,155.00 535.00 600.00	N N N
014873 TPX COMMUNICATIONS PO BOX 509013 SAN DIEGO, CA 92150-9013  (877) 487-2877 N	2,854.15	DO LONG DISTANCE RVHS LONG DISTANCE DHS LONG DISTANCE	07/21/2020 07/21/2020 07/21/2020	21363280 CL-200142 21363280 CL-200143 21363280 CL-200144	349.12 1,269.25 1,235.78	N N N

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
015079 TREICHEL CONCRETE CONSTRUCTION PO BOX 509 ACAMPO, CA 95220	3,765.00	2019 MAINT INSTALL CONRT RAMP	07/28/2020	21364356 PV-210023	3,765.00	N
( 0) - 0						N
014908 TRIMARK FOOD SERVICE EQUIPMENT 6100 W. 73RD STREET BEDFORD PARK, IL 60638	15,079.36	2653707 CAFE ISLE OVEN 2655127 CAFE WG OVEN 2654160 CAFE WG OVEN	07/09/2020 07/09/2020 07/09/2020	21362176 CL-200067 21362176 CL-200068 21362176 CL-200069	7,105.59 234.83 7,738.94	N N N
(708) 496-5739						N
014374 TURNITIN 2101 WEBSTER ST STE# 1800 OAKLAND, CA 94612	4,240.00	11198312 TURNITIN RENEWAL	07/28/2020	21364346 PO-210028	4,240.00	Y
(866) 816-5046						Y
012694 U.S. BANK 221 SOUTH FIGUEROA ST, STE 210 LM-CA-F2TC LOS ANGELES, CA 90012	2,298.18	JULY 2020 GSB 75	07/28/2020	21364357 PV-210024	2,298.18	N
( 0) - 0						N
001896 UNITED PARCEL SERVICE INC 55 GLENLAKE PARKWAY NE ATLANTA, GA 30328	216.83	DO SHIPPING DO SHIPPING DO SHIPPING	07/09/2020 07/21/2020 07/23/2020	21362172 CL-200062 21363292 PV-210012 21363919 PV-210017	96.25 89.58 31.00	N N N
( 0) - 0						N
013419 US BANK NATIONAL ASSOCIATION 1310 MADRID ST SUITE 101 MARSHALL, MN 56258	570.83	418976908 DHW LEASE	07/23/2020	21363920 PV-210018	570.83	N
(800) 328-5371						N

Vendor Name/Address	Total	Description	Date	Warrant	Reference	Amount	1099
013997 VERIZON WIRELESS	4,050.53	RVHS ADMIN	07/28/2020	21364358	PV-210025	512.28	7
ONE VERIZON PLACE		BATES ADMIN	07/28/2020	21364358	PV-210025	54.96	7
ALPHARETTA, GA 30004		NURSES	07/28/2020	21364358	PV-210025	109.92	7
		RVHS SFTY	07/28/2020	21364358	PV-210025	54.96	7
( ) -	Y	VERIZON WIRELE MAINT	07/28/2020	21364358	PV-210025	384.72	7
		ISLE CUST	07/28/2020	21364358	PV-210025	54.96	7
		DHS ADMIN	07/28/2020	21364358	PV-210025	429.18	7
		DHW CUST	07/28/2020	21364358	PV-210025	109.92	7
		GARDENERS	07/28/2020	21364358	PV-210025	109.92	7
		RMS ADMIN	07/28/2020	21364358	PV-210025	64.96	7
		DHW ADMIN	07/28/2020	21364358	PV-210025	54.96	7
		WG SFTY	07/28/2020	21364358	PV-210025	.53	7
		ISLE ADMIN	07/28/2020	21364358	PV-210025	54.96	7
		ASES	07/28/2020	21364358	PV-210025	73.28	7
		CMS CUST	07/28/2020	21364358	PV-210025	54.96	7
		TRANS	07/28/2020	21364358	PV-210025	692.50	7
		ED SV	07/28/2020	21364358	PV-210025	109.92	7
		RMS CUST	07/28/2020	21364358	PV-210025	54.96	7
		RVHS CUST	07/28/2020	21364358	PV-210025	219.84	7
		DO SFTY	07/28/2020	21364358	PV-210025	.53	7
		BATES CUST	07/28/2020	21364358	PV-210025	109.91	7
		WG CUST	07/28/2020	21364358	PV-210025	54.96	7
		COUNSELORS	07/28/2020	21364358	PV-210025	62.77	7
		ASES	07/28/2020	21364358	PV-210025	73.28	7
		SP ED	07/28/2020	21364358	PV-210025	172.69	7
		ASES	07/28/2020	21364358	PV-210025	73.28	7
		ISLE SFTY	07/28/2020	21364358	PV-210025	.53	7
		DHS SFTY	07/28/2020	21364358	PV-210025	.53	7
		TRANS	07/28/2020	21364358	PV-210025	159.59	7
		RMS SFTY	07/28/2020	21364358	PV-210025	.53	7
		DHW SFTY	07/28/2020	21364358	PV-210025	.53	7
		BEHAVORIST	07/28/2020	21364358	PV-210025	47.15	7
		OPERATIONS	07/28/2020	21364358	PV-210025	21.98	7
		DHS CUST	07/28/2020	21364358	PV-210025	109.92	7
		ED SV	07/28/2020	21364358	PV-210025	54.96	7
012860 VORTEX INDUSTRIES INC	711.00	170549 MAINT DOOR REPAIR	07/09/2020	21362173	CL-200063	711.00	N
FILE 1095							
1801 W. OLYMPIC BLVD							
PASADENA, CA 91199-1095							
(916) 920-3667							N

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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	108.00	6081 SOURCE TEST	07/09/2020	21362175 CL-200064	108.00	N
014706 ZOOM IMAGING SOLUTION 1326 N. MARKET BLVD SACRAMENTO, CA 95834  (916) 369-6526	444.71	2228610 DHW PRINT COSTS	07/28/2020	21364360 PV-210027	444.71	N
District total:	902,760.40					
Report total:	902,760.40					

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

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Nicole Latimer, Chief Educational Services Officer

Item Number: 10.4

Type of item: (Action, Consent Action or Information Only): Consent

**SUBJECT:**

Request to approve the 2020-2021 Consolidated Application (Con App)

**BACKGROUND:**

The Consolidated Application (Con App) is the district's mechanism for requesting funding and reporting out on the expenditure of the money received from CDE for Federal funds: Title I, Title II and Title III.

**STATUS:**

This is an annual request. The Consolidated Application (Con App) requires Board approval prior to submission to CDE.

**PRESENTER:** Nicole Latimer, Chief Educational Services Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

**COST AND FUNDING SOURCES:** No cost to the district

**RECOMMENDATION:**

That the Board approve the 2020-2021 Consolidated Application (Con App) as submitted.

Time allocated: 2 minutes



**2020-21 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca20assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Katherine E Wright
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	07/31/2020

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

**2020-21 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring and Support Office, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Katherine E Wright
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	07/24/2020
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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**2020-21 LCAP Federal Addendum Certification**

**CDE Program Contact:**

Local Agency Systems Support Office, [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov), 916-323-5233

**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

**Returning Application**

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

<b>County Office of Education (COE) / District</b> For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	07/01/2017
<b>Direct Funded Charter</b> Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Nicole Latimer
Authorized Representative's Title	Chief Education Services Officer

**\*\*\*Warning\*\*\***

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## 2020-21 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/11/2020
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**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	Karla Chavez
DELAC review date	07/31/2020
Meeting minutes web address <small>Please enter the web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a>). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.</small>	<a href="https://www.riverdelta.org">https://www.riverdelta.org</a>
DELAC comment <small>If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)</small>	

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111 et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	Yes
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	No

**\*\*\*Warning\*\*\***

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2020-21 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	No
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\*\*\*Warning\*\*\*

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### 2020-21 Title III English Learner Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2020-21 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831

**Estimated Allocation Calculation**

Estimated English learner per student allocation	\$114.40
Estimated English learner student count	
Estimated English learner student program allocation	\$0

**Note: \$10,000 minimum program eligibility criteria**

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

**Budget**

Professional development activities	
Program and other authorized activities	
English Proficiency and Academic Achievement	
Parent, family, and community engagement	
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	
Total budget	\$0

**\*\*\*Warning\*\*\***

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### 2020-21 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

**CDE Program Contact:**

Arturo Ambriz, Fiscal Oversight and Support Office, [AAmbriz@cde.ca.gov](mailto:AAmbriz@cde.ca.gov), 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2020-21 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

River Delta Joint Unified (34 67413 0000000)

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[Certify Data](#)

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### Current Submissions and Deadlines

Data collection forms that are listed below are open, available for editing, have upcoming deadlines, and/or are overdue to be certified. Data collection forms that have been certified, have had their deadlines pass, are open and available for editing can be found under the Data Entry Forms tab. All data collection forms, whether open or closed, certified or unsubmitted, can be viewed as uneditable reports under the Reports tab.

9 Data Collection(s) found.

Fiscal Year 2018-19	Deadline	Status
<a href="#">Title II, Part A Fiscal Year Expenditure Report, 24 Months</a>	August 17, 2020	None
<a href="#">Title III English Learner YTD Expenditure Report, 24 Months</a>	August 17, 2020	None

Fiscal Year 2019-20	Deadline	Status
<a href="#">Title II, Part A Fiscal Year Expenditure Report, 12 Months</a>	August 17, 2020	None
<a href="#">Title III English Learner YTD Expenditure Report, 12 Months</a>	August 17, 2020	None
<a href="#">Homeless Education Policy, Requirements, and Implementation</a>	August 17, 2020	None

Fiscal Year 2020-21	Deadline	Status
<a href="#">Protected Prayer Certification</a>	August 17, 2020	None
<a href="#">LCAP Federal Addendum Certification</a>	August 17, 2020	None
<a href="#">Application for Funding</a>	August 17, 2020	None
<a href="#">Substitute System for Time Accounting</a>	August 17, 2020	None

General CARS Questions: Consolidated Application Support Desk | [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov) | 916-319-029



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

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments:   X  

From: Sharon Silva, Chief Business Officer

Item Number: 10.5

Type of item: (Action, Consent Action or Information Only):   Consent Item  

**SUBJECT:**

Request to approve an Independent Contract with West Coast Broadcast Services LLC (WCB) for engineering, consultation, and support for KRVH.

**BACKGROUND:**

KRVH Radio Rio is a school run radio station on the campus of Rio Vista High School. There are many federal regulations that apply to radio transmissions. To maintain compliance with the necessary FCC regulations the district finds it necessary to contract with an outside agency for their expertise in this area.

**STATUS:**

WCB will collaborate with station management point of contact, Chief Operator, Julie Griffin on matters related to the engineering technical compliance needs of the facility along with services and support to River Delta Unified School District and KRVH-FM 91.5

**PRESENTER:**

Sharon Silva, Chief Business Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT: N/A**

**COST AND FUNDING SOURCES:**

\$5,000 Funding will be provided from Fund 49 Blended Learning components.

**RECOMMENDATION:**

That the Board approves the Independent Contract with West Coast Broadcast Services LLC for engineering, consultation, and support services for KRVH for fiscal year ending June 30, 2021.

Time allocated: 3 minutes



# 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

## 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 **West Coast Broadcast Services, LLC** hereinafter referred to as "CONSULTANT."

IT IS HEREBY MUTUALLY AGREED that Consultant will provide services under the following terms and conditions:

1. **TERM:** The term of this AGREEMENT is from **August 11, 2020** through **June 30, 2021**. Extension or renewal requires approval of DISTRICT 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 or authorized representative.

This AGREEMENT may be terminated with 14 days advance written notice by either party. In the event of termination for cause, CONSULTANT need be compensated only to the extent required by law.

2. **CONSULTANT SERVICES:** CONSULTANT's agent Mike DaSilva, or CONSULTANT's designee, agrees to perform on the following terms, all services in the CONSULTANT'S proposal which is attached hereto and incorporated by reference as EXHIBIT A, during the term of this AGREEMENT. This includes the tasks, obligations and services detailed as follows:

Provide engineering contract, consultation services and support to River Delta Unified School District and KRVH-FM 91.5.

Collaborate with station management point of contact, Chief Operator, Julie Griffin on matters related to the engineering technical compliance needs of the facility.

Complete District pre-approved projects including, but not limited to, routine maintenance, technical issues, compliance, and maintenance of the integrity of the broadcast plant infrastructure.

3. **REQUIRED CONDITIONS FOR PERFORMANCE OF SERVICE:** CONSULTANT shall be fingerprinted at their own expense through DISTRICT's Human Resources Department before commencing services of this AGREEMENT.

CONSULTANT SHALL NOT COMMENCE WORK UNDER THIS AGREEMENT UNTIL DISTRICT HAS OBTAINED SATISFACTORY "CERTIFICATION REGARDING BACKGROUND CHECKS" IN ACCORDANCE WITH EXHIBIT "B" TO THIS AGREEMENT.

If working with students, CONSULTANT must be supervised as a credentialed person or must hold an Activity Supervisor Clearance Certificate issued through the California Commission on Teacher Credentialing (CTC).

CONSULTANT and its subcontractors must comply with all relevant DISTRICT, County and State required COVID-19 policies and procedures when performing services on DISTRICT campuses. DISTRICT will provide the relevant policies and procedures to CONSULTANT for review and implementation.

4. **PAYMENT FOR SERVICES:** CONSULTANT shall receive compensation at the rate of \$80.00 per hour with a total cost not to exceed \$5,000.00. All hours must be pre-approved by the District's Chief Business Officer or Chief Operator. These hours will be used for routine maintenance, technical issues, District pre-approved projects, compliance and maintenance of the broadcast plant infrastructure. The exact allotment of hours may vary.

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. 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. Travel commute time will be invoiced at a rate of \$80.00 per hour, plus mileage at IRS rate.

If CONSULTANT is unavailable during an off-air or critical station emergency, CONSULTANT may offer to sub-contract services if preoccupied with other clients or projects. Sub-contracting services will be invoiced at \$130.00 per hour, plus mileage at IRS rate.

Invoices will be submitted by CONSULTANT to DISTRICT's Chief Business Officer on the last day of the month.

5. 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. CONSULTANT's work product produced under this AGREEMENT shall be the property of DISTRICT and cannot be used without permission of same.
6. STATUS OF CONTRACTOR: DISTRICT and CONSULTANT agree that CONSULTANT, in performing the services specified in this AGREEMENT, shall act as an independent contractor. 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.
7. HOLD HARMLESS AND INDEMNIFICATION: CONSULTANT agrees to abide by the *Hold Harmless and Indemnification Agreement* attached to and made a part of this AGREEMENT.
8. COMPLIANCE WITH LAWS: CONSULTANT and its subcontractors shall comply with all applicable federal, state and local laws, rules, regulations and ordinances involving their respective employees, including workers' compensation and tax laws, as well as OSHA standards, rules and regulations pertaining to communication and antenna towers.
9. 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 AGREEMENT).

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.

10. 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.
11. CONFIDENTIALITY: CONSULTANT shall not disclose or permit the disclosure of any confidential information, except to its agents, employees and other consultants who need such confidential information in order to properly perform their duties relative to this AGREEMENT.
12. SEVERABILITY: If any portion of this AGREEMENT is held as a matter of law to be unenforceable, the remainder of this AGREEMENT shall be enforceable without such provisions.
13. NOTICES: All notices or demands to be given under this AGREEMENT by either DISTRICT or CONSULTANT to the other shall be in writing and given either by: (a) personal service; or (b) by U.S. Mail, mailed either by registered, overnight, or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when

received if personally served or if mailed on the fifth day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either PARTY may be changed by written notice given in accordance with the notice provisions of this Paragraph. At the date of this AGREEMENT, the addresses of the PARTIES are as follows:

To the DISTRICT:

To the CONSULTANT:

Attn:  
Address  
XXX  
Telephone:  
Facsimile:

Attn:  
Address  
XXX  
Telephone:  
Facsimile:

14. **IDENTIFICATION:** Federal Regulations (Code Sections 6041 and 6209) require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security Number, whichever is applicable.

**CONTRACTOR/CONSULTANT:**

**RIVER DELTA UNIFIED SCHOOL DISTRICT:**

West Coast Broadcast Services, LLC  
Printed/Typed Name Date

Sharon Silva August 11, 2020  
Requested By Date

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

\_\_\_\_\_  
Approval Signature Date

2006 G Street, Sacramento, CA 95811  
Address State Zip

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

Mike DaSilva, (530) 554-0603, [mike@webservices.com](mailto:mike@webservices.com)  
Contact Phone and Email

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

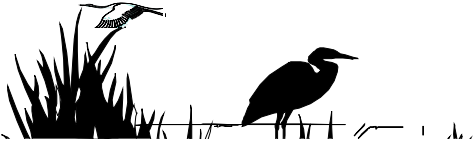
\_\_\_\_\_  
Signature (Contractor/Consultant Authorized Representative)

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

- Are you presently or have you been a member of PERS or STRS?  
PERS: Yes \_\_\_ No \_\_\_  
STRS: Yes \_\_\_ No \_\_\_
- 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.**

1/14/08



**RIVER DELTA UNIFIED SCHOOL DISTRICT**

**445 Montezuma Street**

**Rio Vista, California 94571-1651**

**(707) 374-1700 Fax (707) 374-2995**

**HOLD HARMLESS & INDEMNIFICATION AGREEMENT**

To the fullest extent permitted by law, \_\_\_\_\_, (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 accident, death, or injury whatsoever or however caused or alleged to be caused whether by the District or the Contractor/Consultant to any person or property because of, arising out of, or in any way related to the performance of this agreement. Contractor/Consultant shall not be responsible for the sole or willful liability 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 and the Independent Contract for Services Agreement with the District dated May 12, 2020, and its attachments. 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: \_\_\_\_\_

1/14/08

*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 |                       |                       |



# RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street  
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## Superintendent's Statement Regarding Consultant and Conflict of Interest Annual Statement Needed

This is to affirm that the Contractor/Independent Contractor (Consultant), \_\_\_\_\_, is hired by this District to perform work as indicated below and/or per attached contract/agreement:

Description of Duties: \_\_\_\_\_

Will these duties and/or this Contractor/Consultant in any way have any level of influence on the expenditure of district revenues and/or resources?

\_\_\_\_\_ No (If No, this consultant is not required to file the Form 700 with the district for the year(s) they are contracted by the district as long as the scope of duties do not change\*).

\_\_\_\_\_ Yes (If Yes, this consultant is required to file a **statement of economic interests/conflict of interest disclosure with this district for the year(s) they are contracted by the district\*\***)

\_\_\_\_\_ \*This contractor/consultant (although identified as a "designated position" for purposes of the District's Conflict of Interest Code/Economic Interest Statement Form 700) 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 the District's Conflict of Interest Code.

\_\_\_\_\_ \*\*Either (a) \_\_\_\_\_ the contractor/consultant must file the Form 700 annually as long as they are contracted with the district or (b) \_\_\_\_\_ if the contract/agreement itself (provided by the contractor/district and district Board approved), contains conflict of interest disclosures, the contractor/consultant may attach that portion of the contract/agreement to this Statement (annually) in satisfaction of this requirement.

This determination is a public record and shall be retained for public inspection in the same manner and location as the District's Conflict of Interest Code Form 700s.

\_\_\_\_\_  
Katherine Wright, Superintendent

\_\_\_\_\_  
Date

1/14/08

Attachment : (Conflict of Interest Code)

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## Attachment to Superintendent’s Statement

### DISTRICT’S CONFLICT-OF-INTEREST CODE

“The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Reg. Sec. 18730) which contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency’s code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict-of-interest code of the River Delta Joint Unified School District.

Designated employees shall file their statements with the River Delta Joint Unified School District which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Statements for all designated employees will be retained by the River Delta Joint Unified School District in the Superintendent’s Office.”

#### Below are excerpts from attachments to the above Code regarding consultant disclosure:

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this code (\*) subject to the following limitation: The superintendent may determine in writing that a particular consultant, although a “designated position”, 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 this Section. Such written determination shall include a description of the consultant’s duties and, based on that description, a statement of the extent of disclosure requirements. The superintendent’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest Code. In addition, if the contract itself contains conflict of interest disclosures, the consultant is not required to re-file under this provision.

Designated persons in this category must report: (a) Interests in real property which are located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property. (b) Investments or business positions in or income, including gifts, loans, and travel payments, from sources which: (1) are engaged in the acquisition or disposal of real property within the district. (2) are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or (3) manufacture or sell supplies, books, machinery or equipment of the type used by the district.

1/14/08

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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



# RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street  
Rio Vista, California 94571-1651  
(707) 374-1700 Fax (707) 374-2995  
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## CONTRACTOR INSURANCE REQUIREMENTS

Contractor represents that it does carry and will continue to carry, with Insurance companies acceptable to the District, the following insurance coverages for any work or liability, including products and completed operations, arising out of or in any way connected with the work under this agreement:

Commercial General Liability Coverage—on an “occurrence form” policy containing a per occurrence limit of at least \$1,000,000 or the total cost of the project, which ever is more, protecting against bodily injury, property damage and personal injury claims arising from the exposures of (1) premises and operations; (2) products and completed operations (with a separate limit of coverage at least equal to the per occurrence limit); (3) independent subcontractors; (4) Contractual liability risk covering the indemnity obligations set forth in the hold harmless and indemnification agreement; and (5) where applicable, property damage resulting from explosion, collapse, or underground (x, c, u) exposures. The policy may not contain any exclusion or reduction in coverage for any of the above listed exposures.

Automobile Liability Coverage—insuring against bodily injury and/or property damage arising out of the operation, use, loading or unloading of any auto including owned, non-owned, hired and employee autos with limits of at least \$1,000,000.

Worker’s Compensation and Employer’s Liability Coverage—providing statutory benefits imposed by applicable state or federal laws such that the District will have no liability to Contractor or its employees, subcontractors and agents; and that Contractor will satisfy all Worker’s Compensation obligations imposed by state law. If Contractor has any employees that are subject to the rights and obligations of the Longshoremen and Harbor Workers Act, then the Worker’s Compensation Insurance must be broadened to provide such coverage. In addition, Contractor agrees to carry Employer’s Liability Coverage with limits of not less than \$1,000,000 per accident for each employee.

Professional Liability Coverage—insuring, where applicable, for any exposures resulting from professional liability with limits of at least \$1,000,000.

Additional Insured—Contractor shall add “River Delta Unified School District, its board of trustees, officers, agents and employees” (collectively the “District”) as an additional insured via separate endorsement by having the insurance carrier issue an ISO CG 20 10 edition date 11 85 Additional Insured Endorsement or its equivalent. Such endorsement must include completed operations coverage for the benefit of the additional insured. This extension shall apply to the full extent of the actual limits of Contractor’s coverages even if such actual limits exceed the minimum limits required by this agreement. The District’s additional insured status under the policy(ies) must not be limited by amendatory language to the policy. To the extent umbrella or excess insurance is available above the minimum required limits stated in this Agreement, the protection afforded the District in the umbrella or excess liability insurance shall be as broad or broader than the coverages present in the underlying insurance and in accordance with this agreement. Each general liability, umbrella, or excess policy shall specifically state that the insurance provided by the Contractor shall be considered primary, and insurance of the District shall be considered excess for purposes of responding to claims.

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Contractor shall evidence that such insurance is in force by furnishing the District with acceptable proof thereof with a Certificate of Insurance together with a copy of the declarations page of the policies and all policy endorsements, or if requested by the District, certified copies of the policies. The certificate, declarations page, and all policy endorsements shall become a part of this agreement. Each certificate of insurance shall (1) contain an unqualified statement that the policy shall not be subject to cancellation, nonrenewal, adverse change, or reduction of amounts of coverage without thirty (30) days prior written notice to the District, but in the event of non-payment of premium, ten (10) days notification will be provided; (2) show the District as Additional Insured by referencing and attaching the required endorsement; (3) shall indicate that the Contractor’s coverage is primary and the District’s insurance is excess for any claims; and (4) as to CGL coverage shall state “Policy includes contractual liability coverage insuring the agreement and obligations of the insured to indemnify the District and others to the extent set forth in the Agreement between the insured and the District.”

Subcontractors and Suppliers—If the Contractor should sublet any work to another party (subcontractor), Contractor guarantees that such subcontractor shall indemnify the District as set forth in this agreement and shall carry insurance as set forth in these requirements prior to permitting subcontractor to commence its work. Contractor shall obtain a signed agreement from such subcontractor indemnifying the District as set forth in this Agreement and agreeing to carry insurance as set forth above. In addition, Contractor shall require in its purchase orders that each supplier indemnifies Contractor and the District from all losses arising from any materials, products, or supplies included in such work.

Any attempt by the Contractor to cancel or modify such insurance coverage, or any failure by the Contractor to maintain such coverage, shall be default under this Agreement and, upon such default, the District will have the right to terminate this Agreement and/or exercise any of its rights at law or at equity. In addition to other remedies, the District may, at its discretion, withhold payment of any sums due under this Agreement until Contractor provides adequate proof of insurance.

These insurance requirements are independent of and shall not in any way limit the indemnity obligations of the Contractor under this agreement.

The amounts and types of insurance set forth above are minimums required by the District and shall not substitute for an independent determination by Contractor of the amounts and types of Insurance which Contractor shall determine to be reasonably necessary to protect itself and its work. The District reserves the right to modify these provisions relating to indemnification and insurance, and Contractor agrees to be bound by such modifications 30 days after receipt of the modified provisions.

Failure to enforce any of the provisions of these requirements or any of the provisions of this agreement shall in no way constitute a waiver of such provisions. 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  
Address, Email & Phone: \_\_\_\_\_

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

1/14/08

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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		

## EXHIBIT A

West Coast Broadcast Services, LLC.  
2006 G Street  
Sacramento, CA 95811  
[mike@westcoastbroadcastservices.com](mailto:mike@westcoastbroadcastservices.com)  
530-554-0603

April 16, 2020  
Proposal WCB-0041



# WEST COAST BROADCAST SERVICES, LLC. PROPOSAL FOR ENGINEERING SERVICES

Prepared for Elizabeth Keema-Aston

River Delta Unified School District

445 Montezuma Street

Rio Vista, CA 94571

West Coast Broadcast Services, LLC. is pleased to submit this proposal for Engineering Technical Services to support River Delta Unified School District and KRVH in achieving its technical goals.

## Services

- Broadcast Plant Infrastructure design
- Studio Maintenance and design
- AM/FM Transmitter install, repair and maintenance
- Analog and Digital networked systems implementation
- Remote live Broadcast setup and support
- Satellite Systems Maintenance
- PBX Phone System and Telco programming
- Technical Support 24/7

Thank you for the opportunity to offer a great set of engineering services for your radio station. As you can see, no job is too large or too small.

## Additional Services

- Project Management from small to large scale
- Staff training on new and existing systems
- Broadcast plant operation relocation
- Studio and Transmitter moves
- Budget Management for engineering department



## PRICING

The following table details the pricing for engineering services outlined in this proposal.

Services Cost	Price
Hourly rate for in-town radio engineering services, plus travel time. Two-hour minimum.	\$80.00/hr.
Hourly rate for out-of-town engineering services (greater than 100 miles from Sacramento). Two-hour minimum.	\$90.00/hr.
Project rate for installs, renovations, studio builds, transmitter installs.	Ask to Quote
<b>\$0.57</b> per mile, from the office to job site and back. I will not charge for any small in-town errands either at the office or at the job site.	\$0.57/mile
Out of town projects that require overnight stays will be at the client's expense and will include accommodations, per diem, and travel.	Ask to Quote
Emergency standby for on-call and engineering services. The cost is monthly + hourly rate.	\$200.00/month + \$80.00/hr.
Subcontract engineering services may be required at times and will be invoiced at the following rate.	\$130.00/hr.

Disclaimer: The prices listed in the preceding table are an estimate for the services discussed. This summary is not a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed.

## QUALIFICATIONS

- SBE Certified
- Gates Transmitter Certified
- HD Radio Certified
- 20 years of broadcast experience



I look forward to the opportunity of working with River Delta Unified School District and supporting their technical efforts with KRVH-FM. If you have any questions about this proposal, feel free to contact me at your convenience by email at [mike@wcbroadcastservices.com](mailto:mike@wcbroadcastservices.com) or by phone at 530-554-0603. Thank you for your consideration.

Mike DaSilva  
 Broadcast Contract Engineer and Consultant  
 SBE Member 28802

**EXHIBIT B**

**Certification Regarding Background Checks**

West Coast Broadcast Services (“CONSULTANT”) certifies the following:

Pursuant to Education Code Section 45125.1, CONSULTANT has conducted criminal background checks, through the California Department of Justice, of all employees of CONSULTANT providing services to the River Delta Unified School District, pursuant to the contract agreement dated \_\_\_\_\_, and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.

As further required by Education Code Section 45125.1, below is a list of the names of the employees of the undersigned who may come in contact with pupils.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Date: \_\_\_\_\_, 2020

West Coast Broadcast Services, LLC

\_\_\_\_\_

By its: \_\_\_\_\_

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- |                                    |                                       |                                 |                       |                       |
|------------------------------------|---------------------------------------|---------------------------------|-----------------------|-----------------------|
| 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 |                       |                       |

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

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Nicole Latimer, Chief Educational Services Officer

Item Number: 10.6

Type of item: (Action, Consent Action or Information Only): Consent

**SUBJECT:**

Request to approve the three-year renewal of Lexia software licenses with a cost of \$53,220.

**BACKGROUND:**

The River Delta Unified School District's elementary schools use Lexia as an intervention program to improve cognitive reading skills.

**STATUS:**

This is a renewal contract. We would like to continue our contract with Lexia to serve our TK-3<sup>rd</sup> Grade students.

1 year subscription = \$33,420

Addition of year 2     \$9,900

Addition of year 2     \$9,900

**Totaling                     \$53,220**

**PRESENTER:** Nicole Latimer, Chief Educational Services Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

**COST AND FUNDING SOURCES:** \$53,220 paid by Educational Services Funds

**RECOMMENDATION:**

That the Board approve the three-year renewal of Lexia software licenses at a cost not to exceed \$53,220.

Time allocated: 2 minutes



**Lexia Reading Seat Subscription Renewal Quote**

River Delta Unified School District  
Kathy Wright, kwright@rdusd.org  
Site ID: 4726-0752-1677-4932

Pricing valid through August 31, 2020; future pricing subject to change.

July 30, 2020

Kathy Wright, Superintendent  
River Delta Unified School District  
445 Montezuma Street  
Rio Vista, CA 94571

You are currently hosting 490 Lexia Reading student seats, which expired on 06/30/2020.

**Lexia Reading Core5/Lexia PowerUp Student Term License 3**

Includes Minimum District Success Partnership

- Lexia Reading Core5/Lexia PowerUp Literacy Term License 3

490 Seat Term License Cost, including Support & Year 1 Hosting through 6/30/2021

**TOTAL COST FOR YEAR 1**

**\$33,420**

*Important Note: With a Term License 3, your district may renew for \$9,900/year in Year-2 and in Year-3, or it may be paid in full - year 4 starts new.*

**OR**

**Student Licenses:**

Includes Minimum District Success Partnership

- 1-year extension 490 Lexia Reading licenses @ \$22,500
- 2-year extension 490 Lexia Reading licenses @ \$41,850
- 3-year extension 490 Lexia Reading licenses @ \$58,610

*\*Multi-year pricing is for up front purchases only and for the full amount payable in Year 1.*

**Please Confirm Subscription Total Here: \$ 53,220.**

Subscriptions start as of receipt of purchase order, will be invoiced for the full subscription period and terminate at the end of the contracted period. All associated services will terminate on the subscription termination date. At the end of the service period there is zero residual value. Services may be renewed at the current prices and student data will be retained. Unless otherwise set forth herein, all product licenses shall have the same start and end dates and all services must be used within the subscription period. Changes to orders are only permitted within 30 days of receipt of order. Unused or undesired product licenses or services are not eligible for refund or credit. We encourage customers to select a multi-year term to benefit from the best value and also to provide protection from any year-to-year price increases.

***By signing below, I am indicating that I have reviewed and I understand the Subscription Services and Terms and Conditions and I agree to both as stated.***

Print Name & Title: \_\_\_\_\_

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

*Please include a copy of this page with your purchase order!*

**Please send all purchase orders and payments to:**

Greenfield Learning Inc. | Attn: Tim Stewart  
PO Box 3524, Half Moon Bay, CA 94019

Phone: 800-363-5547 Fax: 650-726-1156 Email orders: [orders@greenfieldlearning.com](mailto:orders@greenfieldlearning.com)

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

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Nicole Latimer, Chief Educational Services Officer

Item Number: 10.7

Type of item: (Action, Consent Action or Information Only): Consent

**SUBJECT:**

Request to approve IXL Learning software at a cost to exceed \$13,197.

**BACKGROUND:**

We have utilized the IXL Learning educational software in all four elementary sites and Riverview Middle School. The program presents math skills that are aligned to the California Common Core Content Standards and the California Preschool Learning Foundations, providing comprehensive coverage of math concepts and applications. With IXL's state standards alignments, students access unlimited practice problems specifically tailored to each required standard.

**STATUS:**

This is a renewal contract. The schools utilizing this program would like to continue using it to supplemental their daily instruction.

**PRESENTER:** Nicole Latimer, Chief Educational Services Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

**COST AND FUNDING SOURCES:** Not to exceed \$13,197 paid by Educational Services funds

**RECOMMENDATION:**

That the Board approve IXL Learning software at a cost not to exceed \$13,197.

Time allocated: 2 minutes



IXL Learning  
 777 Mariners Island Blvd., Suite 600  
 San Mateo, CA 94404

# RENEWAL QUOTE

QUOTE # 967587-0720-2  
 DATE: JULY 30, 2020

**TO:**  
 Stephen Wright  
 River Delta Unified School District  
 445 Montezuma St.  
 Rio Vista, CA 94571

**COMMENTS OR SPECIAL INSTRUCTIONS**

Optional 3-year payment plan as follows:

Year 1 50% (due now) \$6,599  
 Year 2 25% (due at the start of year 2) \$3,299  
 Year 3 25% (due at the start of year 3) \$3,299

\*The multi-year discount is contingent upon paying in full or using the above payment plan.

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
Jared Mumley	A13-967587	August 16, 2020 – August 16, 2023	August 30, 2020

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	IXL site license for 425 students, including: Math & ELA in grades 1-12: 150 students Subjects: Math and ELA	\$6,188.00	\$6,188.00
1	Math, ELA & Sci in grades 5-6: 25 students Subjects: Math, ELA, and Science	\$1,350.00	\$1,350.00
1	Grades K-10: 250 students Subject: Math	\$7,125.00	\$7,125.00
1	Multi-year discount  <i>Unlimited instructor accounts included</i>	-\$1,466.00	-\$1,466.00
SUBTOTAL			\$13,197.00
SALES TAX			--
SHIPPING & HANDLING			--
TOTAL DUE			\$13,197.00

Ordering instructions



We accept payment by purchase order, check, or credit card. School POs should be faxed to 650-372-4301 or e-mailed to [orders@ixl.com](mailto:orders@ixl.com). Please be sure to list the quote number on your payment or purchase order. For international accounts, we can accept wire transfers for an additional fee.

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

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Nicole Latimer, Chief Educational Services Officer

Item Number: 10.8

Type of item: (Action, Consent Action or Information Only): Consent

**SUBJECT:**

Request to approve Renaissance myOn Reader for the 2020-2021 school year at a cost not to exceed \$15,836.80.

**BACKGROUND:**

Renaissance myON® Reader, a student-centered, personalized literacy environment gives students access to more than 6,000 enhanced digital books. Book titles are matched to each individual student's interests, grade and Lexile® reading level. Combined with a suite of close reading tools and embedded supports, myON Reader fosters student engagement and achievement.

**STATUS:**

This is a new contract.

**PRESENTER:** Nicole Latimer, Chief Educational Services Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

**COST AND FUNDING SOURCES:** Not to exceed \$15,836 from Educational Services funding.

**RECOMMENDATION:**

That the Board approve Renaissance myOn Reader for the 2020-2021 school year at a cost not to exceed \$15,836.80.

Time allocated:    minutes

# RENAISSANCE®

Quote  
# 2376314

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

**River Delta Joint Unified School Dist - 281420**  
445 Montezuma St  
Rio Vista, CA 94571-1651  
Contact: Stephen Wright - (707) 374-6381  
Email: [swright@rdusd.org](mailto:swright@rdusd.org)

Reference ID: 462025  
Created: 08/03/2020

## Quote Summary

School Count: 5

Renaissance Products & Services Total	\$15,836.80
Shipping and Processing	\$0.00
Sales Tax	\$0.00
<b>Grand Total</b>	<b>USD \$15,836.80</b>

**This quote includes: Renaissance Accelerated Reader, Renaissance myON Reader, Renaissance Star Early Literacy and Renaissance Star Reading.**

By signing below, you



- agree that this Quote, any other quotes issued to you during the Subscription Period and your use of the Applications, the Hosting Services and Services are subject to the Renaissance Terms of Service and License located at <https://doc.renlearn.com/KMNet/R003981304GH3CB5.pdf> which are incorporated herein by reference;
- consent to the Terms of Service and License; and
- consent to the collection, use, and disclosure of the personal information of children under the age of 13 as discussed in the applicable Application Privacy Policy located at <https://www.renaissance.com/privacy-policy/>.

To accept this offer and place an order, please sign and return this Quote.

Renaissance will issue an invoice pursuant to this Quote on the Invoice Date you specify below. If no Invoice Date is listed, Renaissance will issue an invoice within 30 days from the date of this Quote. If your organization requires a purchase order prior to invoicing, please check the box below and issue your purchase order to the Renaissance address below no later than 15 days prior to the Invoice Date. Payment is due net 30 days from the Invoice Date.

If your billing address is different from the address at the top of this Quote, please add that billing address below.

Please check here if your organization requires a purchase order prior to invoicing: [ ]

Renaissance Learning, Inc.	River Delta Joint Unified School Dist - 281420
	By: 
Name: Ted Wolf	Name: Nicole Latimer
Title: VP - Corporate Controller	Title: Chief Educational Services Officer
Date: 08/03/2020	Date: 8/3/2020
	Invoice Date: 8/3/2020

**Mail:** PO Box 8036, Wisconsin Rapids, WI 54495-8036

**Fax:** (877)280-7642

**Email:** [electronicorders@renaissance.com](mailto:electronicorders@renaissance.com)

**Phone:** (877)444-3172

If changes are necessary, or additional information is required, please contact your account executive Jen Higgins at (866)563-1086, Thank You.

Use your Prop 98 funding to lock in multi-year discounts on the solutions you need.

# RENAISSANCE®

Quote  
# 2376314

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

This quote is valid until 08/22/2020. All quotes and orders are subject to availability of merchandise. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax (TPT). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Students can become their most amazing selves – only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom – transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

# RENAISSANCE®

Quote  
# 2376314

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
www.renaissance.com

## Quote Details

### River Delta Joint Unified School Dist - 281420

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
<b>Professional Services</b>					
Hourly Coaching		2	\$300.00	\$0.00	\$600.00
<b>River Delta Joint Unified School Dist Total</b>				<b>\$0.00</b>	<b>\$600.00</b>

### Bates Elementary School - 286478

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
<b>Renaissance Applications</b>					
myON with Star Reading Connection Student Subscription	07/01/2020 - 06/30/2021	240	\$10.00	\$0.00	\$2,400.00
<b>Professional Services</b>					
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
<b>Bates Elementary School Total</b>				<b>\$0.00</b>	<b>\$2,400.00</b>

### D H White Elementary School - 281422

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
<b>Renaissance Applications</b>					
myON with Star Reading Connection Student Subscription	07/01/2020 - 06/30/2021	330	\$10.00	\$0.00	\$3,300.00
<b>Professional Services</b>					
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
<b>D H White Elementary School Total</b>				<b>\$0.00</b>	<b>\$3,300.00</b>

### Isleton Elementary School - 286751

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
<b>Renaissance Applications</b>					
Accelerated Reader Subscription	07/01/2020 - 06/30/2021	158	\$7.15	\$0.00	\$1,129.70
myON with Star Reading Connection Student Subscription	07/01/2020 - 06/30/2021	158	\$10.00	\$0.00	\$1,580.00
Star Early Literacy Subscription	07/01/2020 - 06/30/2021	100	\$4.95	\$0.00	\$495.00
Star Reading Subscription	07/01/2020 - 06/30/2021	158	\$4.95	\$0.00	\$782.10
<b>Platform Services</b>					
Annual All Product Renaissance Platform	07/01/2020 - 06/30/2021	1	\$750.00	\$0.00	\$750.00

# RENAISSANCE®

Quote  
# 2376314

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
www.renaissance.com

## Professional Services

Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
<b>Isleton Elementary School Total</b>				<b>\$0.00</b>	<b>\$4,736.80</b>

## Riverview Middle School - 281424

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
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### Renaissance Applications

myON with Star Reading Connection Student Subscription	07/01/2020 - 06/30/2021	240	\$10.00	\$0.00	\$2,400.00
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### Professional Services

Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
<b>Riverview Middle School Total</b>				<b>\$0.00</b>	<b>\$2,400.00</b>

## Walnut Grove Elementary School - 287216

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
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### Renaissance Applications

myON with Star Reading Connection Student Subscription	07/01/2020 - 06/30/2021	240	\$10.00	\$0.00	\$2,400.00
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### Professional Services

Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
<b>Walnut Grove Elementary School Total</b>				<b>\$0.00</b>	<b>\$2,400.00</b>

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

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Nicole Latimer, Chief Educational Services Officer

Item Number: 10.9

Type of item: (Action, Consent Action or Information Only): Consent

**SUBJECT:**

Request to approve the purchase of Swivl devices and accessories at a cost not to exceed \$72,889.23.

**BACKGROUND:**

The Swivl robot rotates to follow a teacher automatically around the room to provide the same dynamic learning experience that a learner has in person. It connects to multiple Markers for recording audio throughout the room and uses the tethered iPad (or mobile device) for recording video. It's easy for teachers to setup, start/stop recording, and upload to their Swivl account. SWIVL allows teachers to Live stream from Zoom, while Swivl tracks you. SWIVL Gives remote students the opportunity to interact with their in-class peers, and allows teachers to record the content on their laptops for use at a later time. Teachers who have identified themselves as willing to support 100% virtual learning will be provided training for how to integrate SWIVL.

**STATUS:**

This is a new contract.

**PRESENTER:** Nicole Latimer, Chief Educational Services Officer

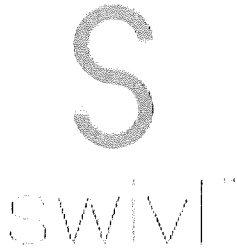
**OTHER PEOPLE WHO MIGHT BE PRESENT:**

**COST AND FUNDING SOURCES:** Not to exceed \$72,889.23 from Educational Services funding.

**RECOMMENDATION:**

That the Board approves the purchase of the Swivl devices and accessories at a cost not to exceed \$72,889.23.

Time allocated:    minutes



Quote Name 40 C1's, 40 C3's

Company Address 1450 El Camino Real  
Menlo Park, CA 94025  
US

Created Date 7/29/2020  
Expiration Date 8/14/2020  
Quote Number 15560

Prepared By Mike Ogrey  
Phone (650) 620-9690  
Email mogrey@swivl.com

Contact Name Nicole Latimer  
Account Name River Delta Unified School District  
Phone 916-284-8132  
Email nlatimer@rdusd.org

Bill To Name River Delta Unified School District  
Bill To CA  
US

Ship To Name River Delta Unified School District  
Ship To CA

Product Code	Product	Quantity	Sales Price	Discount	Total Price
SW7020	Expand Lens Mini	80.00	USD 29.00	5.00%	USD 2,204.00
SW3322-C1	Swivl C1	40.00	USD 659.00	5.00%	USD 25,042.00
SW3322-C3	Swivl C3	40.00	USD 859.00	5.00%	USD 32,642.00
SW5120	Swivl Floor Stand	80.00	USD 99.00	5.00%	USD 7,524.00

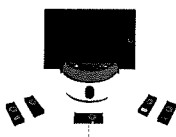
Comments Please email PO to [mogrey@swivl.com](mailto:mogrey@swivl.com) or call Mike at (650) 620-9690 to place an order by CC.

Discount 5.00%  
Total Price USD 67,412.00  
Tax USD 5,477.23  
Grand Total USD 72,889.23

Returns policy. 60-day Money Back Guarantee. If you are not satisfied with your Swivl product, we will refund the purchase price (less shipping and handling for orders with quantities under 5, and additional 20% restocking fee for orders of 5 or more units).

Due to extraordinary demand we are experiencing some shipping delays. Please confirm with your account manager the up to date information on the backlog at the time you submit your order.

If you are planning to use Swivl in Standalone Configuration, you will need to purchase or provide a speaker for each Swivl. If you are planning to use Swivl in Integrated Configuration, you will need to purchase or provide a USB-A to USB-A cable or Swivl Link. If you have questions, please discuss with a Swivl specialist.



Swivl Teams





**6BOARD OF TRUSTEES  
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Nicole Latimer, Chief Educational Services Officer

Item Number: 10.10

Type of item: (Action, Consent Action or Information Only): Consent

**SUBJECT:**

Request to approve the renewal of the Read 180 program for use at Delta High School and Clarksburg Middle School for the 2020-2021 school year at a cost not to exceed \$1,433.74.

**BACKGROUND:**

The Read 180 program serves as a supplemental program for at-risk students who are in need of remediation and skill improvement.

**STATUS:**

This is a renewal contract. The DHS and CMS staff would like to continue utilizing this program due to the positive impact on their at-risk student populations.

**PRESENTER:** Nicole Latimer, Chief Educational Services Officer

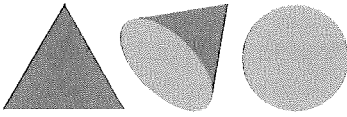
**OTHER PEOPLE WHO MIGHT BE PRESENT:**

**COST AND FUNDING SOURCES:** Not to exceed \$1,433.74 paid by Educational Services funds.

**RECOMMENDATION:**

That the Board approve the renewal of the Read 180 program for use at Delta High School and Clarksburg Middle School for the 2020-2021 school year at a cost not to exceed \$1,433.74

Time allocated: 2 minutes



# Houghton Mifflin Harcourt

Proposal  
Prepared For  
**River Delta Unified Sch Dist**

Attention:  
Trisha Salomon  
tsalomon@rdusd.org

For the Purchase of:

**\*Read 180 Universal Transition Subscription Package  
1 Yr**

Prepared By  
Jill Kenny  
jill.kenny@hnhco.com

**Please submit this proposal with your purchase order.**

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.



Houghton Mifflin Harcourt

Coupon Code: HMHISG20PB-20% DISCOUNT  
ON ISG CORE PRODUCTS

Attention:  
Trisha Salomon  
tsalomon@rdusd.org

HMH Confidential and Proprietary

Intervention Solutions Group  
255 38th Avenue, Suite L  
St. Charles, IL 60174  
FAX: 800-724-4716  
InterventionSolutionsOrders@hnhco.com

**River Delta Unified Sch Dist**  
**\*Read 180 Universal Transition Subscription Package 1 Yr**

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b><u>R180 U Stage B</u></b>						
<b>Transition Student Subscription Package</b>						
6003339 9781328030122	READ 180 Universal Stage B Transition Student Subscription Package, 1 Year Includes Literacy Intervention License (R180U Stage B / S44 Secondary), Reading Inventory, and Phonics Inventory student software subscription and R180U Stage B Real Book for 1 student. Software to be hosted by HMH.	\$60.00	20	\$1,200.00		\$1,200.00
<b>Total for Transition Student Subscription Package</b>		<b>\$1,200.00</b>				
<b>Transition Teacher Subscription</b>						
9781328029102	READ 180 Universal Stage B Teacher Literacy License for Upgrades and Transitions to Subscription	\$299.00	1	\$299.00	\$299.00	
<b>Total for Transition Teacher Subscription</b>						
<b><u>Total for R180 U Stage B</u></b>		<b>\$1,200.00</b>				

Start Date 6/30/20

<i>Total Savings:</i>	\$239.20
<i>Subtotal Purchase Amount:</i>	\$1,200.00
<i>Shipping &amp; Handling:</i>	\$126.00
<i>Sales Tax:</i>	\$107.74
<b>Total Cost of Proposal (PO Amount):</b>	<b>\$1,433.74</b>



Houghton Mifflin Harcourt

Attention:  
Trisha Salomon  
tsalomon@rdusd.org

Intervention Solutions Group  
255 38th Avenue, Suite L  
St. Charles, IL 60174  
FAX: 800-724-4716  
InterventionSolutionsOrders@hnhco.com

Coupon Code: HMHISG20PB-20% DISCOUNT  
ON ISG CORE PRODUCTS

HMH Confidential and Proprietary

Proposal for  
River Delta Unified Sch Dist

**Total Cost of Proposal (PO Amount): \$1,433.74**

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - o Point of Contact for Print materials
  - o Point of Contact for Digital materials
  - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

**Ship to:**

River Delta USD  
445 Montezuma St  
Rio Vista, CA 94571-1651

**Sold to:**

River Delta USD  
445 Montezuma St  
Rio Vista, CA 94571-1651

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Destination.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

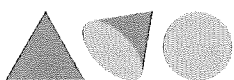
Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 6/17/2020

Proposal Expiration Date: 8/1/2020



# Houghton Mifflin Harcourt



**Houghton Mifflin Harcourt**

Coupon Code: HMHISG20PB-20% DISCOUNT  
ON ISG CORE PRODUCTS

Attention:  
Trisha Salomon  
tsalomon@rduisd.org

**HMH Confidential and Proprietary**

Intervention Solutions Group  
255 38th Avenue, Suite L  
St. Charles, IL 60174  
FAX: 800-724-4716

[InterventionSolutionsOrders@hnhco.com](mailto:InterventionSolutionsOrders@hnhco.com)

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

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Nicole Latimer, Chief Educational Services Officer

Item Number: 10.11

Type of item: (Action, Consent Action or Information Only): Consent

**SUBJECT:**

Request to approve the Professional Expert Agreement with Jeff Simpson to provide speech therapy services at a cost not to exceed \$40,000 for the 2020-2021 school year.

**BACKGROUND:**

Jeff Simpson has provided speech therapy services and assessments for our district students for the past 19 years.

**STATUS:**

Jeff Simpson will provide speech therapy services and assessments for our district students for the 2020-2021 school year. The 2018-2019 contract was \$40,000. The 2020-2021 contract is not to exceed \$40,000.

**PRESENTER:** Nicole Latimer, Chief Educational Services Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

**COST AND FUNDING SOURCES:** Not to exceed \$40,000 paid by Special Education funds.

**RECOMMENDATION:**

That the Board approve the Professional Expert Agreement with Jeff Simpson to provide speech therapy services at a cost not to exceed \$40,000 for the 2020-2021 school year.

Time allocated: 2 minutes

# River Delta Unified School District

445 Montezuma Street  
Rio Vista, CA 94571

## Professional Expert Agreement

Under Section 45103 of the *Education Code*, professional experts employed "on a temporary basis for a specific project" are exempt from classified service. Professional experts must have a special skill or knowledge of a particular subject matter, derived from specialized training or expertise, often involving intensive academic preparation, or representing mastery of that subject. This agreement is for services which do not meet the criteria for Independent Contract Services and will be paid through payroll. Reimbursement will be reported as taxable compensation on statements of earnings (W-2). Applicable payroll deductions when appropriate including STRS and PERS will be made at the time of earned payments. It is understood that this agreement provides for a temporary position having no employment rights or benefits.

River Delta Unified School District agrees to Contract with Jeff Simpson for the services performed from: July 1, 2020 to: June 30, 2021.

Services to be performed: To provide speech therapy services for district students.

Amount to be paid:

Budget # 6500 \$ 40,000

Budget # \_\_\_\_\_ \$ \_\_\_\_\_

Payment will be made, with approval of certifying administrator, upon completion of services as follows:

\$60 per hour or \$300 per assessment - contract not to exceed \$40,000.

Pay Rate: \$ 60.00 per hour (hour, day, week, month, flat rate, stipend)

Requested by: \_\_\_\_\_ / \_\_\_\_\_  
Title Date

Supervisor Approval: \_\_\_\_\_ / \_\_\_\_\_  
Title Date

\_\_\_\_\_  
Director of Personnel Date

\_\_\_\_\_  
Assistant Superintendent, Business Services Date

**NOTE: This form must be accompanied by the following:**

I-9 Copy of Social Security Card

W-4 Copy of Driver's License

DE 4

**Identify services completed and submit to payroll:**

Completed: \_\_\_\_\_ Certifying Administrator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All obligations have been fulfilled   
Additional payment requests will be forwarded to Payroll

### Professional Expert Completes:

Name \_\_\_\_\_

S.S. # \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_

Professional Expert Signature Date

Do you have a valid CA teaching credential?

Yes  No

Are you presently or have you been a member of

PERS Yes  No

STRS Yes  No

Are you presently an employee of RDUSD?

Yes  No

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

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Nicole Latimer, Chief Educational Services Officer

Item Number: 10.12

Type of item: (Action, Consent Action or Information Only): Consent

**SUBJECT:**

Request to approve the Independent Contract for Services Agreement with Danielle Christy, M.A., LEP for the 2020-2021 school year at a cost not to exceed \$5,000.

**BACKGROUND:**

This is a new contract.

**STATUS:**

Danielle Christy will provide an independent educational evaluation for a district student as required by an IEP team decision. The 2020-2021 contract is not to exceed \$5,000.

**PRESENTER:** Nicole Latimer, Chief Educational Services Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

**COST AND FUNDING SOURCES:** Not to exceed \$5,000 paid by Special Education funds.

**RECOMMENDATION:**

That the Board approve the Independent Contract for Services Agreement with Danielle Christy, M.A., LEP for the 2020-2021 school year at a cost not to exceed \$5,000.

Time allocated: 2 minutes



# RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street  
Rio Vista, California 94571-1651  
(707) 374-1700 Fax (707) 374-2901  
www.riverdelta.k12.ca.us

## 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 Danielle Christy, M.A., LEP, hereinafter referred to as "CONSULTANT."

IT IS HEREBY MUTUALLY AGREED that Consultant will provide services under the following terms and conditions:

1. TERM: The term of this agreement is from July 1, 2020 through June 30, 2021. Extension or renewal requires approval of DISTRICT 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 or authorized representative.

This agreement may be terminated with 30 days advance written notice by either party. In the event of termination for cause, CONSULTANT need be compensated only to the extent required by law.

2. CONSULTANT SERVICES: CONSULTANT agrees to perform, during the term of this agreement, the tasks obligations and services detailed as follows: Provide an independent educational evaluation for one district student.

3. PAYMENT FOR SERVICES: CONSULTANT shall receive compensation at the rate of:  
\$ 150.00 per    day    week    month    year or per   X   hour     
OR  
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. 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.

4. 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. CONSULTANT'S work product produced under this agreement shall be the property of DISTRICT and cannot be used without permission of same.
5. 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.
6. HOLD HARMLESS AND INDEMNIFICATION: CONSULTANT agrees to abide by the *Hold Harmless and Indemnification Agreement* attached to and made a part of this contract.





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

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Maria Elena Becerra

Item Number: 10.13

Type of item: (Action, Consent Action or Information Only): Consent

**SUBJECT:**

Request to declare as surplus the list non-operable technology equipment from inventory and deem their value as zero

**BACKGROUND:** There were some old computers and printers we missed last school year that are old and can no longer be updated to run any of the programs nor the internet.

**STATUS:**

**PRESENTER:** Maria Elena Becerra

**COST AND FUNDING SOURCES:**

There is no cost to the school. District organized an E-Waste to pick up at the sites.

**RECOMMENDATION:**

That the Board declares as surplus the miscellaneous electronic devices and deem their value as zero.

Time allocated: 2 minutes

**River Delta Unified School District  
Surplus Declaration**

**Bates Computer Inventory – Surplus**

**August 11, 2020**

Computer #	Computer Type (Dell, Flat Screen, Shell)	Bar Code
Bates PC02	Hard drive	008262
OptiPlex 725	Dell Hard drive	008327
OptiPlex 3010	Dell Hard Drive	007495
Optiplex GX620	Dell Hard Drive	008890
	NEC Projector	007357
	NEC Projector	007373
	NEC Projector	007362
	NEC Projector	007355
	NEC Projector	007353
Bates Server	Server	Bates 1751 10.15.10.1
Server Box	Mitel	008303
Apple	Apple MacBook	008248
	Apple MacBook	008254
	Apple MacBook	008252
	Apple MacBook	007365
	Apple MacBook	008168
	Apple MacBook	007383
	Apple MacBook	008255
	Apple MacBook	007724RDUDS
	Apple MacBook	007376
	HP Laser Jets (13 total)	No bar code
	Apple keyboards	10 old Apple keyboards
	HP Old Keyboards	6 old HP keyboards
	13 “Unmanaged Switches”	
	Back Up Battery CS 500	

**Mokelumne Computer Inventory – Surplus June 25, 2020**

Computer #	Computer Type (Dell, Flat Screen, Shell)	Bar Code
	Chromebook	1545
	Chromebook	1080
	Chromebook	1087
	Chromebook	1083
	Old MacBook	007300
	Old MacBook	007301
	Old MacBook	007302

	Old MacBook	007299
	Old MacBook	007297
	Old MacBook	007296
	Old MacBook	008333
	Old MacBook	007298
	Old MacBook	007295
	Old Big MacBook	008162
	Dell Laptop	009221
	Old MacBook	008332
	Red Chromebook	1088
	Old MacBook	008335
	Old MacBook	008178
	Old MacBook	008337
	Old MacBook	008338

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

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

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

From: Katherine Wright, Superintendent

Item Number: 10.14

Type of item: (Action, Consent Action or Information Only): Consent Action

**SUBJECT:**

Donations

**BACKGROUND:**

Donations to Receive and Acknowledge:

**Walnut Grove Elementary School – Hotspots**

Morris Motors \$100

Emily Pappalardi \$200

Dr. Spalding \$100

Kay Dix \$1140

Walnut Grove Rotary \$2508

**Walnut Grove Elementary School – Summer Program**

Grow West \$12,000

Mary Wilson \$800

Russel Ooms \$80

Dennis Leary \$375

Courtland Town Association \$1,000

Alicia Fernandez \$80

MBK Engineers \$500

Walnut Grove Iron Works \$50

Sally Christie \$500

**Walnut Grove Elementary School – Chromebooks**

Walnut Grove Rotary \$9,000

**Clarksburg Middle School**

Courtland Town Council \$1000

**Delta High School**

Courtland Town Council \$1000

**PRESENTER:**

Katherine Wright, Superintendent

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

Staff

**COST AND FUNDING SOURCES:**

**RECOMMENDATION:**

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

Time allocated: 2 minutes

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

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

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

From: Katherine Wright, Superintendent

Item Number: 11\_\_\_\_\_

Type of item: (Action, Consent Action or Information Only): Action\_\_\_\_\_

**SUBJECT:**

Request to approve the first reading of the updated or new Board Policies, Administrative Regulation and or Exhibits due to new legislation or mandated language and citation revisions as of May 2020.

**BACKGROUND:**

Changes in legislation and amendments to laws lead to necessary/mandated changes in District Board Policies, Administrative Regulations and Exhibits.

These Board Policies, Administrative Regulations and Exhibits will be submitted for a second and final reading and approval at the September 8, 2020 Board meeting.

**STATUS:**

Attached are Board Policies, Administrative Regulations and Exhibits which have been affected by changes in law effective prior to May 2020 which need to be approved for first reading.

**PRESENTER:**

Katherine Wright, Superintendent

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

Jennifer Gaston, Recorder

**COST AND FUNDING SOURCES:**

**RECOMMENDATION:**

That the Board approves the first reading of these Board Policies, Administrative Regulations and Exhibits as submitted resulting from legislation effective prior to Mary 2020.

Time allocated: 3 minutes

# CSBA Sample Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0430(a)

## COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION

**Note:** Pursuant to Education Code 56195.1, school districts and county offices of education (COE) are required to form geographical regions, known as Special Education Local Plan Areas (SELPA), of sufficient size and scope to administer a local plan and the allocation of funds for all the special education service needs of the children residing within the boundaries of the region. Districts may join together or with a COE to form a SELPA, or a single district may form its own SELPA. Each SELPA is required to develop and administer a local plan describing how it will provide special education services. Pursuant to Education Code 56195.5, the Governing Board has authority, consistent with the SELPA plan, over the programs it directly maintains.

The following policy and accompanying administrative regulation should be revised to reflect requirements for the type of SELPA in which the district participates.

The Governing Board ~~desires~~ **recognizes its obligation** to provide a free, appropriate, public education (FAPE) to all individuals with disabilities, aged 3 to 21 years, who reside in the district, ~~including children who have been suspended or expelled or placed by the district in a nonpublic, nonsectarian school.~~

~~Students shall be referred for special education instruction and services only after the resources of the regular education program have been considered, and where appropriate, utilized. (Education Code 56303)~~

~~(cf. 3541.2 - Transportation for Students with Disabilities)~~

~~(cf. 4112.23 - Special Education Staff)~~

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

~~(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)~~

~~(cf. 6159 - Individualized Education Program)~~

~~(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)~~

~~(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)~~

~~(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)~~

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

~~(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)~~

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

~~Note: Education Code 56195.1 requires a local plan for the education of all individuals with disabilities residing in the district. This plan may be developed in conjunction with other districts (Option 1 below) or by a single district (Option 2).~~

~~The special education local plan area (SELPA) shall administer a local plan and administer the allocation of funds. (Education Code 56195)~~

~~(cf. 1220 - Citizen Advisory Committees)~~

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

~~(cf. 3541.2 - Transportation for Students with Disabilities)~~

~~(cf. 4112.23 - Special Education Staff)~~

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)**



**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)**

**(Districts that participate in a multi-district SELPA with the county office of education)**

**In order to meet the needs of individuals with disabilities, the district shall participate as a member of a Special Education Local Plan Area (SELPA) with other districts and the county office of education pursuant to Education Code 56195.1.**

**The district shall enter into agreements with other members of the SELPA in accordance with Education Code 56195.1 and 56195.7. Consistent with these agreements, the district shall adopt policies governing the programs and services it operates. (Education Code 56195.8)**

**The Superintendent or designee shall work with the other members of the SELPA to develop a local plan for the education of individuals with disabilities. The plan shall be approved by the Board and the other members of the SELPA, and shall be submitted to the Superintendent of Public Instruction. (Education Code 56195.1)**

**Note: The remainder of this policy applies to all districts.**

**Pursuant to Education Code 56195.9, beginning July 1, 2020, the local plan must be reviewed by the SELPA at least once every three years. The budget plan, service plan, and annual assurances support plan must still be reviewed annually pursuant to Education Code 56205; see the accompanying administrative regulation.**

**The local plan shall be reviewed at least once every three years and updated as needed to ensure the information contained in the plan remains relevant and accurate. The local plan shall be updated cooperatively by a committee of representatives of special and regular education teachers and administrators selected by the groups they**

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)**

**represent and with participation by parent/guardian members of the community advisory committee, or parents/guardians selected by the community advisory committee, to ensure adequate and effective participation and communication. (Education Code 56195.9)**

**Note: Pursuant to Education Code 56195.7, a single-district SELPA is mandated to adopt a written procedure for the ongoing review of programs and a mechanism for correcting any identified problem. For districts participating in a multi-district SELPA with or without a COE pursuant to**

**Option 2 or 3 above, these requirements are contained in the written agreement entered into by members of the SELPA. The following paragraph may be revised to reflect district and/or SELPA practice.**

**Special education programs and services shall be reviewed on an ongoing basis. The results of such evaluations shall be use to identify and correct any program deficiencies.**

*Legal Reference: (see next page)*

## COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

### *Legal Reference:*

#### EDUCATION CODE

- 56000-56001 *Education for individuals with exceptional needs*
- 56020-56035 *Definitions*
- 56040-56046 *General provisions*
- 56048-56050 *Surrogate parents*
- 56055 *Foster parents*
- 56060-56063 *Substitute teachers*
- 56170-56177 *Children enrolled in private schools*
- 56190-56194 *Community advisory committees*
- 56195-56195.10 *Local plans*
- 56205-56208 *Local plan requirements*
- 56213 *Special education local plan areas with small or sparse populations*
- 56240-56245 *Staff development*
- 56300-56385 *Identification and referral, assessment, instructional planning*
- 56440-56447.1 *Programs for individuals between the ages of three and five years*
- 56500-56508 *Procedural safeguards, including due process rights*
- 56520-56524 *Behavioral interventions*
- 56600-56606 *Evaluation, audits and information*
- 56836-56836.05 *Administration of local plan*

#### GOVERNMENT CODE

- 7579.5 *Surrogate parent, appointment, qualifications, liability*
- 95000-95029 *California Early Intervention Services Act*

#### WELFARE AND INSTITUTIONS CODE

- 361 *Limitations on parental control*
- 726 *Limitations on parental control*

#### CODE OF REGULATIONS, TITLE 5

- 3000-3089 *Regulations governing special education*

#### UNITED STATES CODE, TITLE 20

- 1400-1482 *Individuals with Disabilities Education Act*

#### UNITED STATES CODE, TITLE 29

- 794 *Rehabilitation Act of 1973, Section 504*

#### UNITED STATES CODE, TITLE 42

- 12101-12213 *Americans with Disabilities Act*

#### CODE OF FEDERAL REGULATIONS, TITLE 34

- 99.10-99.22 *Inspection, review and procedures for amending education records*
- 104.1-104.39 *Section 504 of the Rehabilitation Act of 1973*
- 300.1-300.818 *Assistance to states for the education of children with disabilities, including:*
- 300.500-300.520 *Due process procedures for parents and children*
- 303.1-303.654 *Early intervention program for infants and toddlers with disabilities*

### *Management Resources:*

#### WEB SITES

- California Department of Education, Special Education:* <http://www.cde.ca.gov/sp/se>
- U.S. Department of Education, Office of Special Education Programs:*  
<http://www.ed.gov/about/offices/list/osers/osep>

(7/03 11/06) 5/20

### **Policy Reference UPDATE Service**

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# CSBA Sample Administrative Regulation

Philosophy, Goals, Objectives, and Comprehensive Plans

AR 0430(a)

## COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION

### Definitions

Note: The following administrative regulation reflects the 2004 reauthorization of the federal Individuals with Disabilities Education Act (IDEA) (20 USC 1400-1482), implementing federal regulations (34 CFR 300.1-300.818), and conforming state legislation (AB 1663, Ch. 454, Statutes of 2007). Note that in cases where state law provides greater protections to students, state law supersedes federal law.

*Free appropriate public education* (FAPE) means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the California Department of Education, including the requirements of 34 CFR 300.1-300.818; include appropriate preschool, elementary school, or secondary school education for individuals between the ages of 3 and 21; and are provided in conformity with an individualized education program (IEP) that meets the requirements of 34 CFR 300.320-300.324. (Education Code 56040; 34 CFR 300.17, 300.101, 300.104; Education Code 56040)

FAPE applies to students who are suspended or expelled or placed by the district in a nonpublic, nonsectarian school. (34 CFR 300.17, 300.101, 300.104)

Note: AB 1663 (Ch. 454, Statutes of 2007) added Education Code 56040.1 to provide the following definition, consistent with federal law.

*Least restrictive environment* means that, to the maximum extent appropriate, students with disabilities, including individuals in public or private institutions or other care facilities, be educated with individuals who are nondisabled, including the provision of nonacademic and extracurricular services and activities. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (Education Code 56040.1; 34 CFR 300.107, 300.114, 300.117; Education Code 56040.1)

Note: AB 1663 (Ch. 454, Statutes of 2007) amended Education Code 56000 and 56031 to define "special education," as specified in the following two paragraphs.

*Special education* means specially designed instruction, provided at no cost to the parent/guardian, to meet the unique needs of individuals with disabilities including a full continuum of program options including instruction conducted in the classroom, in the home, in hospitals and institutions, and other settings, and instruction in physical education to meet the educational and service needs in the least restrictive environment. (Education Code 56300, 56031)

## COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

~~Special education may include each of the following if the services otherwise meet the definition in the above paragraph: (Education Code 56031)~~

- ~~1. Speech language pathology services, or any other designated instruction and service or related service, pursuant to Education Code 56363, if the service is considered special education rather than designated instruction and service or related service under state standards~~
- ~~2. Travel training~~
- ~~3. Career technical education~~
- ~~4. Transition services for students with disabilities in accordance with 34 CFR 300.43 if provided as specially designed instruction, or a related service, if required to assist a student with disabilities to benefit from special education~~

~~Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the student that result from the student's disability and to ensure access of the student to the general curriculum, so that the student can meet the educational standards that apply to all students in the district. (34 CFR 300.39)~~

~~Note: Pursuant to Government Code 7579.5, when a student is a ward of the court, the district would appoint a surrogate parent only when the court has limited the right of the parent/guardian to make educational decisions for his/her child and the student has no responsible adult, such as a foster parent, to represent him/her. Since Welfare and Institutions Code 361 and 726 require the juvenile court to appoint a responsible adult when the court limits parental rights, rarely will it be necessary for the district to appoint a surrogate because that appointment would be superseded by the court's appointment of a responsible adult or foster parent. See BP/AR 6159.3 Appointment of Surrogate Parent for Special Education.~~

~~Surrogate parent means an individual assigned to act as a surrogate for the parent/guardian. The surrogate may represent an individual with disabilities in matters relating to identification, assessment, instructional planning and development, educational placement, reviewing and revising the IEP, and in other matters relating to the provision of FAPE to the individual with disability. (34 CFR 300.519; Education Code 56050)~~

### Elements of the Local Plan

~~Note: Education Code 56205 and 56206 details the elements that must be included in the local plan developed by the Special Education Local Plan Area (SELPA), including a requirement that the plan contain assurances of general compliance with Section 504 of the Rehabilitation Act of 1973 (29 USC 794), the Individuals with Disabilities Education Act (IDEA) (20 USC 1400-1482), and the Americans with Disabilities Act (42 USC 12101-12213). The following section is optional.~~

~~Pursuant to Education Code 56122, the California Department of Education (CDE) has developed templates for plan development, which are available on its web site.~~

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)**

The local plan developed by the **sSpecial eEducation lLocal pPlan aArea (SELPA)** shall include, but not be limited to, **the following**: (Education Code **56122**, 56205, 56206)

1. **Assurances that pPolicies, procedures, and programs; that are consistent with state laws, regulations, and policyies, are in effect as specified in Education Code 56205(a)(1-22) and in conformity with and 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201 governing the following:**
  - a. Free appropriate public education**
  - b. Full educational opportunity**
  - c. Child find and referral**
  - d. Individualized education programs, including development, implementation, review, and revision**
  - e. Least restrictive environment**
  - f. Procedural safeguards**
  - g. Annual and triennial assessments**
  - h. Confidentiality**
  - i. Transition from the Infants and Toddlers with Disabilities programs pursuant to 20 USC 1431 to the preschool program**
  - j. Children in private schools**
  - k. Compliance assurances, including general compliance with the federal Individuals with Disabilities Education Act (20 USC 1400-1482), Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), the federal Americans with Disabilities Act of 1990 (42 USC 12101-12213), related federal regulations, and Education Code 56000-56865**
  - l. A description of the governance and administration of the local plan in accordance with Education Code 56205(a)(12)**
  - m. Personnel qualification to ensure that personnel, including special education teachers and personnel and paraprofessionals are appropriately and adequately prepared and trained in accordance with Education Code 56058 and 56070 and 20 USC 1412(a)(14) and 1413(a)(3)**

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)**

- n. Performance goals and indicators**
  - o. Participation in state and districtwide assessments, including assessments described in 20 USC 6301 et seq. and alternate assessments in accordance with 20 USC 1412(a)(16), and reports relating to assessments**
  - p. Supplementation of state, local, and other federal funds, including nonsupplantation of funds**
  - q. Maintenance of financial effort**
  - r. Opportunities for public participation before adoption of policies and procedures**
  - s. Suspension and expulsion rates**
  - t. Access to instructional materials by blind individuals with exceptional needs and others with print disabilities in accordance with 20 USC 1412(a)(23)**
  - u. Overidentification and disproportionate representation by race and ethnicity of children as individuals with exceptional needs, including children with disabilities with a particular impairment described in 20 USC 1401 and 1412(a)(24)**
  - v. Prohibition of mandatory medication use pursuant to Education Code 56040.5 and 20 USC 1412(a)(25)**
- 2. An annual budget plan and annual service plan adopted at a public hearing held by the SELPA, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each local educational agency (LEA) within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures**
  - 3. An annual service plan, describing the services to be provided by each LEA, regardless of whether the LEA participates in the local plan, including the nature of the services and the physical location at which the services will be provided. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.**

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)**

**Note: Pursuant to Education Code 56122, as amended by SB 75 (Ch. 51, Statutes of 2019), beginning July 1, 2021, the local plan must include an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating to assure effective outcomes for students with disabilities. A template for the annual assurances support plan will be developed by CDE by July 1, 2020.**

- 4. Beginning July 1, 2021, an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating for purposes of assuring effective outcomes for students with disabilities, including a description of:
 
  - a. How the SELPA will support each participating district in achieving the goals, actions, and services identified in its local control and accountability plan**
  - b. How the SELPA will connect any participating district in need of technical assistance to the statewide system of support**
  - c. The services, technical assistance, and support the SELPA will provide to meet the required policies, procedures, and programs specified in Education Code 56205****
- 3.5.** A description of programs for early childhood special education from birth through five years of age
- 4.6.** A description of the method by which members of the public, including parents/guardians of individuals with disabilities who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205
- 5.7.** A description of a dispute resolution process, **including mediation and arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan**
- 6.8.** Verification that the plan has been reviewed by the community advisory committee in accordance with Education Code 56205 **and that the committee had at least 30 days to conduct this review before submission of the local plan to CDE**
- 7.9.** A description of the process being utilized to refer students for special education instruction pursuant to Education Code 56303
- 8.10.** A description of the process being utilized to oversee and evaluate placements in nonpublic, nonsectarian schools, **and the method for of ensuring that all requirements of each student's IEP are being met, and a method for evaluating whether the student is making appropriate educational progress**



**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION** (continued)

**9.11.** A description of how specialized equipment and services will be distributed within the local plan area in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environment

The local plan, annual budget plan, ~~and~~ annual service plan, ~~and~~ **annual assurances support plan** shall be written in language that is understandable to the general public. **They shall be adopted at a public hearing of the SELPA, for which notice of the hearing shall be posted in each school in the SELPA at least 15 days before the hearing.** (Education Code 56205)

Note: Education Code 56195.8 **mandates** entities providing special education to adopt policies that include, among other things, information on the number of individuals with disabilities who are being provided special education and related services. Other mandated policies are located throughout CSBA's policy manual.

~~Each entity providing special education shall adopt policies for the programs and services it operates, consistent with agreements adopted pursuant to Education Code 56195.1 and 56195.7. (Education Code 56195.8)~~

~~(cf. 3541.2—Transportation for Students with Disabilities)~~

~~(cf. 3542—School Bus Drivers)~~

~~(cf. 4112.23—Special Education Staff)~~

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

~~(cf. 6159—Individualized Education Program)~~

~~(cf. 6159.1—Procedural Safeguards and Complaints for Special Education)~~

~~(cf. 6159.2—Nonpublic, Nonsectarian School and Agency Services for Special Education)~~

~~(cf. 6164.4—Identification and Evaluation of Individuals for Special Education)~~

~~(cf. 6164.41—Children with Disabilities Enrolled by Their Parents in Private School)~~

~~(cf. 6164.6—Identification and Education Under Section 504)~~

**Availability of the Plan**

**The Superintendent or designee shall post on the district's web site the approved local plan, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans. A complete copy of the local plan, annual budget plan, annual service plan, annual assurances support plan, and policies and procedures shall be held on file in the district office and shall be accessible to any interested party. (Education Code 56205.5)**

(11/06 3/08) 5/20

# CSBA Sample Board Policy

Community Relations

BP 1312.3(a)

## UNIFORM COMPLAINT PROCEDURES

Note: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 **mandates** districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. See the section "Complaints Subject to UCP" below for a list of programs and activities subject to these procedures pursuant to state law.

The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written district policies and procedures for required statements, including prohibition of discrimination (such as discriminatory harassment, intimidation, and bullying) against students pursuant to Education Code 234.1; and (2) records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces federal anti-discrimination laws, including Title II of the Americans with Disabilities Act (42 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000e-17), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107). OCR has issued guidance describing federal requirements for discrimination complaint procedures. OCR requires such complaint procedures to be "prompt and equitable." OCR evaluates a district's procedures based on factors specified in the accompanying administrative regulation, including whether the procedures (1) provide notice to the district's students, parents/guardians, and employees; (2) ensure adequate, reliable, and impartial investigation of complaints; (3) contain reasonably prompt timeframes for major stages of the complaint process; (4) provide notice to the complainant of the resolution of the complaint; and (5) provide an assurance that action will be taken to prevent recurrence of any discrimination found and to correct its effects.

The following policy and accompanying administrative regulation reflect all components required by law and the **2020-21** FPM instrument. Additional details provided herein may help districts during a compliance check by CDE or in the event that a CDE or OCR investigation occurs.

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

### Complaints Subject to UCP

Note: The FPM process includes a review of a district's policies and procedures to determine whether all district programs and activities that are subject to the UCP, as listed in the FPM instrument, are addressed. Items #1-~~12~~ **13** list all programs and activities identified in the FPM instrument. ~~The district may revise the following items to reflect the programs it offers and the grade levels it serves.~~ **According to CDE, the district's policy must list all such programs and activities and, at the district's discretion, may add a paragraph below the list stating the UCP programs and activities that are implemented in the district.**

**UNIFORM COMPLAINT PROCEDURES** (continued)

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

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; ~~American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical, and technical training programs;~~ federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; **Economic Impact Aid**; the federal Every Student Succeeds Act; migrant education; **Regional Occupational Centers and Programs**; school safety plans; ~~special education programs;~~ California State Preschool Programs; ~~Tobacco Use Prevention Education programs;~~ and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

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

*(cf. 3555 - Nutrition Program Compliance)*

~~*(cf. 5131.62 - Tobacco)*~~

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 5148.3 - Preschool/Early Childhood Education)*

~~*(cf. 6159 - Individualized Education Program)*~~

*(cf. 6171 - Title I Programs)*

*(cf. 6174 - Education for English Learners)*

*(cf. 6175 - Migrant Education Program)*

*(cf. 6178 - Career Technical Education)*

*(cf. 6178.1 - Work-Based Learning)*

*(cf. 6178.2 - Regional Occupational Center/Program)*

*(cf. 6200 - Adult Education)*

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, **medical condition**, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

**UNIFORM COMPLAINT PROCEDURES (continued)**

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

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

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

Note: Education Code 46015, as added by AB 2289 (Ch. 942, Statutes of 2018), authorizes the use of UCP for complaints alleging the district's noncompliance with requirements related to the provision of parental leave to a pregnant or parenting student or other accommodations to which pregnant and parenting students are entitled pursuant to Education Code 46015.

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)
5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

*(cf. 3260 - Fees and Charges)*

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

Note: Pursuant to Education Code 52075, any complaint alleging noncompliance with the requirements of Education Code 52060-52077 may be filed in accordance with the district's UCP. Pursuant to Education Code 52064.1, as added by AB 1808 (Ch. 32, Statutes of 2018), by July 1, 2019 districts are required to develop a local control funding formula budget overview for parents/guardians in conjunction with the LCAP.

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 3100 - Budget)*

**UNIFORM COMPLAINT PROCEDURES** (continued)

Note: Education Code 64001, as amended by AB 716 (Ch. 471, Statutes of 2018), provides for the use of UCP for complaints alleging noncompliance with requirements to develop a school plan for student achievement pursuant to Education Code 64001 and to establish a school site council pursuant to Education Code 65000-65001.

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

*(cf. 0420 - School Plans/Site Councils)*

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

*(cf. 6173.1 - Education for Foster Youth)*

Note: Items #9-11 are for use by districts that maintain high schools.

AB 2121 (Ch. 581, Statutes of 2018) amended Education Code 51225.1 and 51225.2 to add authorization to use the district's UCP for any complaint alleging the district's noncompliance with specified educational rights of migrant students and of students enrolled in a newcomer program (i.e., a program designed to meet the academic and transitional needs of newly arrived immigrant students that has as a primary objective the development of English language proficiency). Also see AR 6175—Migrant Education Program.

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)

*(cf. 6173 - Education for Homeless Children)*

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

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

**UNIFORM COMPLAINT PROCEDURES** (continued)

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)
11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

*(cf. 6152 - Class Assignment)*

Note: ~~Item #12 is for use by districts that maintain elementary schools. Education Code 51222, as amended by SB 75 (Ch. 51, Statutes of 2019), extends the UCP to complaints alleging noncompliance with the physical education instructional minutes requirement for grades 7-12.~~

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement ~~for students in elementary school~~ (Education Code 51210, **51222**, 51223)

*(cf. 6142.7 - Physical Education and Activity)*

- 13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations (Education Code 8235.5; Health and Safety Code 1596.7925)**

Note: 5 CCR 4621 **mandates** that district policy ensure that complainants are protected from retaliation as specified in item #~~13~~ **14** below.

- ~~13.14.~~ Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

Note: Pursuant to 5 CCR 4610, a district may, at its discretion, use the UCP to investigate and resolve other complaints.

- ~~14.15.~~ Any other complaint as specified in ~~a~~ district policy

**UNIFORM COMPLAINT PROCEDURES** (continued)

Note: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face-to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. The following **optional** paragraph provides for a neutral mediator and should be revised to reflect district practice.

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process **to reach a resolution to the for resolving a** complaint **in a manner** that is acceptable to all parties. **An ADR process** such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

Note: The following paragraph is **mandated** pursuant to 5 CCR 4621. Appropriate disclosure will vary in each case depending on the facts and circumstances.

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

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

*(cf. 5125 - Student Records)*

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

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

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

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

## UNIFORM COMPLAINT PROCEDURES (continued)

Note: It is important to maintain records of all UCP complaints and the investigations of those complaints. If the district is investigated by OCR or CDE, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations.

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

*(cf. 3580 - District Records)*

### Non-UCP Complaints

Note: 5 CCR 4611 details complaint issues that are not subject to UCP. Such issues include, but are not limited to, allegations of child abuse, health and safety complaints regarding a child development program, allegations of fraud, and employment discrimination complaints.

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Note: Complaints of employment discrimination are not subject to the UCP. Instead, pursuant to 2 CCR 11023, the district must establish an impartial and prompt process for addressing such complaints. In addition, 5 CCR 4611 requires that employment discrimination complaints be referred to the Department of Fair Employment and Housing (DFEH). See AR 4030 - Nondiscrimination in Employment for applicable complaint procedures.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.



**UNIFORM COMPLAINT PROCEDURES** (continued)

Note: Education Code 35186 requires the district to use UCP, with modifications, to investigate and resolve complaints related to the issues stated in the following paragraph (i.e., "Williams complaints"). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for other uniform complaints, CDE has created a separate uniform complaint process for the Williams complaints. See AR 1312.4 - Williams Uniform Complaint Procedures for the separate procedure.

~~In addition, Education Code 8235.5, as added by AB 1808, authorizes the use of Williams uniform complaint procedures to address any complaints alleging violations of health and safety requirements applicable to California State Preschool Programs (Education Code 8235 8239.1) that are exempt from licensing pursuant to Health and Safety Code 1596.792.~~

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, **or** teacher vacancies and misassignments, **or health and safety violations in any license exempt California State Preschool Program** shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

*Legal Reference:***EDUCATION CODE**

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32280-32289 School safety plan, uniform complaint procedures

~~33380-33384 California Indian Education Centers~~

35186 Williams uniform complaint procedures

~~44500-44508 California Peer Assistance and Review Program for Teachers~~

46015 Parental leave for students

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49014 Student fees

49060-49079 Student records, especially:

49069.5 Records of foster youth

49490-49590 Child nutrition programs

49701 Interstate Compact on Educational Opportunity for Military Children

51210 Courses of study grades 1-6

**51222 Physical education, secondary schools**

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements

51226-51226.1 Career technical education

51228.1-51228.3 Course periods without educational content

*Legal Reference continued: (see next page)*

**UNIFORM COMPLAINT PROCEDURES** (continued)

*Legal Reference: (continued)*

EDUCATION CODE (continued)

52060-52077 *Local control and accountability plan, especially:*

52075 *Complaint for lack of compliance with local control and accountability plan requirements*

~~52160-52178 *Bilingual education programs*~~

52300-52462 *Career technical education*

52500-52616.24 *Adult schools*

~~54000-54029 *Economic Impact Aid*~~

54400-54425 *Compensatory education programs*

54440-54445 *Migrant education*

54460-54529 *Compensatory education programs*

~~56000-56865 *Special education programs*~~

59000-59300 *Special schools and centers*

64000-64001 *Consolidated application process; school plan for student achievement*

65000-65001 *School site councils*

GOVERNMENT CODE

11135 *Nondiscrimination in programs or activities funded by state*

12900-12996 *Fair Employment and Housing Act*

HEALTH AND SAFETY CODE

1596.792 *California Child Day Care Act; general provisions and definitions*

1596.7925 *California Child Day Care Act; health and safety regulations*

~~104420 *Tobacco Use Prevention Education*~~

PENAL CODE

422.55 *Hate crime; definition*

422.6 *Interference with constitutional right or privilege*

CODE OF REGULATIONS, TITLE 2

11023 *Harassment and discrimination prevention and correction*

CODE OF REGULATIONS, TITLE 5

~~3080 *Applicability of uniform complaint procedures to complaints regarding students with disabilities*~~

4600-4670 *Uniform complaint procedures*

4680-4687 *Williams uniform complaint procedures*

4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

1221 *Application of laws*

1232g *Family Educational Rights and Privacy Act*

1681-1688 *Title IX of the Education Amendments of 1972*

6301-6576 *Title I Improving the Academic Achievement of the Disadvantaged*

6801-7014 *Title III language instruction for limited English proficient and immigrant students*

UNITED STATES CODE, TITLE 29

794 *Section 504 of Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

2000d-2000e-17 *Title VI and Title VII Civil Rights Act of 1964, as amended*

2000h-2-2000h-6 *Title IX of the Civil Rights Act of 1964*

6101-6107 *Age Discrimination Act of 1975*

12101-12213 *Title II equal opportunity for individuals with disabilities*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 *Nondiscrimination on basis of disability; complaints*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 *Family Educational Rights and Privacy Act*

100.3 *Prohibition of discrimination on basis of race, color or national origin*

*Legal Reference: (see next page)*

## UNIFORM COMPLAINT PROCEDURES (continued)

*Legal Reference: (continued)*

CODE OF FEDERAL REGULATIONS, TITLE 34 (continued)

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

**Uniform Complaint Procedure 2020-21 Program Instrument**

Sample UCP Board Policies and Procedures

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

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

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

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

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

WEB SITES

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

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

Family Policy Compliance Office: <https://www2.ed.gov/policy/gen/guid/fpco>

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

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

# CSBA Sample Administrative Regulation

Community Relations

AR 1312.3(a)

## UNIFORM COMPLAINT PROCEDURES

Note: 5 CCR 4621 **mandates** that the district's uniform complaint procedures (UCP) be consistent with the procedures of 5 CCR 4600-4670. Additionally, Education Code 52075 **mandates** districts to adopt policies and procedures implementing the use of UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan (LCAP) **and Education Code 8235.5 mandates districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in license-exempt California State Preschool Programs (CSPP).**

Furthermore, a number of federal civil rights statutes and their implementing regulations mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). For example, all districts are **mandated** pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are **mandated** pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt such policies and procedures to address discrimination on the basis of sex and age. Some of the factors considered by the U.S. Department of Education's Office for Civil Rights (OCR) when determining whether a district's procedures are "prompt and equitable" are addressed throughout the following administrative regulation.

Apart from these mandates, state law authorizes the use of UCP to resolve complaints of noncompliance with laws related to the development of a school plan for student achievement and the establishment of school site councils; accommodations for pregnant and parenting students; prohibition against the charging of student fees; educational rights of foster youth, homeless students, former juvenile court school students, children of military families, migrant students, and students participating in a newcomer program for newly arrived immigrants; assignment of students to courses without educational content; and physical education instructional minutes. See the section "Complaints Subject to UCP" in the accompanying Board policy.

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

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 4030 - Nondiscrimination in Employment)*

### Compliance Officers

Note: 5 CCR 4621 **mandates** the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and retaliation. During its Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for receiving and investigating complaints. Districts should identify the specific title(s) of the compliance officer(s) in the space provided below. If a district identifies multiple compliance officers, it is recommended that one be designated the "lead compliance officer."

**UNIFORM COMPLAINT PROCEDURES** (continued)

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

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

**Superintendent or Designee**

(title or position)

**River Delta Unified School District**

(unit or office)

**445 Montezuma Street, Rio Vista, CA 94571**

(address)

**(707) 374-1711**

(telephone number)

**Superintendent@rdusd.org**

(email)

Note: The following paragraph is for use by districts that have designated more than one compliance officer.

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

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

Note: 5 CCR 4621 **mandates** that the district's policy **provide require that** employees responsible for compliance and/or for investigating and resolving complaints **are to be** knowledgeable about the laws and programs at issue in the complaints they are assigned. OCR requires that the compliance officer(s) involved in implementing discrimination complaint procedures be knowledgeable about the procedures and be able to explain them to parents/guardians and students. They must also have training or experience in handling discrimination complaints, including appropriate investigative techniques and understanding of the applicable legal standards.

**UNIFORM COMPLAINT PROCEDURES** (continued)

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

*(cf. 4331 - Staff Development)*

*(cf. 9124 - Attorney)*

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

**Notifications**

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

Note: During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's UCP to the persons specified below.

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

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

*(cf. 5145.6 - Parental Notifications)*

Note: 5 CCR 4622 requires the district to include specified information in its annual UCP notice to students, parents/guardians, employees, and others. During the FPM process, CDE staff will check the notice to ensure that it contains the components specified below.

## UNIFORM COMPLAINT PROCEDURES (continued)

A sample of the annual notice is available through CDE's web site. It is the district's responsibility to update the notice as necessary to reflect new law.

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 3260 - Fees and Charges)*

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred
5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

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

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

*(cf. 6175 - Migrant Education Program)*

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints

**UNIFORM COMPLAINT PROCEDURES** (continued)

7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision
9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable
10. A statement that copies of the district's UCP are available free of charge

Note: The following paragraph may be modified to reflect district practice. Pursuant to Education Code 221.61, districts are required to post information related to Title IX on their web sites, including specified information about complaint procedures under Title IX. See AR 5145.3 - Nondiscrimination/Harassment. 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. In addition, in its April 2015 Dear Colleague Letter: Title IX Coordinators, OCR recommends that districts use web posting and social media to disseminate their nondiscrimination notices, policies, and procedures and communicate current compliance officer(s)' contact information to students, parents/guardians, and employees.

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

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

Note: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2002 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on balancing four factors: (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English.



## UNIFORM COMPLAINT PROCEDURES (continued)

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

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

### Filing of Complaints

Note: Complaints filed under UCP may be filed directly with a compliance officer or with any site administrator not designated as a compliance officer. For example, acts of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may initially be reported to a principal. See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment. If a site administrator not designated as a compliance officer receives a UCP complaint, the site administrator must notify a compliance officer. A district may also establish a site-level process for receiving informal reports about incidents for which a UCP complaint may be filed and notifying students and parents/guardians of their right to file a UCP complaint. Any site-level process established by a district should be in writing and distributed in the same manner as the grievance procedures listed herein with an explanation of how it interacts with the UCP complaint process.

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

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)

Note: Education Code 49013 **and 52075 mandates** districts to adopt procedures that allow for anonymous complaints to be filed when a district allegedly violates the prohibition against the charging of student fees **or violates any requirement related to the LCAP.** Pursuant to Education Code 52075, anonymous complaints are permitted with regard to the LCAP, as long as evidence, or information leading to evidence, to support the allegation of noncompliance is provided in the complaint.

**UNIFORM COMPLAINT PROCEDURES** (continued)

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

Note: OCR's Revised Sexual Harassment Guidance indicates that if a complainant in a sexual harassment case requests that the complainant's name or that of the victim not be revealed to the alleged perpetrator or asks that the complaint not be pursued, the district should first inform the complainant that honoring the request may limit its ability to respond and pursue disciplinary action against the alleged perpetrator. The OCR publication acknowledges that situations may exist in which a district cannot honor a student's request for confidentiality, but cautions that, in all instances, the district must still continue to ensure that it provides a safe and nondiscriminatory environment for all students. Districts should consult legal counsel before honoring a confidentiality request to withhold the victim's name from the alleged perpetrator, especially in the case of alleged sexual assault. These guiding principles would also apply to harassment on the basis of race, gender, disability, or other protected characteristic.

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

## UNIFORM COMPLAINT PROCEDURES (continued)

### Mediation

Note: The following section should be used only by those districts that have decided to establish procedures for attempting to resolve complaints through alternative dispute resolution procedures such as mediation; see the accompanying Board policy. **The following section may be modified to specify the alternative dispute resolution method and timelines used within the district.**

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

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

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

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

### Investigation of Complaint

Note: 5 CCR 4631, which requires the district to provide the complainant with the opportunity to present relevant information, does not provide any timeline. Thus, **the timeline specified below may be modified to reflect district practice.**

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

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the

**UNIFORM COMPLAINT PROCEDURES** (continued)

complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

Note: In the investigation, the compliance officer should consider all relevant circumstances, such as how the misconduct affected one or more students' education; the type, frequency, and duration of the misconduct; the identity, age, and sex of the individuals involved in and impacted by the conduct and the relationship between them; the number of persons engaged in the conduct and at whom the conduct was directed; the size of the school, location of the incidents, and context in which they occurred; and other incidents at the school involving different individuals.

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

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

Note: 5 CCR 4631 allows the district to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the investigation. 5 CCR 4631 also provides that, if the district refuses to provide the investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant. During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the district's policy or procedures, as specified below.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct

**UNIFORM COMPLAINT PROCEDURES** (continued)

the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

**Timeline for Final Decision**

Note: Pursuant to 5 CCR 4631, the district's written decision must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for districts that do not allow complainants to appeal the compliance officer's decision to the Governing Board. Option 2 is for districts that allow appeals to the Board, and it requires the compliance officer's decision within 30 calendar days so that the Board's decision can still be given within the 60-day time limit.

Pursuant to 5 CCR 4631, only a complainant has the right to receive a written report and to file a complaint with the Board if dissatisfied with the compliance officer's decision. However, OCR has recommended that the same rights be extended to a respondent to a complaint alleging unlawful discrimination to ensure the process is equitable for all involved. Furthermore, OCR recommends notifying the respondent in such a complaint whenever the complainant approves an extension of the timeline. Options 1 and 2 reflect these recommendations and may be modified to reflect district practice.

Pursuant to 5 CCR 4640, when a UCP complaint is erroneously sent to CDE without first being filed with the district, the 60-day period specified in 5 CCR 4631 begins when the district receives the complaint.

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

## UNIFORM COMPLAINT PROCEDURES (continued)

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

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

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

### Final Written Decision

Note: 5 CCR 4631 and guidance provided by OCR specify components that should be part of the district's decision. Inclusion of these items will help protect the district's position in case of an appeal to CDE, a complaint submitted to OCR, or if litigation is filed.

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
  - a. Statements made by any witnesses
  - b. The relative credibility of the individuals involved
  - c. How the complaining individual reacted to the incident
  - d. Any documentary or other evidence relating to the alleged conduct
  - e. Past instances of similar conduct by any alleged offenders
  - f. Past false allegations made by the complainant
2. The conclusion(s) of law

**UNIFORM COMPLAINT PROCEDURES** (continued)

3. Disposition of the complaint
4. Rationale for such disposition

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

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

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

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

- a. The corrective actions imposed on the respondent
- b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

**UNIFORM COMPLAINT PROCEDURES** (continued)

6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

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

Note: The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1-99.67) protects student privacy, including student records containing details of the actions taken in response to a UCP complaint. However, pursuant to 20 USC 1221, FERPA may not "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Title V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program." In February 2015, the Family Policy Compliance Office (FPCO), the federal agency which administers FERPA, released a letter concluding that FERPA permits a district to disclose to a student who was subjected to unlawful discrimination certain information about the sanctions imposed upon the offender when the sanctions directly relate to that student. Thus, if properly remedying the impact of discrimination would require disclosing to the alleged victim certain information on how the district disciplined the alleged student offender (e.g., an order that the alleged offender stay away from the alleged victim), FPCO interprets FERPA as allowing the district to disclose that information.

Given the potential liability from improperly disclosing such information, districts are advised to consult with legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the offender.

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

Note: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. Based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.



**UNIFORM COMPLAINT PROCEDURES** (continued)

Note: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from CDE.

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

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

**Corrective Actions**

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

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

*(cf. 5137 - Positive School Climate)*

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

1. Counseling

*(cf. 6164.2 - Guidance/Counseling Services)*

2. Academic support
3. Health services

**UNIFORM COMPLAINT PROCEDURES** (continued)

4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

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

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

*(cf. 6164.5 - Student Success Teams)*

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

7. Disciplinary action, such as suspension or expulsion, as permitted by law

*(cf. 5144 - Discipline)*

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

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

**UNIFORM COMPLAINT PROCEDURES** (continued)

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

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

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

Note: Generally, when a complaint is found to have merit, an appropriate remedy is provided to the complainant or other affected person. However, in certain instances, the law may require a remedy to be provided to all affected persons, not just the complainant or subject of the complaint. For example, pursuant to Education Code 49013 and 5 CCR 4600, if the district, or CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the district is required to provide a remedy to all affected students and parents/guardians, as specified below. The same requirement applies to allegations of noncompliance with the LCAP requirements, pursuant to Education Code 52075, and to noncompliance with required instructional minutes for ~~elementary students~~ physical education, pursuant to Education Code **51222 and** 51223. Districts that do not maintain elementary schools should delete reference to physical education below.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes ~~for students in elementary schools~~, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, **51222**, 51223, 52075)

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

**Appeals to the California Department of Education**

Note: 5 CCR 4632-4633 provide that complainants may appeal to CDE if they disagree with the district's decision on any matter within the scope of the UCP, as provided below.

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

**UNIFORM COMPLAINT PROCEDURES** (continued)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

Note: Although not required pursuant to 5 CCR 4631-4633, OCR recommends that the right to appeal the district's decision to CDE be extended to the respondent to an allegation of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) to ensure fairness for all parties involved. The following paragraphs reflect OCR's recommendation.

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

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

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

Note: CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final written decision; (2) the complainant requires anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; (3) the complainant would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile; (4) the complainant alleges failure to comply with the due process procedures established pursuant to special education law and regulation to implement a due process hearing order; (5) the complainant alleges facts that indicate that one or more students may be in immediate physical danger or that the health, safety, or welfare of one or more students is threatened; or (6) the complainant alleges failure to follow a student's individualized education program.

**UNIFORM COMPLAINT PROCEDURES (continued)****Health and Safety Complaints in California State Preschool Program**

**Note: The following section is for use by districts that operate any license-exempt CSPP program. Education Code 8235.5 mandates districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in a license-exempt CSPP program.**

**See the accompanying exhibits for a sample classroom notice and complaint form.**

**In each license-exempt CSPP classroom, a notice shall be posted notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. (Education Code 8235.5)**

**Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint and shall contain a space to indicate whether the complainant desires a response to the complaint. If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. (Education Code 8235.5)**

**Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8235.5)**

**The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled meeting. (Education Code 8235.5)**

**Note: Pursuant to Education Code 8235.5, a complainant who is not satisfied with the district's decision related to a complaint of health and safety conditions in a CSPP program may appeal to the Superintendent of Public Instruction. The law does not provide a timeline for filing the appeal, but the 2020-21 FPM instrument provides a timeline of 30 days.**

**UNIFORM COMPLAINT PROCEDURES (continued)**

**A complainant may file a written appeal of the district's decision to CDE in accordance with 5 CCR 4632. (Education Code 8235.5)**

**Any such appeal shall be filed within 30 days of receiving the decision.**

**Note: The following paragraph reflects a requirement of the 2020-21 FPM instrument.**

**On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools.**

# CSBA Sample Exhibit

Community Relations

E(1) 1312.3(a)

## UNIFORM COMPLAINT PROCEDURES

Note: Education Code 8235.5 requires that the following notice be posted in each classroom with a license-exempt California State Preschool Program (CSPP) (Education Code 8235-8239.1). The notice must include the health and safety requirements that apply to such CSPP programs pursuant to Health and Safety Code 1596.7925, which may be the subject of a complaint under the uniform complaint procedures.

### NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

Note: Education Code 8235.5 requires that the notice include the location to obtain a complaint form and provides that posting a notice downloadable from the California Department of Education's web site will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a

**UNIFORM COMPLAINT PROCEDURES (continued)**

copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.



# CSBA Sample Exhibit

Community Relations

E(2) 1312.3(a)

## UNIFORM COMPLAINT PROCEDURES

Note: Pursuant to Education Code 8235.5, uniform complaint procedures should be used for complaints alleging that a license-exempt California State Preschool Program (CSPP) does not comply with any of the health and safety requirements specified in Health and Safety Code 1596.7925.

### PRESCHOOL COMPLAINT FORM: UNIFORM COMPLAINT PROCEDURES

Education Code 8235.5 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

Contact information: (if response is requested)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School name/address: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

The preschool does not have outdoor shade that is safe and in good repair.

Drinking water is not accessible and/or readily available throughout the day.

The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

**UNIFORM COMPLAINT PROCEDURES (continued)**

- Restroom facilities are not available only for preschoolers and kindergartners.
- The preschool program does not provide visual supervision of children at all times.
- Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.
- Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

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Note: Education Code 8235.5 requires complaints identified above to be filed with the preschool administrator or designee. Districts should specify the names and/or locations in the spaces below.

Please file this complaint at the following location:

\_\_\_\_\_  
(preschool administrator or designee)  
\_\_\_\_\_  
(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date)

# CSBA Sample Administrative Regulation

Community Relations

AR 1312.4(a)

## WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: Education Code 35186 **mandates** that districts establish policies and procedures to address complaints regarding insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, and emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff. When such a complaint is filed with the district, the district is required to investigate and resolve the complaint in accordance with the Williams uniform complaint procedures established pursuant to 5 CCR 4680-4687. ~~In addition, pursuant to Education Code 8235.5, as added by AB 1808 (Ch. 32, Statutes of 2018), California State Preschool Programs (CSPP) (Education Code 8235 8239.1) that are exempt from licensing pursuant to Health and Safety Code 1596.792 must utilize district complaint procedures, with modifications as necessary, to resolve allegations of noncompliance with applicable health and safety requirements. The Legislative Counsel's Digest of AB 1808 clarifies that the Williams uniform complaint procedures are the applicable procedures.~~

It is recommended that districts use these procedures only for complaints specified in law and this administrative regulation. See BP/AR 1312.3 - Uniform Complaint Procedures for a discussion of the types of complaints subject to the uniform complaint procedures established pursuant to 5 CCR 4600-4670. For procedures related to complaints about employees, see BP/AR 1312.1 - Complaints Concerning District Employees. For complaints concerning the district's adoption and selection of specific instructional materials, see BP/AR 1312.2 - Complaints Concerning Instructional Materials. For complaints regarding the district's nutrition program, see BP 3555 - Nutrition Program Compliance.

### Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
  - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
  - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
  - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
  - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

**WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**

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

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
  - a. A semester begins and a teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

*(cf. 4112.22 - Staff Teaching English Learners)*

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

*Teacher vacancy* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

*Beginning of the year or semester* means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

*Misassignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

*(cf. 4112.2 - Certification)*

*(cf. 4113 - Assignment)*

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)
  - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

**WILLIAMS UNIFORM COMPLAINT PROCEDURES** (continued)

*Emergency or urgent threat* means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

*Clean or maintained school restroom* means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

*Open restroom* means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

Note: The following **optional** paragraph is for use by districts that maintain any of grades 6-12. Education Code 35292.6 requires a school that serves any of grades 6-12 and meets a 40 percent student poverty threshold, as defined in 20 USC 6314, to stock at least 50 percent of the school's restrooms with feminine hygiene products for use in connection with the menstrual cycle, and to not charge students for such products. See AR 3517 - Facilities Inspection. Although Education Code 35292.6 does not require a complaint process, it is recommended that the Williams uniform complaint procedures be used to address any allegation of noncompliance with Education Code 35292.6 in order to ensure consistency in the procedures that districts use to address allegations of noncompliance with all restroom maintenance requirements.

In any district school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, as defined in 20 USC 6314, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.

**WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**

Note: Item #4 is for use by districts that operate one or more CSPP programs which are exempt from licensure by Health and Safety Code 1596.792 and are subject to the health and safety requirements of Health and Safety Code 1596.7925, as added by AB 1808. Pursuant to Health and Safety Code 1596.7925, the California Department of Education (CDE) must adopt regulations by July 1, 2019, that contain the program requirements specified below.

4. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations, including any complaint alleging that: (Education Code 8235.5; Health and Safety Code 1596.7925)
  - a. The preschool does not have outdoor shade that is safe and in good repair.
  - b. Drinking water is not accessible and/or readily available throughout the day.
  - c. The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.
  - d. Restroom facilities are not available only for preschoolers and kindergartners.
  - e. The preschool program does not provide visual supervision of children at all times.
  - f. Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.
  - g. Playground equipment is not safe, in good repair, or age appropriate.

**Forms and Notices**

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

Note: Education Code 8235.5 and 35186 requires that the district's complaint form contain the elements stated in the following paragraph. In addition, Education Code 8235.5 and 35186 requires that a notice be posted in each classroom in each school in the district, as specified below. See the accompanying exhibits for sample forms and classroom notices.

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 8235.5; 35186; 5 CCR 4680)

**WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**

Note: The following paragraph may be revised to reflect the grade levels offered by the district.

The Superintendent or designee shall post in each K-12 classroom in each school a notice containing the components specified in Education Code 35186. In each license exempt CSPP classroom, a notice containing the components specified in Education Code 8235.5 shall be posted. (Education Code 8235.5, 35186)

**Filing of Complaint**

Note: Education Code 8235.5 and 35186 requires that complaints be investigated and resolved within the timelines specified below. During the Federal Program Monitoring (FPM) process, CDE staff will expect to see statements regarding the filing of the complaint, the investigation, timelines, and the complainant's right to appeal to the Governing Board and to appeal facilities complaints to CDE, as detailed in the following section and the section "Investigation and Response" below.

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee, or the preschool administrator or designee as appropriate, at the school in which the complaint arises. A complaint about problems beyond the authority of the principal or preschool administrator shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 8235.5, 35186; 5 CCR 4680)

**Investigation and Response**

The principal/preschool administrator or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within their the principal's or designee's authority. (Education Code 8235.5, 35186; 5 CCR 4685)

Investigation of a complaint regarding preschool health or safety issues shall begin within 10 calendar days of receipt of the complaint. (Education Code 8235.5)

The principal/preschool administrator or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 8235.5, 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal/preschool administrator or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the principal/preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8235.5, 35186; 5 CCR 4680, 4685)

**WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**

Note: Education Code 48985 specifies that, when 15 percent or more of the students enrolled in a particular school speak a single primary language other than English, all notices, reports, statements, or records sent to the parents/guardians of such students be written in English and in the primary language. Education Code ~~8235.5~~ and 35186 requires that, when Education Code 48985 is applicable, any response requested by the complainant must be written in English and in the primary language in which the complaint was filed.

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code ~~8235.5~~, 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code ~~8235.5~~, 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a ~~or #4~~ in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal/~~preschool administrator~~ or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code ~~8235.5~~, 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code ~~8235.5~~, 35186; 5 CCR 4686)

*(cf. 1340 - Access to District Records)*

**Reports**

Note: During the FPM process, CDE staff will expect to see the following statement.

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code ~~8235.5~~, 35186; 5 CCR 4686)

*Legal Reference: (see next page)*



**WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**

*Legal Reference:*

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

~~8235-8239.1 California State Preschool Programs, especially:~~

~~8235.5 California State Preschool Program, complaints regarding health and safety issues~~

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedures

35292.5-35292.6 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

HEALTH AND SAFETY CODE

~~1596.792 California Child Day Care Act; general provisions and definitions~~

~~1596.7925 California Child Day Care Act; health and safety regulations~~

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

UNITED STATES CODE, TITLE 20

6314 Title I schoolwide program

*Management Resources:*

WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

# CSBA Sample Exhibit

Community Relations

E(3) 1312.4(a)

## WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: Education Code 8235.5, as added by AB 1808 (Ch. 32, Statutes of 2018), requires that the following notice be posted in each classroom with a license exempt California State Preschool Program (CSPP) (Education Code 8235 8239.1). The notice must include the health and safety requirements that apply to such CSPP programs pursuant to Health and Safety Code 1596.7925, which may be the subject of a complaint under the Williams uniform complaint procedures.

### NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

Note: Education Code 8235.5 requires that the notice include the location to obtain a complaint form and provides that posting a notice downloadable from the CDE's web site will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a

**WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**

copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/ep/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

# CSBA Sample Exhibit

Community Relations

E(4) 1312.4(a)

## WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: Pursuant to Education Code 8235.5, as added by AB 1808 (Ch. 32, Statutes of 2018), Williams uniform complaint procedures should be used for complaints alleging that a license exempt California State Preschool Program (CSPP) does not comply with any of the health and safety requirements specified in Health and Safety Code 1596.7925.

### PRESCHOOL COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 8235.5 requires that the complaint procedures in 5 CCR 4680-4687 be used for the filing of complaints concerning noncompliance with health and safety standards for license exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

Contact information: (if response is requested)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School name/address: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

The preschool does not have outdoor shade that is safe and in good repair.

Drinking water is not accessible and/or readily available throughout the day.

**WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)**

The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

Restroom facilities are not available only for preschoolers and kindergartners.

The preschool program does not provide visual supervision of children at all times.

Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Education Code 8235.5, as added by AB 1808, requires complaints identified above to be filed with the preschool administrator or designee. Districts should specify the names and/or locations in the spaces below.

Please file this complaint at the following location:

\_\_\_\_\_  
(preschool administrator or designee)  
\_\_\_\_\_  
(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
(Signature) (Date)

# CSBA Sample Board Policy

Community Relations

BP 1340(a)

## ACCESS TO DISTRICT RECORDS

Note: The following **optional** policy and accompanying administrative regulation reflect requirements of the California Public Records Act (CPRA) (Government Code 6250-6270) pertaining to public access to public records of the district. "Public records," as defined by Government Code 6252, include any **records writing containing information** relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics; see **section on** "Definitions" in the accompanying administrative regulation. For information regarding retention of records, see BP/AR 3580 - District Records, AR 4112.6/4212.6/4312.6 - Personnel Files, and BP/AR 5125 - Student Records.

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

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

*(cf. 3580 - District Records)*

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

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

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

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

*(cf. 6162.5 - Student Assessment)*

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

*(cf. 9321 - Closed Session **Purposes and Agendas**)*

Note: In City of San Jose v. Superior Court, the California Supreme Court held that communications regarding public business **transmitted to or that have been sent, received, or stored** by public officials on a personal account or device are not categorically exempt from disclosure under the CPRA (Government Code 6250-6270). The court noted that public agencies are required to disclose all applicable records that can be located "with reasonable effort," including those records contained on a public official's or employee's personal device regardless of whether they were transmitted through district servers. Such searches need not be extraordinarily **vily extensive** or intrusive. For further information, see CSBA's Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications. Also see AR 3580 - District Records and BB 9012 - Board Member Electronic Communications.

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

**ACCESS TO DISTRICT RECORDS** (continued)

*(cf. 4040 - Employee Use of Technology)*

*(cf. 9012 - Board Member Electronic Communications)*

Note: Government Code 6253 authorizes the district to charge a person requesting a copy of a record a fee covering the direct costs of duplication; however, no fee can be charged to a person who wishes to inspect but not copy a record. In North County Parents Organization for Children with Special Needs v. Department of Education, the court determined that direct costs include only the cost of running the copy machine and possibly the expense of the person operating it. **Examples of costs that do not fit this definition include costs associated with** ~~Direct costs do not include the other costs that may be associated with the request, such as~~ searching, reviewing, or redacting the record; assisting the requester in formulating the request; responding to the request; or employee time to sit with the requester during inspection of the record. Because it is not clearly authorized by law, districts wishing to charge for the cost of the copy machine operator should consult with legal counsel.

In addition, Government Code 6253 authorizes districts to provide faster access or access to more records than the minimum standards provided by law. According to the court in North County Parents Organization, this provision permits a district to waive or reduce its fees, **as a reduction in copy fees permits greater access to records**. For example, a district may consider waiving fees below a certain dollar threshold because the costs of collecting the fee exceed the fee amount.

**Pursuant to Government Code 6253, as amended by AB 1819 (Ch. 695, Statutes of 2019), members of the public who request to inspect a disclosable record of the district have the right to use their own equipment on district premises, without being charged any fees or costs, to photograph, copy, or reproduce the record in a manner that does not require the equipment to make physical contact with the record. For further information about exceptions and limitations on the use of one's own equipment to copy a record of the district, see "Inspection of Records and Requests for Copies" in the accompanying administrative regulation.**

The district may charge for copies of public records or other materials requested by individuals or groups, **unless they are using their own personal equipment to reproduce the record**. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

Note: The following paragraph is **optional**.

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

*Legal Reference: (see next page)*

## ACCESS TO DISTRICT RECORDS (continued)

### Legal Reference:

#### EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

35145 Public meetings

35170 Authority to secure copyrights

35250 Duty to keep certain records and reports

41020 Requirement for annual audit

42103 Publication of proposed budget; hearing

44031 Personnel file contents and inspections

44839 Medical certificates; periodic medical examination

49060-49079 Student records

49091.10 Parental review of curriculum and instruction

#### GOVERNMENT CODE

3547 Proposals relating to representation

6250-6270 California Public Records Act

6275-6276.48 **California Public Records Act; other exemptions from disclosure**

**8310.3 California Religious Freedom Act**

53262 Employment contracts

54957.2 Minute book record of closed sessions

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Political Reform Act, public records; inspection and reproduction

~~8310.3 California Religious Freedom Act~~

#### CALIFORNIA CONSTITUTION

Article I, Section 3 Right of access to governmental information

#### CODE OF REGULATIONS, TITLE 5

430-438 Individual student records

#### COURT DECISIONS

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

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

**Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal. App. 4th 440**

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

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

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

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

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

#### ATTORNEY GENERAL OPINIONS

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

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

Management Resources: (see next page)



## ACCESS TO DISTRICT RECORDS (continued)

### *Management Resources:*

#### CSBA PUBLICATIONS

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

#### CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

California Department of Justice Guidelines for Access to Public Records, October 2017

Summary of the California Public Records Act, 2004

#### LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: A Guide to the California Public Records Act, 2008 rev. April 2017

#### WEB SITES

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

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

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

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

(11/08 5/17) 5/20

### **Policy Reference UPDATE Service**

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# CSBA Sample Administrative Regulation

Community Relations

AR 1340(a)

## ACCESS TO DISTRICT RECORDS

Note: Article 1, Section 3 of the California Constitution grants any person the right to access information concerning meetings and writings of state and local government bodies, officials, and agencies as long as the constitutional rights of privacy and due process are protected. Courts broadly interpret rules or laws granting access and narrowly interpret those denying access; thus, the burden is on the district to demonstrate the need for restricting access to public records.

The following **optional** administrative regulation lists those records defined as public and, in contrast, those defined as confidential to which there is no public access. It is not intended to provide an all-inclusive list of records that may be defined as either public or confidential.

### Definitions

Note: Pursuant to Government Code 6252, a "public record" includes any writing that relates to district business as defined below.

Emails and other electronic communications related in a substantive manner to district business are considered public records. Furthermore, in City of San Jose v. Superior Court, the California Supreme Court held that using a personal account or personal device to send, ~~or receive~~, **or store** communications regarding public business does not categorically exclude those records from disclosure upon request under the California Public Records Act (CPRA) (Government Code 6250-6270). The court noted that public agencies are required to disclose all applicable records that can be located "with reasonable effort," including those records contained on a public employee's or official's personal device or account. Such searches need not be extraordinarily **orily extensive** or intrusive. For further information, see CSBA's Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications. Also see the accompanying Board policy, AR 3580 - District Records, and BB 9012 - Board Member Electronic Communications.

*Public records* include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

(*cf.* 3580 - District Records)

(*cf.* 9012 - Board Member Electronic Communications)

*Writing* means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

*Member of the public* means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of such membership, agency, office, or employment. (Government Code 6252)

## ACCESS TO DISTRICT RECORDS (continued)

### Public Records

Note: While not specifically enumerated in Government Code 6252, items #1-14 below are items which fall within the definition of "public records."

Public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)

*(cf. 3100 - Budget)*

*(cf. 3460 - Financial Reports and Accountability)*

2. Statistical compilations

3. Reports and memoranda

4. Notices and bulletins

5. Minutes of public meetings (Education Code 35145)

*(cf. 9324 - Minutes and Recordings)*

6. Meeting agendas (Government Code 54957.5)

*(cf. 9322 - Agenda/Meeting Materials)*

7. Official communications between the district and other government agencies

Note: District and school plans (e.g., local control and accountability plan, school plan for student achievement, comprehensive safety plan) must generally be accessible to the public. However, pursuant to Education Code 32281, the Governing Board may choose to prohibit disclosure of those portions of the comprehensive safety plan that include tactical responses to criminal incidents **that may result in death or serious bodily injury at the school site**. See BP 0450 - Comprehensive Safety Plan.

8. District and school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 0440 - District Technology Plan)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 3543 - Transportation Safety and Emergencies)*

## ACCESS TO DISTRICT RECORDS (continued)

*(cf. 7110 - Facilities Master Plan)*

9. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

*(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)*

Note: Although Government Code 6254 exempts from disclosure those records pertaining to pending litigation, **until the pending litigation or claim has been finally adjudicated or otherwise settled.** However, the Attorney General opined in 71 Ops.Cal.Atty.Gen. 235 (1988) that records predating the filing of the lawsuit are subject to disclosure. In Fairley v. Superior Court, a California Court of Appeal concurred and held that documents were exempted only if they were prepared for use in litigation. (See item #2 in the section "Confidential Records" below.) The Board should consult legal counsel if it believes that any document related to litigation should not be disclosed.

10. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 6254, 6254.25)

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

11. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

*(cf. 9270 - Conflict of Interest)*

Note: Generally, the names and salaries of public employees are subject to disclosure under the CPRA. In Sacramento County Employees Retirement System v. Superior Court, a California Court of Appeal held that the names and corresponding pension benefits of members of a county retirement system are subject to disclosure and are not considered "individual records of members" protected by Government Code 31532. However, in International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, the California Supreme Court recognized that, in some instances, the salaries of certain employees might be exempt from disclosure, depending on the facts and circumstances. The Board should consult legal counsel if it believes that any document related to the names and salaries of public employees should not be disclosed.

12. Documents containing names, salaries, and pension benefits of district employees

13. Employment contracts and settlement agreements (Government Code 53262)

*(cf. 2121 - Superintendent's Contract)*

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

*(cf. 4141/4241 - Collective Bargaining Agreement)*

14. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)

**ACCESS TO DISTRICT RECORDS** (continued)

*(cf. 5020 - Parent Rights and Responsibilities)*

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

Access to public records of the district shall be granted to Governing Board members on the same basis as any other member of the public. When Board members are authorized to access public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 6252.5, 6252.7)

Note: Government Code 6254.29 specifies that the CPRA does not require a district to disclose an employee's a social security number and states the Legislature's intent that districts will redact social security numbers from any records being disclosed to the public. In addition, Government Code 6254.3 prohibits disclosure of an employee's personal cell phone number and birth date.

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 6254.29, 6254.3)

**Confidential Public Records**

Note: Education Code 234.7 prohibits the collection of information or documents regarding the citizenship or immigration status of students or their family members. If the district becomes aware of the citizenship or immigration status of any student, it is prohibited from disclosing that information to U.S. Immigration and Customs Enforcement (ICE), as such disclosure is not among the limited exceptions specified in law for which student records may be released without parental consent or a lawful judicial order. An ICE "administrative warrant" is not a court order that would allow a district to disclose student records without parent/guardian consent. See BP/AR 5125 - Student Records, BP/AR 5145.13 - Response to Immigration Enforcement, and the Office of the Attorney General's publication Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues.

**In addition, p**Pursuant to Government Code 8310.3, districts are prohibited from collecting or disclosing to federal government authorities any personal information regarding an individual's religious beliefs, practices, or affiliation for the purpose of compiling a list, registry, or database of individuals based on religious affiliation, national origin, or ethnicity.

~~In addition, Education Code 234.7 prohibits the collection of information or documents regarding the citizenship or immigration status of students or their family members. If the district becomes aware of the citizenship or immigration status of any student, it is prohibited from disclosing that information to U.S. Immigration and Customs Enforcement (ICE), as such disclosure is not among the limited exceptions specified in law for which student records may be released without parental consent or a lawful judicial order. An ICE "administrative warrant" is not a court order that would allow a district to disclose student records without parent/guardian consent. See BP/AR 5125 - Student Records, BP/AR 5145.13 - Response to Immigration Enforcement, and the Office of the Attorney General's publication Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues.~~

**ACCESS TO DISTRICT RECORDS** (continued)

Unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status or religious beliefs, practices, or affiliation shall not be disclosed to federal government authorities. (Education Code 234.7; Government Code 8310.3)

*(cf. 5145.13 - Response to Immigration Enforcement)*

Records to which the members of the public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, and interagency or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 6254, 6254.25)
3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

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

The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees may only be disclosed as follows: (Government Code 6254.3)

- a. To an agent or a family member of the employee
- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed

**ACCESS TO DISTRICT RECORDS** (continued)

Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, **personal email address**, or birth date, and the district shall remove ~~this information~~ **the home address, home telephone number, and personal cell phone number** from any mailing list of the district except a list used exclusively to contact the employee.

*(cf. 4140/4240/4340 - Bargaining Units)*

- d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

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

4. Student records, except directory information and other records to the extent permitted ~~under the law, when disclosure is authorized~~ by law **and district policy**

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

*(cf. 5125.3 - Challenging Student Records)*

5. Test questions, scoring keys, and other examination data except as provided by law (Government Code 6254)

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

6. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)

7. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive disadvantage to the person supplying the information (Government Code 6254)

8. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons acting

**ACCESS TO DISTRICT RECORDS** (continued)

within the scope of their duties in the administration of the library; to persons authorized in writing, by the individual to whom the records pertain, **to inspect the records;** or by court order (Government Code 6254, 6267)

*(cf. 6163.1 - Library Media Centers)*

Note: The following exemption protects attorney-client privileged communications and attorney work product, as well as other work product prepared for use in pending litigation or claims. Pursuant to the Rules of Professional Conduct of the State Bar of California, when an attorney has been hired to represent the district as a whole, this privilege may only be waived by the Board.

In Los Angeles County Board of Supervisors v. Superior Court, the California Supreme Court held that invoices for the services of district counsel, or portions of those invoices, may be privileged and therefore exempt from disclosure. The Board should consult with legal counsel to determine what records to disclose in response to a CPRA request for such invoices.

9. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

*(cf. 9124 - Attorney)*

10. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)
11. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 6253.5)

*(cf. 9223 - Filling Vacancies)*

12. Minutes of Board meetings held in closed session (Government Code 54957.2)

*(cf. 9321 - Closed Session **Purposes and Agendas**)*

13. Computer software developed by the district (Government Code 6254.9)
14. Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the district's information technology system (Government Code 6254.19)
15. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)



## ACCESS TO DISTRICT RECORDS (continued)

*(cf. 5141.6 - School Health Services)*

16. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes

Note: Item #17 below reflects an exemption often referred to as the "catch-all" or "public interest" exemption pursuant to Government Code 6255. This exemption allows a district to withhold a record based on analysis of the specific facts of the situation and in light of the competing public interests. This exemption also includes the "deliberative process privilege" which is designed to protect a district's decision-making process in order to encourage candid discussions within the district. Legal counsel should be consulted to determine whether a request for a record falls under this exemption.

17. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

### Inspection of Records and Requests for Copies

Note: Court decisions have held that a public record request may be made orally, by phone, or in writing, including by email, fax, or hand delivery. The district may ask, but not require, that the person put an oral request in writing.

Any person may request a copy or inspection of any district record that is **open to the public** **and** not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of the determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester **and** setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request

**ACCESS TO DISTRICT RECORDS** (continued)

3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records shall be open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Note: Government Code 6253 states that copies of records must be provided "promptly." The term "promptly" is not defined in law, but Government Code 6253 also states that a district may not delay or obstruct the **inspection or** copying of records. Thus, if the records are held in a manner that allows for prompt disclosure, the records generally should not be withheld because of the 10-day response period or the 14-day extension detailed above.

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

Note: The following **optional** paragraph is for use by districts that charge for copies. See the accompanying Board policy.

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

**Note: Pursuant to Government Code 6253, as amended by AB 1819 (Ch. 695, Statutes of 2019), members of the public have the right to use their own equipment on district premises to copy a disclosable record, without being charged any fees or costs. The record must be reproduced in a manner as specified below.**

**Without charging any fees or costs, the Superintendent or designee shall allow members of the public to use their own equipment on district premises to photograph or otherwise copy or reproduce a disclosable record as long as the means of copy or reproduction: (Government Code 6253)**

**ACCESS TO DISTRICT RECORDS** (continued)

- 1. Do not require the equipment to make physical contact with the record**
- 2. Will not result in damage to the record**
- 3. Will not result in unauthorized access to the district's computer systems or secured networks by using software, equipment, or any other technology capable of accessing, altering, or compromising the district's electronic records**

<p><b>Note: Government Code 6253, as amended by AB 1819, authorizes the district to impose reasonable limits on the use of personal equipment by members of the public to copy disclosable records, as specified below.</b></p>
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**The Superintendent or designee may impose any reasonable limit on the use of personal equipment to photograph, copy, or reproduce a disclosable record that is necessary to protect the safety of the records, or to prevent the copying of records from being an unreasonable burden to the orderly function of the district and its employees. The Superintendent or designee may also impose any limit that is necessary to maintain the integrity of, or ensure the long-term preservation of, historic or high-value records. (Government Code 6253)**

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 6253)

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.

**ACCESS TO DISTRICT RECORDS** (continued)

2. The request would require data compilation, extraction, or programming to produce the record.

**Assistance in Identifying Requested Records**

Note: Government Code 6253.1 requires the district to assist a person requesting to inspect or obtain a copy of a public record as specified below. This assistance is not required if the district grants the request and the records are made available or if the request is denied on the grounds that the records are confidential.

If the Superintendent or designee denies a request for disclosable records, the requester shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

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# CSBA Sample Board Policy

All Personnel

BP 4112.9(a)

4212.9

EMPLOYEE NOTIFICATIONS

4312.9

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications ~~he/she~~ **the Superintendent or designee** believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

(cf. 3580 - District Records)

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

## Legal Reference:

### EDUCATION CODE

231.5 Sexual harassment policy

17612 Notification of pesticide use

22455.5 STRS information to potential members

22461 Postretirement compensation limitation

35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services

35171 Notice of regulations pertaining to certificated employee evaluations

37616 Notice of public hearing on year-round schedule

44031 Personnel file contents, inspection

44663-44664 Evaluation of certificated employees

44842 Reemployment notices, certificated employees

44896 Transfer of administrator or supervisor to teaching position

44916 Written statement of employment status

44929.21 Reelection or nonreelection of probationary employee after second year

**44929.23 Reelection notice, districts with less than 250 ADA**

44934 Notice of disciplinary action for cause

44934.1 Suspension or dismissal for egregious misconduct

44936 Notice of suspension or dismissal

44938 Notice of unprofessional conduct and opportunity to correct

44940.5-44941 Notification of suspension and intent to dismiss

44948.3 Dismissal of probationary employees

**44948.5 Nonreelection procedures, districts under 250 ADA**

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified, administrative or supervisory personnel

44954 Nonreelection of temporary employees

44955 Reduction in number of employees

45113 Notification of charges, classified employees

Legal Reference continued: (see next page)

BP 4112.9(b)  
4212.9  
4312.9

## **EMPLOYEE NOTIFICATIONS (continued)**

Legal Reference: (continued)

### EDUCATION CODE (continued)

- 45117 Notice of layoff, classified employees
- 45169 Employee salary data, classified employees
- 45192 Industrial and accident leave
- 45195 Additional leave
- 46162 Notice of public hearing on block schedule
- 49013 Complaints regarding student fees
- 49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion
- 49414 Epinephrine auto-injectors
- 49414.3 Administration of opioid antagonist

### CIVIL CODE

- 1798.29 District records, breach of security

### GOVERNMENT CODE

- 1126 Incompatible activities of employees
- ~~3100-3109 Oath or affirmation of allegiance~~
- 8355 Certification of drug-free workplace, including notification
- 12950 Sexual harassment
- 21029 Retirement credit for period of military service
- 54957 Complaints against employees; right to open session
- 54963 Unauthorized disclosure of confidential information

### HEALTH AND SAFETY CODE

- 1797.196 Automated external defibrillators; notification of use and locations
- 104420 Tobacco-free schools
- 120875 Information on AIDS, AIDS-related conditions, and hepatitis B
- 120880 Notification to employees re AIDS, AIDS-related conditions, and hepatitis B

### LABOR CODE

- 245-249 Healthy Workplaces, Healthy Families Act of 2014
- 1034 Lactation accommodation
- 2800.2 Notification of availability of continuation health coverage
- 2810.7 Notice to participate in flexible spending account
- 3550-3553 Notifications re: workers' compensation benefits
- 5401 Workers' compensation; claim form and notice of potential eligibility

### PENAL CODE

- 11105 Access to criminal history information
- 11105.2 Subsequent arrest notification
- 11165.7 Child Abuse and Neglect Reporting Act; notification requirement
- 11166.5 Employment; statement of knowledge of duty to report child abuse or neglect

### UNEMPLOYMENT INSURANCE CODE

- 2613 Disability insurance; notice of rights and benefits

### CODE OF REGULATIONS, TITLE 2

- 11023 Nondiscrimination in employment

### ~~11024 Sexual harassment~~

- 11049 Notice of right to request pregnancy disability leave or transfer
- 11091 California Family Rights Act, designation notice
- 11096 Notice of right to request family care leave

### CODE OF REGULATIONS, TITLE 5

- 4622 Uniform complaint procedures
- 80303 Reports of change in employment status, alleged misconduct

Legal Reference continued: (see next page)

BP 4112.9(c)  
4212.9  
4312.9

## **EMPLOYEE NOTIFICATIONS (continued)**

Legal Reference: (continued)

CODE OF REGULATIONS, TITLE 8

3204 Employees exposed to bloodborne pathogens, access to exposure and medical records

5191 Chemical hygiene plan

~~5193 California bloodborne pathogens standard~~

5194 Hazard communication program

CODE OF REGULATIONS, TITLE 13

1234 Reports regarding school buses and bus drivers

2480 Vehicle idling, limitations

UNITED STATES CODE, TITLE 38

4334 Uniformed Services Employment and Reemployment Rights Act, notice requirement

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 29

825.300 Family and Medical Leave Act; notice requirement

CODE OF FEDERAL REGULATIONS, TITLE 34

84.205-84.210 Drug-free workplace statement

104.8 Nondiscrimination

106.9 Dissemination of policy, nondiscrimination on basis of sex

CODE OF FEDERAL REGULATIONS, TITLE 40

763.84 Asbestos inspections, response actions and post-response actions

763.93 Asbestos management plans

CODE OF FEDERAL REGULATIONS, TITLE 49

**382.113 Controlled substance and alcohol use and testing notifications**

**382.303 Post-accident information, procedures, and instructions**

382.601 Controlled substance and alcohol use and testing notifications

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**Policy Reference UPDATE Service**

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# CSBA Sample Exhibit

All Personnel

E 4112.9(a)  
4212.9  
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## EMPLOYEE NOTIFICATIONS

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. To All Employees</b>			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950; 2 CCR 11024	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually to all employees, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
To all employees, prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
To all employees, prior to implementing alternative schedule	Education Code 46162	AR-BP 6112	Public hearing on alternative schedule in secondary grades
Annually to all employees	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually to all employees	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal



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**EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>I. To All Employees (continued)</b>			
Prior to beginning employment	Government Code 3102	AR 4112.3 4212.3 4312.3	Oath or affirmation of allegiance required of disaster service workers
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
To all employees, if the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually to all employees, or more frequently if there is new information	Health and Safety Code 120875, 120880	ARBP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To all employees, with each paycheck	Labor Code 246	AR 4161.1 4361.1 AR 4261.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year

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**EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>I. To All Employees (continued)</b>			
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	<b>BPAR</b> 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 <b>BPAR</b> AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act(cfRA); obligation to provide 30 days' notice of need for leave when possible
Annually to all employees	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress
<b>II. To Certificated Employees</b>			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation

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**EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>II. To Certificated Employees (continued)</b>			
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To certificated employees upon employment, and to nonpermanent employees in July of each school year	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
<b>To probationary employee, by March 15 of employee's second year of employment, in districts that grant permanent status after two years</b>	Education Code 44929.21, <b>44929.23</b> , <b>44948.5</b>	BP 4116	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/ dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct

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**EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>II. To Certificated Employees (continued)</b>			
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
On or before June 30, to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing

**III. To Classified Employees**

~~To classified employee charged with mandatory leave of absence offense, in merit system district~~      ~~Education Code 44940.5~~      ~~AR 4218~~      ~~Notice of intent to dismiss in 30 days~~

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**EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>III. To Classified Employees (continued)</b>			
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff and reemployment rights
To classified employees upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	<del>BP-AR</del> 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
<b>To school bus drivers, prior to operating school bus</b>	<b>49 CFR 382.303</b>	<b>AR 4112.42 4212.42 4312.42</b>	<b>Post-accident information, procedures, and instructions</b>

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**EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>IV. To Administrative/Supervisory Personnel</b>			
To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the release or reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
<b>V. To Individual Employees Under Special Circumstances</b>			
In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To employees returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session

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**EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>V. To Individual Employees Under Special Circumstances (continued)</b>			
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	<b>BP AR</b> 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

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**EMPLOYEE NOTIFICATIONS (continued)**

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>V. To Individual Employees Under Special Circumstances (continued)</b>			
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

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# CSBA Sample Board Policy

Certificated Personnel

BP 4113(a)

## ASSIGNMENT

Note: Education Code 35035 gives the Superintendent or designee the authority to assign personnel subject to Governing Board approval. The following **optional** policy may be revised to reflect district practice.

**Staff assignments must be reported to the California Department of Education through the California Longitudinal Pupil Achievement Data Systems (CALPADS) Professional Assignment Information Form.**

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which ~~their~~ **they are qualified pursuant to their** certification, preparation, ~~certification,~~ professional experience, and aptitude ~~qualify them.~~

*(cf. 4112.2 - Certification)*

*(cf. 4112.21 - Interns)*

*(cf. 4112.22 - Staff Teaching English Learners)*

*(cf. 4112.23 - Special Education Staff)*

*(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)*

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

### Assignment to Courses/Classes

The Superintendent or designee shall assign teachers ~~to courses~~ based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare ~~him/her~~ **the teacher** to provide instruction in that subject.

Note: The Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual describes "local teaching assignment options" available to districts when assigning a teacher outside ~~his/her~~ **the** credential authorization **of the teacher**. See the accompanying administrative regulation for requirements pertaining to assignments to departmentalized classes in grades K-12 (Education Code 44258.3) or elective courses (Education Code 44258.7).

According to the CTC manual, it is inappropriate to use a local teaching assignment option for an individual who holds an emergency permit, provisional internship permit (PIP), or short-term staff permit (STSP). For information about the circumstances under which persons holding these permits may be employed, see

**ASSIGNMENT** (continued)

BP/AR 4112.2 - Certification. If a district uses a local teaching assignment option for a holder of an intern credential, the CTC cautions that the district must ensure that the individual meets the specific requirements of the teaching assignment option as well as the requirements of the intern credential; see BP/AR 4112.21 - Interns for further information about intern programs.

The CTC manual indicates that a district may use the options at its discretion. The following paragraph may be revised to reflect options available in the district.

When specifically authorized by law or regulation, the Superintendent or designee may, with the teacher's consent, assign a teacher, with his/her consent, to a position outside the teacher's his/her credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Such assignments made pursuant to Education Code 44256, 44258.2, and 44263 shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

*(cf. 3580 - District Records)*

**If at any time a certificated employee is required by the district to accept an assignment which the employee believes is not legally authorized by the employee's credential, the employee shall notify the Superintendent or designee, in writing, of the misassignment. Within 15 working days, the Superintendent or designee shall notify the employee of the legality of the assignment. If no action is taken by the district, the employee shall provide written notification to the County Superintendent of Schools. No adverse action shall be taken against an employee who files a notice of misassignment. (Education Code 44258.9)**

**Vacancies and Misassignments**

Note: Education Code 44258.9 provides that the County Superintendent of Schools is responsible for monitoring district assignment practices and vacancies, as defined in Education Code 33126, and reporting the results to the CTC. Pursuant to Education Code 44258.9, the County Superintendent must annually monitor and review assignment practices in (1) schools and districts likely to have problems with teacher misassignment and vacancies based on past experience and other available information, and (2) schools ranked in deciles 1-3 on the statewide Academic Performance Index (API). However, the API has been suspended pending transition to a new state accountability system. All other schools undergo review of assignment practices on a four year cycle. In counties in which there is a single school district, the CTC is responsible for monitoring teacher assignments.

Education Code 33126 requires that vacancies and misassignments be reported on the School Accountability Report Card. Also, Education Code 35186 requires districts to develop procedures by which a parent/guardian can file a complaint related to teacher misassignments or vacancies. See AR/E 1312.4 Williams Uniform Complaint Procedures.

## ASSIGNMENT (continued)

~~Pursuant to Education Code 44258.9, the County Superintendent is required to notify any certificated administrator responsible for a misassignment and advise him/her to correct it within 30 calendar days. The County Superintendent is also required to notify the Superintendent of any district where five percent or more of the certificated teachers in the secondary schools are misassigned, advising him/her to correct the misassignments within 120 calendar days. If a teacher believes he/she has been misassigned, he/she is authorized, after exhausting any local remedies, to file a written notification with the County Superintendent, who must advise the teacher as to the legality of the assignment within 15 working days.~~

**Education Code 44258.9, as amended by AB 1219 (Ch. 782, Statutes of 2019), requires that the assignments of certificated employees at all schools be monitored annually. Pursuant to Education Code 44258.9, the County Superintendent of Schools is responsible for the monitoring of teacher assignments in districts. However, CTC is designated as the monitoring authority for any district that operates within a city or county in which there is a single district. Such districts should modify the following section accordingly to reflect CTC as the monitoring authority.**

**Pursuant to Education Code 44258.9, CTC administers a State Assignment Accountability System which annually produces a data file of vacant positions and assignments that do not have a clear match of credential to assignment. As provided below, CTC will notify districts of an opportunity to review the initial data, and districts may submit documentation within 60 days to correct any errors. Within 90 days of CTC's notification (i.e., 30 days after the deadline for the district's review), the County Superintendent must review the data and any additional documentation submitted by the district and make a determination of potential misassignments and vacant positions. Beginning in 2020-21, CTC will report the misassignment and vacancy data on its web site.**

~~The Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignments and vacancies are reviewed by the County Superintendent of Schools or CTC, as applicable, the Superintendent or designee shall report the results to the Board and shall provide recommendations for remedying any identified issues.~~

**Annually, the district shall review potential misassignments and vacant positions throughout the district. Upon receiving notification from CTC of the availability of data regarding potential misassignments and vacant positions in the district, the Superintendent shall review the data within 60 days. When necessary, the Superintendent or designee may respond by submitting additional documentation to the County Superintendent showing that an employee is legally authorized for an assignment and/or that a position identified as vacant was miscoded and a legally authorized employee is assigned to the position. (Education Code 44258.9)**

**If the district subsequently receives, within 90 days of CTC's initial notification, a notification from the County Superintendent indicating that a certificated employee in the district is assigned to a position for which the employee has no legal authorization, the district shall correct the assignment within 30 calendar days. (Education Code 44258.9)**

ASSIGNMENT (continued)

**Note: Pursuant to Education Code 44258.9, the district serves as the monitoring authority for any charter school it has authorized. However, pursuant to Education Code 44258.10, the district is not required to advise the charter school administrator to correct the misassignment of any teachers employed by the charter school during the 2019-2020 school year until July 1, 2025.**

**The district shall serve as the monitoring authority for teacher assignments in any charter school it has authorized, in accordance with Education Code 44258.9-44258.10.**

*(cf. 0420.41 - Charter School Oversight)*

**Any complaint alleging teacher misassignment or vacancy shall be filed and addressed through the district's procedures specified in AR 1312.4 - Williams Uniform Complaint Procedures.**

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

**The school accountability report card for each school shall include any assignment of teachers outside their subject areas of competence, misassignments, including misassignments of teachers of English learners, and the number of vacant teacher positions for the most recent three-year period. (Education Code 33126)**

*(cf. 0510 - School Accountability Report Card)*

**Equitable Distribution of Qualified and Experienced Teachers**

Note: The following section may be revised to reflect district practice. ~~20 USC 6312, as amended by the Every Student Succeeds Act (ESSA) (P.L. 114 95), maintains the requirement For districts that receive federal Title I funding, 20 USC 6312 requires~~ that the Title I local educational agency (LEA) plan include a description of how the district will identify and address, ~~consistent with the state's ESSA plan,~~ any disparities that result in low-income or minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers. ~~The LEA plan will be transitioned out at the end of the 2016-17 school year. According to the California Department of Education's (CDE) Every Student Succeeds Act 2016-17 School Year Transition Plan (April 2016), districts will meet~~ **These specific** Title I planning requirements **are fulfilled** through the local control and accountability plan and the consolidated application reporting system ~~beginning with the 2017-18 school year.~~

~~According to the U.S. Department of Education's Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions (May 2016), the approved State Plan to Ensure Equitable Access to Excellent Educators remains in effect through the 2016-17 school year and states may, but are not required to, amend the plan. The CDE's transition plan indicates that districts will not be required to participate in the state's Compliance Monitoring, Interventions and Sanctions (CMIS) program in the 2016-17 school year and that the CDE intends to update the CMIS with new guidelines.~~

The Superintendent or designee shall ~~ensure that~~ **identify and address the equitable distribution of** highly qualified and experienced teachers ~~are equitably distributed~~ among

**ASSIGNMENT** (continued)

district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. ~~He/she~~ **The Superintendent or designee** shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

*(cf. 0460 - Local Control and Accountability Plan)*

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

*(cf. 4114 - Transfers)*

*(cf. 4131 - Staff Development)*

*(cf. 4131.1 - Teacher Support and Guidance)*

*(cf. 6171 - Title I Programs)*

*Legal Reference: (see next page)*

## ASSIGNMENT (continued)

### *Legal Reference:*

#### EDUCATION CODE

- 33126 *School accountability report card*
- 35035 *Additional powers and duties of superintendent*
- 35186 *Complaint process*
- 37616 *Assignment of teachers to year-round schools*
- 44225.6 *Commission report to the legislature re: teachers*
- 44250-44277 *Credentials and assignments of teachers*
- 44314 *Subject matter programs, approved subjects*
- 44824 *Assignment of teachers to weekend classes*
- 44955 *Reduction in number of employees*

#### GOVERNMENT CODE

- 3543.2 *Scope of representation*

#### CODE OF REGULATIONS, TITLE 5

- 80003-80005 *Credential authorizations*
- 80020-80020.5 *Additional assignment authorizations*
- 80335 *Performance of unauthorized professional services*
- 80339-80339.6 *Unauthorized certificated employee assignment*

#### UNITED STATES CODE, TITLE 20

- 6311 *State plan*
- 6312 *Local educational agency plans*
- 6601-6651 *Teacher and Principal Training and Recruiting Fund*

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

- California State Plan to Ensure Equitable Access to Excellent Educators*
- Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016*

#### COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

- Administrator's Assignment Manual - Updates and Revisions, May 2014*
- The Administrator's Assignment Manual, rev. September 2007*

#### U.S. DEPARTMENT OF EDUCATION GUIDANCE

- Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016*
- Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006*

#### WEB SITES

- CSBA: <http://www.csba.org>
- California Department of Education: <http://www.cde.ca.gov>
- Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
- U.S. Department of Education: <http://www.ed.gov>

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### **Policy Reference UPDATE Service**

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# CSBA Sample Administrative Regulation

Certificated Personnel

AR 4113(a)

## ASSIGNMENT

### Assignment to Departmentalized Classes Outside Credential Authorization

Note: Education Code 44258.3 allows the Governing Board to assign the holder of a credential (including a provisional internship permit or short-term staff permit, but not an emergency permit) to teach any subject in departmentalized classes in any of grades K-12 provided that the Board first verifies that the teacher has adequate knowledge of each subject to be taught. If the district chooses to make such assignments, Education Code 44258.3 **mandates** the Board to establish policies and procedures, with specified components, for verifying the adequacy of these teachers' subject matter knowledge. Subject matter specialists as identified below must be involved in the development and implementation of these procedures. For further information, see the Commission on Teacher Credentialing's (CTC) [Administrator's Assignment Manual](#).

Any holder of a credential other than an emergency permit may be assigned, with **his/her** consent, to teach departmentalized classes in grades K-12 regardless of the designations on **his/her the** teaching credential, provided that **the teacher's their** subject matter knowledge is verified prior to the assignment. (Education Code 44258.3)

Procedures for verifying a teacher's subject matter knowledge shall be developed and implemented by the Superintendent or designee with the involvement of appropriate subject matter specialists, including curriculum specialists, resource teachers, classroom teachers certified to teach the subject, staff assigned to regional subject matter projects or curriculum institutes, or college faculty. (Education Code 44258.3)

Note: Items #1-2 below may be revised to reflect procedures and criteria established by the district.

Procedures to be used for this purpose shall specify: (Education Code 44258.3)

1. One or more of the following ways in which subject matter competence shall be assessed:
  - a. Observation by subject matter specialists
  - b. Oral interviews
  - c. Demonstration lessons
  - d. Presentation of curricular portfolios
  - e. Written examinations

**ASSIGNMENT (continued)**

2. Specific criteria and standards for verifying subject matter knowledge by any of the above methods. These criteria shall include, but need not be limited to, evidence of the individual's knowledge of the subject matter to be taught, including demonstrated knowledge of the curriculum framework for the subject and the specific content of the district's course of study for the subject at the grade level to be taught.

*(cf. 4115 - Evaluation/Supervision)*

Whenever a teacher is assigned to teach departmentalized classes pursuant to Education Code 44258.3, the Superintendent or designee shall notify the exclusive representative of the district's certificated employees. (Education Code 44258.3)

*(cf. 4140/4240/4340 - Bargaining Units)*

**Assignment to Elective Courses Outside Credential Authorization**

Note: The following section is **optional**. Education Code 44258.7 authorizes districts to assign a teacher to an elective course outside **his/her the teacher's** credential authorization provided that the teacher has special skills and preparation in that subject area and the assignment is approved by a local committee on assignments.

In order to make such assignments, the district must submit a plan to the County Superintendent of Schools which includes, but is not limited to, statements signed by the Board president or chair and the Superintendent approving the establishment of the committee, procedures for the selection of committee members, term of office for committee members, and criteria for determining teachers' qualifications for these assignments.

Pursuant to Education Code 44258.7, an "elective course" for this purpose is a course other than English, mathematics, science, or social science. The CTC's Administrator's Assignment Manual clarifies that whether a course is considered to be within these subject areas or an elective depends on whether students in the class receive graduation credit for the subject area. For instance, if a drama, speech, or journalism course grants graduation credit for English, then it cannot be taught by a teacher outside of **his/her the teacher's** credential authorization under this option. However, if the course does not grant credit for English, then a teacher may be approved by the committee on assignments to teach the course outside **his/her the** credential authorization.

A full-time teacher with special skills and preparation outside **his/her the** credential authorization may, with **his/her the teacher's** consent and the prior approval of a district committee on assignments, be assigned to teach an elective course in the area of the special skills or preparation, excluding a course in English, mathematics, science, or social studies. (Education Code 44258.7)

The Superintendent or designee shall establish a committee on assignments, consisting of an equal number of teachers selected by teachers and school administrators selected by school administrators, to approve such assignments. (Education Code 44258.7)



**ASSIGNMENT** (continued)

Note: The following two paragraphs are **optional** and may be revised to reflect district practice.

Committee members shall serve a two-year term but may be reappointed using the same procedure as the initial appointment.

When determining whether a teacher is qualified for an assignment pursuant to Education Code 44258.7, the committee may consider the teacher's education, prior experience, observation by subject matter specialists, oral interviews, demonstration lessons, presentation of curricular portfolios, and/or written examinations.

Assignments approved by the committee shall be for a maximum of one school year, but may be extended by action of the committee upon application by the principal and teacher. (Education Code 44258.7)

(3/04 3/09) 5/20

# CSBA Sample Board Policy

All Personnel	BP 4119.42(a)
	4219.42
<b>EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS</b>	<b>4319.42</b>

Note: Pursuant 29 CFR 1910.1030 and 8 CCR 5193(e), districts must identify employees who have occupational exposure to bloodborne pathogens and must establish a written exposure control plan to eliminate or minimize employee exposure to these pathogens. ~~The exposure control plan must be consistent with the district's Injury and Illness Prevention Program and may be incorporated into that program; see BP/AR 4157/4257/4357 - Employee Safety.~~ **Because safety conditions of employment are within the scope of bargaining pursuant to Government Code 3543.2, the** ~~The~~ district may want to consult legal counsel regarding whether components of its exposure control plan are subject to collective bargaining.

As part of its commitment to provide a safe and **healthful healthy** work environment, the Governing Board recognizes the importance of **developing an exposure control plan** protecting employees from possible infection due to contact with bloodborne pathogens, including, but not limited to, hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV). The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace ~~to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).~~

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*

*(cf. 4157/4257/4357 - Employee Safety)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.6 - School Health Services)*

**The exposure control plan shall be consistent with the district's injury and illness prevention program established pursuant to Labor Code 6401.7 and 8 CCR 3203. (8 CCR 5193)**

*(cf. 4157/4257/4357 - Employee Safety)*

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall **receive training and** be offered the hepatitis B vaccination. **(8 CCR 5193; 29 CFR 1910.1030)**

Note: ~~The following optional paragraph may be implemented only if the district complies with specific conditions; see AR 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens.~~

~~The Superintendent or designee may exempt designated first aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. (8 CCR 5193(f))~~

BP 4119.42(b)  
4219.42  
4319.42

## EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

Note: The following **optional** paragraph allows for employees to be included in the training and vaccination program without being classified as having occupational exposure.

Any employee not identified by the Superintendent or designee as having occupational exposure may submit a request to the Superintendent or designee to be included in the training and hepatitis B vaccination program. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

**In the event that an employee has an exposure incident, the district shall implement follow-up procedures in accordance with the exposure control plan. All such incidents shall be evaluated to determine whether changes need to be made in district practices.**

*Legal Reference: (see next page)*

## EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

### Legal Reference:

#### **GOVERNMENT CODE**

#### **3543.2 Scope of bargaining**

#### LABOR CODE

142.3 Authority of Cal/OSHA to adopt standards

144.7 Requirement to amend standards

#### **6401.7 Injury and illness prevention program**

#### CODE OF REGULATIONS, TITLE 8

#### **3203 Injury and illness prevention program**

3204 Access to employee exposure and medical records

5193 California bloodborne pathogens standards

#### CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

### Management Resources:

#### CDE ADVISORIES

1016.89 *Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings*

#### **CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS**

**Frequently Asked Questions About the Bloodborne Pathogens Standard**

**A Best Practices Approach for Reducing Bloodborne Pathogens Exposure, 2001**

**Exposure Control Plan for Bloodborne Pathogens, 2001**

#### WEB SITES

OSHA: <http://www.osha.gov>

Cal/OSHA **California Department of Industrial Relations, Occupational Safety and Health:**

[http://www.dir.ca.gov/occupational\\_safety.html](http://www.dir.ca.gov/occupational_safety.html)

Centers for Disease Control and Prevention: <http://www.cdc.gov>

**U.S. Department of Labor, Occupational Safety and Health Administration: <http://www.osha.gov>**

# CSBA Sample Administrative Regulation

All Personnel	AR 4119.42(a) 4219.42
EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS	4319.42

Note: The following **sample optional administrative** regulation summarizes Cal/OSHA's key requirements for preventing and handling exposure to bloodborne pathogens pursuant to (8 CCR 5193). The Cal/OSHA standards are detailed and lengthy, and districts are encouraged to examine the full content of 8 CCR 5193 to determine any additional requirements applicable to their circumstances. **Because safety conditions of employment are within the scope of bargaining pursuant to Government Code 3543.2, the district may want to consult legal counsel regarding whether components of its exposure control plan are subject to collective bargaining.**

Districts may wish to consider including the following **optional** regulation in their employee handbooks.

## Definitions

*Occupational exposure* means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193(b); 29 CFR 1910.1030)

*Exposure incident* means a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. (8 CCR 5193(b); 29 CFR 1910.1030)

*Parenteral contact* means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions. (8 CCR 5193(b); 29 CFR 1910.1030)

A *sharp* is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

A *sharps injury* is any injury caused by a sharp, including, but not limited to, cuts, abrasions, or needlesticks. (8 CCR 5193(b))

*Work practice controls* are controls that reduce the likelihood of exposure by defining the manner in which a task is performed. (8 CCR 5193(b); 29 CFR 1910.1030)

*Engineering controls* are controls, such as sharps disposal containers, needleless systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace. (8 CCR 5193(b); 29 CFR 1910.1030)

*Engineered sharps injury protection* is a physical attribute, **such as a barrier, blunting, encapsulation, withdrawal, or other effective mechanism,** built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b); 29 CFR 1910.1030)

## EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

**Personal protective equipment is specialized clothing or equipment worn or used by an employee for protection against a hazard, such as gloves, gowns, laboratory coats, face shields or masks. (8 CCR 5193)**

### Exposure Control Plan

The district's **written** exposure control plan **for bloodborne pathogens** shall contain at least the following components: (8 CCR 5193(e); **29 CFR 1910.1030**)

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials, **which** ~~The district's exposure determination~~ shall be made without regard to ~~the employees'~~ use of personal protective equipment and shall include a list of:
  - a. All job classifications in which all employees have occupational exposure
  - b. Job classifications in which some employees have occupational exposure
  - c. All tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure occurs and which are performed by employees listed in item #1b above

**(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)**  
**(cf. 5141.6 - School Health Services)**

2. The schedule and method of implementing **each of the following in accordance with 8 CCR 5193 and this administrative regulation:**
  - a. Methods of compliance required by 8 CCR 5193(d) **and 29 CFR 1910.1030**, ~~such as~~ **including** universal precautions, general and specific engineering and work practice controls, and personal protective equipment

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*

- b. Hepatitis B vaccination
- c. Bloodborne pathogen post-exposure evaluation and follow-up
- d. Communication of hazards to employees ~~including labels, signs,~~ **through** information and training

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

- e. Recordkeeping, **including medical records, training records, and a log of sharps injuries**
- 3. The district's procedure for **evaluating documenting the route(s) of exposure and the** circumstances **surrounding under which** exposure incidents **occurred**
- 4. An effective procedure for gathering information about each exposure incident involving a sharp, **as required for the log of sharps injuries**
- 5. An effective procedure for periodically determining the frequency of use of the types and brands of sharps involved in exposure incidents **documented in the sharps injury log**
- 6. An effective procedure for identifying currently available engineering controls and selecting such controls, **as appropriate,** for the procedures performed by employees in their work areas or departments
- 7. An effective procedure for documenting instances when a licensed healthcare professional directly involved in **a patient's an employee's** care determines, **in the reasonable exercise of clinical judgment,** that the use of an engineering control would jeopardize **an individual's the employee's** safety or the success of a medical, dental, or nursing procedure involving the **individual employee**
- 8. An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees in their respective work areas or departments

The exposure control plan shall be reviewed and updated at least annually and whenever necessary to: (8 CCR 5193~~(e)~~; **29 CFR 1910.1030**)

- 1. Reflect new or modified tasks and procedures affecting occupational exposure
- 2. **Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens and, to** ~~To~~ the extent that sharps are used in the district, **reflect progress in document consideration and implementation of appropriate commercially available** ~~implementing the use of~~ **needleless systems and needle devices and** sharps with engineered sharps injury protection
- 3. Include new or revised employee positions with occupational exposure
- 4. Review and evaluate the exposure incidents which occurred since the previous update

## EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

5. Review and respond to information indicating that the exposure control plan is deficient in any area

The district's exposure control plan shall be accessible to employees upon request. (8 CCR 3204(e), 5193(c); 29 CFR 1910.1030)

### Preventive Measures

~~Note: The implementation of universal precautions is another preventive measure that should be utilized by the district. See BP/AR 4119.43/4219.43/4319.43 Universal Precautions.~~

The Superintendent or designee shall use engineering **controls** and work practice controls, **as defined above**, to eliminate or minimize employee exposure **to bloodborne pathogens**, ~~and shall regularly examine and update controls~~ **Engineering controls and work practice controls shall be evaluated on a regular schedule and, as applicable, maintained, replaced, or updated** to ensure their effectiveness. (8 CCR 5193(d); 29 CFR 1910.1030)

**Whenever potential occupational exposure continues to exist after institution of engineering and work practice controls, the district shall provide, at no cost to the employee, appropriate personal protective equipment. (8 CCR 5193; 29 CFR 1910.1030)**

**Employees shall observe universal precautions to prevent contact with blood or other potentially infectious materials, including, but not limited to, handwashing, proper use of personal protective equipment, and proper disposal or washing of contaminated garments or objects. (8 CCR 5193; 29 CFR 1910.1030)**

**Any use of needleless systems, needle devices, or non-needle sharps shall adhere to the specific requirements of 8 CCR 5193(d) and 29 CFR 1910.1030.**

### **Pre-Exposure Hepatitis B Vaccination**

The hepatitis B vaccination and vaccination series shall be made available at no cost to all employees who have occupational exposure. The hepatitis B vaccination shall be made available after an employee with occupational exposure has received the required training and within 10 working days of initial assignment, unless the employee has previously received the complete hepatitis B vaccination series, **or** antibody testing has revealed that the employee is immune, or vaccination is contraindicated **by for** medical reasons. (8 CCR 5193(d); 29 CFR 1910.1030)



## EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

Note: Pursuant to 8 CCR 5193 and 29 CFR 1910.1030, if the employee declines to accept the hepatitis B vaccination offered by the district, the district must ensure that he/she the employee signs the statement reproduced as E 4119.42/4219.42/4319.42 in the accompanying Exhibit.

Employees who decline to accept the vaccination shall sign the hepatitis B declination statement. (8 CCR 5193(f); 29 CFR 1910.1030)

The Superintendent or designee may exempt designated first aid providers from the pre-exposure hepatitis B vaccine in accordance with 8 CCR 5193(f). **from the pre-exposure hepatitis B vaccine designated first aid providers whose primary job assignment is not the rendering of first aid, provided that the district implements the procedures in its exposure control plan for providing hepatitis B vaccine to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials and provides appropriate follow-up for those who experience an exposure incident. (8 CCR 5193)**

### **Information and Training**

The Superintendent or designee shall ensure that all employees with occupational exposure participate in a training program containing the elements required by state regulations, during working hours and at no cost to the employee. This program shall be offered at the time of initial assignment to tasks where occupational exposure may take place, and at least annually thereafter, and whenever a change of tasks or procedures affects the employee's exposure. **The training shall be offered during working hours and at no cost to the employee. (8 CCR 5193(g); 29 CFR 1910.1030)**

**The training shall address, at a minimum: (8 CCR 5193; 29 CFR 1910.1030)**

- 1. The exposure control standard contained in 8 CCR 5193 and 29 CFR 1910.1030**
- 2. The epidemiology and symptoms of bloodborne diseases**
- 3. Modes of transmission of bloodborne pathogens**
- 4. The district's exposure control plan and the means by which employees may obtain a copy of the written plan**
- 5. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials**

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

- 6. The use and limitations of methods to prevent or reduce exposure, including appropriate engineering controls, administrative or work practice controls, and personal protective equipment**
- 7. The types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment**
- 8. The basis for selecting personal protective equipment**
- 9. The hepatitis B vaccine, including its efficacy, safety, and method of administration; the benefits of being vaccinated; and that the vaccine will be offered free of charge**
- 10. Appropriate actions to take and persons to contact in an emergency or exposure incident involving blood or other potentially infectious materials**
- 11. The post-exposure evaluation and follow-up that the district is required to provide for the employee following an exposure incident**

**Additional training shall be provided to affected employees whenever a change of tasks or procedures a change, such as the introduction or modification of tasks or procedures or the introduction of new engineering, administrative, or work practice controls, affects the employee's exposure. The additional training may be limited to addressing the new exposures created. (8 CCR 5193; 29 CFR 1910.1030)**

Designated first aid providers shall receive training that includes the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. (8 CCR 5193~~(g)~~)

**Reporting Incidents**

All exposure incidents shall be reported as soon as possible to the Superintendent or designee.

Unvaccinated designated first aid providers must report any first aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first aid incident. (8 CCR 5193~~(f)~~)

## EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

Note: Requirements of 8 CCR 5193 related to designated first aid providers do not apply to employees who assist in nonemployment-related first aid situations as "good Samaritans." Although employees are not covered by the bloodborne pathogen standards if their exposure is unrelated to their job duties, Cal/OSHA encourages employers to offer post exposure evaluation and follow up to all employees.

### Sharps Injury Log

The Superintendent or designee shall establish and maintain a log recording each exposure incident involving a sharp. ~~The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district.~~ (8 CCR 5193(e); 29 CFR 1910.1030)

The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district. (8 CCR 5193(e))

The information recorded shall include the following, if known or reasonably available: (8 CCR 5193(e); 29 CFR 1910.1030)

1. Date and time of the exposure incident
2. Type and brand of sharp involved in the exposure incident
3. A description of the exposure incident, including:
  - a. Job classification of the exposed employee
  - b. Department or work area where the exposure incident occurred
  - c. The procedure that the exposed employee was performing at the time of the incident
  - d. How the incident occurred
  - e. The body part involved in the incident
  - f. If the sharp had engineered sharps injury protection, whether the protective mechanism was activated and whether the injury occurred before, during, or after the protective mechanism was activated
  - g. If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

- h. The employee's opinion about whether any other engineering, administrative, or work practice could have prevented the injury

**Post-Exposure Evaluation and Follow-up**

Following a report of an exposure incident, the Superintendent or designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation, and follow-up. The Superintendent or designee shall, at a minimum: (8 CCR 5193~~(f)~~; **29 CFR 1910.1030**)

1. Document the route(s) of exposure and the circumstances under which the exposure incident occurred

**Note: Pursuant to 8 CCR 5193 and 29 CFR 1910.1030, the district must identify and document the source individual, unless to do so is not feasible or is prohibited by law. If the source individual provides consent, that individual's blood should be tested as soon as feasible to determine hepatitis B, hepatitis C, or HIV infectivity.**

**Districts: The district should obtain permission from the source individual before disclosing confidential information about that source individual, in accordance with law. Legal counsel should be consulted as necessary to ensure compliance with confidentiality laws.**

2. Identify and document the source individual, unless that identification is ~~in~~ **not** feasible or **is** prohibited by law
3. **With the consent of the exposed employee, p**Provide for the collection and testing of the employee's blood for hepatitis B, hepatitis C, and HIV serological status
4. Provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service
5. Provide for counseling and evaluation of reported illnesses

The Superintendent or designee shall provide the health care professional **responsible for the employee's hepatitis B vaccination** with a copy of 8 CCR 5193 **and 29 CFR 1910.1030**; a description of the employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records maintained by the district relevant to the appropriate treatment of the employee, including vaccination status. (8 CCR 5193~~(f)~~; **29 CFR 1910.1030**)

## EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (8 CCR 5193(f))

Note: Districts should obtain permission from the source individual before disclosing confidential information about that source individual, in accordance with law. Legal counsel should be consulted regarding current rules for the contents and format of consent forms.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 9011 - Disclosure of Confidential/Privileged Information)

### Records

Upon an employee's initial employment and at least annually thereafter, the Superintendent or designee shall inform employees with occupational exposure of the existence, location, and availability of related records; the person responsible for maintaining and providing access to records; and the employee's right of access to these records. (8 CCR 3204)

(cf. 1340 - Access to District Records)  
(cf. 3580 - District Records)

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

**Medical records for** The district shall maintain a medical record of each employee with occupational exposure, including the employee's hepatitis B vaccination status, the results of any post-exposure medical examinations and follow-up procedures, a copy of the information provided to the health care professional, and a copy of the health care professional's written opinion. The medical record shall be kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by law. (8 CCR 5193(h); 29 CFR 1910.1030)

Upon request by an employee, or a designated representative with the employee's written consent, the Superintendent or designee shall provide access to a record in a reasonable time, place, and manner, no later than 15 days after the request is made. (8 CCR 3204(e))

Records shall be maintained as follows: (8 CCR 3204(d), 5193(h); 29 CFR 1910.1030)

1. **The m**Medical records **of each employee with occupational exposure** shall be maintained for the duration of employment plus 30 years.
2. Training records shall be maintained for three years from the date of training.
3. The sharps injury log shall be maintained five years from the date the exposure incident occurred.

AR 4119.42(j)  
4219.42  
4319.42

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

4. Exposure records shall be maintained for at least 30 years.
5. Each analysis using medical or exposure records shall be maintained for at least 30 years.

(3/93 7/99) 5/20

# CSBA Sample Exhibit

All Personnel	E 4119.42
	4219.42
EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS	4319.42

## HEPATITIS B VACCINE DECLINATION

Note: 8 CCR 5193 and 29 CFR 1910.1030 requires the district to ensure that the following statement is signed by any employee with occupational exposure to bloodborne pathogens or other potentially infectious materials who declines to accept the hepatitis B vaccination offered by the district.

**In accordance with 8 CCR 5193 and 29 CFR 1910.1030, the district makes the hepatitis B vaccine available to employees who may reasonably be expected to have contact with blood or other potentially infectious materials in the performance of their duties. Any employee who declines this vaccine is required to read and sign the following statement:**

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to myself.

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Employee Name (Please print)

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Signature

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Employee Name (Please print)

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Date

(3/93) 5/20

# CSBA Sample Board Policy

All Personnel

BP 4119.43(a)

4219.43

UNIVERSAL PRECAUTIONS

4319.43

Note: **The following policy and accompanying administrative regulation establish the expectation that all employees will observe universal precautions to prevent the spread of infectious diseases. In addition, pursuant to 8 CCR 5193(d) and 29 CFR 1910.1030, all districts with one or more employees having occupational exposure to bloodborne pathogens must enforce universal precautions to prevent contact with blood or other potentially infectious materials; see BP/AR 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens.**

**Because safety conditions of employment are within the scope of bargaining pursuant to Government Code 3543.2, the district may want to consult legal counsel regarding whether components of this policy or the accompanying administrative regulation are subject to collective bargaining.**

In order to protect **all** employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout the district. Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

*(cf. 4157/4257/4357 - Employee Safety)*  
*(cf. 5141 - Health Care and Emergencies)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.24 - Specialized Health Care Services)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 6145.2 - Athletic Competition)*

Note: Health and Safety Code ~~420875~~ **120880** requires districts to provide information regarding AIDS and hepatitis B, as specified below, **including that the cost of a hepatitis B vaccination may be covered by the employees' health benefit plan. For employees who are identified as having occupational exposure to bloodborne pathogens, the cost of a hepatitis B vaccination must be borne by the district pursuant to 8 CCR 5193 and 29 CFR 1910.1030; see AR 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens.**

~~However, since, pursuant to 8 CCR 5193(b), hepatitis C is included in the definition of "bloodborne pathogens," districts~~ **Districts** may also wish to provide information to employees about the hepatitis C virus **and other bloodborne pathogens that may be controlled through the use of universal precautions.** The following paragraph should be modified to reflect any additional information provided to employees.

**The Superintendent or designee shall distribute to employees information provided by the California Department of Education (CDE) regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health**



**UNIVERSAL PRECAUTIONS** (continued)

plan ~~benefits~~ of the employees. Information shall be distributed ~~at least~~ annually, or more frequently if there is new information supplied by ~~the California Department of Education CDE~~. (Health and Safety Code 120875, 120880)

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

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

**Information regarding universal precautions may be included in employee handbooks.**

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan **for bloodborne pathogens** or other safety procedures.

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*

*Legal Reference: (see next page)*

## UNIVERSAL PRECAUTIONS (continued)

### Legal Reference:

#### **GOVERNMENT CODE**

#### **3543.2 Scope of bargaining**

#### HEALTH AND SAFETY CODE

117600-118360 Handling and disposal of regulated waste

120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B

120880 Information to employees of school district

#### **LABOR CODE**

#### **6401.7 Injury and illness prevention program**

#### CODE OF REGULATIONS, TITLE 8

#### **3203 Injury and illness prevention program**

5193 California bloodborne pathogens standard

#### CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

### Management Resources:

#### CDE PROGRAM ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

#### CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

#### Hepatitis B Questions and Answers for the Public

#### WEB SITES

American Federation of Teachers: <https://www.aft.org>

Cal/OSHA California Department of Industrial Relations, Occupational Safety and Health:

[http://www.dir.ca.gov/occupational\\_safety.html](http://www.dir.ca.gov/occupational_safety.html)

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

Centers for Disease Control and Prevention: <http://www.cdc.gov>

U.S. Department of Labor, Occupational Safety and Health Administration: <http://www.osha.gov>

# CSBA Sample Administrative Regulation

All Personnel	AR 4119.43(a) 4219.43
UNIVERSAL PRECAUTIONS	4319.43

## Definitions

Note: Districts may wish to include the following **optional** administrative regulation in their employee handbook.

*Universal precautions* are an approach to infection control. All human blood and certain human body fluids, including, but not limited to semen, vaginal secretions, and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other bloodborne pathogens. (8 CCR 5193(b); 29 CFR 1910.1030)

**Occupational exposure** means reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193; 29 CFR 1910.1030)

~~Personal protective equipment~~ includes specialized clothing or equipment worn or used for protection against a hazard. General work clothes such as uniforms, pants, shirts, or blouses not intended to function as protection against a hazard are not considered to be personal protective equipment. (8 CCR 5193(b))

A *sharp* is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

~~Engineered sharps injury protection~~ is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

## Employee Information

Note: Health and Safety Code 120875 requires districts to provide information regarding AIDS and hepatitis B, as specified below. However, since, pursuant to 8 CCR 5193(b), hepatitis C is included in the definition of "bloodborne pathogens," districts may also wish to provide information to employees about the hepatitis C virus. The following paragraph should be modified to reflect any additional information provided to employees.

The Superintendent or designee shall distribute to employees information provided by the California Department of Education regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of

## UNIVERSAL PRECAUTIONS (continued)

hepatitis B, and that the cost of this vaccination may be covered by the health plan benefits of the employees. Information shall be distributed at least annually, or more frequently if there is new information supplied by the California Department of Education. (Health and Safety Code 120875, 120880)

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

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*

### Infection Control Practices

#### For the prevention of infectious disease, the district shall:

1. ~~The Superintendent or designee shall ensure that the worksite is effectively maintained~~ **the worksite** in a clean and sanitary condition, and shall implement an appropriate written schedule for cleaning and decontamination of the worksite. ~~(8 CCR 5193(d))~~

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*

2. ~~When necessary for employees with~~ **Where** occupational exposure **to bloodborne pathogens,** ~~remains after the institution of engineering and work practice controls, the Superintendent or designee shall provide appropriate personal protective equipment, such as gloves, masks, and outer garments,~~ at no cost to the employee. ~~Such equipment may include gloves, gowns, masks, eye protection, and other devices that do not permit blood or other potentially infectious materials to pass through or reach the employee's clothes, skin, eyes, mouth or other mucous membranes under normal conditions of use. The Superintendent or designee shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. (8 CCR 5193(d))~~
3. ~~The Superintendent or designee shall provide~~ **handwashing facilities which are readily accessible to employees, or, if not feasible,** ~~When provision of handwashing facilities is not feasible, the Superintendent or designee shall provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. (8 CCR 5193(d))~~

~~For the prevention of infectious disease, employees shall routinely:~~ ~~(8 CCR 5193(d))~~ **Any employee who has contact with blood or other body fluid, regardless of whether bloodborne pathogens are known to be present, shall:**

## UNIVERSAL PRECAUTIONS (continued)

1. ~~Perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, spattering, and generating droplets of these substances.~~

2.1. Use personal protective equipment as appropriate.

a. ~~Appropriate clothing, including but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments, shall be worn in occupational exposure situations.~~

~~If a garment becomes penetrated by blood or other potentially infectious materials, the employee shall remove the garment immediately or as soon as feasible. All personal protective equipment shall be removed prior to leaving the work area. When removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.~~

b. ~~Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes and nonintact skin, and when handling or touching contaminated items or surfaces.~~

~~Disposable gloves shall be replaced as soon as practical when contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. They shall not be washed or decontaminated for reuse. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised, but must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.~~

c. ~~Masks in combination with eye protection devices or face shields shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.~~

3.2. Wash hands and other skin surfaces thoroughly with soap and running water:

a. ~~Immediately or as soon as feasible following contact of hands or any other skin or mucous membranes~~ with blood or other potentially infectious materials

b. Immediately after removing gloves or other personal protective equipment

## UNIVERSAL PRECAUTIONS (continued)

3. When handwashing facilities are not available, ~~the employee shall~~ use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.
4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure **to bloodborne pathogens.**
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs, or forceps to clean up broken glassware which may be contaminated.
7. Use effective ~~patient handling~~ techniques ~~and other methods~~ designed to minimize the risk of a sharps injury in all procedures involving the use of sharps ~~in patient care.~~

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.24 - Specialized Health Care Services)*

- a. ~~Needleless systems shall be used to administer medication or fluids, withdraw body fluids after initial venous or arterial access is established, and conduct any other procedure involving the potential for an exposure incident for which a needleless system is available as an alternative to the use of needle devices. If needleless systems are not used, needles or non needle sharps with engineered sharps injury protection shall be used.~~
- b. ~~Contaminated needles or other sharps shall not be broken, bent, recapped, removed from devices, or stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.~~
- c. ~~Disposable sharps shall not be reused.~~
8. Handle, store, treat, and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.

**UNIVERSAL PRECAUTIONS** (continued)

- a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193(d)(3)(D). ~~Containers shall be easily accessible, maintained upright throughout use where feasible, and replaced as necessary to avoid overfilling.~~
- b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

*(cf. 4157/4257/4357 - Employee Safety)*  
*(cf. 5141 - Health Care and Emergencies)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 6145.2 - Athletic Competition)*

# CSBA Sample Board Policy

All Personnel

BP 4151(a)

4251

**EMPLOYEE COMPENSATION**

4351

Note: Districts that include provisions related to employee compensation in their collective bargaining agreements should modify or delete the following **optional** policy accordingly.

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

*(cf. 3100 - Budget)*

*(cf. 3400 - Management of Districts Assets/Accounts)*

*(cf. 4000 - Concepts and Roles)*

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

Note: Education Code 45023 and 45162 require the Governing Board to adopt salary schedules for certificated and classified employees, respectively. For districts operating under a merit system, Education Code 45268 specifies that the personnel commission will recommend a salary schedule for classified employees to the Board for approval and that the Board may not amend the schedule without first giving the commission an opportunity to respond to the amendments.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162, 45268)

*(cf. 4121 - Temporary/Substitute Personnel)*

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*(cf. 4143/4243 - Negotiations/Consultation)*

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

*(cf. 4030 - Nondiscrimination in Employment)*

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

*(cf. 4140/4240/4340 - Bargaining Units)*

*(cf. 4312.1 - Contracts)*



## EMPLOYEE COMPENSATION (continued)

Note: Pursuant to Education Code 45038, certificated employees may be paid once every two weeks, twice a month, or once every four weeks. The Board may also choose to pay certificated employees, or one or more individual employees, in 10, 11, or 12 equal payments over the year. Education Code 45039 provides that, if the Board arranges to pay certificated employees in 12 equal payments for the year, it may pay each monthly installment at the end of each calendar month, whether or not the employees are engaged in teaching during the month. Education Code 45165 addresses salary payments for classified employees who are employed 9-11 months per year.

Education Code 45048 and 45165 provide specific timelines for issuing salary payments depending on the frequency of payments. If payments are not made in a timely manner, the district is required to pay the employee interest on the unpaid amount.

The following paragraph may be revised to reflect the payroll schedule determined by the Board.

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

**Note: According to Office of Management and Budget Memorandum M-20-17, during extraordinary circumstances such as a pandemic which interrupts district operations, employees paid with federal grant funds can continue to be paid out of federal grant funds as long as other similarly situated employees paid with nonfederal funds are continuing to get compensated. The following optional paragraph establishes such emergency contingencies so that the Board may continue to provide employee compensation during such times.**

**In extraordinary circumstances or emergency situations, the Board may determine to continue to compensate employees during periods of extended closure or disruption of normal district operations when permitted by law and consistent with collective bargaining agreements and memoranda of understanding.**

Note: Pursuant to 29 CFR 516.4, districts are required to post a notice of the minimum wage provisions of the Fair Labor Standards Act (FLSA) (29 USC 201-219) in a conspicuous place at all work sites. The poster that must be used by state and local governments is available on the web site of the U.S. Department of Labor's Wage and Hour Division.

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

### Overtime Compensation

Note: Pursuant to the FLSA (29 CFR 553.20) and ~~Labor Code 510~~ **Education Code 45128**, employees who are not specifically exempted by law, **including classified employees in both merit and non-merit system districts**, must receive overtime pay **or compensatory time off** at a rate not less than one and one-half

## EMPLOYEE COMPENSATION (continued)

times their regular rate of pay for hours worked in excess of **eight hours in any one day and in excess of 40 hours per work calendar week. However, if the Board has established a work day of less than eight hours but at least seven hours, and a work week of less than 40 hours but at least 35 hours, all time worked in excess of the established work schedule must be deemed overtime.** Furthermore, Labor Code 510 entitles employees to an overtime pay rate after working eight hours in one day, unless an alternative work week schedule allowed by law is approved. Pursuant to Labor Code 510, if an employee works more than 12 hours per work day or more than eight hours on the seventh consecutive day of work, the employee must be paid twice the regular salary.

On September 24, 2019, the U.S. Department of Labor issued a final rule (29 CFR 541.600) raising the federal salary threshold for this exemption. However, the threshold is higher in California and thus state law prevails. Pursuant to Labor Code 515, executive, administrative, or professional employees are exempt from the overtime rules if their monthly salary is at least twice the state minimum wage for full time employment. Furthermore, the salary threshold is not affected by any local minimum wage that is higher than the state minimum wage.

**Pursuant to Education Code 45130, districts are not required to pay overtime for any classified positions established by the Board, or by the personnel commission in a merit system district, as supervisory, administrative, or executive. In approving positions for exclusion from the overtime provisions, the Board or personnel commission must certify in writing that the duties, flexibility of hours, salary, benefit structure, and authority of the positions are of such a nature that they should be set apart from those positions which are subject to the overtime provisions. See BP/AR 4300 - Administrative and Supervisory Personnel. However, Education Code 45130 requires that, if a classified employee in an exempt position is required to work on a holiday designated in law or by the Board, the employee must be paid the regular pay for that day plus compensation or compensatory time off at a rate not less than the employee's normal rate of pay.**

Overtime pay requirements are also not applicable to school administrators or teachers in elementary or secondary schools under specific exemptions in 29 USC 213 and 29 CFR 541.303. Pursuant to 29 CFR 541.303 and 541.600, teachers do not need to meet the salary level requirement to be exempt from overtime rules. 29 CFR 541.204 provides that, to be exempt from overtime rules, administrators must either meet the salary level requirement or be compensated on a salary basis that is at least equal to the entrance salary for teachers in the administrator's school.

District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, **teachers, school administrators, and other employees shall be exempt from overtime rules if they are employed as teachers or school administrators or if they qualify as being employed in an positions established by the Board as executive, administrative, or professional shall be exempt from overtime rules** capacity and are paid a monthly salary that is at least twice the state minimum wage for full time employment. (Labor Code 510, 515; **Education Code 45128, 45130**; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

*(cf. 4300 - Administrative and Supervisory Personnel)*

## EMPLOYEE COMPENSATION (continued)

Note: The following **optional** paragraph is for use by districts that allow employees to take compensatory time off in lieu of overtime compensation as authorized by 29 USC 207 and 29 CFR 553.20-553.25. Time off in lieu of overtime compensation is allowed only if provided for in a collective bargaining agreement or other agreement and must be provided at the rate of at least one and one-half hours for each hour of overtime work.

Pursuant to 29 CFR 553.21, an employee must be allowed to use earned compensatory time within a "reasonable period" after making the request. 29 CFR 553.25 provides that a "reasonable period" is determined on a case-by-case basis by considering customary work practices such as the normal work schedule, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff. **Education Code 45129 provides that the compensatory time off must be used within 12 calendar months.**

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within **a reasonable period 12 calendar months** after making the request if the use of the compensatory time does not unduly disrupt district operations. (**Education Code 45129**; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

(cf. 3580 - District Records)

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

### Legal Reference:

#### EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

**45127-45133.5 Classified employees; work week; overtime provisions**

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

#### GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

Legal Reference continued: (see next page)

## EMPLOYEE COMPENSATION (continued)

### Legal Reference: (continued)

#### LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

510 Overtime compensation; length of work day and week; alternative schedules

515 Overtime exemption for administrative, executive, and professional employees

#### CODE OF REGULATIONS, TITLE 8

11040 Wages and hours; definitions of administrative, executive, and professional employees

#### UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

#### UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

#### CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

#### CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

#### COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

### Management Resources:

#### **OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS**

**Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020**

#### WEB SITES

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

Internal Revenue Service: <http://www.irs.gov>

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

U.S. Department of Labor, Wage and Hour Division: <https://www.dol.gov/whd>

(10/16 12/19) 5/20

# CSBA Sample Board Policy

Students

BP 5141.5(a)

## MENTAL HEALTH

**Note:** Education Code 215 requires all governing boards to adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide) with specified components; see BP/AR 5141.52 - Suicide Prevention. The following optional policy is intended to address broader mental health issues facing students and may be revised to reflect district practice.

The Governing Board recognizes that students' emotional well-being and mental health contribute to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to build students' resiliency skills, help students cope with life challenges, and reduce the stigma associated with mental illness.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

*(cf. 1220 - Citizen Advisory Committees)*

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

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

**Note:** The state's content standards for health education include voluntary standards pertaining to mental, emotional, and social health at selected elementary and secondary grades and suicide prevention instruction at grade 7 or 8 and in high school.

The district shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

**MENTAL HEALTH** (continued)

*(cf. 6142.8 - Comprehensive Health Education)*

**The Superintendent or designee shall provide school staff with information and training to recognize the early signs of an emerging mental health condition, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, and link students with effective services and supports. Such information may also be provided to parents/guardians and families.**

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 5141.52 - Suicide Prevention)*

**The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.**

**A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.**

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

**Note: Pursuant to 28 CFR 35.108, a student should be evaluated in accordance with Section 504 of the Rehabilitation Act (29 USC 794) if the student has a disability, including a mental impairment, that substantially limits a major life activity, has a record of such impairment, or is regarded as having such impairment. See BP/AR 6164.6 - Identification and Education Under Section 504. Districts also have an affirmative, ongoing duty to actively and systematically seek out, identify, locate, and evaluate all children with disabilities who may be in need of special education and related services (Education Code 56171, 56300-56385; 20 USC 1412; 34 CFR 300.111). See BP/AR 6164.4 - Identification and Evaluation of Individuals for Special Education.**

**If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)**

**MENTAL HEALTH** (continued)

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*  
*(cf. 6164.6 - Identification and Education Under Section 504)*

**Note:** In addition to using district funds for mental health programs or services, districts may apply for grant funds administered by the county mental health agency or other sources.

The Mental Health Services Act, established by Proposition 63 in 2004, provides funding, personnel, and other resources to support county mental health programs, including, but not limited to, prevention and early intervention programs. Funding may be allocated for outreach to families and others to recognize the early signs of potentially severe and disabling mental illnesses, access and linkage to medically necessary care for children with severe mental illness, reduction in stigma and discrimination against people with mental illness, and strategies to reduce negative outcomes that may result from untreated mental illness.

Welfare and Institutions Code 5886, as added by SB 75 (Ch. 51, Statutes of 2019), establishes the Mental Health Student Services Act, a competitive grant program to award funds to county mental health or behavioral health departments for the purpose of creating mental health partnerships with school districts, charter schools, and county offices of education.

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health. In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

**Legal Reference:****EDUCATION CODE**215-216 *Student suicide prevention*234.6 *Posting suicide prevention policy on web site*32280-32289.5 *Comprehensive safety plan*49060-49079 *Student records*49600 *Responsibilities of school counselors*49602 *Confidentiality of student information*49604 *Suicide prevention training for school counselors*56171 *Duty to identify and assess children in private schools who need special education services*56300-56385 *Identification, referral, and assessment for special education***WELFARE AND INSTITUTIONS CODE**5698 *Emotionally disturbed youth; legislative intent*5840-5840.8 *Prevention and early intervention programs*5850-5886 *Children's Mental Health Services Act***UNITED STATES CODE, TITLE 20**1400-1482 *Individuals with Disabilities Education Act***UNITED STATES CODE, TITLE 29**794 *Rehabilitation Act of 1973, Section 504*

**Legal Reference continued:** (see next page)

**MENTAL HEALTH (continued)**

**Legal Reference: (continued)**

**CODE OF FEDERAL REGULATIONS, TITLE 28**

**35.101-35.190 Nondiscrimination on the basis of disability**

**CODE OF FEDERAL REGULATIONS, TITLE 34**

**34 CFR 300.1-300.818 Individuals with Disabilities Education Act**

**Management Resources:**

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

**Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008**

**Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019**

**CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS**

**School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009**

**NATIONAL CHILD TRAUMATIC STRESS NETWORK PUBLICATIONS**

**Child Trauma Toolkit for Educators, 2008**

**WEB SITES**

**American Association of Suicidology: <http://www.suicidology.org>**

**American Foundation for Suicide Prevention: <https://afsp.org>**

**American Psychological Association: <http://www.apa.org>**

**American School Counselor Association: <https://www.schoolcounselor.org>**

**California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>**

**California Department of Health Care Services, Mental Health Services:**

**<http://www.dhcs.ca.gov/services/MH>**

**Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>**

**National Association of School Psychologists: <https://www.nasponline.org>**

**National Child Traumatic Stress Network: <https://www.nctsn.org>**

**National Council for Behavioral Health, Mental Health First Aid:**

**<https://www.mentalhealthfirstaid.org>**

**National Institute for Mental Health: <http://www.nimh.nih.gov>**

**Suicide Prevention Lifeline: <https://suicidepreventionlifeline.org>**

**Suicide Prevention Resource Center: <https://www.sprc.org/about-suicide>**

**U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: <http://www.samhsa.gov>**



# CSBA Sample Board Policy

Students

BP 5145.3(a)

## NONDISCRIMINATION/HARASSMENT

Note: The following **mandated** policy reflects various provisions of state and federal law which prohibit discrimination against students in educational programs and activities based on certain actual or perceived characteristics of an individual, including Education Code 220, **as amended by AB 699 (Ch. 493, Statutes of 2017)**, which prohibits discrimination based on **disability**, race, nationality, immigration status, ethnicity, gender, gender identity, gender expression, **sex**, sexual orientation, religion, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55; Government Code 11135, which prohibits discrimination based on all the foregoing characteristics and on **sex, color, ancestry**, age, **medical condition, marital status, disability**, and an individual's genetic information; Title VI (42 USC 2000d-2000e-17), which prohibits discrimination based on race, color, or national origin; Title IX (20 USC 1681-1688), which prohibits discrimination based on sex, gender, gender identity, pregnancy, and parental status; the Age Discrimination Act of 1975 (42 USC 6101-6107), which prohibits discrimination based on age; and Title II (20 USC 12101-12213) and Section 504 (29 USC 794), which prohibit discrimination based on disability. Education Code 260 gives the Governing Board primary responsibility for ensuring that district programs and activities are free from discrimination based on age or any of **these the** characteristics **listed in Education Code 220**. See also BP 0410 - Nondiscrimination in District Programs and Activities.

Moreover, this sample Board policy and the accompanying administrative regulation reflect the statutory right of a transgender student to participate in sex-segregated educational programs and use facilities consistent with **his/her one's** gender identity as specified in Education Code 221.5, and best practices based on existing state and federal law. Districts with questions about the rights of transgender and gender-nonconforming students should consult legal counsel as appropriate. For more information on the rights of transgender students, see CSBA's [Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination](#).

Education Code 234.1 **mandates** that districts adopt policy prohibiting discrimination **at school or in any which applies to all acts related to** school activity **related to or** school attendance **occurring within a school** or under the authority of the district, including discriminatory harassment, intimidation, and bullying, based on the foregoing characteristics. The California Department of Education (CDE), through its Federal Program Monitoring process, reviews districts' uniform complaint procedures (UCP) and other anti-discrimination policies and practices to ensure compliance with these requirements. In addition, the U.S. Department of Education's Office for Civil Rights (OCR) is responsible for the administrative enforcement of federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, sex, disability, and age in programs and activities that receive federal financial assistance from the department, and requires the adoption of nondiscrimination policies and complaint procedures.

OCR has clarified in several publications that conduct that occurs off campus may have an adverse effect on a student at school (i.e., create a "hostile environment" for the student). When that happens, the district has an obligation to investigate and to take steps to protect the student.

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

**NONDISCRIMINATION/HARASSMENT** (continued)

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

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

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

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

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

~~Note: Education Code 234.1 prohibits unlawful discrimination in all acts related to school activity or school attendance. OCR has clarified in several publications that conduct that occurs off campus may have an adverse effect on a student at school (i.e., create a "hostile environment" for the student). When that happens, the district has an obligation to investigate and to take steps to protect the student.~~

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

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

Note: In addition to the types of prohibited student conduct described above, **prohibited conduct unlawful discrimination** includes different treatment of students with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services. See BP 0410 - Nondiscrimination in District Programs and Activities.

**NONDISCRIMINATION/HARASSMENT** (continued)

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

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

Note: Pursuant to Education Code 234.1 and 34 CFR ~~106.8~~ **106.9**, a district is required to ~~adopt and~~ publicize its nondiscrimination policies to the school community. **In addition, Education Code 234.6, as added by AB 34 (Ch. 282, Statutes of 2019), requires the district, starting in the 2020-21 school year, to make readily accessible on its web site its nondiscrimination, sexual harassment, suicide prevention, and other specified policies and information related to specified state and federal laws and resources. For further information regarding specific posting requirements, see "Measures to Prevent Discrimination" in the accompanying administrative regulation. The following paragraph may be modified to reflect district practice.**

~~In addition, in its October 2010 Dear Colleague Letter: Harassment and Bullying, OCR identifies training of the school community as one of the key measures for minimizing discriminatory and harassing behavior in school. See the accompanying administrative regulation for specific measures to prevent discrimination and facilitate students' access to the educational program.~~

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. **In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.**

Note: In its October 2010 Dear Colleague Letter: Harassment and Bullying, OCR identifies training of the school community as one of the key measures for minimizing discriminatory and harassing behavior in school. See the accompanying administrative regulation for specific measures to prevent discrimination and facilitate students' access to the educational program. The following paragraph may be modified to reflect district practice.

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

**NONDISCRIMINATION/HARASSMENT** (continued)

*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 1330 - Use of Facilities)*  
*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*  
*(cf. 6145 - Extracurricular and Cocurricular Activities)*  
*(cf. 6145.2 - Athletic Competition)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

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

Note: Policies related to discrimination must be consistent with the First Amendment right to free speech. Education Code 48950 prohibits a district from subjecting a high school student to disciplinary sanctions solely on the basis of speech or other communication that would be constitutionally protected if engaged in outside of campus. However, Education Code 48950 also specifies that the law does not prohibit discipline for harassment, threats, or intimidation unless constitutionally protected. Whether such speech might be entitled to constitutional protection would be determined on a case-by-case basis, with consideration for the specific words used and the circumstances involved. The district should consult legal counsel as necessary.

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

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

**Record-Keeping**

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

*(cf. 3580 - District Records)*

*Legal Reference: (see next page)*

**NONDISCRIMINATION/HARASSMENT (continued)**

*Legal Reference:*

EDUCATION CODE

200-262.4 *Prohibition of discrimination*  
48900.3 *Suspension or expulsion for act of hate violence*  
48900.4 *Suspension or expulsion for threats or harassment*  
48904 *Liability of parent/guardian for willful student misconduct*  
48907 *Student exercise of free expression*  
48950 *Freedom of speech*  
48985 *Translation of notices*  
49020-49023 *Athletic programs*  
**49060-49079 *Student records***  
51500 *Prohibited instruction or activity*  
51501 *Prohibited means of instruction*  
60044 *Prohibited instructional materials*

CIVIL CODE

1714.1 *Liability of parents/guardians for willful misconduct of minor*

GOVERNMENT CODE

11135 *Nondiscrimination in programs or activities funded by state*

PENAL CODE

422.55 *Definition of hate crime*  
422.6 *Crimes, harassment*

CODE OF REGULATIONS, TITLE 5

432 *Student record*  
4600-4670 *Uniform complaint procedures*  
4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

1681-1688 *Title IX of the Education Amendments of 1972*

**12101-12213 *Title II equal opportunity for individuals with disabilities***

UNITED STATES CODE, TITLE 29

794 *Section 504 of Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

2000d-2000e-17 *Title VI and Title VII Civil Rights Act of 1964, as amended*

2000h-2-2000h-6 *Title IX of the Civil Rights Act of 1964*

6101-6107 *Age Discrimination Act of 1975*

**12101-12213 *Title II equal opportunity for individuals with disabilities***

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 *Nondiscrimination on basis of disability; complaints*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 *Disclosure of personally identifiable information*  
100.3 *Prohibition of discrimination on basis of race, color or national origin*  
104.7 *Designation of responsible employee for Section 504*

**104.8 *Notice***

106.8 *Designation of responsible employee for Title IX*

106.9 *Notification of nondiscrimination on basis of sex*

110.25 *Prohibition of discrimination based on age*

COURT DECISIONS

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

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

*Management Resources: (see next page)*

## NONDISCRIMINATION/HARASSMENT (continued)

### Management Resources:

#### CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, ~~July 2016~~ March 2017

#### CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

#### FIRST AMENDMENT CENTER PUBLICATIONS

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

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

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Resolution Agreement Between the Arcadia Unified School District, U.S. Department of Education, Office for Civil Rights, and the U.S. Department of Justice, Civil Rights Division, (2013) OCR 09-12-1020, DOJ 169-12C-70

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

#### U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, August 2003

#### WEB SITES

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

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

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

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

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

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

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

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# CSBA Sample Administrative Regulation

Students

AR 5145.3(a)

## NONDISCRIMINATION/HARASSMENT

Note: The following **mandated** administrative regulation provides measures that may be implemented by a district to comply with state and federal laws and regulations prohibiting unlawful discrimination at school or in school-sponsored or school-related activities, including discriminatory harassment, intimidation, and bullying, of any student based on **his/her the student's** actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, **medical condition**, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected category or association with a person or group with one or more of these actual or perceived characteristics. Federal and state law also prohibit retaliation against those who engage in activity to protect civil rights.

5 CCR 4621 **mandates** the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying. In addition, 34 CFR 106.8 and other federal regulations **mandate** districts that receive federal financial assistance to adopt procedures for the "prompt and equitable" resolution of student and employee discrimination complaints, including the designation of one or more responsible employees to ensure district compliance with federal laws and regulations governing the district's educational programs.

During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for investigating complaints. The U.S. Department of Education's (USDOE) Office for Civil Rights (OCR) is the agency responsible for the administrative enforcement of federal antidiscrimination laws and regulations in programs and activities that receive federal financial assistance from the department. In reviewing a district's discrimination policies and procedures, OCR will examine whether the district has identified the employee(s) responsible for coordinating compliance with federal civil rights laws, including the investigation of complaints.

The following paragraphs identify the employee(s) designated to coordinate the district's efforts to comply with state and federal civil rights laws (e.g. Title IX and Section 504 coordinators), including the investigation and resolution of discrimination complaints under AR 1312.3 - Uniform Complaint Procedures. Note also that a district may designate more than one employee to coordinate compliance and/or receive and investigate complaints, although each employee designated as a coordinator/compliance officer must be properly trained.

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status,

**NONDISCRIMINATION/HARASSMENT** (continued)

pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

**Superintendent**

(title or position)

**445 Montezuma Street, Rio Vista, CA 94571**

(address)

**(707) 374-1711**

(telephone number)

**Superintendent@rdusd.org**

(email)

*(cf. 1312.1 - Complaints Concerning District Employees)**(cf. 1312.3 - Uniform Complaint Procedures)***Measures to Prevent Discrimination**

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

Note: As part of its responsibility to monitor district compliance with legal requirements concerning discrimination pursuant to Education Code 234.1, CDE is required to ensure that the district posts its nondiscrimination policies in all schools, offices, staff lounges, and student government meeting rooms.

In addition, federal regulations enforced by OCR require the district to notify students, parents/guardians, and employees of its policies prohibiting discrimination on the basis of sex (34 CFR 106.8, **106.9**), disability (34 CFR **104.7** **104.8** and 28 CFR 35.107), and age (34 CFR 110.25) and of related complaint procedures.

~~Item #1 below may be revised to specify the means by which the district publicizes its nondiscrimination policies and complaint procedures.~~

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

**Note: Education Code 234.6, as added by AB 34 (Ch. 282, Statutes of 2019), requires a district, starting with the 2020-21 school year, to post its nondiscrimination policies on its web site as specified below. In addition to the policies listed below, if the district has a policy in regard to the prevention**



## NONDISCRIMINATION/HARASSMENT (continued)

and response to hate violence, it is also required to be posted, and the following item should be modified accordingly. See BP 5145.9 - Hate-Motivated Behavior.

2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)

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

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 5131.2 - Bullying)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

Note: Education Code 234.6, as added by AB 34, requires a district, starting in the 2020-21 school year, to post the definitions specified below.

3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)

Note: Education Code ~~221.6~~ **221.61** requires districts and public schools to post on their web sites information related to Title IX (20 USC 1681-1688). Education Code 234.6, as added by AB 34, requires districts, beginning in the 2020-21 school year, to post the Title IX information required pursuant to 221.61 in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. Additionally, districts are required to provide a link to the Title IX information included on CDE's website pursuant to Education Code 221.6, in the same manner. A comprehensive list of rights based on the federal regulations implementing Title IX can be found in Education Code 221.8. A district that does not maintain a web site may comply by posting the information below on the web site of its county office of education. A school without a web site may comply by posting the information on the web site of the district or county office of education.

- 2.4. Post in a prominent ~~and conspicuous~~ location on the district ~~and school~~ web site **in a manner that is easily accessible to parents/guardians and students** information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code **221.6**, 221.61, **234.6**)
  - a. The name and contact information of the district's Title IX coordinator, including the phone number and email address

**NONDISCRIMINATION/HARASSMENT** (continued)

- b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
- c. A description of how to file a complaint of noncompliance **with under** Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
  - (1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
  - (2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
  - (3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
- d. **A link to the Title IX information included on the California Department of Education's (CDE) web site**

**Note:** Education Code 234.6, as added by AB 34, requires a district, starting in the 2020-21 school year, to post a link to statewide resources as specified below.

- 5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)**

*(cf. 1113—District and School Web Sites)*

*(cf. 1114—District Sponsored Social Media)*

- 3.6.** Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. **(Education Code 234.1)**

**NONDISCRIMINATION/HARASSMENT** (continued)

Note: In its October 2010 Dear Colleague Letter: Harassment and Bullying, OCR identifies training of the school community as one of the key measures for minimizing discriminatory and harassing behavior in school. Item #4 below may be modified to reflect district practice.

- 4.7.** Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

*(cf. 5145.6 - Parental Notifications)*

Note: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires school districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2002 2003 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on balancing four factors: (1) the number or proportion of LEP individuals likely to encounter **or be served by** the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient **and costs**. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English.

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

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

- 6.9.** Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what

**NONDISCRIMINATION/HARASSMENT** (continued)

constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

*(cf. 1240 - Volunteer Assistance)*  
*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

**7.10.** At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

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

Note: Item #**8-11** below may be revised to reflect district practice. In some situations, the district may need to provide assistance to a student to protect ~~him/her~~ **the student** from harassment or bullying. Each situation will need to be analyzed to determine the most appropriate course of action to meet the needs of the student, based on the circumstances involved.

**8.11.** At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

**Enforcement of District Policy**

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

1. Removing vulgar or offending graffiti

*(cf. 5131.5 - Vandalism and Graffiti)*

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

**NONDISCRIMINATION/HARASSMENT** (continued)

4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment

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

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

*(cf. 5125 - Student Records)*

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

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

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

*(cf. 5144 - Discipline)*

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

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

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

**Process for Initiating and Responding to Complaints**

Note: Education Code 234.1 requires that districts adopt a process for receiving and investigating complaints of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying. Such a process, which is required to be consistent with the uniform complaint procedures specified in 5 CCR 4600-4670, must include (1) a requirement that school personnel who witness an act take immediate steps to intervene when safe to do so, (2) a timeline for investigating and resolving complaints, (3) an appeal process, and (4) translation of forms when required by Education Code 48985. In addition, federal regulations require districts to adopt procedures providing for the prompt and equitable resolution of complaints of discrimination on the basis of sex (34 CFR 106.8), disability (34 CFR 104.7 and 28 CFR 35.107), and age (34 CFR 110.25). OCR guidance on federal civil rights requirements notes that districts may have a responsibility to respond to notice of discrimination whether or not a formal complaint is filed. In addition, districts may have an obligation to respond to notice of sexual harassment of students which occurs off school grounds or outside school-sponsored or school-related programs or activities, since the sexual harassment may still create a hostile environment at school. This principle would also apply to harassment on other bases, such as race, gender, or disability.

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

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

**NONDISCRIMINATION/HARASSMENT** (continued)

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

Note: Though a formal complaint must be in writing pursuant to 5 CCR 4600, the district's obligation to provide a safe school environment for its students overrides the need to comply with formalities. Thus, once the district receives notice of an incident, whether verbally or in writing, it is good practice to begin the investigation of the report and to take steps to stop any prohibited conduct and address any effect on students. The following paragraph reflects such practice and is consistent with OCR recommendation.

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

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

**Transgender and Gender-Nonconforming Students**

Note: **The following section may be modified to reflect district practice. Pursuant to Education Code 221.5, a district is required to permit a student to use facilities and participate in sex-segregated school programs and activities consistent with the student's gender identity, regardless of the gender listed on his/her educational records. Because Education Code 221.5 affords transgender students these rights, districts in California are not impacted by the February 22, 2017 action of the USDOE and U.S. Department of Justice to rescind earlier federal guidance which had indicated that, under Title IX, students must be allowed to use sex-segregated facilities in accordance with their gender identity. In implementing state law, districts may review recommended practices in the USDOE's Office of Elementary and Secondary Education's Examples of Policies and Emerging Practices for Supporting Transgender Students. For more information on the rights of transgender students, see CSBA's Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination. The term "gender identity" is not specifically defined in the Education Code. The following definition is consistent with case law and generally accepted terms within academia, as well as the Resolution Agreement between the Arcadia Unified School**

**NONDISCRIMINATION/HARASSMENT** (continued)

District, the U.S. Department of Education Office for Civil Rights, and the U.S. Department of Justice, Civil Rights Division, which defines "gender identity" as "one's internal sense of gender, which may be different from one's assigned sex, and which is consistently and uniformly asserted, or for which there is other evidence that the gender identity is sincerely held as part of the student's core identity."

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

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

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

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

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

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

1. Refusing to address a student by a name and the pronouns consistent with his/her **the student's** gender identity
2. Disciplining or disparaging a student or excluding him/her **the student** from participating in activities, for behavior or appearance that is consistent with his/her **the student's** gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to his/her **the student's** gender identity

**NONDISCRIMINATION/HARASSMENT** (continued)

4. Taunting a student because **he/she the student** participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. **Use of Using** gender-specific slurs
7. **Physically assaulting of** a student motivated by hostility toward **him/her the student** because of **his/her the student's** gender, gender identity, or gender expression

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

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

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

Note: Timelines included in items #1-2 below may be modified to reflect district practice.
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1. **Right to privacy:** A student's transgender or gender-nonconforming status is **his/her the student's** private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless **he/she the employee** is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit



**NONDISCRIMINATION/HARASSMENT** (continued)

the district's ability to meet the student's needs related to **his/her the student's** status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

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

*(cf. 1340 - Access to District Records)*

*(cf. 3580 - District Records)*

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of **his/her** gender identity and begin to treat the student consistent with **that his/her** gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, **his/her the student's** parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to **his/her the student's** status as a transgender or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting **his/her the student's** educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

Note: ~~The following section may be modified to reflect district practice.~~ Pursuant to Education Code 221.5, a district is required to permit a student to use facilities and participate in sex-segregated school programs and activities consistent with the student's gender identity, regardless of the gender listed on **the student's his/her** educational records. Because Education Code 221.5 affords transgender students these rights,

**NONDISCRIMINATION/HARASSMENT** (continued)

districts in California are not impacted by the February 22, 2017 action of the USDOE and U.S. Department of Justice to rescind earlier federal guidance which had indicated that, under Title IX, students must be allowed to use sex-segregated facilities in accordance with their gender identity. In implementing state law, districts may review recommended practices in the USDOE's Office of Elementary and Secondary Education's Examples of Policies and Emerging Practices for Supporting Transgender Students. For more information on the rights of transgender students, see CSBA's Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination.

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

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6153 - School-Sponsored Trips)*

*(cf. 7110 - Facilities Master Plan)*

Note: **5 CCR 432** requires the legal name, sex, date of birth, etc., of a student to be maintained as part of the student's "mandatory permanent student records" but does not prohibit keeping of other records, such as a student's preferred name, as part of the student's "permitted student records." **Education Code 49062.5 and 49070, as added and amended by AB 711 (Ch. 179, Statutes of 2019), respectively, require districts to update a former student's records to change the student's name and/or gender as specified below. See AR 5125 - Student Records.**

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

**NONDISCRIMINATION/HARASSMENT** (continued)

~~permitted by law.~~ **When a student presents government-issued documentation of a name and/or gender change or submits a request for a name and/or gender change through the process specified in Education Code 49070, the district shall update the student's records. (Education Code 49062.5, 49070)**

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

*(cf. 5125.3 - Challenging Student Records)*

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with ~~his/her~~ **the student's** gender identity, without the necessity of a court order or a change to ~~his/her~~ **the student's** official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.
  
7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with ~~his/her~~ **the student's** gender identity, subject to any dress code adopted on a school site.

*(cf. 5132 - Dress ~~Code~~ and Grooming)*

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# CSBA Sample Board Policy

**Instruction**

BP 6020(a)

## **PARENT INVOLVEMENT**

Note: **Education Code 11503 and** 20 USC 6318, ~~as amended by the Every Student Succeeds Act (P.L. 114-95),~~ **mandates** each district receiving federal Title I, Part A, funds to have a written parent/guardian and family engagement policy developed jointly with and agreed upon by parents/guardians and family members of participating students. Education Code 11504 **mandates** districts to adopt a policy on parent/guardian involvement applicable to each school that does not receive Title I funds. The following policy and accompanying administrative regulation contain language satisfying both mandates and should be revised to reflect district practice.

In addition, Education Code 51101 mandates policy for all districts addressing the manner in which parents/guardians, school staff, and students may share responsibility for continuing the intellectual, physical, emotional, and social development and well-being of students; see BP/AR 5020 - Parent Rights and Responsibilities for language fulfilling this mandate.

For best practices in implementing parent/guardian and family engagement programs, see the California Department of Education's Family Engagement Framework: A Tool for California School Districts.

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall **consult work** with parents/guardians and family members ~~in the development of~~ **to jointly develop and agree upon policy and strategies to meaningfully** ~~opportunities for them to be~~ **involved** **parents/guardians and family members** in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 1230 - School-Connected Organizations)*  
*(cf. 1240 - Volunteer Assistance)*  
*(cf. 1250 - Visitors/Outsiders)*

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

*(cf. 5020 - Parent Rights and Responsibilities)*

The district's local control and accountability plan (**LCAP**) shall include goals and strategies for parent/guardian involvement **and family engagement**, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

## PARENT INVOLVEMENT (continued)

*(cf. 0460 - Local Control and Accountability Plan)*

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

*(cf. 0500 - Accountability)*

### Title I Schools

Note: The following section is for use by districts that receive Title I funds. 20 USC 6318 **mandates** that such districts develop, jointly with parents/guardians and family members of participating students, policy which establishes expectations and objectives for meaningful parent/guardian and family involvement and describes how the district will address specified components. See the accompanying administrative regulation for the required components and optional strategies for addressing each component.

State law (Education Code 11503) also **mandates** procedures to ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the Title I parent/guardian and family engagement program.

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

*(cf. 6171 - Title I Programs)*

Note: The following paragraph is for use by districts that receive more than \$500,000 in Title I, Part A funding. Pursuant to 20 USC 6318, the Governing Board must reserve at least one percent of the district's Title I funding to carry out parent/guardian and family engagement activities, provided that one percent of the allocation received by the district totals more than \$5,000. **As amended by P.L. 114-95, 20 USC 6318 requires that at least 90 percent of the reserved funds must be distributed to eligible schools, with priority given to "high need schools" as defined in 20 USC 6631.**

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities **and shall distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631.** The Superintendent or designee shall involve parents/guardians and family members of

**PARENT INVOLVEMENT** (continued)

participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities **and shall ensure that priority is given to schools in high poverty areas in accordance with law.** (20 USC 6318)

*(cf. 3100 - Budget)*

Note: **As amended by P.L. 114-95,** 20 USC 6318 identifies allowable uses of the Title I funds reserved for parent/guardian and family engagement, as provided below. These uses are consistent with the activities that must be addressed in the district's parent/guardian and family engagement policy, as described in the accompanying administrative regulation.

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration, **or the provision of subgrants to schools to enable collaboration,** with community-based or other organizations or employers with a record of success in improving and increasing parent/**guardian** and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

**Note: The following paragraph is for use by districts that receive funds under federal Title IV, Part E (20 USC 7241-7246).**

**If the district also receives funds under federal Title IV, Part E, to coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)**

## PARENT INVOLVEMENT (continued)

Note: Pursuant to 20 USC 6318, the district's parent/guardian and family engagement policy must be incorporated into the district's Title I LEA plan. In California, all the requirements of the LEA plan are addressed in an addendum to the ~~local control and accountability plan (LCAP)~~. See BP 0460 - Local Control and Accountability Plan.

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's ~~local control and accountability plan~~ LCAP in accordance with 20 USC 6312. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

*(cf. 5145.6 - Parental Notifications)*

### Non-Title I Schools

Note: The following section is for use by districts that do not receive any Title I funds or that have one or more individual schools that do not receive Title I funds. Education Code 11504 **mandates** the Board to adopt a policy on parent/guardian involvement, applicable to each school that does not receive Title I funds, that is consistent with the purposes and goals in Education Code 11502. See the accompanying administrative regulation for information about these goals and sample strategies for addressing each goal.

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

*Legal Reference: (see next page)*

## PARENT INVOLVEMENT (continued)

### Legal Reference:

#### EDUCATION CODE

11500-~~11506~~ **11505** Programs to encourage parent involvement  
48985 Notices in languages other than English  
51101 Parent rights and responsibilities  
52060-52077 Local control and accountability plan  
54444.1-54444.2 Parent advisory councils, services to migrant children  
56190-56194 Community advisory committee, special education  
64001 School plan for student achievement, consolidated application programs

#### LABOR CODE

230.8 Time off to visit child's school

#### CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

#### UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plan

6314 Schoolwide programs

6318 Parent and family engagement

6631 Teacher and school leader incentive program, purposes and definitions

**7241-7246 Family engagement in education programs**

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

### Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Title I School-Level Parental Involvement Policy

Family Engagement Framework: A Tool for California School Districts, 2014

#### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

#### WEB SITES

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

California Department of Education, Family, School, Community Partnerships:

<http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

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

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# CSBA Sample Administrative Regulation

Instruction

AR 6020(a)

## PARENT INVOLVEMENT

Note: The following administrative regulation contains parent/guardian and family engagement strategies that meet legal requirements applicable to districts and schools receiving federal Title I funds and those that do not receive Title I funds. The district should use and adapt the section(s) applicable to its circumstances. If desired, the district may develop one set of strategies applicable to all schools, provided that all the provisions required by law for both types of schools are included.

### District Strategies for Title I Schools

Note: The following section is for use by districts that receive Title I, Part A, funds. 20 USC 6318, as amended by the Every Student Succeeds Act (P.L. 114-95), **mandates** that such districts develop a policy, **jointly with and agreed upon by parents/guardians and family members of participating students**, that describes the means by which the district will address the components specified in items #1-6 below. Under each required component below are optional strategies for addressing the component, which should be modified to reflect the specific strategies jointly developed by the district and the parents/guardians and family members of participating students. In the state's Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that the district has identified such strategies.

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

Note: Pursuant to 20 USC 6318, districts must involve parents/guardians and family members in the development of the Title I local educational agency (LEA) plan described in 20 USC 6312; also see BP 6171 - Title I Programs. In California, all the requirements of the LEA plan are addressed in an addendum to the local control and accountability plan (LCAP). See BP 0460 - Local Control and Accountability Plan for further information about the development of the LCAP, including requirements for consultation with parents/guardians and other stakeholders and for the establishment of a parent advisory committee and English learner parent advisory committee.

1. Involve parents/guardians and family members in the joint development of a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 6171 - Title I Programs)*

The Superintendent or designee may:

- a. In accordance with Education Code 52063, establish a district-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the **District's Local Control and Accountability Plan (LCAP)** in accordance with the review schedule established by the Governing Board

**PARENT INVOLVEMENT** (continued)

- b. Invite input on the plan from other district committees and school site councils  
*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 1220 - Citizen Advisory Committees)*
  - c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the plan and the opportunity to provide input
  - d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
  - e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan
  - f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

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

**The Superintendent or designee may:**

- a. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues
- b. **Identify funding and other resources, including community resources and services, that may be used to strengthen district and school parent/guardian and family engagement programs**
- c. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of related activities

## PARENT INVOLVEMENT (continued)

- d. With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements
- e. Provide information to schools about the indicators and assessment tools that will be used to monitor progress

Note: 20 USC 6318 mandates that the district's policy or regulation include items #2a-f below. The district may expand these items to describe methods the district will use to carry out each activity.

~~The Superintendent or designee shall: (20 USC 6318)~~

- a. ~~Assist parents/guardians in understanding such topics as the challenging state academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children~~

~~(cf. 6011—Academic Standards)~~

~~(cf. 6162.5—Student Assessment)~~

~~(cf. 6162.51—State Academic Achievement Tests)~~

- b. ~~Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement~~

- c. ~~With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

- d. ~~To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education~~

**PARENT INVOLVEMENT (continued)**

e. — Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

f. — Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request

Note: Although not mandated to be included in the district's policy or regulation, item #2g reflects a legal requirement in 20 USC 6318(g) to inform parents/guardians about the existence of parent information and resource centers in the state that work with Title I schools, districts, and parents/guardians. See the management resources in the accompanying Board policy for resources that can help districts locate the centers closest to them.

g. — Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

Note: Items #2a t below are **optional** and should be revised to reflect district practice. Items #2a h are authorized, but not required, by 20 USC 6318.

In addition, the Superintendent or designee may:

a. — Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training

b. — Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training

c. — Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school related meetings and training sessions

d. — Train parents/guardians to enhance the involvement of other parents/guardians

e. — Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation

## PARENT INVOLVEMENT (continued)

- f. Adopt and implement model approaches to improving parent/guardian involvement
- g. Establish a districtwide parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs
- h. Develop appropriate roles for community based organizations and businesses in parent/guardian involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families

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

- j. Provide a master calendar of district activities and district meetings
- k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, web site, or other written or electronic means
- l. Engage parent teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

*(cf. 1230—School Connected Organizations)*

- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed
- n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
- o. Provide ongoing district level workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops
- p. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of related activities

**PARENT INVOLVEMENT** (continued)

q. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement

r. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

s. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues

t. Provide information to schools about the indicators and assessment tools that will be used to monitor progress

3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements

*(cf. 0430 - Comprehensive Local Plan for Special Education)*

*(cf. 2230 - Representative and Deliberative Groups)*

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

*(cf. 5030 - Student Wellness)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.3 - Preschool/Early Childhood Education)*

*(cf. 6174 - Education for English Learners)*

*(cf. 6175 - Migrant Education Program)*

*(cf. 6178 - Career Technical Education)*

- b. Involve district and school site representatives from other programs to assist in identifying specific population needs
- c. Schedule joint meetings with representatives from related programs and share data and information across programs
- d. Develop a cohesive, coordinated plan focused on student needs and shared goals

**PARENT INVOLVEMENT** (continued)

4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)
  - a. Barriers to **greater** participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
  - c. Strategies to support successful school and family interactions

*(cf. 0500 - Accountability)*

~~Note: Although it is not mandated to be included in the district's policy or regulation, the following paragraph reflects a legal requirement of Education Code 11503 pertaining to evaluation of the district's parent/guardian involvement efforts.~~

~~The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)~~

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
- b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged
- c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement

~~Note: Although it is not mandated to be included in the district's policy or regulation, the following paragraph reflects a legal requirement of Education Code 11503 pertaining to evaluation of the district's parent/guardian involvement efforts.~~

**PARENT INVOLVEMENT (continued)**

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)

**The Superintendent or designee may:**

- a. **Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians**
- b. **Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups**
- c. **With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the Board for consideration**

6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians and family members
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children



**PARENT INVOLVEMENT (continued)**

Note: Pursuant to 20 USC 6318, the district's parent/guardian and family engagement policy must be incorporated into the district's Title I LEA plan. In California, all the requirements of the LEA plan are addressed in an addendum to the local control and accountability plan (LCAP). See BP 0460 Local Control and Accountability Plan.

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's local control and accountability plan in accordance with 20 USC 6312 and shall be distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

(cf. 5145.6 Parental Notifications)

**In addition, the district shall promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement by implementing the actions specified in item #7 of the section "School-Level Policies for Title I Schools" below. (20 USC 6318)**

**School-Level Policies for Title I Schools**

Note: The following section is for use by districts that receive federal Title I, Part A funds. 20 USC 6318, as amended by P.L. 114-95, mandates requires that each individual school receiving Title I funds have a written parent/guardian and family engagement policy, developed jointly with and agreed upon by parents/guardians and family members of participating students, that describes the means for carrying out the requirements of 20 USC 6318(c) through (f), reflected in items #1-8 below. The following section lists the required components but does not include specific strategies which since those should be added by each school. Schools may also use a template available on the web site of the California Department of Education, Title I School-Level Parental Involvement Policy, to develop the school-level policy.

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. **Such The school** policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement

Note: As provided in item #3 below, 20 USC 6318 requires parent/guardian involvement in the development of the comprehensive plan required by 20 USC 6314 for schoolwide programs. Under state law (Education Code 64001), this plan must be incorporated into the school plan for student achievement

**PARENT INVOLVEMENT** (continued)

covering all categorical programs in the state's consolidated application; see AR 6171 - Title I Programs and BP/AR 0420 - School Plans/Site Councils for further information about the development of this plan.

3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
  - a. Timely information about Title I programs
  - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the **challenging** state academic standards

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

*(cf. 5123 - Promotion/Acceleration/Retention)*

- c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, **and, as soon as practicably possible, to receive responses to the suggestions of parents/guardians. The district shall respond to any such suggestions as soon as practicably possible.**
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

Note: 20 USC 6318 requires Title I schools to develop a school-parent compact as provided in item #6 below. U.S. Department of Education non-regulatory guidance, Parental Involvement: Title I, Part A, provides a sample template that schools may use in the development of the school-parent compact.

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

**PARENT INVOLVEMENT (continued)**

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards
- b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

*(cf. 1240 - Volunteer Assistance)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5113 - Absences and Excuses)*

*(cf. 6145 - Extracurricular/Cocurricular Activities)*

*(cf. 6154 - Homework/Makeup Work)*

- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
  - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
  - (2) Frequent reports to parents/guardians on their children's progress
  - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
  - (4) Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand

7. **Build the capacity of the school and parents/guardians for strong parent involvement by implementing the required activities described in item #2 in the section "District Strategies for Title I Schools" above. Promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement through the following actions:**

- a. Assist parents/guardians in understanding such topics as the challenging state academic content standards and academic achievement standards, state and

**PARENT INVOLVEMENT** (continued)

local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

*(cf. 6011 - Academic Standards)*

*(cf. 6162.5 - Student Assessment)*

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

- b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement
- c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

- d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request

<p>Note: Items #7a-q below are <b>optional</b> and should be revised to reflect district practice. Items #7a-h are authorized, but not required, by 20 USC 6318.</p>
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**PARENT INVOLVEMENT (continued)**

In addition, the Superintendent or designee **school plan** may **include strategies to:**

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation
- f. Adopt and implement model approaches to improving parent/guardian involvement
- g. Establish a ~~districtwide~~ parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families

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

- j. Provide a master calendar of district/**school** activities and ~~district~~ meetings
- k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, web site, or other written or electronic means

**PARENT INVOLVEMENT (continued)**

- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

*(cf. 1230 - School-Connected Organizations)*

- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed
- n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
- o. Provide ongoing district-level workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops
- p. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement
- q. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

~~Each school's parent/guardian and family engagement policy shall be made available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)~~

**PARENT INVOLVEMENT** (continued)

Note: The following paragraph is **optional**. Education Code 64001 requires that the school plan for student achievement covering the categorical programs in the state's consolidated application, including Title I schoolwide programs, be annually reviewed by the school site council and submitted to the Board for approval; see BP/AR 0420 - School Plans/Site Councils.

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the **school's single school** plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)

**District Strategies for Non-Title I Schools**

Note: The following section is for use by districts that do not receive any Title I funds or that have one or more individual schools that do not receive Title I funds. Education Code 11504 **mandates** the Board to adopt a policy on parent/guardian involvement, applicable to each school that does not receive Title I funds, that is consistent with the purposes and goals in Education Code 11502 as reflected in items #1-5 below. Subitems under items #1-5 are **optional** strategies for carrying out the legal requirement and should be revised to reflect district practice. **The district may develop one administrative regulation applicable to both Title I and non-Title I schools, provided it meets the requirements below and in the sections above.**

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians **and family members** positively in their children's education by **providing assistance and training on topics such as state academic standards and assessments to** ~~helping them develop~~ **increase their knowledge and skills to use at home** ~~that to~~ support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
- b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter

**PARENT INVOLVEMENT (continued)**

- c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
  - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
  - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective **two-way** communication between the home and school so that parents/guardians **and family members** may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
  - b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
  - c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
  - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
  - e. Develop mechanisms to encourage parent/guardian input on district and school issues



**PARENT INVOLVEMENT** (continued)

- f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers, **and** administrators, **specialized instructional support personnel, and other staff** to communicate effectively with parents/guardians **as equal partners** (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
  - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
5. Integrate **and coordinate** parent/guardian and family engagement ~~programs into school plans for academic accountability~~ **activities within the LCAP with other activities**

The Superintendent or designee may:

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
- b. Involve parents/guardians and family members in school planning processes

(8/06 10/17) 5/20

# CSBA Sample Board Policy

Instruction

BP 6115(a)

## CEREMONIES AND OBSERVANCES

The Governing Board recognizes the importance of having students observe holidays, celebrate events of cultural or historical significance, and acknowledge the contributions of outstanding individuals in society. On days designated by the Board, staff shall provide students with appropriate commemorative exercises so that they may acquire the knowledge, skills, and principles essential for informed, responsible citizenship in a democratic society.

*(cf. 6111 - School Calendar)*

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

*(cf. 6142.94 - History-Social Science Instruction)*

*(cf. 6142.3 - Civic Education)*

*(cf. 6142.4 - Service Learning/Community Service Classes)*

**Note: Education Code 37220 lists holidays on which district schools must be closed. See the accompanying administrative regulation. Pursuant to Education Code 37220, the Governing Board may designate any other day as a holiday.**

**District schools shall be closed on the holidays specified in Education Code 37220 and on any other day designated as a holiday by the Board. The Board may, by adoption of a resolution, revise the date upon which schools close in observance of any holiday except Veterans Day, which shall be celebrated on its actual date. (Education Code 37220)**

**In addition, the Board may, through the adoption of a resolution, authorize the display of symbolic flags or banners in support of specific awareness months.**

*(cf. 6144 - Controversial Issues)*

*Legal Reference: (see next page)*

## CEREMONIES AND OBSERVANCES (continued)

### Legal Reference:

#### EDUCATION CODE

37220-37222. ~~4820~~ *Holidays and commemorative events*

44015.1 *Week of the School Administrator*

45203 *Paid holidays, **classified employees***

45460 *Classified **School** Employee Week*

52720-~~52730~~ *~~Daily performance of patriotic exercises in public schools~~ **Patriotic exercises and instruction***

~~52730~~ *~~Patriotic exercises, daily instruction~~*

#### GOVERNMENT CODE

430-439 *Display of flags*

3540-3549.3 *Meeting and negotiating*

#### UNITED STATES CODE, TITLE 4

6 *Time and occasion for display of flag*

7 *Position and manner of display of flag*

#### UNITED STATES CODE, TITLE 36

106 ~~Note~~ *Constitution Day and Citizenship Day*

**106 Note Educational program on the U.S. Constitution**

#### COURT DECISIONS

***Newdow v. Rio Linda Union School District, 597 F.3d 1007, 1012 (9th Cir. 2010)***

*West Virginia State Board of Education et al v. Barnette et al (1943) 319 U.S. 624 (1943)*

### Management Resources:

#### CSBA PUBLICATIONS

*Constitution Day: New Mandate for Districts Receiving Federal Funds, CSBA Advisory, August 2005*

#### FEDERAL REGISTER

*70 Fed. Reg. 29727 Constitution Day and Citizenship Day (2005)*

#### WEB SITES

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

California Department of Education, History/Social Science Instructional Materials:

<http://www.cde.ca.gov/ci/hs/im>

# CSBA Sample Administrative Regulation

Instruction

AR 6115(a)

## CEREMONIES AND OBSERVANCES

### Holidays

Note: The following list may be expanded to reflect district practice. Education Code 37220 **specifies holidays on which public schools must be closed, and** allows the Governing Board to designate any other day as a holiday. **See the accompanying Board policy.** In addition, Education Code 37220 provides that the Board, by adoption of a resolution, may revise the date upon which district schools close in observance of any of these holidays except Veterans Day, which must be celebrated on its actual date.

Education Code 37220.5 and 37220.7 authorize the closing of school on March 31 in observance of Cesar Chavez Day and/or on the fourth Friday in September for Native American Day, provided that the Board agrees to do so in a memorandum of understanding reached with employee bargaining units pursuant to Government Code 3540-3549.3. **If the district has such an agreement, the holiday(s) should be added to the following list.**

Education Code 37220 **also** provides that a district may, if it so chooses, allow community groups to use school facilities on those dates when the school is closed for a holiday. See BP/AR 1330 - Use of School Facilities.

District schools shall be closed on the following holidays: (Education Code 37220)

New Year's Day	January 1
Dr. Martin Luther King Jr. Day	Third Monday in January or the Monday or Friday of the week in which January 15 occurs
Lincoln Day	The Monday or Friday of the week in which February 12 occurs
Washington Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	The Thursday in November designated by the President
Christmas Day	December 25

**CEREMONIES AND OBSERVANCES** (continued)

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

**In addition, schools shall be closed on any day designated by the Governor or President for a holiday, any special or limited holiday on which the Governor provides that the schools shall close, and any other day designated as a holiday by the Governing Board and/or negotiated with employee organizations. (Education Code 37220)**

Note: The following paragraph is **optional**. Education Code 37220.5 and 37220.7 authorize the closing of school on March 31 in observance of Cesar Chavez Day and/or on the fourth Friday in September for Native American Day, provided that the Board agrees to do so in a memorandum of understanding reached with employee bargaining units pursuant to Government Code 3540-3549.3. The following paragraph should be modified to reflect any agreements reached by the Board and the bargaining units and should be deleted entirely if no such agreements have been reached.

~~In addition, the district has reached agreement with the district employee organizations pursuant to Government Code 3540-3549.3 to close schools in observance of the following holidays:~~

~~Cesar Chavez Day ————— March 31~~

~~Native American Day ————— Fourth Friday in September~~

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday. If any of the above holidays occurs under federal law on a date different from that indicated above, the Governing Board may close the schools on the date recognized by federal law instead of on the date above. (Education Code 37220)

*(cf. 6111 - School Calendar)*

**Commemorative Exercises**

Note: **As listed in the section below, Education Code 37220, 37221, and 45460 require the observance of various special days with suitable commemorative exercises. In addition, both federal and state law (36 USC 106, Note and Education Code 37221) require districts to hold commemorative exercises for U.S. Constitution Day and Citizenship Day each year on or near September 17; see BP 6142.3 - Civic Education. The following section lists special days that schools are required by state and/or federal law to observe with suitable commemorative exercises.**

**In addition to commemorative exercises that are required by law, Education Code 37222-37222.1820 and 51009, as well as various legislative resolutions, have designated other days of special significance on which schools are encouraged, but not required, to conduct appropriate commemorative exercises, including, but not limited to: (1) School Board Recognition Month in January; (2) Ed Roberts Day on January 23; (3) Fred Korematsu Day of Civil Liberties and the Constitution on January 30; (4) Ronald Reagan Day on February 6; (5) Lunar New Year on the date corresponding with the second new moon**

**CEREMONIES AND OBSERVANCES** (continued)

following the winter solstice, or the third new moon following the winter solstice if an intercalary month intervenes; ~~(5)~~ (6) Week of the School Administrator on the first full week of March; ~~(6)~~ (7) California Agriculture Day on the first day of spring each year; ~~(7)~~ (8) Welcome Home Vietnam Veterans Day on March 30; (9) **Cesar Chavez on March 31**; ~~(8)~~ (10) California Poppy Day on April 6; (11) **Dolores Huerta Day on April 10**; ~~(9)~~ (12) John Muir Day on April 21; ~~(10)~~ (13) Labor History Month in May; ~~(11)~~ (14) the Day of the Teacher on the second Wednesday in May; ~~(12)~~ (15) Harvey Milk Day on May 22; (16) **Native American Day on the fourth Friday in September**; ~~(13)~~ (17) Larry Itliong Day on October 25; and ~~(14)~~ (18) Bill of Rights Day on December 15. Pursuant to Education Code 37220.5 and 37220.7, districts also may, but are not required to, conduct commemorative exercises for Cesar Chavez Day and Native American Day in addition to or instead of closing school on those days; see section above on "Holidays." The California Department of Education's web site includes a calendar of events listing other days for which special recognition is encouraged. The list below may be modified to include any optional days of special significance so designated by the Board.

District schools shall hold exercises in accordance with law to commemorate the following special days: (Education Code 37220, 37221, 45460)

U.S. Constitution and Citizenship Day	On or near September 17
Dr. Martin Luther King, Jr. Day	The Friday before the day schools are closed for this holiday
Abraham Lincoln's Birthday	The school day before the day schools are closed for this holiday
Susan B. Anthony Day	February 15
George Washington's Birthday	The Friday preceding the third Monday in February
Black American Day	March 5
Conservation, Bird, and Arbor Day	March 7
Classified Employee Week	Third week in May

Commemorative exercises shall be integrated into the regular educational program to the extent feasible.

*(cf. 6142.94 - History-Social Science Instruction)*

*(cf. 6142.3 - Civic Education)*

**Patriotic Exercises**

Note: Education Code 52720 requires all schools to conduct patriotic exercises daily. Pursuant to Education Code 52720 and 52730, this requirement may be satisfied by reciting the Pledge of Allegiance and/or through the instruction described below.

**CEREMONIES AND OBSERVANCES** (continued)

Each school shall conduct patriotic exercises daily. ~~These patriotic exercises shall consist of the reciting of~~ **which may include** the Pledge of Allegiance **to the Flag of the United States** and/or ~~may also include~~ instruction that promotes understanding of the concepts of "pledge," "allegiance," "republic," and "indivisible" and understanding of the importance of the pledge as an expression of patriotism, love of country, and pride in the United States. (Education Code 52720, 52730)

Note: The following paragraph is for use by districts maintaining elementary schools.

At elementary schools, such exercises shall be conducted at the beginning of each school day. (Education Code 52720)

Note: **The following paragraph is for use by districts maintaining secondary schools.** ~~For secondary schools, Education Code 52720 requires that the patriotic exercises be conducted in accordance with mandated regulations adopted by the Board.~~ **mandates that the Board adopt regulations pertaining to the conduct of patriotic exercises in secondary schools.** ~~Districts maintaining secondary schools should modify~~ **The following paragraph should be revised** to reflect district practice.

At secondary schools, such exercises shall be conducted during the homeroom period.

Note: **In Newdow v. Rio Linda Union School District, the Ninth Circuit Court of Appeals upheld a school policy permitting teacher-led recitation of the Pledge of Allegiance pursuant to Education Code 52720 where students were permitted by policy to decline participation for personal reasons.** ~~Federal courts have~~ **In West Virginia State Board of Education et al. v. Barnette et al., the court held that individuals may not be compelled to salute the flag or to stand during the salute.** ~~(West Virginia State Board of Education et al v. Barnette et al.)~~

~~Individuals~~ **A student** may choose not to participate in the flag salute **or Pledge of Allegiance** for personal reasons.

**Display of Flag**

The flag of the United States and the flag of California shall be displayed during business hours at the entrance or on the grounds of every district school and on or near the district office. At all times, the national flag shall be placed in the position of first honor. (Government Code 431, 436; 4 USC 6)

When displayed on a building or on a flagstaff in the open, the national flag shall be displayed only from sunrise to sunset unless properly illuminated during the hours of darkness. The flag should not be displayed during inclement weather unless an all-weather flag is used. (4 USC 6)

The national flag shall fly at half-staff on the following occasions: (4 USC 7)

**CEREMONIES AND OBSERVANCES (continued)**

1. For 30 days from the death of the President or a former President
2. For 10 days from the death of the Vice President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives
3. From the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, former Vice President, or the Governor of a state
4. On the day of death and the following day for a Member of Congress
5. On Memorial Day, until noon only
6. On Peace Officers Memorial Day (May 15), unless it falls on Armed Forces Day
7. Upon a proclamation from the Governor in the event of the death of a present or former official of the state government or a member of the Armed Forces from the state who has died while serving on active duty
8. On other occasions by order of the President and in accordance with presidential instructions or orders

(11/08 11/10) 5/20



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

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments: X

From: Sharon Silva, Chief Business Officer

Item Number: 12

Type of item: (Action, Consent Action or Information Only): Action Item

**SUBJECT:**

Request to Approve Resolution # 797 authorizing the interfund transfer of Special or Restricted funds for operational or budgetary purposes for FY 2020-21.

**BACKGROUND:**

This resolution will allow the District to transfer funds from Special or Restricted funds for budgetary or operational purposes during the fiscal year of 2020-21.

**STATUS:**

During any fiscal year it may become necessary to permanently transfer funds from Special or Restricted funds. These are contributions made from Restricted Fund accounts. This resolution allows staff to make those adjustments if and when they become necessary.

**PRESENTER:**

Sharon Silva, Chief Business Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

N/A

**COST AND FUNDING SOURCES:**

N/A

**RECOMMENDATION:**

That the Board approves Resolution # 797 authorizing the interfund transfer of Special or Restricted Funds for operational purposes during the fiscal year 2020-21.

Time allocated: 5 minutes

**RIVER DELTA UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 797**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE RIVER DELTA UNIFIED SCHOOL DISTRICT AUTHORIZING THE INTERFUND TRANSFER OF SPECIAL OR RESTRICTED FUNDS**

WHEREAS, the District's Board hereby intends to direct that funds held in a certain fund or account be transferred to another District fund or account for payment of obligations as authorized by Education Code section 35160 and section 42125;

WHEREAS, the transfer shall be accounted for as a transfer between funds or accounts and shall be available for appropriation or be considered income to the receiving fund or account; and

WHEREAS, amounts transferred shall not be subject to repayment to the transferring fund or account.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the River Delta Unified School District, in accordance with the provisions of applicable, law hereby authorizes for fiscal year 2020-2021 the transfer of funds between the following funds provided that all transfers are directed by the District's Superintendent or Chief Business Officer.

Adult Education Fund #11  
Child Development Fund #12  
Cafeteria Fund #13  
Special Reserve (Non-Capital) Fund #17  
Building fund Capital Projects Fund #21  
Capital Facilities (Developer Fees) Fund #25  
State School Facilities Fund #25  
Capital Projects - Blended Component Fund #49

APPROVED, PASSED AND ADOPTED this 10 day of March 2020 by the Board of Trustees of the River Delta Unified School District of Sacramento County, California, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

IN WITNESS WHEREOF, I, Marilyn Riley, Clerk for 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. 797 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, Board Clerk  
Board of Trustees  
River Delta Unified School District

August 11, 2020  
Date

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

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 220

Attachments:   X  

From: Sharon Silva, Chief Business Officer

Item Number:   13  

Type of item: (Action, Consent Action or Information Only):           Action          

**SUBJECT:**

Request to Approve Resolution #798 authorizing Temporary Inter-fund Transfers (borrowing) of Special or Restricted Funds for FY 2020-21.

**BACKGROUND:**

This resolution will allow the district to temporarily borrow funds within those on deposit at the Sacramento County Treasury in River Delta's fund accounts. This is strictly on a short-term basis and is allowed by Education Code Section 42603 which provides districts the ability to temporarily borrow between funds to satisfy operating costs.

**STATUS:**

Currently, the district has positive balances in various funds that can be transferred as needed to meet operating costs. Education Code Section 42603 provides the authorization for districts to borrow between funds and sets limitations on this type of borrowing. The authorization and limitations are stated in the attached resolution.

**PRESENTER:** Sharon Silva, Chief Business Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT: NOT APPLICABLE**

**COST AND FUNDING SOURCES: NOT APPLICABLE**

**RECOMMENDATION:**

That the Board approves Resolution #798 authorizing temporary borrowing between funds for FY 2020-21

Time allocated: 3 minutes

**RIVER DELTA UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 798**

**ESTABLISH TEMPORARY  
INTERFUND TRANSFERS  
OF SPECIAL OR RESTRICTED FUNDS FOR  
CASH FLOW PERPOSES**

**WHEREAS**, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

**WHEREAS**, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account; and

**WHEREAS**, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Trustees of the River Delta Unified School District, in accordance with the provisions of Education Code section 42603 adopts the following authorization for fiscal year 2020-21 to temporarily transfer funds between the following funds provided that all transfers are approved by the Superintendent or her designee:

General Fund #01  
Adult Education #11  
Child Development Fund #12  
Cafeteria Fund #13  
Spec. Reserve (Non-Capital) Fund #17  
Building Fund Capital Projects Fund #21  
SFID #1 – South (GO Bond) Fund #22  
SFID #2-North (GO Bond) Fund #23  
Capital Facilities (Developer Fees) Fund # 25  
State School Facilities Fund #35  
Capital Project.-Blended Component Fund #49

**PASSED AND ADOPTED** the 11th day of August 2020 by the Board of Trustees of the River Delta Unified School District of Sacramento County, California, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTENTIONS:

**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. 798 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

August 11, 2020  
Date

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

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments:   X  

From: Sharon Silva, Chief Business Officer

Item Number:  14 

Type of item: (Action, Consent Action or Information Only):   Action Item  

**SUBJECT:**

Request to approve a Professional Expert Agreement for Elizabeth Keema-Aston (newly retired CalPERS Member) on an interim basis to assist with critical fiscal services, due to the increase of duties due to COVID-19.

**BACKGROUND:**

The state of emergency caused by COVID-19 has created extra work for the district and has elevated the need for a fully staffed business office.

**STATUS:**

Currently the Director of Accounting position still remains unfilled. Ms. Keema-Aston has worked for our district for 6 years and is very familiar with our district so she would be able to step right in and assist with many business office duties with no learning curve.

**PRESENTER:**

Sharon Silva, Chief Business Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT: N/A**

**COST AND FUNDING SOURCES: N/A**

A cost not to exceed \$10,000 from General Funds

**RECOMMENDATION:**

That the Board approve a Professional Expert Agreement for Ms. Keema-Aston.

Time allocated: 3 minutes

# River Delta Unified School District

445 Montezuma Street  
Rio Vista, CA 94571

## Professional Expert Agreement

Under Section 45103 of the *Education Code*, professional experts employed "on a temporary basis for a specific project" are exempt from classified service. Professional experts must have a special skill or knowledge of a particular subject matter, derived from specialized training or expertise, often involving intensive academic preparation, or representing mastery of that subject. This agreement is for services which do not meet the criteria for Independent Contract Services and will be paid through payroll. Reimbursement will be reported as taxable compensation on statements of earnings (W-2). Applicable payroll deductions when appropriate including STRS and PERS will be made at the time of earned payments. It is understood that this agreement provides for a temporary position having no employment rights or benefits.

River Delta Unified School District agrees to Contract with Elizabeth Keema-Aston for the services performed from: July 1, 2020 to: June 30, 2021.

Services to be performed: business office assistance and training

Amount to be paid:

Budget # 0000 \$ 10,000.00

Budget # \_\_\_\_\_ \$ \_\_\_\_\_

Payment will be made, with approval of certifying administrator, upon completion of services as follows:

business office assistance and training

Pay Rate: \$ \$63.72 per hour (hour, day, week, month, flat rate, stipend)

Requested by: Sharon Silva / Chief Business C 8/11/2020  
Title Date

Supervisor Approval: \_\_\_\_\_ / \_\_\_\_\_  
Title Date

\_\_\_\_\_  
Director of Personnel Date

\_\_\_\_\_  
Assistant Superintendent, Business Services Date

**NOTE: This form must be accompanied by the following:**

I-9 Copy of Social Security Card  
W-4 Copy of Driver's License  
DE 4

**Identify services completed and submit to payroll:**

Completed: \_\_\_\_\_ Certifying Administrator  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All obligations have been fulfilled   
Additional payment requests will be forwarded to Payroll

### Professional Expert Completes:

Name Elizabeth Keema-Aston

S.S. # \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Professional Expert Signature \_\_\_\_\_ Date \_\_\_\_\_

Do you have a valid CA teaching credential?

Yes  No

Are you presently or have you been a member of

PERS Yes  No

STRS Yes  No

Are you presently an employee of RDUSD?

Yes  No

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

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: August 11, 2020

Attachments:   X  

From: Sharon Silva, Chief Business Officer

Item Number:   15  

Type of item: (Action, Consent Action or Information Only):   Action  

**SUBJECT:**

The Governor's Budget 45 Day Revise and the Impact on the District's Adopted Budget. Request to approve the revision of the River Delta Unified School District's 2020-2021 Budget.

**BACKGROUND:**

The Governing Board adopted the 2020-21 Budget during the regularly scheduled board meeting on June 23, 2020. On June 29, 2020 Governor Newsom signed the 2020-21 State Budget Act that contained provisions that were not included in his May Revision. State statute requires school districts to make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act.

**STATUS:**

Significant changes since May Revision are restoring the 7.92% reduction to the Local Control Funding Formula (LCFF) base grant amount; restoring categorical program reductions; adding learning loss mitigation funding; and the increasing the deferrals of the 2020-21 apportionments.

**PRESENTER:**

Sharon Silva, Chief Business Officer

**OTHER PEOPLE WHO MIGHT BE PRESENT: N/A**

**COST AND FUNDING SOURCES: N/A**

**RECOMMENDATION:**

That the Board approves of the 2020-21 Revised Budget.

Time allocated: 3 minutes

The budget news at May Revise was pretty bleak for schools, but there has been some significant changes.

The primary change from the May Revision is the restoration of Local Control Funding Formula (LCFF) revenues and the increase in cash deferrals. The major ones effecting RDUSD are:

- Restoration of the 7.92% reduction to LCFF base grant amount – additional \$1,571,480.
- Restores categorical program reductions – additional \$172,454.
- Adds Coronavirus Aid, Relief, and Economic Security (CARES) Act and Learning Loss Mitigation (LLM) funding – additional \$1,869,254.
- Expands deferrals of 2020-21 apportionments.
- Funding in 2020-21 based on 2019-20 ADA (1866.19).

The majority of the LLM funding (\$1,427,693) needs to be spent by December 30, 2020. We have until September 30, 2022 to spend the remaining funds (\$441,561). We are able to use this funding for expenditures beginning March 13, 2020 that address the four general areas. They are:

1. Student learning supports.
2. General measures that extend instructional time for students.
3. Providing additional core academic support for students who need it.
4. Providing integrated services that support teaching and learning such as student and staff technology needs, mental health services, staff professional development, and student nutrition.

The budget includes a significant amount of principal apportionment cash deferrals from 2020-21 to 2021-22 (approximately \$781,000 each month):

- From February 2021 to November 2021
- From March 2021 to October 2021
- From April 2021 to September 2021
- From May 2021 to August 2021
- From June 2021 to July 2021

County offices continue to reinforce the need for reserves in excess of the minimum reserve for economic uncertainty. The required reserve for economic uncertainty represents only a few weeks of payroll for most districts. The Government Finance Officers Association recommends reserves, at minimum, equal to two months of average general fund operating expenditures, or about 17%.



River Delta Unified School District  
Changes to budget since previous report

	Adopted Budget 2019-20			45 Day Revise Budget 2020-21			Changes 2020-21			
	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	
<b>Revenue</b>										
General Purpose	18,040,622	0	18,040,622	19,613,227	0	19,613,227	1,572,605	0	1,572,605	1
Federal Revenue	0	881,656	881,656	0	2,582,447	2,582,447	0	1,700,791	1,700,791	2
State Revenue	371,641	1,993,506	2,365,147	366,630	2,311,310	2,677,940	(5,011)	317,804	312,793	3
Local Revenue	482,010	1,136,072	1,618,082	482,010	1,136,072	1,618,082	0	0	0	
<b>Total Revenue</b>	<b>18,894,273</b>	<b>4,011,234</b>	<b>22,905,507</b>	<b>20,461,867</b>	<b>6,029,829</b>	<b>26,491,696</b>	<b>1,567,594</b>	<b>2,018,595</b>	<b>3,586,189</b>	
<b>Expenditures</b>										
Certificated Salaries	7,841,367	1,888,151	9,729,518	7,837,767	1,888,151	9,725,918	(3,600)	0	(3,600)	4
Classified Salaries	2,675,355	1,355,463	4,030,818	2,675,355	1,355,463	4,030,818	0	0	0	
Benefits	3,457,399	2,503,965	5,961,364	3,457,399	2,503,965	5,961,364	0	0	0	
Books and Supplies	618,912	403,711	1,022,623	621,212	403,711	1,024,923	2,300	0	2,300	4
Other Services & Oper. Expenses	2,256,158	1,078,945	3,335,103	2,256,783	1,078,945	3,335,728	625	0	625	4
Capital Outlay	10,000	0	10,000	10,000	0	10,000	0	0	0	
Other Outgo 7xxx	70,000	0	70,000	70,000	0	70,000	0	0	0	
Transfer of Indirect 73xx	(62,830)	49,321	(13,509)	(62,830)	49,321	(13,509)	0	0	0	
LLM/CARES/ESSER Expenditures	0	0	0	0	1,869,254	0	0	1,869,254	0	
<b>Total Expenditures</b>	<b>16,866,361</b>	<b>7,279,556</b>	<b>24,145,917</b>	<b>16,865,686</b>	<b>9,148,810</b>	<b>24,145,242</b>	<b>(675)</b>	<b>1,869,254</b>	<b>(675)</b>	
Deficit/Surplus	2,027,912	(3,268,322)	(1,240,410)	3,596,181	(3,118,981)	477,200	1,568,269	149,341	1,717,610	
Other Sources/(uses)	0	0	0	0	0	0	0	0	0	
Transfers in/(out)	(300,576)	0	(300,576)	(300,576)	0	(300,576)	0	0	0	
Contributions to Restricted	<b>(3,387,008)</b>	<b>3,387,008</b>	<b>0</b>	<b>(3,387,008)</b>	<b>3,387,008</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net increase (decrease) in Fund Balance</b>	<b>(1,659,672)</b>	<b>118,686</b>	<b>(1,540,986)</b>	<b>(91,403)</b>	<b>268,027</b>	<b>176,624</b>	<b>1,568,269</b>	<b>149,341</b>	<b>1,717,610</b>	
Beginning Balance	5,503,099	706,616	6,209,715	5,503,099	706,616	6,209,715	0	0	0	
<b>Ending Balance</b>	<b>3,843,427</b>	<b>825,302</b>	<b>4,668,729</b>	<b>5,411,696</b>	<b>974,643</b>	<b>6,386,339</b>	<b>1,568,269</b>	<b>149,341</b>	<b>1,717,610</b>	
Revolving/Stores/Prepays	15,000		15,000	15,000		15,000	0	0	0	
Reserve for Econ Uncertainty (5%)	1,222,400		1,222,400	1,315,800		1,315,800	93,400	0	93,400	5
<b>Ending Balance Unrest. Prog</b>	<b>447,171</b>		<b>447,171</b>	<b>447,171</b>		<b>447,171</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Assigned</b>	<b>2,104,982</b>		<b>2,104,982</b>	<b>2,499,271</b>		<b>2,499,271</b>	<b>394,289</b>	<b>0</b>	<b>394,289</b>	6
Ending Balance Restricted Programs		825,302	825,302		974,643	974,643			0	
<b>Unappropriated Fund Balance</b>	<b>53,874</b>	<b>0</b>	<b>53,874</b>	<b>1,134,454</b>	<b>0</b>	<b>1,134,454</b>	<b>1,080,580</b>	<b>149,341</b>	<b>1,229,921</b>	
<i>Unappropriated Percent</i>			<b>0.2%</b>			<b>4.7%</b>				

**Notes:**

1 Change in LCFF, restores the 7.92 reduction to the LCFF base grant amount.

2 Learning Loss Mitigation federal funding, along with a reduction in unrestricted lottery funding.

3 Learning Loss Mitigation state funding and restoring categorical funding, along with a reduction in restricted lottery funding.

4 Minor adjustment to cover expenses - insignificant.

5 Change in Reserve reflective of 5% change in expenditures.

6 Reserved for deficit spending in the out years.

River Delta Unified School District

20-21 45 Day Revise Budget

MYP thru 2022-23

	Adopted Budget 2020-21			45 Day Revise Budget 2020-21			Adjustments to 20-21		Projection 2021-22			Adjustments to 21-22		Projection 2022-23		
	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Unrestricted	Restricted	Combined
<b>Revenue</b>																
General Purpose	18,040,622	0	18,040,622	19,613,227	0	19,613,227	(28,445)	0	19,584,782	0	19,584,782	0	0	19,584,782	0	19,584,782
Federal Revenue	0	881,656	881,656	0	2,582,447	2,582,447		(1,700,791)	0	881,656	881,656	0	881,656	881,656	881,656	
State Revenue	371,641	1,993,506	2,365,147	366,630	2,311,310	2,677,940	0	(168,463)	366,630	2,142,847	2,509,477	0	366,630	2,142,847	2,509,477	
Local Revenue	482,010	1,136,072	1,618,082	482,010	1,136,072	1,618,082		0	482,010	1,136,072	1,618,082	0	482,010	1,136,072	1,618,082	
<b>Total Revenue</b>	<b>18,894,273</b>	<b>4,011,234</b>	<b>22,905,507</b>	<b>20,461,867</b>	<b>6,029,829</b>	<b>26,491,696</b>	<b>(28,445)</b>	<b>(1,869,254)</b>	<b>20,433,422</b>	<b>4,160,575</b>	<b>24,593,997</b>	<b>0</b>	<b>0</b>	<b>20,433,422</b>	<b>4,160,575</b>	<b>24,593,997</b>
<b>Expenditures</b>																
Certificated Salaries	7,841,367	1,888,151	9,729,518	7,837,767	1,888,151	9,725,918	78,400	18,900	7,916,167	1,907,051	9,823,218	79,200	19,100	7,995,367	1,926,151	9,921,518
Classified Salaries	2,675,355	1,355,463	4,030,818	2,675,355	1,355,463	4,030,818	26,800	13,600	2,702,155	1,369,063	4,071,218	27,000	13,700	2,729,155	1,382,763	4,111,918
Benefits	3,457,399	2,503,965	5,961,364	3,457,399	2,503,965	5,961,364	68,300	35,300	3,525,699	2,539,265	6,064,964	310,600	100,700	3,836,299	2,639,965	6,476,264
Books and Supplies	618,912	403,711	1,022,623	621,212	403,711	1,024,923	0	0	621,212	403,711	1,024,923	0	0	621,212	403,711	1,024,923
Other Services & Oper. Expenses	2,256,158	1,078,945	3,335,103	2,256,783	1,078,945	3,335,728	(69,491)	0	2,187,292	1,078,945	3,266,237	20,000	0	2,207,292	1,078,945	3,286,237
PY Restricted C/O Adjustment			0			0		1,242,670	0	1,242,670	1,242,670		268,027	0	268,027	268,027
Capital Outlay	10,000	0	10,000	10,000	0	10,000	0	0	10,000	0	10,000	0	0	10,000	0	10,000
Other Outgo 7xxx	70,000		70,000	70,000		70,000	0	0	70,000	0	70,000	0	0	70,000	0	70,000
Transfer of Indirect 73xx	(62,830)	49,321	(13,509)	(62,830)	49,321	(13,509)			(62,830)	49,321	(13,509)			(62,830)	49,321	(13,509)
LLM/CARES/ESSER Expenditures			0		1,869,254	1,869,254					0					0
minimum wage adj-guesstimate			0			0					0					0
<b>Total Expenditures</b>	<b>16,866,361</b>	<b>7,279,556</b>	<b>24,145,917</b>	<b>16,865,686</b>	<b>9,148,810</b>	<b>26,014,496</b>	<b>104,009</b>	<b>1,310,470</b>	<b>16,969,695</b>	<b>8,590,026</b>	<b>25,559,721</b>	<b>436,800</b>	<b>401,527</b>	<b>17,406,495</b>	<b>7,748,883</b>	<b>25,155,378</b>
Deficit/Surplus	2,027,912	(3,268,322)	(1,240,410)	3,596,181	(3,118,981)	477,200	(132,454)	(3,179,724)	3,463,727	(4,429,451)	(965,724)	(436,800)	(401,527)	3,026,927	(3,588,308)	(561,381)
Other Sources/(uses)		0	0	0	0	0			0	0	0			0	0	0
Transfers in/(out)	(300,576)	0	(300,576)	(300,576)	0	(300,576)	0	0	(300,576)	0	(300,576)	0	0	(300,576)	0	(300,576)
Contributions to Restricted	(3,387,008)	3,387,008	0	(3,387,008)	3,387,008	0	(67,800)	67,800	(3,454,808)	3,454,808	0	(133,500)	133,500	(3,588,308)	3,588,308	0
<b>Net increase (decrease) in Fund Balance</b>	<b>(1,659,672)</b>	<b>118,686</b>	<b>(1,540,986)</b>	<b>(91,403)</b>	<b>268,027</b>	<b>176,624</b>	<b>(200,254)</b>	<b>(3,111,924)</b>	<b>(291,657)</b>	<b>(974,643)</b>	<b>(1,266,300)</b>	<b>(570,300)</b>	<b>(268,027)</b>	<b>(861,957)</b>	<b>(0)</b>	<b>(861,957)</b>
Beginning Balance	5,503,099	706,616	6,209,715	5,503,099	706,616	6,209,715			5,411,696	974,643	6,386,339			5,120,039	(0)	5,120,039
<b>Ending Balance</b>	<b>3,843,427</b>	<b>825,302</b>	<b>4,668,729</b>	<b>5,411,696</b>	<b>974,643</b>	<b>6,386,339</b>			<b>5,120,039</b>	<b>(0)</b>	<b>5,120,039</b>			<b>4,258,082</b>	<b>(0)</b>	<b>4,258,082</b>
Revolving/Stores/Prepays	15,000	0	15,000	15,000		15,000			15,000		15,000			15,000		15,000
Reserve for Econ Uncertainty (5%)	1,222,400	0	1,222,400	1,315,800		1,315,800			1,293,100		1,293,100			1,272,800		1,272,800
<b>Ending Balance Unrest. Prog</b>	<b>447,171</b>		<b>447,171</b>	<b>447,171</b>		<b>447,171</b>			<b>447,171</b>		<b>447,171</b>			<b>447,171</b>		<b>447,171</b>
<b>Deficit 2021-22</b>	<b>1,914,982</b>		<b>1,914,982</b>	<b>291,657</b>		<b>291,657</b>			<b>291,657</b>		<b>291,657</b>			<b>0</b>		<b>0</b>
<b>Deficit 2022-23</b>			<b>0</b>	<b>861,957</b>		<b>861,957</b>			<b>861,957</b>		<b>861,957</b>			<b>0</b>		<b>0</b>
<b>Deficit 2023-24</b>			<b>0</b>	<b>1,155,657</b>		<b>1,155,657</b>			<b>1,155,657</b>		<b>1,155,657</b>			<b>1,155,657</b>		<b>1,155,657</b>
			<b>0</b>	<b>0</b>		<b>0</b>	<b>(132,454)</b>	<b>(1,937,054)</b>	<b>0</b>		<b>0</b>	<b>(436,800)</b>	<b>(133,500)</b>	<b>0</b>		<b>0</b>
			<b>0</b>	<b>0</b>		<b>0</b>			<b>0</b>		<b>0</b>			<b>0</b>		<b>0</b>
<b>Minimum Wage Adjustment</b>	<b>190,000</b>		<b>190,000</b>	<b>190,000</b>		<b>190,000</b>			<b>190,000</b>		<b>190,000</b>			<b>190,000</b>		<b>190,000</b>
			<b>0</b>			<b>0</b>					<b>0</b>					<b>0</b>
			<b>0</b>			<b>0</b>					<b>0</b>					<b>0</b>
			<b>0</b>			<b>0</b>					<b>0</b>					<b>0</b>
			<b>0</b>			<b>0</b>					<b>0</b>					<b>0</b>
Ending Balance Restricted Programs		825,302	825,302		974,643	974,643					(0)				(0)	(0)
<b>Unappropriated Fund Balance</b>	<b>53,874</b>	<b>0</b>	<b>53,874</b>	<b>1,134,455</b>	<b>0</b>	<b>1,134,455</b>			<b>1,157,155</b>	<b>0</b>	<b>1,157,155</b>			<b>1,177,455</b>	<b>0</b>	<b>1,177,455</b>
<i>Unappropriated Percent</i>			<b>0.2%</b>			<b>4.4%</b>					<b>4.5%</b>					<b>4.7%</b>