

**HAMILTON UNIFIED SCHOOL DISTRICT
BOARD MEETING
AGENDA
Hamilton High School Library
Wednesday, August 23, 2017**

6:00 p.m. Public session for purposes of opening the meeting only.
6:00 p.m. Closed session to discuss closed session items listed below.
6:30 p.m. Reconvene to open session no earlier than 6:30 p.m.

1.0 OPENING BUSINESS:

Call to order and roll call

_____ Gabriel Leal, President _____ Rosalinda Sanchez _____ Tomas Loera
_____ Hubert "Wendall" Lower, Clerk _____ Rod Boone

2.0 IDENTIFY CLOSED SESSION ITEMS:

3.0 PUBLIC COMMENT ON CLOSED SESSION ITEMS: Public comment will be heard on any closed session items. The board may limit comments to no more than three minutes per speaker and 15 minutes per item.

4.0 ADJOURN TO CLOSED SESSION: To consider qualified matters.

1. Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent Charles Tracy regarding HTA and CSEA negotiations.
2. Government Code Section 54957 (b), Personnel Issue. To consider the employment, evaluation, reassignment, resignation, dismissal, or discipline of a classified and certificated employees.
3. Government Code Section 54956.9, Subdivision (a), Existing litigation. Name of case: Crews v. Hamilton Unified School District, Glenn County Superior Court, Case No. 15CV01394.

Report out actions taken in closed session.

5.0 PUBLIC SESSION/FLAG SALUTE:

6.0 ADOPT THE AGENDA: (M)

7.0 COMMUNICATIONS/REPORTS:

1. Board Member Comments/Reports.
2. Principal and Dean of Student Reports
 - a. Cris Oseguera, Hamilton High School Principal.
 - i. New Employee Introductions:
 1. Scott Batchelder
 - b. Charles Tracy, Hamilton Elementary School Principal.
 - i. New Employee Introductions:
 1. Caitlin Phelps
 2. Chris Chandler
 3. Gloria Godinez
 4. Holly Day
 5. Karissa Mitchell
 6. Kathryn Thomas, Assistant Principal
 - c. Maria Reyes, District Dean of Students.
3. District Reports (in person)
 - a. Food Service Report by LeAnn Radtke.
 - b. Operations Report by Marc Eddy.
 - c. Technology Report by Derek Hawley.
4. Chief Business Official/Facilities Report by Diane Lyon.
5. Superintendent Report by Charles Tracy.
 - a. Board Workshop – site visit with community members.
 - i. Request Board direction/date setting.

- b. Hog Barn update.
- c. Parent Conferences: Hamilton High School – Thursday, September 21, 2017, 2:30 p.m. to 8:00 p.m.
- d. Holidays:
 - i. Monday, September 4th in observance of Labor Day.
- e. School Board Meetings:
 - i. Wednesday, September 27, 2017
 - ii. Wednesday, October 25, 2017
 - iii. *No November meeting*
 - iv. Wednesday, December 13, 2017

8.0 **CORRESPONDENCE:** None to report.

9.0 **DISCUSSION ITEMS:**

1. Soliciting contractors for donations.
2. Hamilton High School marquee sign quotes. (page 1-12)
3. Second Reading of Board Policy 3470 Debt Issuance and Management. (page 13-24)
4. First reading of Board Policy 0460 Local Control and Accountability Plan (*for regular manual maintenance*). (page 25-27)
5. First reading of Board Policy and Administrative Regulation 3260 Fees and Charges (*for regular manual maintenance*). (page 25-27)
6. First reading of Administrative Regulation 4112.22 Staff Teaching English Learners (*for regular manual maintenance*). (page 25-27)
7. First reading of Exhibit 4112.9/4212.9/4312.9 Employee Notifications (*for regular manual maintenance*). (page 25-27)
8. First reading of Administrative Regulation 4161.1/4261.1/4361.1 Personal Illness/Injury Leave (*for regular manual maintenance*). (page 25-27)
9. First reading of Board Policy 5111 Admission (*for regular manual maintenance*). (page 25-27)
10. First reading of Board Policy 5111.1 District Residency (*for regular manual maintenance*). (page 25-27)
11. First reading of Board Policy and Administrative Regulation 5113 Absences and Excuses (*for regular manual maintenance*). (page 25-27)
12. First reading of Exhibit 5145.6 Parental Notifications (*for regular manual maintenance*). (page 25-27)

10.0 **PUBLIC COMMENT:** Public comment on any item of interest to the public that is within the Board's jurisdiction will be heard (agenda and non-agenda items). The Board may limit comments to no more than three minutes per speaker and 15 minutes per topic. Public comment will also be allowed on each specific action item prior to board action thereon.

11.0 **ACTION ITEMS:**

1. Board Policy 3470 Debt Issuance and Management. (page 13-24)
2. Hamilton Unified School District Superintendent Contract ending June 30, 2019. (page 28-33)
3. Approve/Disapprove Board Resolution 17-18-101, Certification that each Pupil in each School in the District has Sufficient Textbooks and Instructional Materials that are aligned to the State Content Standards and are Consistent with the Content and Cycles of the Curriculum Framework Adopted by the SBE in ELA, Math, Social Studies, and Science. (page 34-35)
4. Resolution 17-18-102, authorize designated personnel (Mr. Tracy and Ms. Lyon) to sign contract documents for fiscal year 17-18 for child care and development services. (page 36)
5. Annual District Designees for Hamilton Unified School District in absence of Superintendent 2017-18. (page 37)
6. Hamilton Unified School District Annual District Designees for Glenn County Office of Education 2017-18. (page 38)
7. Approved Signers for Hamilton Unified School District Purchase Orders 2017-18. (page 39)
8. Use of unofficial 2017-18 CELDT scores as per State Superintendent Tom Torlakson's letter dated April 28, 2017 regarding Reclassification Guidance for 2017-18. (page 40-42)

12.0 **CONSENT AGENDA:** Items in the consent agenda are considered routine and are acted upon by the Board in one motion. There is no discussion of these items prior to the Board vote and unless a member of the Board, staff, or public request specific items be discussed and/or removed from the consent agenda. Each item on the consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

1. Warrants and Expenditures. (page 43-64)
2. Minutes for the Regular Board Meeting on August 2, 2017. (page 65-69)
3. Hamilton High School pilot course offerings for the 2017-18 school year. (page 70-95)
 - a. AutoCAD (Mrs. Bocast)
 - b. Introduction to Psychology (Mr. Brown)
 - c. Art Foundations (Ms. Eden)

- d. Art Explorations (Ms. Eden)
 - e. Creative Writing (Mrs. Funderburk)
 - f. Film Appreciation (Ms. Hansen)
 - g. Computer Science (Mr. Hironimus)
 - h. Medical Terminology (Mrs. Mello)
 - i. Agriculture Leadership (Ms. Lohse)
4. Sale of obsolete or discard Hamilton Elementary School (HES) Library books to the public for \$0.25 each. All proceeds to benefit HES Library fund.
5. Hamilton High School FFA Program of Activities including overnight trips for 2017-18 school year. (page 96-138)
6. Interdistrict Transfers (new only) (elementary students reapply annually).
- a. Out
 - i. Hamilton Elementary School
 - 1. 1st Grade X 4
 - 2. 2nd Grade X 1
 - 3. 3rd Grade X 2
 - 4. 6th Grade X 3
 - ii. Hamilton High School
 - 1. 10th Grade X 1
 - b. In
 - i. Hamilton Elementary School
 - 1. Kindergarten X 1
 - 2. 1st Grade X 1
 - 3. 2nd Grade X 3
 - 4. 3rd Grade X 2
 - 5. 4th Grade X 1
 - 6. 5th Grade X 2
 - 7. 6th Grade X 1
 - 8. 7th Grade X 3
 - 9. 8th Grade X 1
 - ii. Hamilton High School
 - 1. 9th Grade X 8

7. Personnel Actions as Presented:

- a. New hires:
 - i. Kathryn Thomas Assistant Principal HES
 - ii. Claudia Cruz Long Term PE Sub HHS
 - iii. Russell Simon JV Football Coach HHS
 - iv. Erin Johnson JV Volleyball Coach HHS
 - v. Timothy Bushard Volunteer Football Coach HHS
 - vi. Manny Bejarano JV Assistant Football Coach HHS
 - vii. John (Jack) Campbell 7th/8th Grade Volleyball Coach HES
- b. Resignations/Retirement:
 - i. Crystal Emanuel Yard Duty Supervisor HES
 - ii. Alvyna Goodwin JV Girls Basketball Coach HHS
 - iii. Brittany Garrett JV Boys Basketball Coach HHS

13.0 **ADJOURNMENT:**



Quote #7743

Consultant: Ben Williamson
 1-800-732-9886
 ben@goldenrulesigns.com

13070 Middletown Ind. Blvd
 Louisville, KY 40223

Charles Tracy
 580 Capay Ave
 Hamilton City, CA, 95951

Great Signs. Great Service. Great Prices. Date: 07-12-2017

L.E.D Message Unit (ImpactSeries)

Color	RGB - 2 Billion Colors
Pitch	16mm
Matrix	60 x 120
Dimensions	3'-1" x 6'-3" (Tall x Wide)
Max # of Lines	8
Max Letter Per Line	20
Configuration	Double Face

Volts Required	110
Amps Required	
Temperature Probe	Yes
Brightness Sensor	Yes
Communications	Wireless Bridge

PC based software - lifetime support

Sign Face, Cabinet & Structure

Sign Face	Polycarb-Makrolon
Cabinet Size	2'-0" x 6'-3" (Tall x Wide)
Pedestal Size	3' x 3' (Tall x Wide)

Topper	
Volts Required	110
Amps Required	

Your sign cabinet will be internally lit and controlled by a day/night sensor. It contains translucent faces which display digitally printed lettering/art (name of organization/mascot etc.) which will be approved prior to manufacturing.

Installation, Delivery & Warranty

Installation	Professional Installation Included - Retro Fit
Delivery	Included - LTL3
Warranty	Lifetime Warranty

Total	\$23,750.67
50% Deposit	\$11,875.34
Balance	\$11,875.34

To begin the purchase process please sign and fax to 502-416-0544 or scan and e-mail to your Project Consultant.
 X: _____ Date: _____
By signing, Buyer acknowledges product specifications and pricing as well as Golden Rule Signs, LLC terms and conditions.

**Applicable sales tax will be added to your invoice - exempt organizations must provide certificate.
 Manufacturing lead time is 4-10 weeks depending on scope of work - confirm with your Project Manager.
 Engineering, permit acquisition, permit fee and running electric are not included unless specifically stated in this quote.*

Specifications for comparing 'Apples to Apples'

It is important to make sure you compare products based on their specifications, not just size.

Using the information below any sign company should be able to provide an exact quote which would be comparable to the Golden Rule Sign proposal enclosed in this packet of information. Feel free to copy/scan/fax or e-mail the information below to any of our competitors – none of the specifications below are proprietary to our design or would prohibit a competitor from quoting this project.

LED Message Unit

Pitch/Resolution: 16mm " (spacing from the center of one pixel to the next)

Matrix: 60 x 120 (number of rows x columns of pixels)

Dimensions: 3'-1" x 6'-3" (Tall x Wide)

Color Format: RGB - 2 Billion Colors (text, pictures & video)

Communications: Wireless Bridge

Configuration: Double Face

Warranty: 5 Years Parts Replacement - 90 day on-site labor

Structure

Dimensions: 3' x 3'

Installation

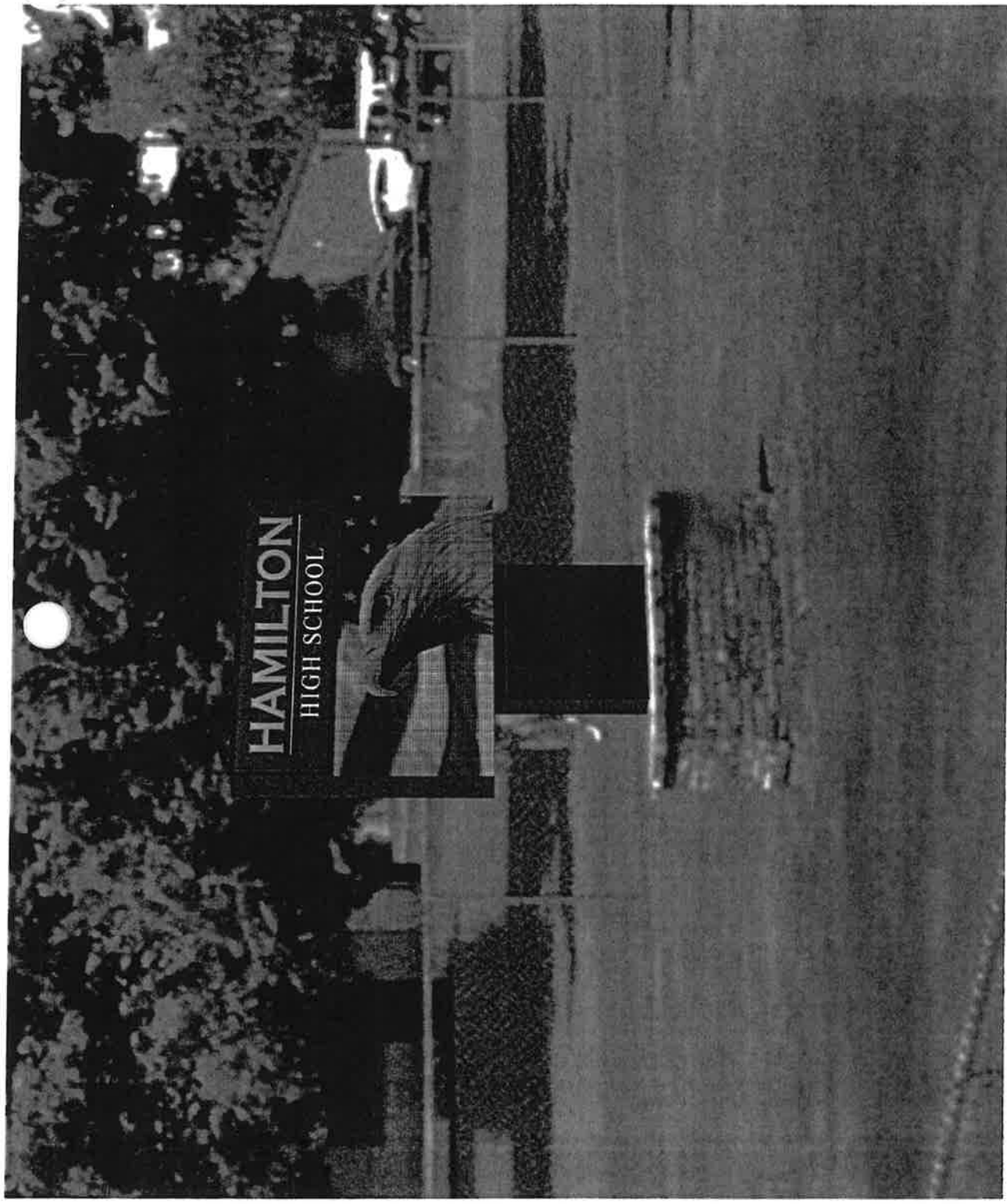
Professional Installation Included - Retro Fit

Delivery

Included - LTL3

Additional Items

Lifetime - Sign cabinet/Structure excluding bulbs/Ballast (3 years on ballast)



VERSION #: v5675a1

SIGNATURE

DATE

13070 Middletown Industrial Blvd.
Louisville, KY 40223
TF 1-800-732-9886
Fax 1-502-416-0544
www.goldenrulesigns.com



Cabinet PMS Color:
PANTONE 294 C

SIGN SPECIFICATIONS

COLOR:

Full Color / RGB text, pictures & video.

Pitch: 16mm / 0.6"

Matrix: 60x120

Dimensions: 3'-1" x 6'-3" (Tall x Wide)

Max # of Lines: 8

Max Letter Per Line: 24

Cabinet Size: 2'-0" x 6'-3" (Tall x Wide)

Pedestal Size: 3' x 3' (Tall x Wide)

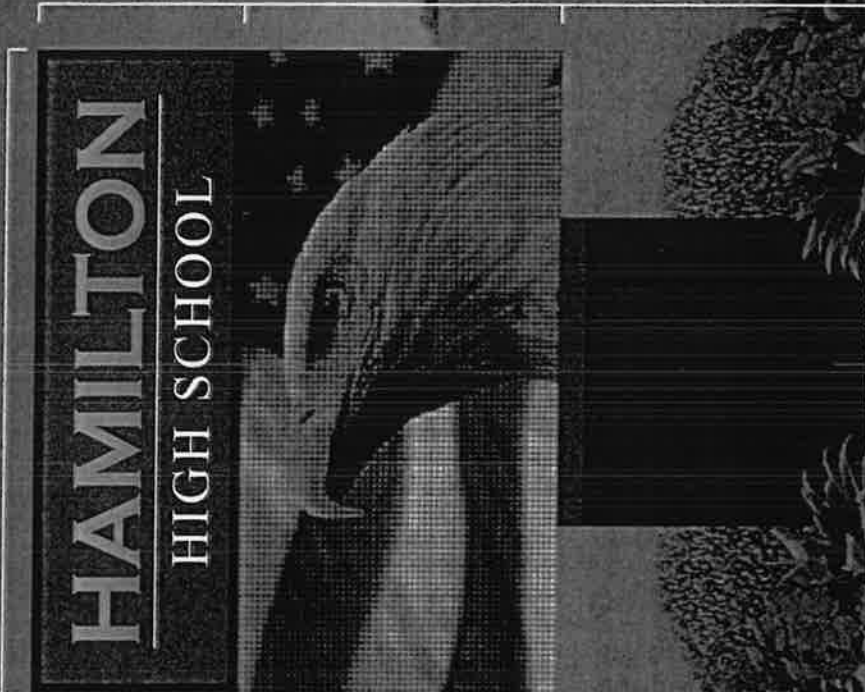
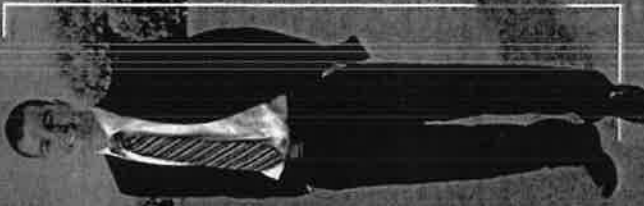
6'-3"

2'-0"

3'-1"

3'-0"

6' tall Man



VERSION #: v5675a1

SIGNATURE



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VERSION #: v5675a1

SIGNATURE

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LED NEEDS TO BE MOST OF SIGN.
MOVE HAMILTON HIGH SCHOOL TO AREA
WHERE TOP MOUNTAIN WOULD BE
LED NEEDS TO BE FIVE LINE MIN.
16 PIX. ELIMINATE BRAVES HEAD
USE SAME FOOT. MUST INTERACT
60 WIRELESSLY WITH
OUR NETWORK

5.5'

HAMILTON UNION
HIGH SCHOOL

WILLIAM
WALKER
BRADY



HOME

*of the
Braves*



**HAMILTON UNION
HIGH SCHOOL**

LET'S
LET'S





HAMILTON UNION HIGH SCHOOL
 PO BOX 488
 HAMILTON CITY, CA 95951 0488

Consultant:
 Laurie Pierson, x234
 lpierson@stewartsigns.com
 Direct Fax: (888) 586-3964

Customer ID: 1655177
 Quote #: 887295 / 5
 Quoted: 6/27/2017

Attn: Charles Tracy
 530-826-3261

DESCRIPTION	
6'x 8' Double Sided 20mm TekStar, 48x 112 Full Color LED Display with 12" Deep, Hinged Extruded Aluminum Cabinet and Thermoformed Makrolon SL Faces Decorated on Inside Surface with 3M Vinyl Graphics	
Face / Cabinet Details	
TekStar Inner LED Cabinet, 20mm Full Color 48x112 Matrix	Header Area Decorated with Internal Photo-Real Graphics
Electrical Information	
Horizontal Lamp Illumination with Electronic Ballast(s) LED Communication Method: Short-range Wireless; connectivity requires line-of-sight between sign antenna and wireless device antenna mounted on building by customer. Maximum distance of 1,500 feet* between antennas.	One 20 Amp Circuit, 240 Volts; Max Draw: 13.2 Amps SignCommand.com Cloud-Based Software Included FREE for Lifetime of Product. Please visit www.signcommand.com for more information**.
Structural Details	
Mount Style: Dual Leg Mount Customized Mount Size: Leg Width: 3 Ft 3 In Minimum Wind Load Rating: 120mph, Exposure B	Cowling (Creates Pedestal Appearance) Leg Height: 8 Ft 0 In Overall Sign Height: 14 Ft 0 In
Miscellaneous Items	
Freight Included Structural Engineer Drawings & Calcs, Sealed, California DSA	CA Sales Tax Included
*** Review Custom Artwork for Text, Graphic and Layout Details ***	
Header Logo #custom brave Draft: White Header Copy: Royal Blue	I.D. Cabinet: Royal Blue Header Background: Gold Mount: Royal Blue

Stewart Signs • 2201 Cantu Court • Suite 215 • Sarasota, FL 34232-6255
 Phone: (800) 237-3928 Fax: (800) 485-4280 Web: www.stewartsigns.com Tax ID: 20-5076284

Your Consultant: Laurie Pierson
(800) 237-3928, x234

Customer ID: 1655177

Quote Number: 887295 / 5

Date Quoted: 6/27/2017

Special Instructions:

BREAKDOWN:

IN = \$28,958.00
TX = \$2,099.46
FRT = \$1,273.00

TOTAL = \$32,330.46

*Freight is included in this price
* Tax (CA State tax) will be added to your final bill.
* Stewart Signs is a CMAS Vendor (if you can purchase from the CMAS contract please ask for CMAS pricing)

* Your quote does not include installation. We will coordinate with your facilities and/or maintenance department. Many School Districts have specific protocols regarding outdoor sign installation. So long as your Stewart School Sign is installed according to Stewart Signs Protocol, your warranty will not be voided. Therefore your sign can be installed by the School District, Volunteers, or a Sign installation professional. We have professional installers in your area if needed.

*This sign is over 8 feet tall. DSA (Division of State Architects) has jurisdiction over this sign. Your price includes DSA Engineer Drawings and the Mandatory In-Plant Welding inspection.

* DSA has jurisdiction over sign 8' and over in height. Stewart Signs cannot engineer an existing structure. We will comply with DSA engineering should DSA require custom installation method. (Price may change in the event of custom engineering)

Investment: \$32,330.46

Unless otherwise noted in Special Instructions, these prices are valid for 60 days.

Freight, storage, other freight services and applicable sales tax will be added to your invoice.

Organizations exempt from sales tax must include exempt certificate with order.

Shipping Terms: F.O.B. Origin
Payment Terms: 50% Down, Balance due in 10 Monthly payments after shipment at 1.5% monthly interest.

Purchase Order to EBSCO Sign Group LLC, dba Stewart Signs also accepted, NET 30

** By purchasing the SignCommand.com product, you are agreeing with the Website Terms of Use (<https://www.signcommand.com/terms>) and Software End User License Agreement (<https://www.signcommand.com/eula>).

Customer's Authorized Signature

6/27/2017

Print Name

Date

Laurie Pierson, Regional Manager - School Division
(800) 237-3928, x234
lpierson@stewartsigns.com

Date

Stewart Signs • 2201 Cantu Court • Suite 215 • Sarasota, FL 34232-6255
Phone: (800) 237-3928 Fax: (800) 485-4280 Web: www.stewartsigns.com Tax ID: 20-5076284

Your Consultant: Laurie Pierson
(800) 237-3928, x234

Customer ID: 1655177

Quote Number: 887295 / 5

Date Quoted: 6/27/2017

SHIPPING INFORMATION

SIGN (via Common Carrier)

HAMILTON UNION HIGH SCHOOL
PO BOX 488
HAMILTON CITY, CA 95951 0488

*** All applicable items will be sent to the CUSTOMER address ***
*** unless noted otherwise below ***

INVOICE (via USPS)

HAMILTON UNION HIGH SCHOOL
PO BOX 488
HAMILTON CITY, CA 95951 0488

ORDERING PROCEDURES

1. Check proposal for accuracy and, if approved, sign and date where indicated.
2. Approve design and colors on the custom artwork. Be sure to check spelling. If approved, sign and date the artwork.
3. Write deposit check according to terms listed on proposal form's header, made payable to EBSCO Sign Group LLC, dba Stewart Signs.
4. Return signed custom artwork, signed proposal form and deposit check to Stewart Signs.

** Unless indicated under special instructions, permits, footers, erection, electrical service, electrical hook-up and planters or other decorative masonry are the responsibilities of the buyer. Stewart Signs furnishes engineered footer drawings when applicable.*

** Any cancellation may be subject to a cancellation charge.*

** A late fee of 1.5% per month will be charged on any overdue balances.*

** In the event of a payment default, customer will be responsible for all of Stewart Signs costs of collection, including but not limited to court costs, filing fees and attorney fees.*

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Stewart Signs
America's Premier Sign Company
Limited Product Warranty ("Limited Warranty")

Definition of Warranty Coverage:

- 1) EBSCO Sign Group, LLC, dba Stewart Signs (the "Company") expressly warrants to the original purchaser ("You" or "Buyer" or "Owner" or "Customer") that, for a period of five (5) years from the date of shipment (the "Warranty Period"), the electronic displays and the associated Company products (the "Product") will be reasonably free of material defects in materials and workmanship impacting Product fit, form and/or function. During the Warranty Period, the Company will, at its discretion, repair or replace any defective covered Product. The Owner will be responsible for removing and reinstalling any and all repaired or replacement parts. This limited warranty only applies to the Company's Product if installed, used, and maintained in the manner recommended by Company, and this Limited Warranty is conditioned upon compliance with all such instructions. Lifetime telephone support for the Product is provided, as needed.
- 2) In the event the Product is damaged during shipping, it is the responsibility of the Buyer to refuse delivery, causing the Product to be returned to the manufacturer for repair. Title to the Product passes to the Buyer upon our delivery to the freight carrier. The Company assumes no liability for damage caused by careless handling or poor installation except for work completed by employees of the Company. Loss or damage to the Product when in possession of the freight carrier is the responsibility of the Customer, and the freight carrier is not covered by this Limited Warranty.
- 3) Any information or suggestion by the Company with respect to the Product concerning applications, specifications or compliance with zoning, codes and standards is provided solely for your convenience and without any representation as to accuracy or suitability. You must verify and test the suitability of any information with respect to the Product for your specific application.
- 4) Sign Structure and Sign Face: In the event the sign structure or identification/changeable copy portion of the sign malfunctions under normal use and service thereof DURING THE LIFE OF THE SIGN due to material defects in workmanship or materials, the Company will, at its option, repair or replace any defective materials.
- 5) Vandalism to Sign Faces: This Limited Warranty covers polycarbonate faces against breakage due to vandalism DURING THE LIFE OF THE SIGN. Warranty protection does not extend to these surfaces if damaged by gunshots, or when damaged coincident with the damage to the sign cabinet.
- 6) Failed electronic parts or assemblies, with the exception of lamps and ballasts, will be repaired or replaced, at the sole discretion of the Company. Owner bears the expense and responsibility of shipping Product to Company's Repair Center. Replacement or repaired parts are warranted to be free from material defects in material or workmanship for ninety (90) days or, for the remainder of the Warranty Period of the Product they are replacing or in which they are installed, whichever is longer.
- 7) The Company will repair failed LED pixels, if greater than one half of one percent (0.5%) of the total number of pixels in the sign have failed in one (1) calendar year, provided the sign is installed with the recommended ventilation system for its location. The definition of pixel failure is when all LED's in the pixel will no longer emit light. Pixel repair is performed at the Company Repair Center. It is common knowledge within the sign industry that all LEDs degrade and produce less light as they age. Eventually the LEDs will require replacement even though the LEDs will still emit light. This Limited Warranty does not cover normal LED degradation.
- 8) **Customer Obligations:**
Failure by the Customer to properly maintain the Product, including but not limited to filters and the ventilation/air conditioning systems, will void coverage for affected components. The Customer shall notify the Company immediately of equipment failure and allow the Company full and free access to the Product when required. Waiver of liability or other restriction shall not be imposed as a site access requirement. The Customer is responsible for all costs and management oversight associated with providing the Company access to the Product, providing the necessary machines, communication facilities and other equipment, inclusive of but not limited to lifting equipment. Should on-site repair be required, Customer is required to have a responsible individual on-site to provide access to the Product as well as sign-off on a completed work order.
- 9) **Exclusions and Restrictions:**
The Company reserves the right to restrict service, limit replacement parts or invalidate this Limited Warranty to Customers whose account balance is past due. This Limited Warranty specifically excludes any on-site labor required to service the covered Product including diagnosis, removal and installation of parts or products. Any on-site service required by the Customer of Company technicians or a local authorized service provider is billable to the Customer based on an agreed upon written quote. This Limited Warranty does not apply to software. Software is covered by a separate agreement, which appears in the Company's software license agreement.
- 10) This Limited Warranty specifically does not cover the following:
 - a) Third-party communications devices such as wireless devices and modems, which are covered by a separate electronic communication warranty.
 - b) Damage to Product that has been moved from its original installation location or is mounted in a mobile structure.
 - c) Cosmetic damage to the Product (including but not limited to scratches and dents that do not otherwise affect the fit, form or functionality of the Product or materially impair its use).
 - d) Temperature sensors will register variable results, given local environmental factors such as direct sunlight, distance from concrete or asphalt, etc.; results are not guaranteed or covered under this Limited Warranty.
 - e) Recovery or transfer of any data or software stored on the Product not originally installed on the Product by the Company.
 - f) Light bulbs or lamps.
 - g) Ballasts are covered for three (3) years.
 - h) ID cabinet LED illumination and power supply are covered for two (2) years when purchased as a system.
- 11) This Limited Warranty specifically does not cover conditions, defects or damage caused by or resulting from the following:
 - a) Defects caused by unreasonable or unintended use of Product, improper or unauthorized handling, accident, omission, neglect, vandalism (unless otherwise noted in this Limited Warranty), misuse, physical abuse, installation, use and/or fabrication, and maintenance of the Product by any party other than the Company.
 - b) Damage not resulting from manufacturing defects that occurs while the Product is in the Owner's control and/or possession.
 - c) Extreme physical or electrical stress or interference; environmental conditions beyond the Company's control, such as man-made or naturally occurring electrochemical oxidation or corrosion and/or metallic pollutants; normal wear and tear; inadequate, improper, or surges of electrical

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- power; lightning, floods, fire, acts of God, war, terrorism, or other external causes, including Force Majeure.
- d) Unauthorized modification including installation of third-party software on the Product.
 - e) Product modification or service by anyone other than: (a) the Company, (b) a Company authorized service provider, or (c) Customer's own installation of Company approved parts with instruction from the Company. Service to a damaged or malfunctioning sign which has not been ordered or authorized by the Company's Customer Satisfaction Department is not covered under this Limited Warranty and will automatically invalidate this Limited Warranty.
 - f) Computer viruses, Trojan horses, worms, self-replicating code or like destructive code which was not included in the Product by the Company.
 - g) Products installed with known or visible manufacturing defects at the time of installation.
- 12) All items returned to the Company must have a Return Materials Authorization ("RMA") number, available by using the contact information below. Items received without an RMA number will not be processed and returned to the Customer at their expense. The Customer will send a defective part to the Company and then the Company will send a repaired or replacement part to the Customer.
- 13) The Company will provide and be responsible for the cost of shipping parts from the Company to the Customer, with the exception of sign faces replaced due to vandalism. Standard shipping via the United States Postal Service or other commercial parcel delivery company is the default method of delivery. Expedited delivery is available to the Customer at his or her expense. The Customer will provide and be responsible for the cost of shipping parts to the Company.
- 14) Warranty claims must be registered with the Company within thirty (30) days of damage or malfunction. To register a claim, the Customer must contact the Company at the location specified below and provide (a) his or her name and any other required contact information, (b) Product and purchase descriptions, and (c) the nature of the defect. The Company reserves the right (in its sole discretion) to require proof of original purchase (e.g. paid invoice, receipt) and to visit the site of the installation or to require documentation of the claim before assuming any responsibility under the provisions of this Limited Warranty.
- 15) THE LIMITED WARRANTIES SET FORTH HEREIN ARE THE ONLY WARRANTIES MADE BY THE COMPANY IN CONNECTION WITH THE PRODUCT. THE COMPANY CANNOT AND DOES NOT MAKE ANY IMPLIED OR EXPRESS WARRANTIES WITH RESPECT TO THE PRODUCT, AND DISCLAIMS ALL OTHER WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE COMPANY'S SOLE OBLIGATION UNDER THIS LIMITED WARRANTY SHALL BE TO REPAIR OR REPLACE MALFUNCTIONING OR DEFECTIVE PARTS OF THE PRODUCT. BUYER ASSUMES ALL RISK WHATSOEVER AS TO THE RESULT OF THE USE OF THE PRODUCT PURCHASED, WHETHER USED SINGULARLY OR IN COMBINATION WITH ANY OTHER PRODUCTS OR SUBSTANCES.
- 16) NO CLAIM BY BUYER OF ANY KIND, INCLUDING CLAIMS FOR INDEMNIFICATION, SHALL BE GREATER IN AMOUNT THAN THE PURCHASE PRICE OF THE PRODUCT WITH RESPECT TO WHICH DAMAGES ARE CLAIMED. IN NO EVENT SHALL COMPANY BE LIABLE TO BUYER IN TORT, CONTRACT OR OTHERWISE, FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, RELIANCE, PUNITIVE OR EXEMPLARY DAMAGES, OR FOR LOSS OF PROFIT, REVENUE OR USE, IN CONNECTION WITH, ARISING OUT OF, OR AS A RESULT OF, THE SALE, DELIVERY, SERVICING, USE OR LOSS OF USE OF THE PRODUCT SOLD HEREUNDER, OR FOR ANY LIABILITY THAT BUYER HAS TO ANY THIRD PARTY WITH RESPECT THERETO.

Contact Information:

Stewart Signs Customer Satisfaction
2201 Cantu Court, Suite 215
Sarasota, FL 34232
Phone: 855-841-4624
Web: www.stewartsigns.com/support/
Email: support@stewartsigns.com

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CSBA Sample

Board Policy

Debt Issuance And Management

BP 3470

Business and Noninstructional Operations

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the Governing Board adopt a debt management policy prior to issuing any debt, such as general obligation bonds, tax and revenue anticipation notes (TRANs), and certificates of participation. The policy must include (1) the purposes for which the debt proceeds may be used; (2) the types of debt that may be issued; (3) the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable; (4) policy goals related to the district's planning goals and objectives; and (5) internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. SB 1029 declares the intent of the Legislature that, consistent with the recommendation of the Government Finance Officers Association (GFOA), local agencies adopt comprehensive written debt management policies that are reflective of local, state, and federal laws and regulations. Districts are encouraged to consult legal counsel and their financial advisor in developing this policy. The following policy should be revised to reflect district practice.

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

(cf. 3000 - Concepts and Roles)

(cf. 3460 - Financial Reports and Accountability)

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

Note: Article 16, Section 18 of California Constitution contains the basic "debt limitation" (i.e., the constraints on discretionary borrowing) applicable to school districts. Under so-called "traditional authority," a measure authorizing the issuance of general obligation bonds may be approved by two-thirds of the electorate; under Proposition 39, a measure authorizing the issuance of general obligation bonds may be approved by 55 percent of the electorate (see BP/AR 7214 - General Obligation Bonds). Lease financings, such as certificates of participation, are not considered "indebtedness" for purposes of the Constitutional debt limitation and are not subject to voter approval. For further information, see the California Debt and Investment Advisory Commission's (CDIAC) California Debt Issuance Primer.

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section 18)

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

Note: Pursuant to 15 USC 78o-4 (Section 15B of Securities Exchange Act of 1934), any financial advisor retained by the district must be duly registered with both the Securities Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) and must also hold any certifications and/or licenses required by the SEC and/or MSRB.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 9270 - Conflict of Interest)

Goals

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include policy goals related to the district's planning goals and objectives. The following section should be revised to reflect district goals.

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs
2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements
3. Takes all practical precautions and proactive measures to avoid any financial decision

that will negatively impact current credit ratings on existing or future debt issues

4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements
6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued
8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future
9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt
10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 7000 - Concepts and Roles)

Authorized Purposes for the Issuance of Debt

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the purposes for which debt proceeds may be used. The following section should be revised to reflect purposes that the Board has determined may be appropriate purposes for issuing debt in the district.

The district may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities
2. To refund existing debt
3. To provide for cash flow needs

(cf. 3100 - Budget)
(cf. 3110 - Transfer of Funds)

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

Authorized Types of Debt

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the types of debt that may be issued. The following section should be revised to reflect the types of debt instruments authorized by the Board.

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt

- a. Short-term debt, such as tax and revenue anticipation notes (TRANs), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)
- b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)
- c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)

2. Long-Term Debt

Note: The California Constitution, Article 13A, Sections 1(b)(2) and 1(b)(3), Education Code 15100-15262 and 15264-15276, and Government Code 53506-53509.5 authorize the district to issue general obligation bonds requiring either two-thirds voter approval or 55 percent voter approval, subject to specific accountability requirements. Voter-approved general obligation bonds typically provide the lowest cost of borrowing and, by providing for the levy of additional ad valorem property taxes to service the debt, do not impact the district's general fund. See BP/AR 7214 - General Obligation Bonds for requirements pertaining to the issuance of general obligation bonds.

- a. General obligation bonds for projects approved by voters (California Constitution, Article

13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)

(cf. 7214 - General Obligation Bonds)

Note: Districts may establish a community facilities district for school facility purposes in accordance with the Mello-Roos Community Facilities Act (Government Code 53311-53368.3). The boundaries of the Mello-Roos district may include the entire school district, but usually include only a portion of the district, such as an area with new housing developments. The bonds sold by the community facilities district are paid for by a special tax on the properties within that community facilities district's boundaries. See BP 7212 - Mello Roos Districts.

b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)

(cf. 7212 - Mello Roos Districts)

3. Lease financing, including certificates of participation (COPs)

a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)

Note: Authority for lease financings is based in part on judicial rulings finding that leases that meet certain conditions do not constitute indebtedness subject to a vote of the electorate.

b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429)

4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs

5. Temporary borrowing from other sources such as the County Treasurer

Note: Education Code 42133 prohibits the issuance of non-voter approved debt when the district has a qualified or negative certification regarding the district's ability to meet its fiscal obligations, except as provided below. Pursuant to Education Code 42131, a "qualified certification" indicates that the district may not meet its financial obligations for the current fiscal year and two subsequent fiscal years, and a "negative" certification indicates that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year. See BP 3460 - Financial Reports and Accountability for further information about such certifications.

COPs, TRANs, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative

certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

Relationship of Debt to District Facilities Program and Budget

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable. The following section should be revised to reflect district practice.

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

Note: The following paragraph is optional.

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

***Note: Education Code 15106 limits the district's total outstanding bonded debt (i.e., the principal portion only) to 1.25 or 2.5 percent of the assessed valuation of the taxable property of a non-unified and unified district, respectively. Consequently, Education Code 15106 limits the

issuance of new debt when the district has total bonded indebtedness in excess of the applicable percentage of the assessed valuation in the district. TRAns and lease payment obligations in support of COPs generally do not count against this limit except as provided in Education Code 17422.***

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15106.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the district. Potential methods of sale include:

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates
3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

Investment of Proceed

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted

securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

(cf. 3430 - Investing)

Note: Pursuant to Education Code 15146, the proceeds of the sale of bonds, exclusive of any premium received, must be deposited in the county treasury to the credit of the building fund of the district. As amended by AB 2738 (Ch. 472, Statutes of 2016), Education Code 15146 prohibits districts from withdrawing proceeds from the sale of bonds at any time for purposes of making investments outside the county treasury.

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

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

Refunding/Restructuring

Note: The following section may be revised to reflect district practice. The GFOA's Analyzing and Issuing Refunding Bonds states that a test often used to assess the appropriateness of a refunding is the achievement of a minimum net present value savings. According to the GFOA, a common threshold is that the savings, as a percentage of the refunding bonds, should be at least 3-5 percent. However, the GFOA recognizes that it may be appropriate to approve refunding that results in lower anticipated savings in some circumstances, such as when interest rates are at low levels or the time remaining to maturity is limited and thus future opportunities to achieve greater savings are not likely to occur.

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

Internal Controls

***Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the internal control procedures that the district has implemented or will implement to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. Examples of internal control standards for the management of bond funds are contained in the U.S. Government Accountability Office's Internal Control System Checklist. These include factors related to the internal control

environment, risk assessment, control activities, information and communications, and monitoring. Because internal controls and accountability measures may be lengthy, districts may choose to develop an administrative regulation, exhibit, or other document that provides further details and that may be updated as needed. Also see BP 3400 - Management of District Assets/Accounts. The following section should be revised to reflect district practice.***

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

(cf. 3314 - Payments for Goods and Services)
(cf. 3400 - Management of District Assets/Accounts)

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure.
(Government Code 53410)

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

In addition, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

Records/Reports

Note: Government Code 8855 requires that the district report any proposed issuance of debt to the CDIAC at least 30 days prior to the sale of the debt issue. Typically, bond counsel will file the report on behalf of the district. As amended by SB 1029 (Ch. 307, Statutes of 2016), Government Code 8855 requires that the report include a certification that the district has adopted a debt policy and that the issuance is consistent with that policy.

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

***Note: SB 1029 (Ch. 307, Statutes of 2016) amended Government Code 8855 to add the

following requirement for an annual report of debt issuance, applicable to any final sale of debt on or after January 21, 2017. The report covers the period from July 1 to June 30, and must be submitted electronically on a form provided by CDIAC within seven months of the end of the reporting period (January 31).***

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30. (Government Code 8855)

Note: Pursuant to 17 CFR 240.15c2-12, most financings are required to have official disclosure statements which include the terms of the bond, security, risk factors, financial and operating information concerning the issuer, and background information. In addition, districts must provide ongoing disclosure in the form of annual reports and event notices pursuant to 17 CFR 240.15c2-12. Such disclosures must be made to the MSRB through its Electronic Municipal Market Access repository or any successor repository, as well as to investors and other persons or entities entitled to disclosure. For further information, see CDIAC's California Debt Issuance Primer and the GFOA's Understanding Your Continuing Disclosure Requirements.

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

Note: 26 CFR 1.6001-1 requires districts to retain records for as long as the contents thereof are material in the administration of any internal revenue law. Records related to debt issuance may affect tax liability in both past and future tax years. In order to be consistent with specific record retention requirements, the Internal Revenue Service (IRS) publication Tax Exempt Bond FAQs Regarding Record Retention Requirements, available on the IRS web site, recommends that material records should be kept for as long as the debt is outstanding, plus three years after the final payment of the debt. Although the IRS recommendation is specific to tax-exempt bonds, districts should also retain records related to other forms debt issuance for the same length of time.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding debts issued by the

district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

Legal Reference:

EDUCATION CODE

5300-5441 Conduct of elections
15100-15262 Bonds for school districts and community college districts
15264-15276 Strict accountability in local school construction bonds
15278-15288 Citizen's oversight committees
15300-15425 School Facilities Improvement Districts
17150 Public disclosure of non-voter-approved debt
17400-17429 Leasing of district property
17450-17453.1 Leasing of equipment
17456 Sale or lease of district property
17596 Duration of contracts
42130-42134 Financial reports and certifications

ELECTIONS CODE

1000 Established election dates

GOVERNMENT CODE

8855 California Debt and Investment Advisory Commission
53311-53368.3 Mello-Roos Community Facilities Act
53410-53411 Bond reporting
53506-53509.5 General obligation bonds
53550-53569 Refunding bonds of local agencies
53580-53595.55 Bonds
53850-53858 Tax and revenue anticipation notes
53859-53859.08 Grant anticipation notes

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation
Article 16, Section 18 Debt limit

UNITED STATES CODE, TITLE 15

78o-4 Registration of municipal securities dealers

UNITED STATES CODE, TITLE 26

54E Qualified Zone Academy Bonds

CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 Prohibition against fraud or deceit

240.15c2-12 Municipal securities disclosure

CODE OF FEDERAL REGULATIONS, TITLE 26

1.6001-1 Records

Management Resources:

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

California Debt Issuance Primer

GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

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

Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015

Investment of Bond Proceeds, Best Practice, September 2014

Selecting and Managing Municipal Advisors, Best Practice, February 2014

Debt Management Policy, Best Practice, October 2012

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax Exempt Bond FAQs Regarding Record Retention Requirements

Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016

U.S. GOVERNMENT ACCOUNTABILITY OFFICE PUBLICATIONS

Internal Control System Checklist

WEB SITES

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

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

Internal Revenue Service: <http://www.irs.gov>

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):

<http://www.emma.msrb.org>

U.S. Government Accountability Office: <http://www.gao.gov>

U.S. Securities and Exchange Commission: <http://www.sec.gov>

12/16

CSBA

Update Guidesheets

March 2017 Update Guidesheet

Local Control and Accountability Plan

(BP revised) Policy updated to reflect NEW LAW (Proposition 58, 2016) which requires the local control and accountability plan (LCAP) development process to include solicitation of parent/guardian and community input on effective and appropriate instructional methods, including language acquisition programs. Policy also reflects the State Board of Education's (SBE) adoption of evaluation rubrics (the "California School Dashboard") that will assist districts in evaluating progress toward their LCAP goals.

See BP 0460

Fees and Charges

(BP/AR revised) Policy reorganized and updated to reflect a California Department of Education (CDE) management advisory regarding the prohibition against requiring parent/guardian volunteer hours or payment as a condition of the student's enrollment or participation in educational activities. Regulation updated to reflect NEW LAW (AB 2615, 2016) which permits districts to charge a fee for participation in After School Education and Safety (ASES) programs, 21st Century Community Learning Center (21st CCLC) programs, and 21st Century High School After School Safety and Enrichment for Teens (ASSETs) program, as long as the fee is waived or reduced for low-income families and, effective July 1, 2017, the fee is not charged for a homeless or foster youth. Regulation also clarifies the permissibility of charging a fee for in-state field trips in accordance with CDE's interpretation of law, provided that no student is prevented from participating based on a lack of funds.

See BP 3260

See AR 3260

Staff Teaching English Learners

(AR revised) Regulation updated to revise definition of "English learner" pursuant to Proposition 58 (2016). Regulation also deletes material regarding the Certificate of Staff Development issued by the Commission on Teacher Credentialing and provides a general paragraph applicable to multiple types of authorizations to teach English learners. Title of regulation updated to reflect current terminology.

See AR 4112.22

Employee Notifications

(E revised) Exhibit updated to add notice seeking volunteers to administer opioid antagonist pursuant to NEW LAW (AB 1748, 2016), delete notice seeking volunteers to administer anti-seizure medication as the requirement self-repealed on January 1, 2017, add notice informing new employees of their right to purchase Public Employment Retirement Service credit for certain active military service, and update legal citations.
See E 4112.9/4212.9/4312.9

Personal Illness/Injury Leave

(AR revised) Regulation updated to add new section on "Additional Leave for Disabled Military Veterans" reflecting NEW LAW (SB 1180, 2016) which entitles eligible certificated employees to receive an additional 10 days of sick leave with pay during the first year of employment for the purpose of undergoing medical treatment for a military service-connected disability. Regulation reflects NEW LAW (AB 2393, 2016) which clarifies differential pay for parental leave ("baby bonding" leave), including clarifying that such leave will run concurrently with parental leave taken under the California Family Rights Act, but, unlike the CFRA, does not require an employee to have at least 1,250 hours of service with the district in the previous 12-month period. Regulation also clarifies applicability of law requiring a reemployment list for employees who are not medically able to resume duties after a specified period of time.
See AR 4161.1/4361.1

Personal Illness/Injury Leave

(AR revised) Regulation updated to add new section on "Additional Leave for Disabled Military Veterans" reflecting NEW LAW (SB 1180, 2016) which entitles eligible classified employees to receive an additional 12 days of sick leave with pay during the first year of employment for the purpose of undergoing medical treatment for a military service-connected disability. Regulation also updated to reflect NEW LAW (AB 2393, 2016) which extends to classified employees the same provisions related to differential pay for parental leave that were previously granted only to certificated employees.
See AR 4261.1

Admission

(BP revised) Policy updated and released on GAMUT in February, in conjunction with new CSBA Legal Guidance, to clarify that, under state compulsory education laws and the U.S. Supreme Court decision in Plyler v. Doe, students cannot be denied a free public education on the basis of their citizenship or immigration status, including their status as undocumented children. Policy includes direction not to inquire into a student's citizenship or immigration status nor deny enrollment on the basis of citizenship or immigration status. Policy also reflects NEW LAW (AB 2308, 2016) which extends the requirement that the district's enrollment forms

include an informational item about affordable health care options and available enrollment assistance through the 2020-21 school year.

See BP 5111

District Residency

(BP revised) Policy updated and released on GAMUT in February, in conjunction with new CSBA Legal Guidance, to clarify that, under state compulsory education laws and the U.S. Supreme Court decision in Plyler v. Doe, districts cannot deny enrollment on the basis of citizenship or immigration status and therefore should not request visas, passports, or other documentation that would discourage undocumented children from enrolling in school.

See BP 5111.1

Absences and Excuses

(BP/AR revised) Policy updated to reflect the requirement for a board resolution approving reasonable methods by which students can verify absences due to illness or quarantine. Policy also deletes section on "Effect of Absence on Grades/Credits," as that material is covered in BP/AR 5121 - Grades/Evaluation of Student Achievement and BP 6154 - Homework/Makeup Work. Regulation updated to reflect NEW LAW (AB 1593, 2016) which provides that a student's attendance at his/her own naturalization ceremony constitutes an excused absence. Regulation also includes parent notification requirement formerly in BP, and adds notifications that a student may be excused for religious exercises or instruction and that a student's grade will not be lowered following an excused absence provided that missed schoolwork is completed within a reasonable period of time.

See BP 5113

See AR 5113

Parental Notifications

(E revised) Exhibit updated to reflect NEW LAWS adding parental notifications related to language acquisition programs (Proposition 58, 2016), involuntary transfer of a student convicted of violent felony or firearms-related misdemeanor (SB 1343, 2016), enrollment priorities for homeless and foster youth in before/after school programs (AB 2615, 2016), and exemption from local graduation requirements for former juvenile court school students (AB 2306, 2016). Exhibit also deletes notification related to structured English immersion programs pursuant to Proposition 58, and updates legal citations and referenced CSBA sample policies/regulations.

See E 5145.6

Hamilton Unified School District

EMPLOYMENT CONTRACT SUPERINTENDENT/PRINCIPAL

This Employment Contract ("Contract") is by and between the Governing Board of the Hamilton Unified School District, hereafter referred to as "Board" or "District," and Charles Tracy, Superintendent/Principal, hereafter referred to as "Superintendent/Principal" This Contract supersedes any and all other agreements between the Parties as of the date of the commencement of the term of this contract.

NOW, THEREFORE, District and Superintendent/Principal, for the consideration herein specified, agree as follows:

I. TERM

District, in consideration of the promises by Superintendent/Principal herein contained, agrees to employ, and Superintendent/Principal hereby accepts employment as District Superintendent/Principal of the Hamilton Unified School District for a term commencing July 1, 2015 and ends June 30, 2019. This Contract will extend annually for an additional year, each, year, preserving a three year agreement unless notice is given by the BOARD that an additional year will not be offered, if noticed by August 1st. This contract change supersedes all prior contracts and is enforce from July 1, 2017.

II. COMPENSATION

- A. District shall pay Superintendent/Principal an annual salary of One Hundred Forty Six Thousand Dollars (\$146,000.) for the 2017-2018 school year. Salary shall be payable on the last working day of each month in installments of one-twelfth of the annual salary rate for services rendered during the preceding month. Unless otherwise agreed, the Superintendent/Principal's salary/benefits may increase, at a given years COLA, beginning with the 2016-2017 school year.
- B. The District shall provide the Superintendent/Principal with insurance benefits, (health, dental, vision, and life) as are provided to other certificated employees. Upon entering the fifth year of service, the Superintendent/Principal shall be eligible for post-retirement benefits (medical, dental and vision) until the age of 65, paid by the District. (See article IV Duty and other Benefits for details regarding post-retirement benefits)
- C. District shall pay to Superintendent/Principal 6.5 % of the Superintendent/Principal annual Salary for a vehicle allowance. District shall pay 1.5% of the Superintendent/Principal's annual salary for cellular phone/data package. Vehicle allowance and cellular phone data package percentage increase shall be calculated at Superintendent/Principals annual pay rate. The Superintendent/Principal is required to maintain reliable transportation to be used in course of district business. The

Superintendent/Principal is to maintain and have available a cellular phone that is capable of regular communication and function for email, text and instant messaging.

- D. The Board may, with the mutual consent of Superintendent/Principal adjust Superintendent/Principal base salary at any time.

III. PROFESSIONAL DUTIES AND RESPONSIBILITIES OF SUPERINTENDENT/ PRINCIPAL

Superintendent/Principal shall be the chief executive officer of the District and shall serve as secretary to the Board. This Contract is subject to all applicable laws of the State of California and to the lawful rules and regulations of the Board and the California State Board of Education. Said laws, rules and regulations are hereby made a part of the terms and conditions of this Contract as though fully set forth herein. Superintendent/Principal shall perform all duties prescribed by said laws, rules, and regulations, and shall be carried out.

IV. DUTY/NONDUTY DAYS AND OTHER BENEFITS

A. Regular Service

Superintendent/Principal shall be required to render 240 days of full and regular service to the District during the annual period covered by this agreement. The work year is normally exclusive of Saturdays, Sundays and holidays unless work on such days is required to fulfill the obligations of the position of Superintendent/Principal. The Superintendent/Principal shall be compensated additional days of services rendered during the Contract term at the daily rate at the end of each fiscal year. Additional service days must be authorized and preapproved by the Board President for actual days worked over the 240 day Contract. The Superintendent/Principal shall notify the School Board in January of any anticipated overages of work days. The Superintendent/Principal shall utilize AESOP attendance accounting system to account for work and non-work days, flex time or off campus meetings that would require his/her absence for more than one work day. Twice annually, the Superintendent/Principal shall produce documents of work attendance and have those documents reviewed by the Board President.

- A-1. Supplemental work Days for post-retirement benefit. Superintendent/Principal has been employed since 2011 and has worked 10 additional days each year without compensation as a payment to the District for post-retirement benefits. The anticipated sum for compensation for the 10 additional days is anticipated to cover all costs for the post-retirement benefits (at current plan level), medical, dental and vision. District paid benefits will end at the end of the month of the 65th birthday of the Superintendent/Principal.

A-2 Should the District choose to end the Contract of the Superintendent/Principal prior to retirement of the Superintendent/Principal for cause, (see termination clause) or upon separation of the Superintendent/Principal from District service prior to retirement, the District shall compensate the Superintendent/Principal for 10 days for each year of service at Superintendent/Principal's current daily rate.

B. Illness Leave

Superintendent/Principal shall accrue illness leave at the rate of one (1) day per month per contract year. This leave may accumulate without limit.

C. Other Leaves

District shall provide Superintendent/Principal with such other leaves, school holidays and benefits as are provided to other certificated employees of the District.

V. EVALUATION

- A. The Board may evaluate, in writing, the performance of Superintendent/Principal. If the Board chooses to evaluate the Superintendent/Principal, the Board shall complete the evaluation at a date and time mutually agreeable to the Board and the Superintendent/Principal. The Superintendent/Principal shall present to the Board a document detailing accomplishments of the Superintendent/Principal annually at the July Board meeting. If the Board chooses not to evaluate the Superintendent/Principal, it is assumed that the Superintendent/Principal evaluation is satisfactory.
- B. The evaluation shall be related to the duties and responsibilities and the annual goals established by the Board and Superintendent/Principal, within applicable law.
- C. The final format, procedures, and goals of Superintendent/Principal's evaluation shall be established by the Board and may include Superintendent/Principal's self-evaluation. Upon mutual consent, the Board may revise the format and procedure of Superintendent/Principal's evaluation.
- D. The evaluation format shall be reasonably objective and shall contain at least the following evaluation areas:
- Relationship with the Governing Board
 - Relationship with the community
 - Curriculum & instruction leadership
 - Business and operations services leadership

- Staff and personnel relationships
- Personal qualities and development
- Overall educational leadership

The evaluation format shall provide for a rating system such that the Board may indicate whether the performance of Superintendent/Principal is:

- Unsatisfactory
- Satisfactory
- Outstanding

The evaluation shall assess both overall performance and the specific criteria set forth in the evaluation format.

- E. A meeting shall be held between Superintendent/Principal and Board to discuss Superintendent/Principal's evaluation on or before the July Board Meeting of the school year in which the evaluation takes place.

A copy of the written evaluation shall be delivered to Superintendent/Principal no later than October 1 of the school year in which the evaluation takes place, and Superintendent/Principal shall have the right to make a written response to the evaluation. Said response shall be included with evaluation. A copy of the written Evaluation of the Superintendent/Principal shall be held in the office of the School District's Attorney.

- F. If Board determines that performance of Superintendent/Principal is unsatisfactory in any respect, the written report shall describe such unsatisfactory performance in reasonable detail. The evaluation shall include recommendations for improvement of all instances where Board deems performance to be unsatisfactory and may be included in other instances where Board deems such to be appropriate.

VI. PROFESSIONAL GROWTH OF SUPERINTENDENT/PRINCIPAL

District encourages the continuing professional growth of Superintendent/Principal through participation in:

- A. The operations, programs and other activities conducted or sponsored by associations of local, state and national school boards, administrators, educators;
- B. Seminars and courses offered by public or private educational institutions; and
- C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of Superintendent/Principal to perform his professional responsibilities for the District.

In its encouragement, District shall permit a reasonable amount of release time for Superintendent/Principal to attend such matters and shall pay in accordance with Board procedure, necessary travel and subsistence expenses.

VII. EXPENSE REIMBURSEMENT

A. General

Except as noted in B. below, District shall reimburse Superintendent/Principal for all actual and necessary expenses, incurred within the scope of employment. Reimbursement shall be in accordance with Board policy.

VIII. TERMINATION OF EMPLOYMENT CONTRACT

This employment Contract may be terminated prior to its normal expiration by:

- A. Failure by Superintendent/Principal to maintain a valid California Administrative Credential.
- B. Mutual agreement of the parties.
- C. Retirement of Superintendent/Principal.
- D. Discharge for Cause.

In the event of discharge for cause, which shall be defined as conduct which is seriously prejudicial to District, this Contract may be terminated. This shall include, but is not limited to, unprofessional conduct, incompetency, neglect of duty, or breach of contract. Should the Board elect to terminate this Contract prior to its expiration pursuant to this section, the Board shall notify the Superintendent/Principal in writing. Upon request, Board shall serve upon Superintendent/Principal a reasonably detailed statement of charges. Superintendent/Principal will be afforded an opportunity for a hearing which shall include the right to be represented by counsel and the right to call witnesses. If Superintendent/Principal chooses to be accompanied by legal counsel at such hearing, Superintendent/Principal shall bear any costs therein involved. Such hearing shall be conducted in closed session. Superintendent/Principal shall be provided a written decision describing the results of the hearing. Term shall not apply in the event of the Superintendent/Principal termination for cause.

IX. GENERAL PROVISIONS.

- A. This Contract is the full and complete Contract between the parties hereto, and it can be changed or modified only by writing, signed by the parties or their successors in interest to this Contract. It supersedes and replaces all other contracts of employment between Superintendent/Principal and Board.
- B. Except as modified herein, this Contract is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of the Governing Board of the Hamilton Unified School District. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this Contract as though fully set forth herein.

IN WITNESS HERETO, we affix our signatures to this Contract as the full and complete understanding of the relationships between the parties hereto.

**GOVERNING BOARD OF THE
HAMILTON UNIFIED SCHOOL DISTRICT**

By: _____
Gabriel Leal, President

_____ Date

SUPERINTENDENT/PRINCIPAL

I hereby accept this offer of employment and agree to comply with the conditions thereof and to fulfill all of the duties of employment of Superintendent/Principal of the Hamilton Unified School District.

By: _____
Charles Tracy

_____ Date

RESOLUTION NO. 17-18-101
(August 23, 2017 Regular Meeting)

**A RESOLUTION OF THE GOVERNING BOARD
OF HAMILTON UNIFIED SCHOOL DISTRICT**

**REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS
FOR 2017/18 SCHOOL YEAR**

Whereas, the Governing Board of the Hamilton Unified School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on August 23, 2017 at 6:30 p.m., which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Governing Board provided at least 10 days' notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas the Governing Board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders (if the district of county office has a bargaining unit) in the public hearing, and;

Whereas, information provided at the public hearing and to the Governing Board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all student, including English learners, in the district, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

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

- Mathematics
- Science
- History-Social Science
- English/language arts, including the English language development component of an adopted program

Whereas, sufficient textbooks or instructional material were provided to each pupil enrolled in foreign language or health classes, and;

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

Therefore, it is resolved that for the 2017/18 school year, the Hamilton Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

APPROVED, PASSED, and ADOPTED by the Governing Board of the Hamilton Unified School District this 23rd day of August 2017.

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

Wendall Lower, Clerk Governing Board
Hamilton Unified School District

Charles Tracy, Superintendent
Hamilton Unified School District

**CERTIFICATION OF PROVISION OF STANDARDS-ALIGNED
INSTRUCTIONAL MATERIALS
FOR 2017/18 SCHOOL YEAR**

The local Governing Board of the Hamilton Unified School District hereby certifies that as of this date, each pupil in the District in kindergarten through grade twelve has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

- History-Social Science
- Mathematics
- Reading/language arts
- Science

The instructional materials were adopted by the local governing board following district review of the materials and their alignment with state content standards as required by CCR, *Title 5*, Section 9531.

For students in kindergarten through grade eight, the instructional materials were purchased from an approved standards-aligned state adoption list as required by CCR, *Title 5*, Section 9531.

Certification was approved by the local governing board at a public meeting held on August 23, 2017.

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

Wendall Lower, Clerk Governing Board
Hamilton Unified School District

Charles Tracy, Superintendent
Hamilton Unified School District

RESOLUTION

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2017-18.

RESOLUTION

BE IT RESOLVED that the Governing Board of Hamilton Unified
School District

authorizes entering into local agreement number CSPP-6091 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Charles Tracy</u>	<u>Superintendent</u>	<u>[Signature]</u>
<u>Diane Lyon</u>	<u>Chief Business Official</u>	<u>[Signature]</u>

PASSED AND ADOPTED THIS 23rd day of August 2017, by the Governing Board of Hamilton Unified School District of Glenn County, in the State of California.

I, Wendall Lower, Clerk of the Governing Board of Hamilton Unified School District, of Glenn County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a Regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

Hamilton Unified School District

620 Canal Street
P.O. Box 488
Hamilton City, CA 95951

Charles Tracy, Superintendent

(530) 826-3261
(530) 826-0440 (Fax)
www.husdschools.org

TO: Governing Board and District Staff
FROM: Charles Tracy
SUBJECT: Annual District Designees
DATE: August 9, 2017

Annually, the District Superintendent appoints the succession of District Authority in the absence of the Superintendent.

For the 2017-18 school year, the designees are as follows:

Primary: Mr. Cris Oseguera, Hamilton High School Principal

Secondary: Mrs. Diane Lyon, District Chief Business Official

This annual notification of designees will be adopted at the August 23, 2017 Board meeting.



Hamilton Unified School District



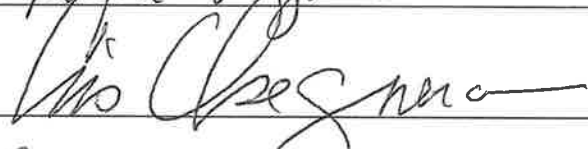
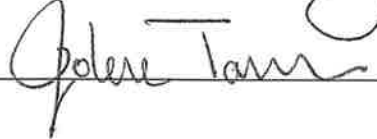
620 Canal Street
P.O. Box 488
Hamilton City, CA 95951

Charles Tracy, Superintendent

(530) 826-3261
(530) 826-0440 (Fax)
www.husdschools.org

TO: Glenn County Office of Education Business Department
FROM: Hamilton Unified School District
SUBJECT: Annual District Designees
DATE: August 9, 2017

The following persons are authorized, as required by Education Code 42632 and 42633, to sign vendor warrant registers, payroll registers, and budget transfers to be submitted to the Glenn County Schools Office for payment of vendors, employees and transfers of budgeted funds for the fiscal year 2017-2018.

1. Charles Tracy 
2. Diane Lyon 
3. Cris Oseguera 
5. Jolene Towne 



Hamilton Unified School District

620 Canal Street
P.O. Box 488
Hamilton City, CA 95951

Charles Tracy, Superintendent

(530) 826-3261
(530) 826-0440 (Fax)
www.husdschools.org

DATE: August 10, 2017
TO: Hamilton Unified School District School Board Members
FROM: Charles Tracy, Superintendent
RE: Purchase Order Signatures

Dear Hamilton Unified School District School Board Members,

Due to the absence of an administrator in the District, I request that Jolene Towne, District Executive Assistant and Kristen Hamman, HR/Payroll Specialist be designated as approved signers on Purchase Orders (POs) for the 2017-18 school year.

Currently, the following administrative staff are approved signers:

- Charles Tracy, Superintendent
- Cris Oseguera, Hamilton High School Principal
- Diane Lyon, Chief Business Official

By adding Mrs. Towne and Mrs. Hamman will allow greater efficiency for district business. I recommend approval.

Sincerely,



Charles Tracy, Superintendent





April 28, 2017

Dear County Superintendents, District Superintendents, and Direct-funded Charter School Administrators:

RECLASSIFICATION GUIDANCE FOR 2017–18

On December 3, 2013, the California Department of Education (CDE) provided guidance regarding the passage of Assembly Bill (AB) 484 (Bonilla) to address concerns regarding the academic criterion for reclassification of English Learners (ELs) in the 2013–14 school year. AB 484 suspended the California Standards Test and the California Modified Assessment in English language arts and mathematics.

On August 11, 2014, the CDE provided additional information with examples of the adjustments reported by local educational agencies (LEAs) to their reclassification criteria to ensure that reclassification continued to be established in a way that allowed for the "effective and efficient conduct of the language reclassification process" in accordance with Title 5, Section 11303 of the *California Code of Regulations* (5 CCR).

Since the 2015–16 school year, the reclassification criteria, pursuant to *California Education Code* Section 313, has remained unchanged. However, Senate Bill 463 (Lara) which is currently under review, could impact reclassification criteria. If it becomes law, the CDE would issue further reclassification guidance.

Reclassification Criteria

LEAs are to continue using the following four criteria to establish local reclassification policies and procedures:

1. Assessment of English language proficiency (ELP), using an objective assessment instrument, including, but not limited to, the state test of English language development; and
2. Teacher evaluation, including, but not limited to, a review of the student's curriculum mastery; and
3. Parent opinion and consultation; and
4. Comparison of student performance in basic skills against an empirically established range of performance in basic skills based on the performance of English proficient students of the same age.

In spring 2015, LEAs administered the first operational Smarter Balanced Summative Assessments. On September 16, 2015, the CDE provided guidance to LEAs for using those results, if they chose, as a local measure of the fourth criterion <http://www.cde.ca.gov/sp/el/rd/acadreclass15.asp>. LEAs were also advised that they could identify local assessments to be used to determine English learners (ELs) who were meeting academic measures that indicated they were ready to be reclassified. This guidance regarding the fourth criterion remains unchanged.

Options for the English Language Proficiency Assessment Criterion

In the CDE’s continued effort to provide LEAs with guidance, beginning in fall 2017, in addition to the reclassification criteria for numbers two through four above, LEAs **may** refer to one or more of the following options as they determine their local criteria for the assessment of ELP (number one above):

1. Utilize 2016–17 California English Language Development Test (CELDT) Scores

Scenario 1	Assessment of English Language Proficiency	Steps to take
<p>My student did not meet the CELDT criterion in 2016–17.</p> <p>For example:</p> <ul style="list-style-type: none"> • Students in kindergarten and grade one are considered to have not met the CELDT criterion for English proficiency • Students in grades two through twelve are considered to have not met the CELDT criterion for English proficiency 	<p>Use the CELDT as the primary criterion.</p> <ul style="list-style-type: none"> • For Kindergarten and grade one, the CELDT criterion is an overall score of Early Advanced or higher. The Reading and Writing domain scores usually are not considered for K–1. • For grades two through twelve, the CELDT criterion is an overall score of Early Advanced or higher and scores for each domain (Listening, Speaking, Reading, and Writing) at Intermediate or higher. 	<ol style="list-style-type: none"> 1. Use your student’s 2016–17 CELDT scores. 2. Adjust local criterion based on your locally determined objective assessment instrument that confirms this growth. 3. Reclassify your student if/when all four district criteria are met.

Scenario 2	Assessment of English Language Proficiency	Steps to take
<p>My student met the CELDT criterion in 2016–17.</p> <p>For example:</p> <ul style="list-style-type: none"> • Students in kindergarten and grade one are considered to have met the CELDT criterion for English proficiency • Students in grades two through twelve are considered to have met the CELDT criterion for English proficiency 	<ul style="list-style-type: none"> • For Kindergarten and grade one, the CELDT criterion is an overall score of Early Advanced or higher. The Reading and Writing domain scores usually are not considered for K–1. • For grades two through twelve, the CELDT criterion is an overall score of Early Advanced or higher and scores for each domain (Listening, Speaking, Reading, and Writing) at Intermediate or higher. 	<ol style="list-style-type: none"> 1. Use your student's 2016–17 CELDT scores. 2. Reclassify your student if/when all four district criteria are met.

2. **Readminister the 2016–17 Edition CELDT in 2017–18 to obtain more current ELP assessment results.** Since administering the CELDT Annual Assessment (AA) in 2017–18 would be supplemental to the mandated English Language Proficiency Assessments for California, LEAs could use their supplemental state and federal funds to enter into an agreement with Educational Data Systems (EDS) to procure and score test materials. Please note that these CELDT scores are considered unofficial.

Scenario 1	Steps to take
<p>My LEA has a sufficient amount of 2016–17 CELDT AA test materials to readminister the CELDT to all of our students being considered for reclassification.</p>	<ol style="list-style-type: none"> 1. Readminister the 2016–17 CELDT, and locally score the <i>Answer Books</i>. 2. Reclassify your student if/when all four district criteria are met. 3. Return or locally destroy your 2016–17 materials as directed by the testing contractor, EDS.

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Account num	Liq Amt	Net Amount
000100/00	ACCREDITING COMMISSION												
180029	PO-018127	07/11/2017 1001228			1	01-0000-0-0000-2700-5890-000-000-000000	NN	F		970.00 *		970.00	970.00
000005/00	ACSA												
180045	PO-018143	07/01/2017 C OSEGUERA 17-18 DUES			1	01-0000-0-0000-2700-5300-000-000-000000	NN	F		1,032.00 *		1,032.00	1,032.00
001075/00	AT&T												
FO-000403	07/12/2017 9942673				1	01-0000-0-0000-2700-5990-000-000-000000	NN	P		83.19 *		0.00	83.19
000332/00	BOARD OF EQUALIZATION												
CL-000067	07/11/2017 57-416161 QTR2 FUEL TAX				01-0000-0-0000-3600-5890-000-000-000000	NN	F			134.13 *		134.13	134.13
000446/00	BOB'S PLUMBING CO												
CL-000079	06/13/2017 BACKFLO TEST FAIL REPAIRS				01-8150-0-0000-8100-5630-000-000-000000	NY	F			2,970.00 *		2,970.00	2,970.00
001296/00	BOYS & GIRLS CLUB OF												
FO-018126	07/01/2017 1151-SUMMER CAMP SERVICES				1	01-0006-0-1110-1000-5890-000-000-000000	NY	F		11,300.90 *		11,300.90	11,300.90
000334/00	CALSTRS-JEM												
CL-000066	07/13/2017 152781-APR-JUNE FEES				01-0000-0-0000-2700-5890-000-000-000000	NN	F			138.00 *		138.00	138.00
000156/00	CASBO												
FO-018151	07/26/2017 17-18 ANNUAL MEMBERSHIP				1	01-0000-0-0000-2700-5300-000-000-000000	NN	F		1,000.00 *		1,000.00	1,000.00

012 HAMILTON UNIFIED SCHOOL DIST, J54294
 BATCH 3; AUGUST 23 2017
 APY500 L.00.12 07/28/17 13:22 PAGE 2
 ACCOUNTS PAYABLE PRELIST
 BATCH: 0003 BATCH 3;AUGUST 23 2017
 Fund : 01 GENERAL FUND
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount		
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bqr DD	T9MPS		
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180052	PO-018150	07/21/2017	20158	ENVELOPES	1	01-0000-0-0000-2700-4300-000-000-00000	NN P	116.70	
180052	PO-018150	07/21/2017	20158	ENVELOPES	2	01-0000-0-1110-1000-4300-100-000-00000	NN P	175.03	
						291.73 *		291.73	
								TOTAL PAYMENT AMOUNT	
001161/00	CHICO SPRINKLER INC								
180070	PO-018168	07/20/2017	462000		1	01-8150-0-0000-8100-4300-000-000-00000	NN F	216.22	
						216.22 *		216.22	
								TOTAL PAYMENT AMOUNT	
000541/00	DARCY FOLLAK								
CL-000080	06/30/2017	DEC-JUNE MILEAGE				01-0000-0-0000-2700-5200-000-000-00000	NN F	691.70	
						691.70 *		691.70	
								TOTAL PAYMENT AMOUNT	
000563/00	DIANE LYON								
561259712									
PV-000001	06/30/2017	D LYON MILEAGE				01-0000-0-0000-7300-5200-000-000-00000	NN	27.82	
						27.82 *		27.82	
								TOTAL PAYMENT AMOUNT	
001166/00	EXPLORE LEARNING								
180033	PO-018131	07/13/2017	17-18	48800	RENEWAL	1	01-0801-0-1110-1000-5890-000-501-00000	NN F	99.00
						99.00 *		99.00	
								TOTAL PAYMENT AMOUNT	
000201/00	FOLLETT SCHOOL SOLUTIONS INC								
CL-000009	07/18/2017	2117718A				01-0000-0-1110-1000-4300-800-000-00000	NN F	355.81	
						355.81 *		355.81	
								TOTAL PAYMENT AMOUNT	
000781/00	FRANK JAMES								
PV-000002	06/30/2017	F JAMES TECH LUNCH REIMB				01-9150-0-0000-2420-5200-000-000-00000	NN	40.00	
						40.00 *		40.00	
								TOTAL PAYMENT AMOUNT	

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type Fd Res Y Goal Func Obj	ABA num Sit Bdr DD	Account num TSMPs	Liq Amt	Net Amount
000753/00	GLENN COUNTY ROAD SHOP							
	CL-000068	07/21/2017 01097		01-0000-0-0000-3600-5630-000-000-00000	NN P		71.41	71.41
	CL-000068	07/20/2017 01093		01-0000-0-0000-3600-5630-000-000-00000	NN F		962.74	962.74
				TOTAL PAYMENT AMOUNT			1,034.15	1,034.15
000162/00	GRAINGER							
	PO-000409	07/19/2017 9504433740		1 01-8150-0-0000-8100-4300-000-000-00000	NN P		0.00	110.35
	PO-000409	07/14/2017 9500860342		1 01-8150-0-0000-8100-4300-000-000-00000	NN P		0.00	105.06
				TOTAL PAYMENT AMOUNT			215.41	215.41
000061/00	GUY RENTS INC							
	180032	PO-018130 07/10/2017 6292245-1		1 01-8150-0-0000-8100-5620-000-000-00000	NN F		0.00	72.61
				TOTAL PAYMENT AMOUNT			72.61	72.61
000071/00	HAYDEN FIRE PROTECTION							
	481302858							
	180031	PO-018129 07/05/2017 48640		1 01-8150-0-0000-8100-5630-000-000-00000	NY P		182.95	182.95
	180031	PO-018129 07/05/2017 48638		1 01-8150-0-0000-8100-5630-000-000-00000	NY P		1,039.97	1,039.97
	180031	PO-018129 07/05/2017 48639		1 01-8150-0-0000-8100-5630-000-000-00000	NY F		375.00	375.00
				TOTAL PAYMENT AMOUNT			1,597.92	1,597.92
000072/00	HILLYARD							
	PO-000412	07/12/2017 602607177		1 01-8150-0-0000-8100-4300-000-000-00000	NN P		0.00	314.23
				TOTAL PAYMENT AMOUNT			314.23	314.23
000650/00	IO EDUCATION							
	542016443							
	180046	PO-018144 07/26/2017 SI-4543 EADMS RENEWAL		1 01-0001-0-1110-1000-5890-000-000-00000	NY F		0.00	5,385.80
				TOTAL PAYMENT AMOUNT			5,385.80	5,385.80
001028/00	JC NELSON SUPPLY CO							
	180069	PO-018167 07/20/2017 715187		1 01-8150-0-0000-8100-4300-000-000-00000	NN P		152.72	152.72
	180069	PO-018167 07/20/2017 715160		1 01-8150-0-0000-8100-4300-000-000-00000	NN F		95.45	95.45
				TOTAL PAYMENT AMOUNT			248.17	248.17

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type Fd Res	Y	Goal	Func	Obj	ABA num Sit	Account num Bdr DD	19MPS	Liq Amt	Net Amount
001382	(CONTINUED)												
CL-000050	06/30/2017	17-672										22.83	22.83
CL-000052	06/30/2017	17-683										208.80	208.80
CL-000053	06/30/2017	17-684										124.55	124.55
CL-000053	06/30/2017	17-684										116.80	116.80
CL-000055	06/30/2017	17-698										117.20	117.20
CL-000057	06/30/2017	17-704										52.96	52.96
CL-000058	06/30/2017	17-704										52.96	52.96
CL-000060	06/30/2017	17-0288										796.60	796.60
CL-000069	06/30/2017	GO DADDY RENEW										40.34	40.34
CL-000070		FUEL										384.08	384.08
CL-000071	06/30/2017	CAR WASH										6.00	6.00
CL-000072	06/30/2017	MTG SUPPLIES										79.89	79.89
CL-000073	06/30/2017	CRAIGS LIST JOB AD										10.00	10.00
CL-000074	06/30/2017	JL CARL PERK TRIP										93.31	93.31
CL-000075	06/30/2017	PARK/FUEL FIELD TRIP										69.00	69.00
CL-000076	06/30/2017	ATH TRAVEL FUEL										34.77	34.77
CL-000077	06/30/2017	ELEM MTG SUPPLIES										19.90	19.90
TOTAL PAYMENT AMOUNT												4,663.09 *	
TOTAL USE TAX AMOUNT												21.52	

001078/00 WILGUS FIRE CONTROL INC 942412079

180030	PO-018128	07/05/2017	29311									641.38	641.38
180030	PO-018128	07/05/2017	119068									546.87	546.87
TOTAL PAYMENT AMOUNT												1,188.21 *	
TOTAL Fund PAYMENT												59,791.32 **	
TOTAL USE TAX AMOUNT												21.52	

012 HAMILTON UNIFIED SCHOOL DIST. J54294
BATCH 3; AUGUST 23 2017

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ACCOUNTS PAYABLE PRELIST
BATCH: 0003 BATCH 3; AUGUST 23 2017
Fund : 11 ADULT EDUCATION

Vendor/Addr	Remit name	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	Bdr	DD	Account num	T9MPS	Liq Amt	Net Amount	
001510/00	RAY MORGAN COMPANY																		

PO-000413	07/01/2017	1680781	AUG AD ED		6	11-6391-0-4110-1000-5620-000-000-00000	NN	P									0.00	74.60
PO-000413	07/01/2017	1680781	AUG AE/CC		7	11-6391-0-4110-1000-5620-000-022-00000	NN	P									0.00	37.30
TOTAL PAYMENT AMOUNT																	111.90 *	111.90

001382/00	U S BANK CORPORATE																		
CL-000054	06/30/2017	17-695				11-6391-0-4110-1000-4300-000-021-00000	NN	F									322.64	322.64	
CL-000078	06/30/2017	DP FLIGHT 2B REIME				11-6391-0-4110-1000-5200-000-000-00000	NN	F									424.97	424.97	
TOTAL PAYMENT AMOUNT																	747.61 *	747.61	

TOTAL Fund																	PAYMENT	859.51 **	859.51
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012 HAMILTON UNIFIED SCHOOL DIST. J54294
 BATCH 3; AUGUST 23 2017

ACCOUNTS PAYABLE PRELIST APY500 L.00.12 07/28/17 13:22 PAGE 7
 BATCH: 0003 BATCH 3; AUGUST 23 2017 << Open >>
 Fund : 12 CHILD DEVELOPMENT

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Account num	Sit	Rdr	DD	T9MPS	Liq Amt	Net Amount	
000309/00	OFFICE DEPOT INC																			

CL-000020 07/12/2017 937671052003
 12-6105-0-1110-1000-4300-000-000-00000 NN F
 8.35 * 7.40 8.35
 TOTAL PAYMENT AMOUNT 8.35

001510/00 RAY MORGAN COMPANY
 PO-000413 07/01/2017 1680781 AUG PRESCH
 8 12-6105-0-1110-1000-5620-000-000-00000 NN P
 193.31 * 0.00 193.31
 TOTAL PAYMENT AMOUNT 193.31

001382/00 U S BANK CORPORATE
 CL-000048 06/30/2017 17-670 88.40
 CL-000051 06/30/2017 17-673 20.29
 CL-000051 06/30/2017 17-673 34.99
 TOTAL PAYMENT AMOUNT 142.26 *
 TOTAL USE TAX AMOUNT 2.43

TOTAL Fund PAYMENT 343.92 **
 TOTAL USE TAX AMOUNT 2.43

012 HAMILTON UNIFIED SCHOOL DIST. J54294
BATCH 3; AUGUST 23 2017

ACCOUNTS PAYABLE PRELIST
BATCH: 0003 BATCH 3; AUGUST 23 2017
Fund : 13 CAFETERIA

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	Bdr	DD	T9MPS	Account num	Liq Amt	Net Amount
000764/00	DANIELSON CO																
PO-000425	07/17/2017	137318	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P										0.00	642.52
PO-000425	07/24/2017	137687	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P										0.00	43.38
PO-000425	07/24/2017	137687	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P										0.00	329.63
TOTAL PAYMENT AMOUNT																	
															1,020.53 *		1,020.53
000763/00	PROPACIFIC FRESH																
PO-000407	07/17/2017	6471000	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P										0.00	378.90
PO-000407	07/24/2017	6473132	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P										0.00	55.31
TOTAL PAYMENT AMOUNT																	
															434.21 *		434.21
TOTAL Fund PAYMENT																	
															1,454.74 **		1,454.74
TOTAL BATCH PAYMENT																	
															62,449.49 ***		62,449.49
TOTAL USE TAX AMOUNT																	
															23.95		
TOTAL DISTRICT PAYMENT																	
															62,449.49 ****		62,449.49
TOTAL USE TAX AMOUNT																	
															23.95		
TOTAL FOR ALL DISTRICTS:																	
															62,449.49 ****		62,449.49
TOTAL USE TAX AMOUNT																	
															23.95		

Number of checks to be printed: 36, not counting voids due to stub overflows.

Printed: 07/28/2017 13:22:39

Prepared by	Date
<i>Christina</i>	7/28/17
Authorized by	Date

012 HAMILTON UNIFIED SCHOOL DIST. J53929
BATCH 4; AUGUST 23, 2017

ACCOUNTS RECEIVABLE PRELIST
BATCH: 0004 BATCH 4; AUGUST 23, 2017
Fund : 01 GENERAL FUND

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Vendor/addr Remit name Description
Reg Reference Date
000008/00 CALIFORNIA'S VALUED TRUST H/W

Tax ID num	Deposit type	Fd Res	Y Goal	Func Obj	ABA num	Sit Bdr DD	Account num	Lig Amt	Net Amount
1	01-0000-0-0000-0000						NN P	0.00	25,842.19
2	01-0000-0-0000-9571-000-0000						NN P	0.00	58,810.44
3	01-0000-0-0000-0000-9572-000-0000						NN P	0.00	8,704.28
TOTAL PAYMENT AMOUNT									93,356.91 *

TOTAL Fund	PAYMENT	93,356.91	**						93,356.91
TOTAL BATCH PAYMENT		93,356.91	***					0.00	93,356.91
TOTAL DISTRICT PAYMENT		93,356.91	****					0.00	93,356.91
TOTAL FOR ALL DISTRICTS:		93,356.91	****					0.00	93,356.91

Number of checks to be printed: 1, not counting voids due to stub overflows.

<i>Verlen Hammen</i>	<i>7/24/17</i>
Prepared by	Date
Authorized by	Date

012 HAMILTON UNIFIED SCHOOL DIST. J55194
 BATCH 5; AUGUST 23 2017

ACCOUNTS PAYABLE PRELIST
 BATCH: 0005 BATCH 5: AUGUST 23 2017
 Fund : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type Fd Res	Y	Goal	Func	Obj	ABA num Sit	Account num Bdr DD	T9MFS	Liq Amt	Net Amount
001391/00	ABSOLUTE HEATING & AIR INC	510664349											
PO-000435	07/07/2017	5635070717		1 01-8150-0-0000-8100-5630-000-000-00000	NN	P						0.00	451.00
PO-000435	07/24/2017	5819072417		1 01-8150-0-0000-8100-5630-000-000-00000	NN	P					0.00	847.00	
TOTAL PAYMENT AMOUNT													1,298.00 *
000010/00	ALHAMBRA & SIERRA SPRINGS												
PO-000406	07/27/2017	JULY HS 9858589 072717		1 01-0000-0-0000-2700-4300-100-000-00000	NN	P						0.00	27.17
PO-000406	07/27/2017	JULY MAINT 9858589 072717		2 01-8150-0-0000-8100-4300-000-000-00000	NN	P					0.00	29.54	
PO-000406	07/27/2017	JULY ELLAB 9858589 072717		3 01-0000-0-3200-1000-4300-000-000-00000	NN	P					0.00	9.20	
PO-000406	07/27/2017	JULY ELEM 9858589 072717		4 01-0000-0-0000-2700-4300-800-000-00000	NN	P					0.00	9.17	
TOTAL PAYMENT AMOUNT													75.08 *
002064/00	CAITLYN PHELPS	620328507											
PV-000010	07/27/2017	CPM TRAINING MEALS		01-0001-0-1110-1000-5200-000-000-00000	NN								129.00
TOTAL PAYMENT AMOUNT													129.00 *
000053/00	CALIFORNIA WATER SERVICE CO												
PO-000422	07/26/2017	AUG 6314177777		1 01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	299.59	
PO-000422	07/26/2017	AUG 3624177777		1 01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	12.65	
PO-000422	07/26/2017	AUG 4328876467		1 01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	370.68	
PO-000422	07/26/2017	AUG 7314177777		1 01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	1,778.89	
PO-000422	07/26/2017	AUG 0669843652		1 01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	1,433.07	
PO-000422	07/26/2017	AUG 3141117777		1 01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	45.63	
PO-000422	07/31/2017	AUG 4141117777		1 01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	45.63	
TOTAL PAYMENT AMOUNT													3,986.14 *
000234/00	CAROLINA BIOLOGICAL SPLY CO												
CL-000002	08/04/2017	49952164 RI		01-0350-0-6000-1000-4300-000-052-00000	NN	F						128.21	128.21
TOTAL PAYMENT AMOUNT													128.21 *
002024/00	CHICO PRINTING												
180052	PO-018150	07/21/2017	20157-ELEM ENVELOPES	3 01-0000-0-1110-1000-4300-800-000-00000	NN	F						553.67	553.67
TOTAL PAYMENT AMOUNT													553.67 *

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type Fd Res	ABA num Y Goal Func Obj	Account num Sit Bdr DD	T9MFS	Liq Amt	Net Amount
000613/00	COMCAST-INTERNET SERVICE								
PO-000439	08/01/2017	AUG 55509091		1 01-0000-0-0000-2700-5990-000-000-000000	NN F		0.00	7,424.05	7,424.05
TOTAL PAYMENT AMOUNT									7,424.05
001237/00	COMER'S PRINT SHOP								
180017	PO-018115	07/26/2017	98486-PARENT SUPPORT MANUAL	1 01-0000-0-1110-1000-4300-000-000-000000	NN F		276.05	277.99	277.99
180091	PO-018189	08/07/2017	98551-K THOMAS	1 01-0000-0-0000-2700-4300-800-000-000000	NN F		53.63	67.03	67.03
TOTAL PAYMENT AMOUNT									345.02
000112/00	COSTCO								
180025	PO-018123	07/10/2017	CLOSE STRING/NOT NEEDED	1 01-0000-0-0000-2700-4300-000-000-000000	NN C		240.00	0.00	0.00
180025	PO-018123	07/18/2017	7003-7310-0002-8342	2 01-0000-0-1110-1000-4300-000-000-000000	NN F		262.70	262.70	262.70
PV-000003	07/18/2017	7003-7310-0002-8342		01-0000-0-1110-1000-5890-000-000-000000	NN			2.58	2.58
TOTAL PAYMENT AMOUNT									265.28
000205/00	CEM EDUCATIONAL PROGRAM								
180049	PO-018147	08/07/2017	1703348-IN	1 01-1400-0-1110-1000-4200-000-000-000000	NN F		7,696.25	7,270.03	7,270.03
TOTAL PAYMENT AMOUNT									7,270.03
002029/00	CRISTINA RIOS								
PV-000006	07/27/2017	MEALS-9/19/17		01-0000-0-0000-2700-5200-000-000-000000	NN			15.00	15.00
TOTAL PAYMENT AMOUNT									15.00
000424/00	DELL MARKETING								
CL-000006	07/27/2017	10180848668		01-1100-0-1110-1000-4400-000-000-000000	NN F		13,626.36	13,626.36	13,626.36
180018	PO-018116	07/26/2017	10180659030	1 01-6382-0-3800-1000-4400-000-000-000000	NN F		38,452.57	40,746.83	40,746.83
TOTAL PAYMENT AMOUNT									54,373.19
001042/00	EDUCATIONAL FACILITIES PROGRAM	050597395							
180118	PO-018216	08/03/2017	HAMILTON USD-003	1 01-0000-0-0000-8500-5890-000-024-000000	NY P		8,500.00	8,500.00	8,500.00
TOTAL PAYMENT AMOUNT									8,500.00

012 HAMILTON UNIFIED SCHOOL DIST. J55194
BATCH 5; AUGUST 23 2017

ACCOUNTS PAYABLE PRELIST
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type Fd Res Y Goal Func Obj	ABA num Sit Bdr DD	Account num T9MPS	Liq AMT	Net Amount
000201/00	FOLLETT SCHOOL SOLUTIONS INC							
CM-000002	08/10/2017	CV#10993		01-0000-0-1110-1000-4300-100-000-00000	N			-12.39
CM-000003	08/10/2017	CV#11521		01-0000-0-1110-1000-4300-100-000-00000	N			-10.57
CM-000004	08/10/2017	CV#10004		01-0000-0-1110-1000-4300-100-000-00000	N			-17.85
CM-000005	08/10/2017	CV#13766		01-0000-0-1110-1000-4300-100-000-00000	N			-53.28
180059	PO-018157	07/31/2017		1 01-0000-0-1110-1000-4300-100-000-00000	NN F		1,250.00	1,250.00
180065	PO-018163	07/28/2017		1 01-1400-0-1110-1000-4200-000-000-00000	NN P		928.46	928.46
180066	PO-018164	07/28/2017		1 01-1400-0-1110-1000-4200-000-000-00000	NN P		2,519.09	2,519.09
				TOTAL PAYMENT AMOUNT		4,603.46 *		4,603.46
000609/00	FRANKLIN CONSTRUCTION INC		680174771					
180003	PO-018101	08/03/2017		1 01-0000-0-0000-8500-6200-000-024-00000	NN P		178,094.70	178,094.70
				TOTAL PAYMENT AMOUNT		178,094.70 *		178,094.70
000162/00	GRAINGER							
PO-000409	08/02/2017	9517453032		1 01-8150-0-0000-8100-4300-000-000-00000	NN P		0.00	53.37
PO-000409	07/24/2017	9507674894		1 01-8150-0-0000-8100-4300-000-000-00000	NN P		0.00	1,101.25
				TOTAL PAYMENT AMOUNT		1,154.62 *		1,154.62
000114/00	HAMILTON UNIFIED REVOLVING FND							
PV-000009	07/27/2017	T TEETER MEALS 8/7-8 CONF		01-3010-0-1110-1000-5200-000-000-00000	NN			89.00
PV-000009	07/27/2017	C CRUZ FORM 41-4		01-0000-0-0000-2700-5890-000-000-00000	NN			100.00
				TOTAL PAYMENT AMOUNT		189.00 *		189.00
001377/00	HAZELDEN PUBLISHING							
180061	PO-018159	07/28/2017		1 01-3010-0-1110-1000-4300-000-000-00000	NN F		2,597.32	2,597.32
				TOTAL PAYMENT AMOUNT		2,597.32 *		2,597.32
000072/00	HILLYARD							
PO-000412	07/26/2017	602626303		1 01-8150-0-0000-8100-4300-000-000-00000	NN P		0.00	291.76
				TOTAL PAYMENT AMOUNT		291.76 *		291.76

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	BdR	DD	T9MPS	Account num	Liq Amt	Net Amount
002065/00	HOLLY DAY															
			545273565													
PV-000012	07/27/2017	CPM TRAINING MEALS			01-0001-0-1110-1000-5200-000-0000-00000	NN									129.00	129.00
TOTAL PAYMENT AMOUNT 129.00 *																
000801/00	HUNT & SONS INC		942209320													
PO-000400	07/21/2017	676154		1	01-0000-0-0000-3600-4392-000-000-00000	NN	P								0.00	1,067.41
PO-000400	07/21/2017	PARK 683594		2	01-0000-0-0000-8100-4392-000-000-00000	NN	P								0.00	406.91
TOTAL PAYMENT AMOUNT 1,474.32 *																
002057/00	JASON PEZZETTI		561675030													
PV-000011	07/27/2017	CPM TRAINING MEALS			01-0001-0-1110-1000-5200-000-000-00000	NN									129.00	129.00
TOTAL PAYMENT AMOUNT 129.00 *																
000527/00	JAZMIN MARTINEZ-BARRON															
PV-000005	07/27/2017	MEALS-9/19/17			01-0000-0-0000-2700-5200-000-000-00000	NN									15.00	15.00
TOTAL PAYMENT AMOUNT 15.00 *																
000973/00	JIVE COMMUNICATIONS INC		020783048													
PO-000442	08/01/2017	AUG DATA 000802362		1	01-0000-0-0000-2700-5990-000-000-00000	NN	P								0.00	148.75
PO-000442	08/01/2017	AUG VOIP 000817566		1	01-0000-0-0000-2700-5990-000-000-00000	NN	P								0.00	864.51
TOTAL PAYMENT AMOUNT 1,013.26 *																
001136/00	JOLENE TOWNE															
PV-000008	07/27/2017	MEALS-9/19/17			01-0000-0-0000-2700-5200-000-000-00000	NN									15.00	15.00
TOTAL PAYMENT AMOUNT 15.00 *																
000740/00	KERN COUNTY SUPERINTENDENT OF															
180085	PO-018183	08/07/2017	REGIST 4-WHY DATA MATTERS	1	01-0000-0-0000-2700-5200-000-000-00000	NN	F								400.00	400.00
TOTAL PAYMENT AMOUNT 400.00 *																

012 HAMILTON UNIFIED SCHOOL DIST. J55194
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ACCOUNTS PAYABLE PRELIST
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	T9MFS	ABA num	Account num	Liq Amt	Net Amount
000640/00	KRISTEN HAMMAN															
PV-000004	07/27/2017	7/28-29 MILEAGE		01-0000-0-0000-7300-5200-000-000-00000	NN										98.44	98.44
TOTAL PAYMENT AMOUNT																
000349/00	LARKIN AUTO ELECTRIC															
PO-000401	07/28/2017	001115		1 01-8150-0-0000-8100-5630-000-000-00000	NY P										0.00	225.23
PO-000401	08/01/2017	001118		1 01-8150-0-0000-8100-5630-000-000-00000	NY P										0.00	159.65
TOTAL PAYMENT AMOUNT																
000218/00	MARTHA JAEGER															
PV-000007	07/27/2017	MEALS-9/19/17		01-0000-0-0000-2700-5200-000-000-00000	NN										15.00	15.00
TOTAL PAYMENT AMOUNT																
000125/00	MCGRW-HILL SCHOOL EDUCATION															
180058	PO-018156	07/31/2017	98324386001	1 01-0001-0-1110-1000-4200-000-000-00000	NN P										212.68	212.68
180058	PO-018156	07/30/2017	98324384001	1 01-0001-0-1110-1000-4200-000-000-00000	NN F										7,167.93	7,288.15
TOTAL PAYMENT AMOUNT																
000524/00	MEJ WELDING SUPPLY															
180117	PO-018215	07/31/2017	01175718	1 01-6382-0-3800-1000-4300-000-000-00000	NN P										19.00	19.00
TOTAL PAYMENT AMOUNT																
001469/00	MCHATTON ELECTRIC															
180106	PO-018204	07/28/2017	ELEM/HS ELECTRICAL	1 01-8150-0-0000-8100-5630-000-000-00000	NY F										4,000.00	4,500.00
TOTAL PAYMENT AMOUNT																
001459/00	NATIONAL SCHOOL FORMS															
180056	PO-018154	07/28/2017	96248-TARDY SLIPS ELEM	1 01-0000-0-1110-1000-4300-800-000-00000	YN F										97.02	96.42
TOTAL PAYMENT AMOUNT																
TOTAL USE TAX AMOUNT																

98.44 *
384.88 *
15.00 *
19.00 *
4,500.00 *
96.42 *
6.99

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	BDR	DD	T9MPS	Account num	Liq Amt	Net Amount
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000309/00 OFFICE DEPOT INC

180002 PO-018100 07/25/2017 946638898001
 3 01-0000-0-0000-2700-4300-000-000-00000 NN P
 TOTAL PAYMENT AMOUNT 9.65 * 0.00 9.65

000027/00 ORLAND HARDWARE

PO-000417 07/21/2017 332827
 PO-000417 07/25/2017 333233
 180102 PO-018200 07/06/2017 331093
 1 01-8150-0-0000-8100-4300-000-000-00000 NN P 0.00 63.19
 1 01-8150-0-0000-8100-4300-000-000-00000 NN P 0.00 79.10
 1 01-7010-0-3800-1000-4300-000-000-00000 NN P 31.98 31.98
 TOTAL PAYMENT AMOUNT 174.27 * 0.00 174.27

000083/00 PASCO

CL-000027 08/02/2017 171N006705
 CL-000027 06/28/2017 171N004597
 01-6382-0-3800-1000-4300-000-000-00000 NN P 793.65 793.65
 01-6382-0-3800-1000-4300-000-000-00000 NN P 1,590.36 1,590.36
 TOTAL PAYMENT AMOUNT 2,384.01 * 0.00 2,384.01

000335/00 PEARSON EDUCATION

180068 PO-018166 08/01/2017 BK 85173070
 1 01-6382-0-3800-1000-4300-000-000-00000 NN P 2,678.70 2,678.70
 TOTAL PAYMENT AMOUNT 2,678.70 * 0.00 2,678.70

000084/00 PG&E

PO-000416 07/26/2017 JULY ELEM 36996729955-4
 1 01-0000-0-0000-8100-5590-000-000-00000 NN P 9,580.67 9,580.67
 TOTAL PAYMENT AMOUNT 9,580.67 * 0.00 9,580.67

000512/00 PLATT ELECTRIC SUPPLY INC

PO-000432 07/28/2017 Z169721
 PO-000432 07/14/2017 Z167182
 180035 PO-018133 07/28/2017 Z173572
 1 01-8150-0-0000-8100-4300-000-000-00000 NN P 0.00 214.50
 1 01-8150-0-0000-8100-4300-000-000-00000 NN P 0.00 41.90
 1 01-9150-0-0000-2420-4300-000-000-00000 NN P 135.00 115.79
 TOTAL PAYMENT AMOUNT 372.19 * 0.00 372.19

000134/00 QUILL CORPORATION

180012 PO-018110 07/19/2017 8345049
 180012 PO-018110 07/19/2017 8345049
 180012 PO-018110 07/18/2017 8294224
 180020 PO-018118 07/19/2017 8372697
 4 01-0000-0-1110-1000-4300-800-000-00000 NN P 102.95 102.95
 3 01-0000-0-1110-1000-4300-100-000-00000 NN P 0.00 104.67
 1 01-0000-0-0000-2700-4300-000-000-00000 NN P 0.00 424.16
 1 01-0000-0-1110-1000-4300-100-000-00000 NN P 250.00 241.30

012 HAMILTON UNIFIED SCHOOL DIST. J55194
BATCH 5; AUGUST 23 2017

ACCOUNTS PAYABLE PRELIST
BATCH: 0005 BATCH 5: AUGUST 23 2017
Fund : 01 GENERAL FUND

AFY500 L.00.12 08/14/17 10:47 PAGE 7
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type Fd Res	Y Goal	Func Obj	ABA num Sit	Account num Bdr DD	T9MPS	Liq Amt	Net Amount		
000134	(CONTINUED)												
180057	PO-018155	07/27/2017 8559422		1	01-3010-0-1110-1000-4300-000-000-00000	NN F				191.44	191.44 1,064.52		
				TOTAL PAYMENT AMOUNT									
000683/00	RENAISSANCE LEARNING INC												
180039	PO-018137	07/26/2017 INV4339171		1	01-3010-0-1110-1000-5890-000-000-00000	NN P				8,786.70	8,786.70 8,786.70		
				TOTAL PAYMENT AMOUNT									
001290/00	SCHOOL DATEBOOKS												
180004	PO-018102	08/10/2017 S17-0130941 HS PLANNERS		1	01-0000-0-1110-1000-4300-100-000-00000	YN F				1,270.32	1,181.69		
180074	PO-018172	08/02/2017 S17-0129028 ELEM PLANNERS		1	01-0001-0-1110-1000-4300-000-000-00000	YN F				717.13	717.12		
				TOTAL PAYMENT AMOUNT									
				TOTAL USE TAX AMOUNT									1,898.81
													137.66
000137/00	SCHOOL SERVICES OF CALIF INC												
PO-000426	07/31/2017 JULY 2017 0111878-IN			1	01-0000-0-1110-1000-5890-000-000-00000	NN P				0.00	260.00		
				TOTAL PAYMENT AMOUNT									260.00
000965/00	SDC PUBLICATIONS												
180076	PO-018174	07/28/2017 86172		1	01-1400-0-1110-1000-4200-000-000-00000	YN F				1,020.00	1,020.00		
				TOTAL PAYMENT AMOUNT									1,020.00
				TOTAL USE TAX AMOUNT									73.95
002014/00	SPECIALIZED FIBERS												
PO-000433	08/01/2017 AUG HS SF3646			1	01-0000-0-0000-8100-5590-000-000-00000	NN P				0.00	55.00		
PO-000433	08/01/2017 AUG ELEM SF3647			1	01-0000-0-0000-8100-5590-000-000-00000	NN P				0.00	55.00		
				TOTAL PAYMENT AMOUNT									110.00
001382/00	U S BANK CORPORATE												
CL-000043	07/24/2017 JULY 4246044555628555			01-3550-0-3800-1000-5200-000-000-00000	NN F					925.70	925.70		
CL-000047	07/24/2017 JULY 4246044555628555			01-4035-0-1110-1000-5200-000-000-00000	NN F					216.70	216.70		
CL-000057	06/30/2017 JULY 4246044555628555			01-0000-0-0000-2700-4300-000-000-00000	NN F					35.87	35.87		
CL-000059	07/24/2017 JULY 4246044555628555			01-8150-0-0000-8100-4300-000-000-00000	NN F					197.28	197.28		
CL-000061	07/24/2017 JULY 4246044555628555			01-9150-0-0000-2420-4300-000-000-00000	NN F					56.83	56.83		

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	Rdr	DD	Account num	T9MPS	Liq Amt	Net Amount
001382 (CONTINUED)																
CL-000074	07/24/2017	JULY 4246044555628555			01-3550-0-3800-1000-5200-000-000-00000	NN	F								157.15	157.15
CL-000081	07/24/2017	JULY 4246044555628555			01-0000-0-1110-1000-4300-800-000-00000	NN	F								44.61	44.61
CL-000085	06/30/2017	JULY 4246044555628555			01-0000-0-1110-1000-4300-800-000-00000	NN	F								45.97	45.97
180064	PO-018162	07/24/2017	TECH SUPPLIES; CT		1 01-9150-0-0000-2420-4300-000-000-00000	NN	F								150.00	154.35
180092	PO-018190	07/24/2017	FUEL AIG		2 01-7010-0-3800-1000-4392-000-000-00000	NN	P								106.85	106.85
PV-000013	08/04/2017	JULY 4246044555628555			01-8150-0-0000-8100-4300-000-000-00000	NN									146.20	146.20
PV-000013	08/04/2017	JULY 4246044555628555			01-0000-0-0000-8100-4392-000-000-00000	NN									184.48	184.48
PV-000013	08/04/2017	JULY 4246044555628555			01-0000-0-1110-1000-4300-000-000-00000	NN									9.37	9.37
PV-000013	08/04/2017	JULY 4246044555628555			01-0000-0-0000-2700-4300-000-000-00000	NN									32.54	32.54
PV-000013	08/04/2017	JULY 4246044555628555			01-0000-0-0000-8100-4392-000-020-00000	NN									49.72	49.72
		TOTAL PAYMENT AMOUNT								2,363.62 *						2,363.62
000715/00	US BANK EQUIPMENT FINANCE	310841368														
CL-000082	08/28/2017	MAR-JUNE OVERAGE			01-0000-0-1110-1000-4300-100-000-00000	NN	F								82.82	82.82
PO-000437	08/07/2017	AUG 336382163			1 01-0000-0-1110-1000-5620-100-000-00000	NN	P								0.00	664.64
		TOTAL PAYMENT AMOUNT								747.46 *						747.46
000693/00	VERIZON WIRELESS															
PO-000411	08/01/2017	AUG 9790052526			1 01-0000-0-0000-2700-5990-000-000-00000	NN	P								0.00	82.86
		TOTAL PAYMENT AMOUNT								82.86 *						82.86
000377/00	WASTE MANAGEMENT															
PO-000402	08/01/2017	AUG ELEM CAFE 40238215004			1 01-0000-0-0000-8100-5590-000-000-00000	NN	P								0.00	197.45
PO-000402	08/01/2017	AUG HS CAFE 40238905009			1 01-0000-0-0000-8100-5590-000-000-00000	NN	P								0.00	197.45
PO-000402	08/01/2017	AUG HS MAINT 40236285003			1 01-0000-0-0000-8100-5590-000-000-00000	NN	P								0.00	789.80
PO-000402	08/01/2017	AUG ELEM MAINT 40238285009			1 01-0000-0-0000-8100-5590-000-000-00000	NN	P								0.00	255.71
		TOTAL PAYMENT AMOUNT								1,440.41 *						1,440.41
000743/00	WEST COAST PAPER															
PO-000429	08/07/2017	10238963			1 01-8150-0-0000-8100-4300-000-000-00000	NN	P								0.00	76.21
PO-000429	08/07/2017	10238962			1 01-8150-0-0000-8100-4300-000-000-00000	NN	P								0.00	753.13
		TOTAL PAYMENT AMOUNT								829.34 *						829.34
		TOTAL Fund PAYMENT								320,886.89 **						320,886.89
		TOTAL USE TAX AMOUNT								218.60						

012 HAMILTON UNIFIED SCHOOL DIST. J55194
BATCH 5; AUGUST 23 2017

ACCOUNTS PAYABLE PRELIST APY500 L.00.12 08/14/17 10:47 PAGE 10
BATCH: 0005 BATCH 5:AUGUST 23 2017 << Open >>
Fund : 12 CHILD DEVELOPMENT

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Account num	Liq Amt	Net Amount
001382/00	U S BANK CORPORATE												

CL-000056 06/30/2017 JULY 4246044555628555 12-6105-0-1110-1000-4300-000-000-00000 YN F 66.47 61.97
TOTAL PAYMENT AMOUNT 61.97 * 61.97
TOTAL USE TAX AMOUNT 4.49

TOTAL Fund	PAYMENT
61.97 **	61.97
TOTAL USE TAX AMOUNT	4.49

012 HAMILTON UNIFIED SCHOOL DIST. J55194
 BATCH 5; AUGUST 23 2017

ACCOUNTS PAYABLE PRELIST
 BATCH: 0005 BATCH 5; AUGUST 23 2017
 Fund : 13 CAFETERIA

APY500 L.00.12 08/14/17 10:47 PAGE 11
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Account num	TRMPS	Liq Amt	Net Amount
000762/00	CRYSTAL CREAMERY													
PO-000445	07/17/2017	15932139		1	13-5310-0-0000-3700-4700-000-0000-00000	NN	P						0.00	144.48
PO-000445	07/10/2017	15915992		1	13-5310-0-0000-3700-4700-000-000-00000	NN	P						0.00	144.48
PO-000445	07/06/2017	15913186		1	13-5310-0-0000-3700-4700-000-000-00000	NN	P						0.00	59.87
TOTAL PAYMENT AMOUNT														358.83 *
000764/00	DANIELSON CO													
PO-000425	07/10/2017	136906		1	13-5310-0-0000-3700-4300-000-000-00000	NN	P						0.00	48.38
PO-000425	08/07/2017	138584		1	13-5310-0-0000-3700-4300-000-000-00000	NN	P						0.00	89.18
PO-000425	08/07/2017	138588		1	13-5310-0-0000-3700-4300-000-000-00000	NN	P						0.00	151.80
PO-000425	08/07/2017	138588		2	13-5310-0-0000-3700-4700-000-000-00000	NN	P						0.00	2,469.78
PO-000425	08/07/2017	138584		2	13-5310-0-0000-3700-4700-000-000-00000	NN	P						0.00	1,898.35
PO-000425	07/10/2017	136906		2	13-5310-0-0000-3700-4700-000-000-00000	NN	P						0.00	1,506.40
TOTAL PAYMENT AMOUNT														6,163.89 *
000209/00	GOLD STAR FOODS													
PO-000415	08/01/2017	2088277-Q4 STATE FEES		3	13-5310-0-0000-3700-5890-000-000-00000	NN	P						0.00	27.20
PO-000415	08/07/2017	2089501		1	13-5310-0-0000-3700-4300-000-000-00000	NN	P						0.00	21.32
PO-000415	08/07/2017	2089501		2	13-5310-0-0000-3700-4700-000-000-00000	NN	P						0.00	3,671.43
TOTAL PAYMENT AMOUNT														3,719.95 *
000592/00	MISSION UNIFORM & LINEN													
PO-000405	07/13/2017	505314823		1	13-5310-0-0000-3700-4300-000-000-00000	NN	P						0.00	32.69
PO-000405	08/10/2017	505509083		1	13-5310-0-0000-3700-4300-000-000-00000	NN	P						0.00	32.69
TOTAL PAYMENT AMOUNT														65.38 *
000763/00	PROFACIFIC FRESH													
PO-000407	08/09/2017	6478994		1	13-5310-0-0000-3700-4700-000-000-00000	NN	P						0.00	867.22
PO-000407	07/10/2017	6468568		1	13-5310-0-0000-3700-4700-000-000-00000	NN	P						0.00	331.37
PO-000407	08/07/2017	6477866		1	13-5310-0-0000-3700-4700-000-000-00000	NN	P						0.00	401.79
TOTAL PAYMENT AMOUNT														1,600.38 *
TOTAL Fund PAYMENT													11,908.43 **	
TOTAL BATCH PAYMENT													332,914.69 ***	
TOTAL USE TAX AMOUNT													223.09	
													0.00	

012 HAMILTON UNIFIED SCHOOL DIST. J55194
BATCH 5; AUGUST 23 2017

ACCOUNTS RECEIVABLE PRELIST
BATCH: 0005 BATCH 5: AUGUST 23 2017
Fund : 13 CAFETERIA

APY500 L.00.12 08/14/17 10:47 PAGE 12
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Vendor/Addr	Remit name	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Account num	Sit	Bdr	DD	T9MPS	Liq Amt	Net Amount
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TOTAL DISTRICT PAYMENT											332,914.69	****				0.00		332,914.69
TOTAL USE TAX AMOUNT											223.09							
TOTAL FOR ALL DISTRICTS:											332,914.69	****				0.00		332,914.69
TOTAL USE TAX AMOUNT											223.09							

Number of checks to be printed: 57, not counting voids due to stub overflows.
Number of zero dollar checks: 1, will be skipped.

Printed: 08/14/2017 10:49:47

Prepared by	Chris Strickland	Date	8/14/17
Authorized by		Date	

012 HAMILTON UNIFIED SCHOOL DIST. J55084
 BATCH 6; AUGUST 23, 2017

ACCOUNTS PAYABLE PRELIST
 BATCH: 0006 BATCH 6; AUGUST 23, 2017
 Fund : 01 GENERAL FUND

APV500 L.00.12 08/11/17 12:54 PAGE 1
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Vendor/addr Remit name Description Tax ID num Deposit type ABA num Account num
 Req Reference Date DANNIS WOLLIVER KELLEY 943172834
 002047/00 CL-000084 06/30/2017 JUNE LEGAL FEES 01-0000-0-0000-7110-5815-000-000-00000 NE F 6,434.94 6,434.94
 000584/00 STANDARD FO-000408 07/20/2017 AUG CT503202 DIV3000 1 01-0000-0-0000-0000-9573-000-000-00000 NN P 287.76 * 287.76
 287.76 * 287.76

TOTAL PAYMENT AMOUNT 6,434.94 * 6,434.94

TOTAL Fund PAYMENT 6,722.70 ** 6,722.70
 TOTAL BATCH PAYMENT 6,722.70 *** 6,722.70
 TOTAL DISTRICT PAYMENT 6,722.70 **** 6,722.70
 TOTAL FOR ALL DISTRICTS: 6,722.70 ***** 6,722.70

Number of checks to be printed: 2, not counting voids due to stub overflows.

Prepared by	Date
<i>Kristen Hamman</i>	8/11/17
Authorized by	Date

**HAMILTON UNIFIED SCHOOL DISTRICT
SPECIAL BOARD MEETING
AGENDA
Hamilton High School Library
Wednesday, August 2, 2017**

6:00 p.m.
At end of meeting (if needed)

Open session
Closed session to discuss closed session items listed below.

1.0 OPENING BUSINESS:

Call to order and roll call

Gabriel Leal, President Rosalinda Sanchez Tomas Loera
 Hubert "Wendall" Lower, Clerk Rod Boone

2.0 PUBLIC SESSION/FLAG SALUTE:

START: 6:05 p.m.

2.0 ADOPT THE AGENDA: (M)

Motion for approval by Tomas Loera, seconded by Rod Boone.

Motion Carried: 5-0

Loera: Aye	Boone: Aye
Leal: Aye	Lower: Aye
Sanchez: Aye	

4.0 DISCUSSION ITEMS:

1. Potential tax-exempt borrowing to meet current facility needs including a District office building, a hog barn and a welding shop and any incidental ADA or relevant renovations required as a result of such improvements.
 - a. *Matt Juhl-Darlington, Attorney at Law – Dannis Woliver Kelly (DWK):* Because the future Hog Barn will be on school grounds, important tasks need to be addressed such as ADA and DSA. If a class was held in the building then the board at the time will take fault if the building does not go through DSA.
 - b. *Charles Tracy, Superintendent:* Once roll is taken out there it becomes a classroom of instruction.
 - c. *Rod Boone, Board Member:* Roll could be taken outside the building and then enter.
 - d. *Janice Lohse, Hamilton High School Agriculture Teacher:* California Education Code § 17287 references the following: For the purposes of this article and Article 6 (commencing with Section 17365), "school building" does not include (a) any building of a school district or county superintendent of schools which is used solely for classes or programs in outdoor science, conservation, and forestry in accordance with Article 5 (commencing with Section 8760) of Chapter 4 of Part 6 and which does not occupy, in whole or in part, the same parcel of land upon which there is situated any school maintained by the district or county superintendent, or (b) agricultural education laboratory facilities used primarily for plant and animal production or the storage of materials, equipment, and supplies involved in this production.
 - e. *Charles Tracy, Superintendent:* The fire suppression system needs to updated as well. The fire plugs need to be accessible.
 - f. *Tomas Loera, Board Member:* I recall the Hamilton City Fire Department saying that routing needs to be done first?
 - g. *Rod Boone, Board Member:* Is there a plan to do class out there? There are other classroom options.
 - h. *Janice Lohse, Hamilton High School Agriculture Teacher:* No, only labs would be held if needed.
 - i. *Charles Tracy, Superintendent:* Anyway we look at it; restrooms need to be ADA standards, including the path of travel to the barn.
 - j. *Charles Tracy, Superintendent:* We had to put a restroom out by Ella Barkley High School because the current restrooms were unable to be redesigned to fit ADA requirements due to the brick wall.

- k. *Greg Isom, Isom Advisors*: Has worked with Hamilton Unified School District in previous years to refinance bonds. Mr. Isom discussed options for financing if the school board chooses to take this direction. Please note: the below verbiage is for demonstration purposes.
- i. School districts have four major funding sources for facilities projects:
 1. Federal government programs – E-rate, QZABs
 2. State funding programs – state facilities bonds for modernization or new construction
 3. District’s general fund – Certificates of Participation (“COPs”), leases, pay-as-you-go
 4. Local property taxes – General Obligation Bonds (“GO Bonds”)
 - ii. Certificates for Participation:
 1. COPs are sold when a district does not have voter authorization to issue GO Bonds or the project is not authorized by an existing GO bond election.
 2. COPs are not considered debt for legal purposes so do not require voter approval.
 3. To issue COPs, the District must have a school owned facility with a value at or greater than the amount of COPs the District wants to sell. This facility will be the basis for a lease-type structure where the lease payments the District makes will pay investors.
 4. COPs can often provide greater flexibility with the types of projects that can be financed, don’t require voter approval, but they often have higher interest rates than GO Bonds.
 5. For COPs, districts must submit a letter outlining the purpose and cost of the financing to the
 6. County and County Office of Education, though they don’t need approval from either.
 7. COPs can often be structured to allow for early repayment from State, Federal, or GO Bond proceeds.
 8. Hamilton USD has not previously (recent history) issued COPs. However, it does have outstanding general obligation bonds.
 9. The District would sell its 2017 COPs to finance necessary projects.
 10. The 2017 COPs can be paid-off or refinanced with no penalty to the District (i.e. “at par”) as early as September 2021*. *Preliminary; subject to bids and terms received by potential purchasers.
- l. *Meredith Johnson, Attorney at Law – Dannis Woliver Kelley (DWK)*: Attorney at Law for DWK, helps school districts look into finance options for facilities. I am here to present information the HUSD school board. It would be a lease structure, not just a loan.
- i. In order to finance certain capital improvements, the Hamilton Unified School District is would need to enter into a Lease Purchase Agreement. The Agreement will obligate the District to make certain payments for the term of the Agreement, which payments can be made from any lawfully available moneys of the District.
 - ii. Public agencies may accrue debt in the form of a lease. The interest rates are fixed. 3.5%. This would be for the 2 million dollar option, but you can borrow less.
- m. Rod Boone, Board Member: Is the loan from private individuals?
- n. *Greg Isom, Isom Advisors*: It is going to be more regional banks, such as Chase, and Umpqua for example.
- o. Rosalinda Sanchez, Board Member: What do you see as the best option for the Hog Barn?
- p. Charles Tracy, Superintendent: It should be DSA approved in order to hold class (if it were to occur) to protect the District.
- q. *Janice Lohse, Hamilton High School Agriculture Teacher*: Draws draft sketch on white board for board members to see. Total in length was approximately 120 feet. Our idea was to make it affordable. We have until 2019 to spend money. Our idea has come from exploring other hog barns at nearby schools. Ms. Lohse notes that things/accidents still happen in a new shop. A member of our Ag department would like to be involved in the hog barn building process. Ms. Lohse thanks the Board for their time; asks them to pay attention and says we are deficit spending and she does not believe taking out a loan is good idea.
- r. Rosalinda Sanchez, Board Member: would like Board members to tour the AG area.
- s. *Charles Tracy, Superintendent*: The Barn should be taken care of first. Path of travel money is a concern however kids with disabilities need to be able to get there.
- t. *Rosalinda Sanchez, Board Member*: How have students with disabilities been taken care of?
- u. *Janice Lohse, Hamilton High School Agriculture Teacher*: We have not had trouble at this point with that; we have been accommodating by buddying up. No one with a wheel chair regularly present; if so there has been someone to help push the individual around if needed.

- v. *Janice Lohse, Hamilton High School Agriculture Teacher:* Same number of students and 4 ag teachers at Pierce High School.
- w. *Erin Johnson, HUSD Athletic Director/Librarian, Parent, and Community Member:* Pierce actually has more than 100 ADA than HHS. Recent data shows that enrollment at Pierce High School 444 and Hamilton High School was at 274.
- x. *Charles Tracy, Superintendent:* The welding shop is a wish, the priority is the hog barn.
- y. *Matt Juhl-Darlington, Attorney at Law – Dannis Woliver Kelly (DWK):* – I would be concerned that you are unable to protect yourself. What we build now may be used differently in the future.
- z. *Janice Lohse, Hamilton High School Agriculture Teacher:* It would be not a fully enclosed area.
- aa. *Charles Tracy, Superintendent:* Is it possible that you would ask you classes to meet there for that day for example?
- bb. *Janice Lohse, Hamilton High School Agriculture Teacher:* We do not hold class there and do not plan on it.
- cc. *Wendall Lower, Board member:* Is there a conflict with the Adult Ed forklift class?
- dd. *Charles Tracy, Superintendent:* No, there are different requirements for Adult Ed.
- ee. *Janice Lohse, Hamilton High School Agriculture Teacher:* We are in the green house and that is not a classroom. It would still go to county – just not DSA.
- ff. *Rod Boone, Board Member:* What would going through DSA add?
- gg. *Janice Lohse, Hamilton High School Agriculture Teacher:* It is not so much about the money – it would be about the extra time it would take to go through DSA.
- hh. *Charles Tracy, Superintendent:* I believe we could begin by next summer.
- ii. *Wendall Lower, Board Member:* Is the demolition process part of that 350,000 for the hog barn?
- jj. *Charles Tracy, Superintendent:* No, I do not believe so.
- kk. *Janice Lohse, Hamilton High School Agriculture Teacher:* We could build in two months without DSA.
- ll. *Rod Boone, Board Member:* How many pigs?
- mm. *Janice Lohse, Hamilton High School Agriculture Teacher:* Approximately 40 to 50 pigs. We are maxed out with current facility.
- nn. *Wendall Lower, Board Member:* Plans? Process?
- oo. *Janice Lohse, Hamilton High School Agriculture Teacher:* \$4,500 for the plans. Waiting for the itemized list.
- pp. *Wendall Lower, Board Member:* Two different plans, one DSA and one not?
- qq. *Janice Lohse, Hamilton High School Agriculture Teacher:* No it would be one set of plans and DSA would make changes.
- rr. *Charles Tracy, Superintendent:* Getting DSA approved would guarantee the safety of the kids. Path of travel, i.e. ADA and DSA.
- ss. *Gabriel Leal, Board President:* Is \$350,000 the total cost?
- tt. *Charles Tracy, Superintendent:* No, costs will increase with DSA and ADA requirements. The unknown is also the fire suppression system.
- uu. *Rod Boone, Board Member:* The fire suppression has to be done regardless.
- vv. *Charles Tracy, Superintendent:* Would need to be done regardless, yes. It would be a loop around.
- ww. *Rod Boone, Board Member:* Is there any other funding for fixing these types of things?
- xx. *Greg Isom, Isom Advisors:* You have to have matching funds.
- yy. *Rod Boone, Board Member:* There are matching funds
- zz. *Greg Isom, Isom Advisors:* No matching funds for the hog barn.
- aaa. *Charles Tracy, Superintendent:* The governor has not released money. The gas lines were all funded by the District.
- bbb. *Mr. Schager, Community member:* Welding shop- why are we worrying about it?
- ccc. *Charles Tracy, Superintendent:* We are answering questions that the Board had at their site visit. Just on future ideas. The idea of a district office would be behind Ella Barkley High School. It would give more room to both school sites and allow more room/office space/resources for the sites; more room to meet with students, i.e. school psychologist.
- ddd. *Rod Boone, Board Member:* Bathrooms are coming with Adult Ed money.
- eee. *Rosalinda Sanchez, Board Member:* Soccer field?
- fff. *Charles Tracy, Superintendent:* The new pad rubs up against the soccer field and pushes it back into the softball field. Our soccer fields currently do not meet measurements for league regulation fields even before the pad.

- ggg. *Wendall Lower, Board Member*: I measured the existing space for soccer fields today. A CIF approved field is 65 X 110 yards – 280 foot and less than 60 foot wide is what we were currently playing on.
- hhh. *Charles Tracy, Superintendent*: there was a piping issue that is why the pad is that location.
- iii. *Wendall Lower, Board Member*: by shifting the field to the west you can actually make it closer to regulation. It can work. Went out today and measured.
- jjj. *Charles Tracy, Superintendent*: We do not have enough real-estate to accommodate our needs to make them regulation.
- kkk. *Vicki Casillas, Parent and Community Member*: Why not build that office at the park?
- lll. *Charles Tracy, Superintendent*: Because it is on campus and closer to the sites. We are getting part of the compliance done with Adult Ed. This would have to be all done at the park including a parking lot.
- mmm. *Rina Gonzalez, Hamilton High School English Teacher, Parent and Community Member*: Our community is supportive – if the need is such. I believe our community would support a bond. We could send out a survey to see if people would support a bond.
- nnn. *Vicki Casillas, Parent and Community Member*: If you are planning on a bond, people would not support a district office if that is what it was used for.
- ooo. *Charles Tracy, Superintendent*: This would not be on a bond. The board can authorize a resolution for a bond but the board cannot come up with the idea. A separate entity has to encourage voters to support it.
- ppp. *Rina Gonzalez, Hamilton High School English Teacher, Parent and Community Member*: Please communicate those needs to the community. I would hate to pass on something that is a burden.
- qqq. *Tom Conwell, Community Member*: We already have a bond that we have not paid off. If you put out the need for a bond I will fight you on it.
- rrr. *Gabriel Leal, Board President*: My concern about a bond is how much can we actually afford.
- sss. *Charles Tracy, Superintendent*: Real-estate discussion should be discussed when there is more growth. We address our immediate need for space. It will be a larger discussion.
- ttt. *Tomas Loera, Board Member*: We just wanted to see what was possible.
- uuu. *Wendall Lower, Board Member*: I apologize; I have not been able to get time off to attend the recent tour of the HUSD sites. The issue here is communication with staff, community, the district, and Superintendent. A walk around board meeting would be beneficial. Those who fought for the ground are upset to see the field had been encroached on. I am not in favor of getting slapped later about the barn, I believe it would be a good idea to go through DSA. The edge water property; we could put buildings on it but not school buildings.
- vvv. *Rina Gonzalez, Hamilton High School English Teacher*: Can you sell it?
- www. *Charles Tracy, Superintendent*: You can only sell it to replace it for a new school place.
- xxx. *Froylan Mendoza, Parent*: Does the new levee change the status of the property?
- yyy. *Charles Tracy, Superintendent*: Unsure but there are minimum amounts for acreage to have a school. If new a residential community was built, you have to have school space and green space.
- zzz. *Gabriel Leal, Board President*: This is only discussion. Back to the barn, if they by chance have classes in there, even in the future going through DSA would be a good idea.
- aaaa. *Tom Conwell, Community Member*: Land is hard to come by; when I was on the Board we had the opportunity to buy more land and we didn't – we should have.

2. First Reading of Board Policy 3470 Debt Issuance and Management. (Page 1-12)

- a. New requirement as of January 2017. Has to approve a debt management policy. If you decide to do this you are able to if you maintain this board policy. Will return for second reading and approval during August 23rd board meeting.

5.0 **PUBLIC COMMENT**: Public comment on any item of interest to the public that is within the Board's jurisdiction will be heard (agenda and non-agenda items). The Board may limit comments to no more than three minutes per speaker and 15 minutes per topic. Public comment will also be allowed on each specific action item prior to board action thereon.

Vicki Casillas, Parent and Community Member: What is being built by Ella Barkley High School?

Charles Tracy, Superintendent: New Adult Ed buildings through grant funding and putting in restrooms. Pad for additional office space if the Board chooses.

Vicki Casillas, Parent and Community Member: A lot of people were disgruntled about the field.

Charles Tracy, Superintendent: I understand; we can fix of the softball field to meet our needs.

Wendall Lower, Board Member: Encroaching on the softball field 5 to 6 feet.

Froylan Mendoza, Parent: Will the field be regulation now?

Wendall Lower, Board Member: No it will not be. The boys' field is not regulation either. They would be if the fields were oriented in a different way.

Gabriel Leal, Board President: Playoff games have to consent to it because it is not regulation.

Wendall Lower, Board Member: The farthest point of the of the area would be a future district office if the board approves that project.

Froylan Mendoza, Parent: Thank you Wendall. These things should go out to the community to help communication.

ACTION ITEMS:

- 1. Chief Business Official Contract July 1, 2017 to June 30, 2019. (Page 13-18)

Motion for approval by Tomas Loera, seconded by Wendall Lower.

Motion Carried: 5-0

Loera: Aye	Boone: Aye
Leal: Aye	Lower: Aye
Sanchez: Aye	

7.0 **CONSENT AGENDA:** Items in the consent agenda are considered routine and are acted upon by the Board in one motion. There is no discussion of these items prior to the Board vote and unless a member of the Board, staff, or public request specific items be discussed and/or removed from the consent agenda. Each item on the consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

- 1. Warrants and Expenditures. (Page 19-48)
- 2. Minutes for the Special Board Meeting on June 7, 2017. (Page 49-52)
- 3. Minutes for the Regular Board Meeting on June 21, 2017. (Page 53)
- 4. Minutes for the Regular Board Meeting on June 28, 2017. (Page 54-58)
- 5. Personnel Actions as Presented:

a. Resignations/Retirement:

- i. Darcy Pollak HES Principal

Motion for approval by Wendall Lower, seconded by Rosalinda Sanchez.

Motion Carried: 5-0

Loera: Aye	Boone: Aye
Leal: Aye	Lower: Aye
Sanchez: Aye	

8.0 **(ADJOURN TO CLOSED SESSION IF NEEDED) IDENTIFY CLOSED SESSION ITEMS:** 7:32 p.m.

9. **PUBLIC COMMENT ON CLOSED SESSION ITEMS (IF NEEDED):** Public comment will be heard on any closed session items. The board may limit comments to no more than three minutes per speaker and 15 minutes per item.

10.0 **ADJOURN TO CLOSED SESSION (IF NEEDED):** To consider qualified matters.

- 1. Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent Charles Tracy regarding HTA and CSEA negotiations.
- 2. Government Code Section 54957 (b), Personnel Issue. To consider the employment, evaluation, reassignment, resignation, dismissal, or discipline of a classified and certificated employees.
- 3. Government Code Section 54956.9, Subdivision (a), Existing litigation. Name of case: Crews v. Hamilton Unified School District, Glenn County Superior Court, Case No. 15CV01394.

REPORT OUT ACTION TAKEN IN CLOSED SESSION:

Gabriel Leal, Board President: The Board gave direction to the Superintendent on personnel matter.

11.0 **ADJOURNMENT:**

Wendall Lower, Clerk

Charles Tracy, Superintendent

Hamilton High School

AutoCAD (Computer Aided Drafting) Syllabus

2017-2018

I. Course Description

This course introduces students to the basic drafting concepts using both freehand sketching and Auto CAD, an industry-standard computer aided-drafting (CAD) application. It is intended for drafting majors, engineering majors, interior design majors and pre-architectural students. Topics include line and geometric shape development, freehand sketching, basic AutoCAD commands, text commands, file management, orthographic and pictorial projection, dimensioning, sectioning, auxiliaries and architectural drawings using sketching and a two-dimensional (2D) drafting application. Document reproduction, printing and plotting will be introduced and practiced.

II. Objectives

Upon successful completion of this course students will be able to:

- A. Create representative freehand sketches of objects using lines, curves and circles to create technical shapes using orthographic and pictorial techniques
- B. Properly setup AutoCAD with drafting settings to create, edit and save drawing files.
- C. Draw, edit and dimension freehand sketches or technical details, using AutoCAD including the control of software options and creation of paper-based prints.
- D. Produce, edit and dimension orthographic projection drawings, pictorial drawings in mechanical and architectural applications using AutoCAD.

III. Course Content

A. Unit Titles/Suggested Time Schedules

Lecture Topics

1. Sketching
2. Starting AutoCAD
3. Drawing Setup and Saving Drawing Files
4. Basic Drawing Commands
5. Cartesian Coordinate Problems
6. Template and Layers
7. Dimensioning
8. Mechanical Parts Problems
9. Geometric Construction Problems
10. Orthographic Construction Problems
11. Sectional Views
12. Auxiliary Drawings
13. Annotation and Pictorial Drawings Applications
14. Architectural Drawings, Layers and Scales

Lab Topics

1. Sketching
2. Drawing Setup and Saving Drawing Files
3. Basic Drawing Commands
4. Cartesian Coordinate Problems
5. Templates and Layers
6. Dimensioning
7. Mechanical Parts Problems
8. Geometric Construction Problems
9. Orthographic Construction Problems

1. Safety is number one. Horseplay will not be tolerated especially in lab situations.
2. Respect oneself, fellow students, the labs, the livestock, and the instructor.
3. If you don't know something.....ASK ME!
4. Be in your seat with your materials **BEFORE** the bell rings or you are tardy.
5. Refrain from talking when Mrs. Bocast or another person is speaking to the class.
6. Cooperation is the key to success in all agricultural courses and in life.
7. You must keep and organized three-ring binder with the most current work at the front.
8. Please come to class prepared (ie. book, pen, pencil, binder, due assignments)
9. Have an open mind and allow oneself to learn new knowledge and skills.
10. Submit at least on project to fair.
11. Complete all assignments in a timely manner and to the best of your ability.
12. Greet any and all visitors with a firm handshake and a respectful greeting.
13. No hats are to be worn in class.
14. No food or drinks are allowed in class. Water may be placed on the front table away from the computers.
15. Foul language will not be tolerated.

Grading:

- Class Participation 10%
- Course Work 40%
- Portfolio 15%
- Quizzes and tests 25%
- Final 10%

Late Work Accepted:

Points will be deducted according to the lateness of the assignment. You will have only one (1) week to make-up any tests. It is up to you to collect missed assignments from the instructor during non-class time.

Expectations for Students:

An effective education is vigorous, demanding, deeply satisfying and requires behavior conducive to achieving excellence. High school is a fundamental asset in building a student's character, citizenship and employment future.

- Cheating & Plagiarism: Plagiarism occurs when a student uses someone else's literary works, ideas, or other materials without acknowledging or properly citing its source. Example: Power point projects, written assignments, research project, etc.
- Tardies: Upon being tardy for a third time in a quarter, a student will be assigned "quality time" for that tardy.
- Textbook: Students will be given a textbook that they can take home. If the textbook is lost or stolen the replacement cost is \$40.
- Binders: Each student will be required to keep a section of their operation organization binder for this class. The section must contain all class notes, writing assignments, grade sheet, projects, current time card, syllabus and FFA calendar. Binders will be graded for organization and content at random throughout the year.
- Planners: All students will be expected to maintain the planner provided by the school. Each day student will note any homework and upcoming assignments. Please use this planner as a communication tool to be aware of what students are doing in class.
- Behavioral Standards: All students are expected to adhere to the behavioral standards. These standards are as follows: Be Respectful, Be Prepared, Follow Directions. Those individuals not meeting these standards will be assigned to extra "quality time" (detention) that will be served at

Hamilton High School

AutoCAD (Computer Aided Drafting)

Conduct Contract

Student Name _____

Last Name,

First Name

This class will bring together what you have learned throughout your schooling. It is my goal to offer the most rigorous and engaging educational experience to combine these experiences in meaningful way. This is now your classroom and your program and you should treat all the areas as if they were your own. I will strive to always treat you as an adult and give you the respect that you deserve. I want everyone to be successful in this class and it is my goal to push you to succeed at an advanced level and to take on higher personal and professional responsibilities. I love to teach and want to be here. It is my sincere hope that at the end of the year you can look back on this course and see the growth you have made.

Thank you,

Mrs. Bocast

By signing below, I agree and understand the class policies detailed in the class syllabi I have read, and will support my student in learning all they can in this class.

Parent Name

Student Name

Parent Signature

Student Signature

Contact information

Mother/Guardian

Father/Guardian

Home Phone

Home Phone

Cell Phone

Cell Phone

Work Phone

Work Phone

Student Resides with me: YES / NO

Student Resides with me: YES / NO

Course Communications

I will be communicating regularly with students via **Remind**. Parents may also be included in this text messaging system. See the directions on separate page to sign up for text reminders for this course.

Psychology

Instructor: Mr. Brown – Mrs. Hudson

Classroom: 5

email: hbrown@husdschools.org

Google Classroom Code: nq827n

Course Credits: 10



Instructors Overview

Leave the excuses at the door

If you didn't do your homework, just admit it

If you don't understand the assignment or the material, ASK FOR HELP!

If you didn't study for the test, accept the grade and resolve to do better (with my help if necessary) next time.

If you refuse to follow my rules, accept the consequences.

This is OUR classroom and we are BOTH here to learn, teach, inspire, and grow.

I'll do my part and you do yours!

Course Description: This class is designed to introduce the student to some basic theories on human behavior. The primary units of study will be (1) The Science of Psychology (2) Personality (3) Lifespan (4) Learning (5) Memory (6) Cognition and Language (7) Abnormal Psychology.

Textbook: Psychology An Introduction, Prentice Hall

Course Rationale

Want to learn about the human mind? You've come to the right place. Psychology is all about human behavior and what causes it. Why do people react to certain things in certain ways? What can make people happy or sad, and how can we use that in today's world? Learning psychology will teach you all about the behavior of people and how their minds work, which can be useful everywhere.

Psychology can take you in many directions, the first being a psychological practitioner. You can go get a graduate degree and become a professional psychologist. Beyond professional psychology you can apply your knowledge to studies of human behavior in anthropological and social scenarios all over the world or in laboratory settings. You can use your knowledge of people to pursue a career in law, management or education. Help save the world by helping the needy through social work or fighting crime in criminology. College Psychology graduates are in demand everywhere.

Grading:

The following breakdown shows you precisely what you will be graded on and how much each is worth as a percentage of your overall grade.

Preparation = 10% -- on time and in seat with all necessary materials plus attendance and work turned in on time

Homework = 40% -- turned in on time and complete

Projects/Composition = 20% -- Essays, in class writes, and Projects

Quizzes and Exams = 30% -- All Quizzes and Tests

NO EXTRA CREDIT ASSIGNMENTS.

Incomplete and Late Work:

Incomplete work is not accepted. NO EXCEPTIONS. Late work is only accepted for 60% credit and will only be accepted within the quarter that it is late. Once the quarter ends work from that quarter is no longer accepted and will be given a zero.

If you are absent on a due date, your work is still due – so, you need to have someone deliver it or you need to turn it in before your absence (no playing sick on a due date). You can email it to me at the email address listed above. Any absence must be an excused absence in order to make up missed work. There is a maximum **one-week grace period** following an absence within which to make-up missed work. Only work from excused absences can be made up. It is your responsibility to see me and ask about making up work.

Behavioral Expectations:

- Be in your seat with your binder and book on time to class
- Keep your cell phone in your pocket, or back pack during class – If it is out it will be taken and you will lose preparation points.
- Respect the teacher and your classmates. – ex. Do not talk when others are talking or when the teacher is talking

Electronic Device/Cell Phone Policy

NO electronic devices, cell phones, headphones, or any device that takes away from your instruction out while class is in session. Class in session is defined by the time between the bells. If a device is out while class is in session you will be given one warning. After one warning the device will be taken and given to the office and points will be taken off your participation grade.

Tardy and Absences Policy

5 tardies in one semester equals an absence

6 un-excused absences in one semester equal loss of a credit (can be combination of tardies and un-excused absences)

*Excused tardies or absences do not count towards these totals. An excused absence or tardy is verified and cleared in the office.

Recommended Student Materials:

- 3-Ring Binder
- Set of colored pencils (a cheap set from Dollar Tree is sufficient)
- Set of black or blue pens
- Student Handbook

Disruptive Behavior in Class:

If you behave in a disrespectful manner toward anyone in class, including me, then you will set in motion the following process:

- 1) Verbal warning.
- 2) Placed outside of the classroom to wait for me to talk to you, or sent to the office.
- 3) Referral written and you sent to the office to explain yourself to the administration (I will treat a **referral as an absence** to be deducted from your participation grade).
- 4) Student will verbally request permission of me to be allowed back into class.

So, be nice, be respectful, and be prepared for class. Make it a positive experience rather than a chore.

COURSE OUTLINE

Scientific Domain – 6 Days

Chapter 1: The Science of Psychology – 6 Days

- Module 1: 2
- Module 2: 2
- Module 3: 2

Biopsychology Domain – 12 Days

Chapter 2: Biological Perspective - 6 Days

- Module 4: 2.5
- Module 5: 2.5
- Module 6: 1

Chapter 3: Sensation and Perception - 5 Days

- Module 7: 2.5
- Module 8: 2.5

Chapter 4: Consciousness – 5 Days

- Module 9: 2.5
- Module 10: 2.5

Developmental and Learning Domain – 11 Days

Chapter 5: Development Across the Life Span – 6 Days

- Module 11: 2.5
- Module 12: 2.5
- Module 13: 1

Chapter 6: Learning and Language Development – 5 Days

- Module 14: 1
- Module 15: 1.5
- Module 16: 1
- Module 17: 1.5

Social Context Domain – 11 Days

Chapter 7: Social Psychology – 6 Days

- Module 18: 2.5
- Module 19: 2.5
- Module 20: 1

Chapter 8: Sociocultural Diversity and Gender – 5 Days

- Module 21: 2.5
- Module 22: 2.5

Cognition Domain – 10 Days

Chapter 9: Memory – 5 Days

- Module 23: 2.5
- Module 24: 2.5

Chapter 10: Cognition: Thinking and Intelligence - 5 Days

- Module 25: 2.5
- Module 26: 2.5

Individual Variations Domain – 15 Days

Chapter 11: Motivation and Emotion – 5 Days

- Module 27: 2.5
- Module 28: 2.5

Chapter 12: Theories of Personality – 5 Days

- Module 29: 2.5
- Module 30: 2.5

Chapter 13: Psychological Disorders – 5.5 Days

- Module 31: 2.5

- Module 32: 2.5

Applications of Psychological Science Domain – 13 Days

Chapter 14: Psychological Therapies and Treatments – 5 Days

- Module 33: 2.5
- Module 34: 2.5

Chapter 15: Stress and Health – 6 Days

- Module 35: 3
- Module 36: 3

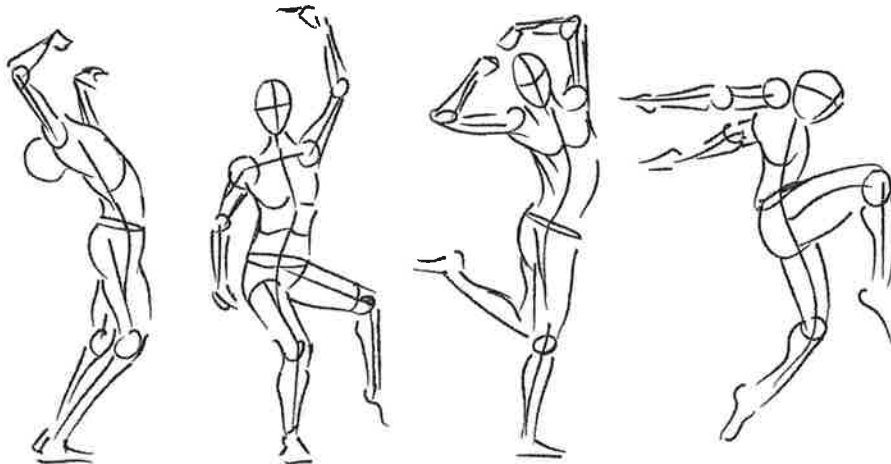
Chapter 16: Applied Psychology and Psychology Careers – 2 Days

- Module 37: 2 Days

Art Foundations

"I found I could say things with color and shapes that I couldn't say any other way - things that I had no words for."

- Georgia O'Keeffe



Welcome to Art Foundations, the class where you can learn the basic skills to make your world a more visually interesting place! Here are some things you will learn this year:

- **The Elements of Art** – the building blocks of art that can be combined to create masterpieces
- **Contour Drawing** - A simple way to start drawing absolutely anything
- **Shading Techniques** - Ways to create highlights and shadows for more realistic drawings
- **Two-Point Perspective** - A step-by-step approach for creating 3-D scenes and objects
- **Atmospheric Perspective** - How to create a sense of distance in your art
- **Abstraction** - Methods for translating thoughts, feelings, and sensations into pictures
- **Color Theory** - How to make things stand out, blend in, and express a feeling through color choice
- **Facial Proportion** - How to draw faces that actually look human!
- **Figure Drawing** - How to draw a realistic human body in interesting poses
- **Gesture Drawing** - A method for drawing live models quickly
- **Visual Literacy** - How to read a work of art, how to talk about art in a meaningful way, and how to communicate with other artists to improve your work
- **Art History** – We will explore several key styles based on ideas that define how we understand art as part of our lives in the United States today

On top of all that, you will get to try new and exciting materials you may never have used before: scratchboards, chalk pastels, charcoal, tortillions, watercolor pencils, and more!

Deadlines and Late work

No matter what career you eventually choose, there will be deadlines. A contractor may need to pour concrete before it rains, a caregiver needs to change diapers before someone gets a rash. Missing a deadline as an adult will cost you money, and can cost your job.

Making your deadlines is critical to your success in this class. When the deadline for a project approaches, you will have two choices:

Choice A

Turn in your project by the deadline. If you are not happy with your grade, you may re-work your piece as many times as you like to raise it before the end of the semester, with no penalty.

Choice B

Keep your piece until it is finished. I will subtract 10% from the project grade for each weekday (not class day) it is late

Late work other than projects will lose 10% per weekday.

Tardiness

I assign very little homework in art, which makes every moment of class time we have together precious. If tardy, students will be expected to stay after school to make up missed class-time. Students will lose out-of-class privileges and the ability to turn in late work for credit until the time is made up.

Deliveries

It has become a problem recently that students will have people deliver forgotten items or food (such as Dutch Bros) during class. This is disruptive to the work of the classroom, and disrespectful to our culture of learning. All deliveries should be left at the office for pick-up during passing period. Deliveries taken during class will be treated in the same manner as a tardy.

Classroom Conduct

“With great power comes great responsibility.”

- *The French National Convention, and also Spiderman comics*

You will have a lot of power, and equal responsibility, within this classroom. Here is one example:

Power: Choosing where you sit

Responsibility: Remaining focused and on-task

So what happens if you are abusing your powers? Like Iron Man taking Spidey's suit, I will limit your powers until you grow into your responsibilities.

Example: You are off-task or distracting those around you

1st time: I will ask you to re-focus

2nd time: I will move you for the day

3rd time: I will assign a seat to you until the end of the grading period



ART EXPLORATIONS



**“ART IS PARTLY
COMMUNICATION, BUT
ONLY PARTLY. THE REST
IS DISCOVERY.”**

WILLIAM GOLDING

What you can expect to explore in this class:

- **Sketchbooks as a Tool for Ideation** - How to use your sketchbook to come up with rich, original concepts for your work based on the things that interest you
- **Problem-Solving via Artistic Behavior** - How do artists approach a new material, skill, or concept in a way that results in satisfying artwork?
- **Artistic Goal-Setting** - You will be able to design and complete projects that are entirely your own: your choice of media, technique, and subject matter. We will learn how to design these projects in a way that sets you up for success.
- **At Least Two New Media** - One 2-D (acrylic or watercolor painting, advanced drawing techniques, relief or intaglio printmaking, etc.) and one 3-D (additive or subtractive sculpture, fiber arts, eart art, etc.)
- **Conceptual Critique** - We will discuss both what you made and why you made it, building upon that to find where you might dig deeper into ideas that interest you in future work
- **Artist Statements** - All working artists provide a statement about why they make what they make to galleries and museums that show their work. We will begin developing your ability to discuss what drives you artistically.
- **Art History** - We will dig deeper into famous artists and movements from history, based on the particular characteristics of your work and the ideas behind them. You will study the work of a successful artist, first imitating to learn technique, then taking what you learned as inspiration for a new original piece.
- **Exhibition Skills** - How to submit and prepare your work for display in a show or competition
- **Principles of Design** - Common methods for combining the Elements of Art to produce a satisfying finished work
- **Negative Space** - How to use what is not there to make your artwork more interesting.

DEADLINES AND LATE WORK

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CLASSROOM CONDUCT

“WITH GREAT POWER COMES GREAT RESPONSIBILITY.”

- THE FRENCH NATIONAL CONVENTION, AND ALSO SPIDERMAN COMICS

POWER: Choosing where you sit

RESPONSIBILITY: Remaining focused and on-task

So what happens if you are abusing your powers? Like Iron Man taking Spidey's suit, I will limit your powers until you grow into your responsibilities.

EXAMPLE: You are off-task or distracting those around you

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3RD TIME: I will assign a seat to you until the end of the grading period





CREATIVE WRITING

Welcome to creative writing! This class is designed to prepare you on to motivate, and refine your writing and style, and to develop your own sense of place, people and things within a fictional world. Learn how to create characters, plot, world building, and closure.

The objective of this class is to

develop your own style in creative writing. You will read your fellow classmates stories, learn to give constructive criticism on your peers' writing. You will also be reading and exploring different styles of writing from a range of different texts.

Exercise the writing muscle every day, even if it is only a letter, notes, a title list, a character sketch, a journal entry. Writers are like dancers, like athletes. Without that exercise, the muscles seize up.

- Jane Yolen

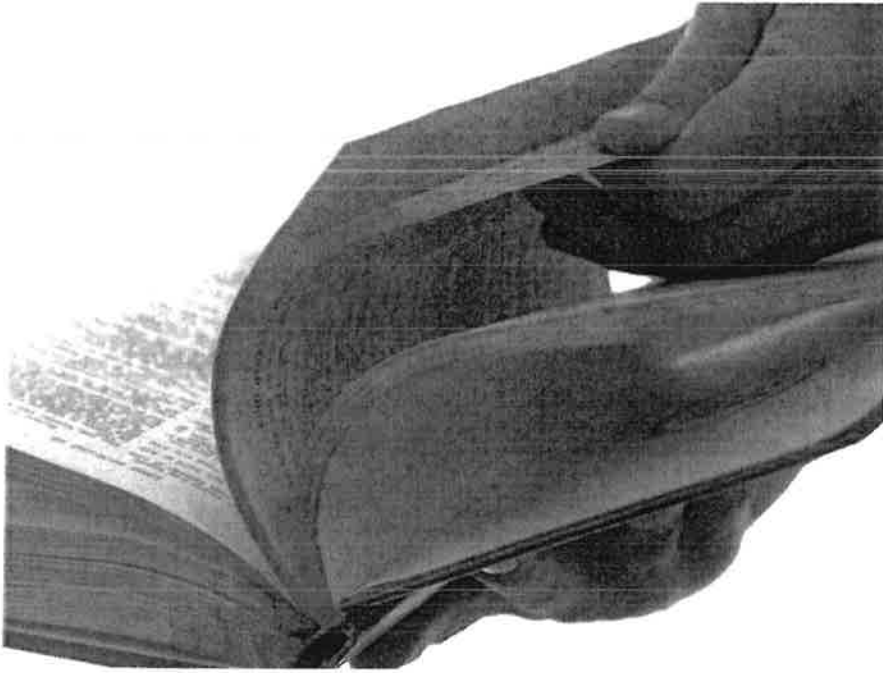
ASSIGNMENTS

Doing Your Own Creative Writing: Over the course of the class, you will produce your stories. Each student is required to present his/her writing to the workshop for constructive critiquing.

Discussing the Assigned Reading: Reading is a great way to develop your own style of writing! It's nourishment for the writer's task. When reading, try to read as a write instead of as a reader — as in, attempt to read actively, with incisive curiosity, and a critical eye for detail

Critiquing Peers' Creative Writing: This will be done with thoughtfulness. No "I liked it / I didn't like it". Fundamentally: (1) focus on specifics in the text (for example, start with identifying one strong point and one weak point) (2) then find concrete, clear ways to explain your claim, why you liked it or believe it needs improvement, and (3)

Be respectful!



Fun, exciting reading!

OBJECTIVES

- ◆ Explore the creative process through writing
- ◆ Delve into your own past experience
- ◆ Define and determine individual goals as a writer
- ◆ Expand and refine your vocabulary knowledge, your style and
- ◆ Become familiar with the different styles and techniques of fiction writing, depending on genre and perspective
- ◆ Learn how to critique (and be critiqued) constructively
- ◆ Reinforce revising skills, not only of language but also of ideas

Ms. Hansen
Phone: 826-3261 x1032
Email: mhansen@hudschools.org
mhansenhhs@gmail.com

Film Appreciation
Fall/Spring
Period: ____
Room 9

Course Syllabus

COURSE DESCRIPTION

Welcome to Film Appreciation! This class will introduce students to the film industry and history of cinema through the study of classic and contemporary films. Emphasis will be placed on exposing the class to a wide variety of styles and genres as well as formulating and justifying criticisms of the works. Participation in class discussions, journal responses and written analyses will be requirements for successful completion of the course.

COURSE GOAL

Students will gain a deeper understanding of the world of film and be able to review and analyze various film style and genres.

SUPPLIES

- A pen or pencil every class for note-taking and journal response.
- A notebook will be supplied to you and kept in the classroom to be used each time we meet.
- Netflix, Hulu, Amazon Prime Video, Public Library Card or any other instant video streaming device is not required but may be useful for makeup screenings or further film exploration.
 - If you miss a screening it is YOUR responsibility to watch that part of the film on YOUR time.

ATTENDANCE/TARDY POLICY

Attendance is extremely important in this class. You must be on time and prepared when the bell rings.

First tardy is free; every subsequent tardy requires 30 minutes after school. Each tardy not made up will result in loss of participation points by 2. **6 absences will result in a loss of one credit earned (Exception: School Activity).**

It is YOUR responsibility to collect any makeup work you may have missed. You have one week from the date you return to complete any makeup work.

If you miss a film screening, you will be given an alternate assignment to complete to makeup for that film's screening

GRADING

Grades will be calculated as follows:

- 25% Film Screening Participation and Notes
- 25% Written Responses
- 25% Projects
- 25% Unit Tests

- If you miss a film screening, you will be given an alternate assignment to complete to makeup for that film's screening in order to earn back credit for that film's 'participation' grade.
- Written responses will be assigned in a variety of methods including journal response and formal essay.
- Projects will mostly be group or partnered assignments that introduce various movie genres or film-making careers. These include a variety of computer software projects and presentations.
- At the end of each unit of study, students will respond to a writing prompt via blogger.com (Google) accounts.
- At the end of each unit of study, a comprehensive multiple choice test will be given over the material presented during that unit. *A semester final exam will also be given.*

Students are permitted to retake a test or quiz (excluding the final), before or after school, for full credit within 1 week if they are dissatisfied with their grade.

Please see following pages for the units of study and list of movies we will be viewing, then both student and parent/guardian sign the last page and **turn in only the signed section.**

Units of Study¹:

Genre	Movies and Clips	Points of Focus	Possible Projects
Sports Genre and the Underdog	Rocky (1976) The Karate Kid (1984) The Blindside (2009)	<ul style="list-style-type: none"> • Triumph of the underdog • Sports as motivation for character growth • Importance of the sport in film- could the story work in another setting? • Story tropes and conventions/the sports film 'formula' • Characters who seek redemption 	Present a classic underdog story using still photos/slides
Comedy Genre	City Lights (1931) Dr. Strangelove (1964) Monty Python and the Holy Grail (1975)	<ul style="list-style-type: none"> • Types of Comedy <ul style="list-style-type: none"> ○ Physical ○ Satire/Parody ○ Verbal/Spoken word ○ Dark • How has 'funny' changed through the generations? • Importance of character and situations to generate humor • Careers of Charlie Chaplin, Jerry Lewis • Sketch comedy 	Write a comedy sketch Research careers of Charlie Chaplin/ Jerry Lewis
Monster Movies and Special Effects	King Kong (1933) Jurassic Park (1993)	<ul style="list-style-type: none"> • Focus on special effects including stop motion puppetry, makeup and costuming, computer generated images • Willis O'Brien • Ray Harryhausen • Industrial Light and Magic 	Study of special effects and makeup Study of stop motion vs. computer animation Monster movie poster creation using students and 'monsters' from community Photoshop, digital

¹ List is subject to change and all movies and clips listed may not be shown.

		<ul style="list-style-type: none"> • Universal Studios classic monster series 	camera, green screen
Western Genre/Icons of Film	<p>The Searchers (1956)</p> <p>The Good, The Bad, and The Ugly (1966)</p> <p>True Grit (1969)</p>	<ul style="list-style-type: none"> • The allure of a lawless 'wild' west as setting • Who are the 'good guys'? • Film icons: John Wayne & John Ford, Clint Eastwood & Sergio Leone • Italian/European 'spaghetti western' vs. Hollywood westerns • Location shooting/ authenticity • The close-up 	Directors and Actors careers and relationships in westerns
Science Fiction Genre	<p>Star Wars: A New Hope (1977)</p> <p>Planet of the Apes (1968)</p> <p>The Matrix (1999)</p>	<ul style="list-style-type: none"> • Filmmakers' use of sci-fi to make observations on humanity and society • Escapism: the need for audiences to escape into fantasy worlds • Trilogies and Series • Progression of sci-fi concepts 	Study on film editing
Action and Adventure	<p>Raiders of the Lost Ark (1981)</p> <p>The Adventures of Robin Hood (1938)</p> <p>The Three Musketeers</p>	<ul style="list-style-type: none"> • The hero in film • Joseph Campbell's function of the hero within myth • Are movies modern day myths? • What is an anti-hero? Everyman? • Location shooting 	Study on sound engineering Audio Replacement-rewrite/record dialogue for a scene from the films

The Golden Age of Hollywood	Citizen Kane (1941) Casablanca (1942) Gone with the Wind (1939)	<ul style="list-style-type: none"> ● Historical, cultural context, accuracy ● Hollywood Studio System ● Rise of the movies as a pastime 	Study on Golden Age Hollywood Actors
Musical Genre	Singin' in the Rain (1952) The Sound of Music (1965) LaLaLand (2016)	<ul style="list-style-type: none"> ● Integration of plot and musical numbers into the narrative of the film ● Using song and dance to express emotion and thought 	<div style="border: 1px solid black; padding: 5px;"> <p>View the ppt: Codes and Conventions of Film Musicals - North Seattle College</p> </div>
Animation Genre	Snow White and the Seven Dwarves (1937) Toy Story (1995) Fantasia (1940)	<ul style="list-style-type: none"> ● History of Animation ● Walt Disney, Pixar, Miyazaki ● Hand drawn and computer animation ● Japanese 'anime' style ● Story development, voice acting 	Study of animators Create an online flipbook animation

COMPUTER SCIENCE

We're losing track of the vastness of the potential for computer science. We really have to revive the beautiful intellectual joy of it, as opposed to the business potential.- Jaron Lanier

2017-2018

Room 8

Instructors: Mr. Hironimus jhironimus@husdschools.org
 Mr. Ramirez dramirez@husdschools.org

Welcome to Computer Science!

During this course students will learn about html, excel, the internet, digital information, computer programming, big data & privacy, and app building. We're looking forward to a great year!

Classroom Expectations:

1. **Make good use of your time** (this means show up to class physically and mentally, on time and prepared to learn.)
2. **Be respectful** (of the material, the teacher, and most importantly your fellow students)
3. **Try** (This subject can be difficult. It doesn't generally come naturally and it can be tempting to stop a hard task before you've even started. Don't give up! Ask questions if you're stuck!)

Meeting expectations ensures a high Citizenship score. If a student isn't meeting expectations, their Citizenship grade will suffer. Also, we will:

1. Remind the student of the expectations
2. Speak with the student one-on-one to try to solve the issue. This will take place during a convenient time in the class period.
3. Meet with the student at a time convenient for us outside the class period – this could include lunch or after school.
4. Speak with the student's parents and ask for suggestions to solve the issue
5. Speak with Mr. Oseguera and ask him for suggestions to solve the issue
6. See if we can find a better fit for the student.

We are willing to do a lot to help our students succeed. If you don't give up on us, we won't give up on you. If there is something outside your control that is causing you distress and/or interfering with your ability to succeed in the class, PLEASE talk to us about it.

Grading

Grades will not be weighted, so points are worth the same throughout the course work. You will be assessed based on the project, either online or by hand.

Due Dates and Late Work

We are more concerned that the work gets done than work getting done on time. Therefore, late work will be accepted with no penalty so long as it is turned in within one unit (typically 2 weeks) of the unit in which it was assigned. Work turned in after that will be subject to a 25% penalty. ALL LATE WORK MUST BE TURNED IN DURING THE SAME SEMESTER IN WHICH IT WAS ASSIGNED, 1 WEEK BEFORE GRADES ARE DUE. This means that the last unit of each semester will not have the ability to be turned in late for points.

Tests and quizzes will be able to be retaken (different versions) to improve a score. The highest score over all versions will be kept for that test/quiz. AT THE TEACHERS' DISCRETION, a given retake may only address items that were missed on a previous version of a test/quiz (generally the 2nd retake and beyond). In order to re-take a quiz or test, the originally missed problems must be reviewed and answered correctly.

Classroom Procedures

1. Roll will be taken verbally at the start of each class period.
2. If you are absent, it is your responsibility to find out what you missed.
3. A random selection process may be used to determine which student must answer a particular question during lecture. Do not try to subvert the random selection process. Shenanigans will be addressed.
4. Students will work until the bell – if there is no work to be done (this will be rare), students may speak at their desks. **Do not wait by the door for the bell.**
5. AT TEACHERS DISCRETION technology such as cell phones may be used to perform tasks related to information gathering (taking pictures of experimental set-ups, timing a phenomenon, etc.). **If technology is used for other reasons, the technology may be confiscated until the end of the period.** If you are expecting a phone call or text for reasons the teachers would agree are important, please notify the teacher that this is expected. This may be done privately.

Student Signature: _____ Date: _____

Printed Name: _____

Parent Signature: _____ Date: _____

Printed Name: _____



Name _____

Date _____ Per _____

MEDICAL TERMINOLOGY 2017-2018**ELLESE MELLO**Phone: 530-826-3261 ext. 1030
e-mail: emello@husdschools.org**COURSE OVERVIEW:**

I hope you enjoyed your summer and are now ready for the exciting year ahead of you. We have some interesting events planned throughout the year; however, before I share them with you, we need to explore the classroom guidelines listed below. These guidelines are put in place to let you know what is expected of you while you are in my classroom. They will also prepare you for similar guidelines that will be placed upon you in your future workplace.

Medical Terminology is designed to give medical pathway students exposure to the specialized language of medical professionals. Students will focus on the correct definition, pronunciation and spelling of the various terms related to human anatomy and physiology. This course will not only allow students to understand terms related to his or her own body, but it will also allow them a strong literate foundation to successfully pursue a career in health care.

This course will explore the medical terms related to the major functions and organs associated with the basic anatomy and physiology of each major organ system. In addition, we will further explore the pathology, diagnostics and treatments associated with these organ systems.

CLASSROOM EXPECTATIONS:

- Be in your seat when the bell rings.
- Quietly begin your daily journal question.
- Bring materials to class **everyday** and be ready to work.
- You will be expected to participate in **ALL** labs and class activities.
- Put downs are not accepted - Respect the opinions of others.
- No disruptions or interruptions – whether it be the teacher or a classmate.
- Work must be turned in on time or it will lose points.
- **Cell phones are NOT permitted in class.** If they are used, they will be taken away and returned after class. If a problem persists, phones will be turned into Mr. Oseguera and parents will be contacted.
- **Hats are not to be worn in class.** They must be removed from your head before entering the classroom.
- **FOOD IS NOT ALLOWED IN CLASS** – this includes gum! Only water bottles are permitted – you will not be allowed to fill them during class time.

MATERIALS:**Each student will need in class everyday:**

- Your **covered** book – (you will lose 10 pts for each day it is not covered).
- One 3-ring binder, **used only for this class**, with dividers and paper (**not a spiral bound notebook**).
 - Binders will be checked and graded periodically for accuracy and fluency of notes.
- A writing utensil. (pen or pencil) **not red in color please!**

If you do not bring these materials to class it will result in a tardy and/or loss of participation points for that day.

TARDY POLICY*****NO FREE TARDIES*******Procedure if you are tardy:**

- Put your name on the board when you walk through the door.
- You will lose participation points for that day. **(5 pts)**
- You will stay after class during break or lunch (don't ask how long you will stay – or you will stay longer ☺)
- If you do not stay during break or at lunch...your time owed will be doubled – even if you forget!
- After **3** tardies, you will receive a one hour detention after school on that **TUESDAY or THURSDAY** - unless other arrangements are made **before** missing the detention.
- If tardiness persists, a parent/teacher conference will be made. If you refuse to serve detention, a referral will be issued.

ASSIGNMENTS AND ABSENCES:

ASSIGNMENTS

- There will be homework and in-class assignments **DAILY**.
- Assignments are due on the date specified by the teacher.
- Late assignments **are** accepted; however, **they will only be worth 70% of the total points if turned in before the unit is complete. If turned in after the unit is complete, the point value will drop to 50% of the total points.**
- You will only be given until the **end of each quarter** to make up any missing work for that quarter, so do not procrastinate.
- **Zeros on work are not an option.** You will turn in all homework or there will be lunch detention, **EACH THURSDAY**, to finish incomplete work. If problem continues, parent conferences will be arranged.

ABSENCES

- It is your responsibility, not mine, to make up **any** missed assignments due to missing a class.
- If you know you will be missing class, **especially for sports**, you must check in **before** you miss the class or your work will be considered late.
- ***If you miss a test, it will be made up on the day you return to class.***
- There will be **NO** retests given –this means that you are stuck with the grade you get so it would be beneficial to study!
- Remember...you are only allowed to miss **5** days of class in a semester before losing credits for that class.

GRADING POLICY:

Grades are based on points received for:

- In-Class Assignments
- Homework
- Labs, Activities & Presentations
- Binders
- Daily Journals and Participation/Tardy Points
- Quizzes and Tests
- All grades will be posted on Aries/ABI. You can check them on your own at any time or come in and make an appointment with me. I will try to keep them as up-to-date as possible.
- I reserve the right to curve grades at any time I feel necessary.

CHEATING:

- Cheating will not be tolerated.
- If you cheat on a test, you will receive a zero on that test, Mr. Oseguera will be notified and I will contact your parents.
- If you copy another student's assignment and/or lab, you will both split the total points **EVEN** if it is completely correct.

EXTRA CREDIT:

- There are extra credit opportunities.
- However, if you have **any** zeros as grades, you will not be allowed to turn in extra credit. You must take care of the zeros first.

TUTORING:

- I am available for tutoring to answer questions or help with your problems. I am usually in my room during lunch and after school by appointment.

Please read these guidelines carefully and then sign and return - _____.

"I have read over the class rules and fully understand what is expected of me."

Student Name _____ Student Signature _____

Parent Signature _____ Parent Phone # _____

**HAMILTON HIGH SCHOOL
MEDICAL TERMINOLOGY COURSE OUTLINE**

COURSE DESCRIPTION:

This course is designed to give medical pathway students exposure to the specialized language of medical professionals. Students will focus on the correct definition, pronunciation and spelling of the various terms related to human anatomy and physiology. This course will not only allow students to understand terms related to his or her own body, but it will also allow them a strong literate foundation to successfully pursue a career in health care.

This course will explore the medical terms related to the major functions and organs associated with the basic anatomy and physiology of each major organ system. In addition, we will further explore the pathology, diagnostics and treatments associated with these organ systems.

TEXTBOOK:

Medical Terminology: A Living Language 6th Edition by Bonnie Fremgen and Susan Frucht

STUDENT OBJECTIVES:

After completing this course, students will be able to:

1. Identify medical terms correctly. Explaining the meaning of their root word, prefix and suffix.
2. Pronounce and spell medical terms correctly.
3. Interpret medical terms when given a medical case study. Students must analyze the terms in order to determine the anatomy, physiology, pathology and diagnosis of a hypothetical patient.

COURSE CONTENT:

TOPICS
INTRODUCTION OF MEDICAL TERMINOLOGY
BODY STRUCTURE
INTEGUMENTARY SYSTEM
MUSCULAR SYSTEM
SKELETAL SYSTEM
CARDIOVASCULAR SYSTEM
LYMPHATIC/IMMUNE SYSTEM
RESPIRATORY SYSTEM
DIGESTIVE SYSTEM
URINARY SYSTEM
NERVOUS SYSTEM
SPECIAL SENSES
ENDOCRINE SYSTEM
REPRODUCTIVE SYSTEM
PHARMACOLOGY, DIAGNOSTICS, SURGERY, ONCOLOGY

METHODS OF INSTRUCTION:

1. **Interactive Lecture** – PowerPoints, class discussions and student lead presentations
2. **Homework** – worksheets, online activities, short videos to demonstrate correct pronunciation.
3. **Reading Assignments** – Analyzing sample case studies, reading excerpts from medical journals, etc.
4. **Presentations** – individual and group presentations for each organ system.

ASSESSMENTS:

1. Tests, quizzes and oral presentations
2. Homework
3. Short video clips to demonstrate correct pronunciations
4. Analysis of sample case studies

Hamilton High School

Curriculum Guide

COURSE TITLE: Agriculture Leadership

PREREQUISITE: Consent from Instructor
Students must be an FFA officer, ASB officer, class officer, chairman of an FFA or ASB event, or participate on a Career Development Team.

LENGTH OF COURSE: One Year

BRIEF COURSE DESCRIPTION:

This yearlong course is designed to engage students in experiential activities which further their personal development and premier leadership skills. The curriculum consists of integrated performance activities that will assist in the development of critical thinking, extemporaneous speaking, conflict resolution, consensus-building and group communication abilities. Written and oral skill development will be emphasized through individual and collaborative projects. Students will also be required to participate in FFA or ASB activities outside of class time.

EVENT PARTICIPATION:

Students will be expected to plan, coordinate, participate in and evaluate FFA and ASB events all year long. A student who is consistently unable to participate in meetings, fundraisers, community service events and leadership activities may not earn the full grade for the course. Also, students will be expected to participate in school events such as spirit days, school rallies, FFA meetings, Back-to-School Night, Open House, and homecoming events. The inability to consistently participate in such events will preclude a student from earning the full grade in this class, as it is a leadership-based course and these events are part of the adopted curriculum. While participating in agriculture classes, school farm activities, FFA and ASB I understand my picture may be taken and used in media promoting FFA and Hamilton High School.

GOALS AND OBJECTIVES:

1. Students will develop an appreciation and understanding of the agriculture industry and its importance to our economy.
2. Each student will further develop leadership skills through involvement in the FFA and ASB.
3. Use critical thinking skills to make informed decisions and solve problems.
4. Understand the importance of accountability and responsibility in fulfilling personal, community, and workplace roles.
5. Understand the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace settings.
6. Understand the ways in which pre-professional associations, such as the Future Farmers of America (FFA), and competitive career development activities enhance academic skills, promote career choices, and contribute to employability.
7. Understand how to organize and structure work individually and in teams for effective performance and the attainment of goals.
8. Understand how to interact with others in ways that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.

9. Understand leadership, cooperation, collaboration, and effective decision-making skills applied in group or team activities, including the student organization.

COURSEWORK / EVALUATION:

- Every student will have a 3 ring binder. This notebook will hold all notes, handouts, daily starters, homework, projects, and the event calendar. Notebooks will need to be in class every day and will be graded on completeness without prior notice throughout the year. Please keep them up to date and accurate.
- Attendance is important, as the activities involving discussion and classroom participation are valuable and notes cannot substitute what took place in the classroom. More than 5 absences may result in a deduction of credits. It is the responsibility of the student to make up any missed notes or assignments within **2 days** of an excused absence. It is best to do this before school, not during class instructional time. **LATE ASSIGNMENTS WILL NOT BE ACCEPTED!**
- Every student will keep an accurate record book that corresponds to his or her FFA projects. The project must relate to agriculture where students can document money spent/earned, or hours worked.

Grades will be determined as follows:

Class Assignments	40%
Event Participation	20%
Presentations	20%
FFA	10%
Class Participation	10%

A=90-100% B=80-89% C=70-79% D=60-69% F=59% and below

I understand the major learning objectives of this course as well as expectations for materials and behavior.

Student name: _____

Student Signature: _____ **Date:** _____

Parent Name: _____

Parent Signature: _____ **Date:** _____

Jolene Towne

From: Janice Lohse
Sent: Monday, July 31, 2017 7:30 AM
To: Cris Oseguera; Jolene Towne
Subject: Board Approval
Attachments: Program of Activities 2017-2018.docx

Attached is our FFA Program of Activities for board approval. It was only updated, no rule changes. It does state if a student sells 6 cases of olive oil they get a black soft shell HC FFA jacket, and if a student makes it out of the section speaking contest and competes at regions they earn a \$100 scholarship. Please approve the calendar of activities and overnight trips.

Overnights:

Chapter Officer Leadership Conference, Shingletown August 26-27

National FFA Convention, TBA October, only if proficiency kids get interviews or American Degree recipients want to attend. All are graduates.

Made for Excellence and Advanced Leadership Academy, Redding January 12-13

Tulelake Invitational, TBA January, hotel would be in Klamath Falls, Oregon

Modesto Junior College Field Day, March 24

Cosumnes River Field Day, April TBA

Fresno Field Day and State Finals, April 21-22

FFA State Leadership Conference, Anaheim April 22-25

Cal Poly SLO, FFA State Finals, May 3-6

Summer Officer Retreat, TBA

Thanks,

Janice Lohse

Hamilton High School

(530)570-3778



Program of Activities

AGRICULTURE

Hamilton City FFA
P.O. Box 488
Hamilton City, CA 95951
(530) 826-0603

Revised July 2017



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Officer Team



President
Cort Johnson

Vice President
John Zuppan

Secretary
Connor Avrit

Treasurer
Niko Mancilla

Reporter
Jared Poldervaart

Sentinel
Joan Leal



Introduction

The Future Farmers of America is a National Organization for students studying Vocational Agriculture in public secondary schools under the provision of the National Vocational Education Acts.

As an integral part of the program of vocational education in agriculture in the public schools system of America the FFA has become well known in recent years. No national student organization enjoys greater freedom of self-government under adult council and guidance than the Future Farmers of America. Organized in November 1928, it has served to motivate and vitalize the effective instruction offered to the students of vocational agriculture and to provide further training in farmer citizenship and agricultural business.

The FFA is intra-curricular, having its origin and roots in a definite part of the school curriculum of vocational agriculture. It is designed to provide students an active part in public meetings, to speak effectively in public, to buy and sell cooperatively, to devise solutions for their own problems, to finance themselves, and to assume civic responsibilities. The foundation upon which the Future Farmers of America organization is molded includes leadership, service, thrift, scholarship, improved agriculture, organized recreation, citizenship, and patriotism.

The Future Farmers of America is a non-profit, non-political farm youth organization of voluntary membership, designed to take its place along with other agents striving for the development of leadership, the advancement of agriculture technology, and the improvement of country life.

National headquarters for the Future Farmers of America is located in the Agricultural Education Branch Office of Health, Education and Welfare, Washington D.C. National conventions are held annually in Indianapolis, Indiana and the State Convention is held at California State University Fresno.



Advisors Message

The advisors of the Hamilton City FFA Chapter would like to welcome every new and returning member to the Hamilton City FFA. Once again we are certain that the Hamilton City FFA is going to continue its success.

This year, the officers have set a goal for the new and returning FFA members to increase participation and involvement in the FFA. As advisors, we agree with the officers that it is important to have FFA members actively involved in all aspects of our program. This program of work will serve as a guide outlining the activities you can be part of. It would be impossible for the chapter officers to carry out the activities outlined in this program without the cooperation from each and every member in this chapter. The duty of the advisors is only to point the way, while the officers and committees actually lead the membership. You, the chapter members, will decide how active or successful the chapter will be this year by your participation. We would like this year to be the best year you ever have in school. The FFA program is the greatest youth organization in the world and the largest as well.

The chapter advisors look forward to working with our chapter members to keep Hamilton City FFA an exciting high school experience. We are relying on you to make this year a success!

Sincerely,

Mr. Bentz

Ms. Lohse



President's Message

Hello everyone, my name is Cort Johnson and I am in my senior year at Hamilton High School. This year is my fourth year in the FFA and my third year serving as a chapter officer. Through these three years the FFA has allowed me to expand and push myself to become a better leader. I've taken part in creed speaking, impromptu speaking and livestock judging which taught me new skills for the future. I have also taken my swine project to the fair, developed many SAE's, and attended many leadership conferences across the state and nation. These experiences that the FFA has provided allowed me to become more knowledgeable of the FFA, a better leader, and a well-rounded person. I hope you realize that these events and experiences are provided for people just like you and that you seize the opportunity. The experiences and skills will stick with you for your whole live and shape who you are inside and outside of the FFA. I wish you the best of luck in all your future FFA endeavors.

Sincerely,

Cort Johnson
Hamilton City FFA President



Officer Duties

President

1. Preside over meetings.
2. Appoint committees and oversee them.
3. Represent the chapter at official functions and public relations functions.

Vice President

1. Preside over meetings in the absence of our President.
2. Maintain a current calendar of FFA events in all classrooms.

Secretary

1. Prepare and present minutes for each chapter meeting. Provide all officers with a copy for their binder.
2. Be responsible for all chapter correspondence, especially thank you letters that need to be sent.
3. Prepare posters for all meetings.

Treasurer

1. Prepare a monthly Treasurer's report at all officer and chapter meetings.
2. Be prepared to sell chapter paraphernalia at designated events.

Reporter

1. Prepare articles for the newspaper at least once per month.
2. Write articles for the Chapter Scoop in New Horizons.
3. Contact news media and radio stations when appropriate.
4. Work with the Historian to compile a scrapbook and slideshow for the annual banquet. The scrapbook must follow guidelines for eligibility in regional contest.

Historian

1. Work with the Reporter to compile a scrapbook and slideshow for the annual banquet.
2. The scrapbook must follow guidelines for eligibility in regional contest.
3. Take pictures at all FFA activities.

Sentinel

1. Welcome guests and visitors.
2. Care for the meeting room and chapter equipment.
3. Assist the President in maintaining order.

4. Keep the meeting room comfortable.

Advisor

1. Supervise chapter activities.
2. Inform prospective students in leadership development.
3. Prepare students for involvement in competitive events.
4. Inform students about the FFA.

All Officers

1. Attend all FFA meetings and activities.
2. Set-up and clean-up at all meetings. Officers should be the first to arrive and the last to leave.
3. Assist other officers with their duties when needed.
4. Attend all officer meetings and planning sessions.
5. Have fun and represent our chapter with dignity.



Chapter Goals

- Increase involvement of members and encourage other students to join.
- Run smooth and efficient meetings and stay serious throughout business discussions.
- Officer team is to have better communication and stay organized.
- The officer team is to enjoy their year of service and grow closer.
- Improve upon our current activities instead of creating more that aren't as effective or run as smoothly.
- The officer team is not only to lead in agriculture, but also in the classroom by holding a GPA of 3.0 or higher.



Why Agriculture and FFA?

Why Agriculture?

Have you ever thought about qualifying for college scholarships? Your participation and success in FFA activities at the local, state, and national level are important. The FFA offers challenging and rewarding activities for college bound students. Yes, you can be in ag and go to college, meeting many requirements along the way, having opportunities that no other school program can offer.

Scholarships

- FFA offers millions of dollars in scholarships to FFA members throughout the nation.
- FFA members have more diverse activities for scholarship applications, beyond athletics and student government.
- FFA members get to earn money through their Supervised Agricultural Experience projects.
- Local FFA scholarships are given each year.

Leadership

- You can receive individual training from the local to the national level through conferences and conventions, building leadership skills.
- Individuals compete in speaking contests such as creed, prepared, and extemporaneous public speaking from the local to national level.
- Teams compete in parliamentary procedure, judging teams, and other career development events.
- Individuals can serve as local, section, regional, state, and national FFA officers.

Travel

- Members represent Hamilton City FFA at different activities throughout the state.
- Members of leadership and judging teams compete at many university sponsored field days, including UC Davis, Fresno, Cal Poly, and other junior colleges.
- You can exhibit livestock at many fairs and shows with Hamilton FFA.



Aim and Purpose

The primary aim of the National FFA Organization is development of agricultural leadership, cooperation, and citizenship. The specific purposes for which this organization was formed are as follows:

1. To develop competent and aggressive leadership.
2. To create and nurture a love of agricultural life.
3. To strengthen the confidence of students of vocational agriculture in themselves and their work.
4. To create more interest in the intelligent choice of agricultural occupations.
5. To encourage members in the development of individual occupational experience programs in agriculture and establishment in agricultural careers.
6. To encourage members to improve their home and its surroundings.
7. To participate in worthy undertakings for the improvement of the industry of agriculture.
8. To develop character, train for useful citizenship, and foster patriotism.
9. To participate in cooperative effort.
10. To encourage and practice thrift.
11. To encourage improvement in scholarship.
12. To provide and encourage the development of organized recreational activities.



FFA Creed

The FFA Creed

I believe in the future of agriculture, with a faith born not of words but of deeds, achievements won by the present and past generations of agriculturists; in the promise of better days through better ways, even as the better things we now enjoy have come to us from the struggles of former years.

I believe that to live and work on a good farm, or to be engaged in other agricultural pursuits, is pleasant as well as challenging; for I know the joys and discomforts of agricultural life and hold an inborn fondness for those associations which, even in hours of discouragement, I cannot deny.

I believe in leadership from ourselves and respect from others. I believe in my own ability to work efficiently and think clearly, with such knowledge and skill as I can secure, and in the ability of progressive agriculturists to serve our own and the public interest in producing and marketing the product of our toil.

I believe in less dependence on begging and more power in bargaining; in the life abundant and enough honest wealth to help make it so, for others as well as myself; in less need for charity and more of it when needed; in being happy myself and playing square with those whose happiness depends upon me.

I believe that American agriculture can and will hold true to the best traditions of our national life and that I can exert an influence in my home and community which will stand solid for my part in that inspiring task.

The creed was written by E.M. Tiffany, and adopted at the 3rd National Convention of the FFA. It was revised at the 38th Convention and the 63rd Convention.



Colors, Motto, and Emblem

Colors

As the blue field of our nation's flag and the golden field of ripened corn unify our country, the FFA colors of National Blue and Corn Gold give unity to the organization. All FFA functions and paraphernalia should proudly display the colors.

Motto

*LEARNING TO DO,
DOING TO LEARN,
EARNING TO LIVE,
LIVING TO SERVE.*



FFA Emblem

The national FFA emblem, consisting of five symbols, is representative of the history and goals of agriculture. As a whole, the emblem covers the broad spectrum of FFA and agriculture. Each element within the emblem has unique significance.

The cross section of the ear of corn provides the foundation of the emblem, just as corn has historically served as the foundation crop of American agriculture. It is also a symbol of unity, as corn is grown in every state of the nation.

The rising sun signifies progress and holds a promise that tomorrow will bring a new day glowing with opportunity.

The plow signifies labor and tillage of the soil, the backbone of agriculture, and the historic foundation of our country's strength.

The eagle is a national symbol which serves as a reminder of our freedom and ability to explore new horizons for the future of agriculture.

The words "Agriculture Education" and "FFA" are emblazoned in the center to signify the combination of learning and leadership necessary for progressive agriculture.



Official Dress

The uniform worn by FFA members at local, section, region, state, and national functions is called official dress. It provides identity and gives a distinctive and recognizable image to the organization.

Female members are to wear a knee length black skirt, white collard button up blouse with official FFA scarf, black closed toed shoes, natural colored panty hose, and official jacket zipped to the top. Black slacks may be worn for traveling and outdoor activities such as judging contests. During livestock shows, white pants, a belt, and appropriate footwear are required.

Official dress for the male members is black slacks, white collard button up shirt, official FFA tie, black shoes, black socks, black belt, and official jacket zipped to the top. During livestock shows, white pants and appropriate footwear are required.

Proper use of the Jacket

1. The jacket or blazer should be worn only by persons who are members of the FFA Organization.
2. It should be kept clean and neat at all times
3. The jacket should only have a large emblem on the back and a small emblem on the front; the name of the State Association and the name of the individual and one office or honor on the front.
4. For the most attractive appearance, the collar should be turned down and the cuffs in place and buttoned.
5. The jacket should be worn at all official functions of the FFA.
6. School letters and insignia should not be attached to or worn on the jacket.
7. When the jacket becomes too faded and worn to wear in public, it should be discarded or the emblems and lettering should be removed.
8. The emblems and lettering should be removed if the jacket is given to a non-member.
9. A member must always act like a lady or gentlemen when wearing the FFA jacket.
10. Members should refrain from smoking or drinking while wearing the FFA jacket.
11. All chapter degrees, officer pins, and other award medals should be worn beneath the name on the jacket, with the exception of the State Farmer Degree pin or American Farmer Key which should be worn above the name or attached to a standard key chain. No more than three medals should be worn on the jacket at any one time. They are the Highest Degree, Highest Office, and Highest Award/Honor.



Name _____ Species _____

Rules to Raise and Exhibit a Fair Animal

These rules pertain to Hamilton High School Agriculture Department exhibitors. These rules may be more stringent than local fair or state rules. The eligibility of a project shall be determined by the exhibitor's FFA advisor (State Rule). Other rules are found in the Glenn County Fair premium book and California Fairs and Exposition.

Initial:

- _____ I will maintain a 2.0 GPA to exhibit an animal at the fair.
- _____ I will write two buyers letters inviting at least 2 different buyers to the fair.
(Stamped, addressed, unsealed envelope to Ms. Lohse by the set deadline.)
- _____ I will keep my record book up to date and it will be current before I go to attend fair. If my record book is not finished I will not receive my check from fair.
- _____ I will be enrolled in an agriculture course at HHS.
- _____ I will attend all mandatory Fair Ethics Meetings, including the one set by the Fair.
- _____ I will not miss more than 1 Hamilton City FFA Chapter Meetings.
- _____ I understand that if I keep my animal at the school farm I am ultimately responsible for my pen, its cleanliness and maintenance, even if I have pen mates. It is up to me to coordinate our schedules and work together in a positive attitude. Animals living on the school farm must be purchased with the school group.
- _____ I will respect my peers who share the barn with me even if we have a difference of opinion and handle all situations in a positive, professional manner.
- _____ I will follow the ethical practices that I have been taught in class. I understand that only products, which are specifically made for animals, will be used on or in my animal.
- _____ I will prepare my own pen with proper feeder, water and fencing, etc. or I will keep my animal at the school farm. If I keep it at the school farm, I will apply to keep it there, sign the rules sheet, fill out my farm agreement and return all the proper paperwork to Ms. Lohse or Mr. Bentz.
- _____ I will own my hog/lamb at least 60 days or rabbit/poultry at least 30 days or steer at least 120 days.
- _____ If I participate in a spring sport, I will be eligible to exhibit one species at the Glenn County Fair. For information about tagging rules, see Glenn County Fair Junior Livestock rule #2.
- _____ I will fill out and turn in my fair entry form by the assigned day to Ms. Lohse or Mr. Bentz.
- _____ I will wear the official FFA Show uniform at the fair.
- _____ If my animal does not sell at the Glenn County Fair I will remove it from the fair by Friday at 7 AM and I will take responsibility for the animal. It is my responsibility to find my own buyer for the animal. If the animal is kept at the school farm, I will remove it by May 31st and I will feed and care for it until it is removed from the farm.
- _____ I agree that if my animal does not sell at the fair and I return the animal to the farm, if I do not take care of the animal properly and on a daily basis, I will give up my ownership and it can be removed and sold at any time and any amount of money owed to the school will be deducted from the total and any remaining money will go to the Hamilton City FFA general fund.

_____ I will write a thank you letter to each person who buys my animal, sponsors an award I receive, or gives me a price support. I will deliver the thank you letters to Ms. Lohse in a stamped, addressed, unsealed envelope by the set date so that Ms. Lohse can mail them.

_____ I will clean my pen at the school farm, before I receive my check after fair.

_____ I will pay all my bills by May 31st to HHS office and bring my receipt to Ms. Lohse or Mr. Bentz and if I fail to do this I understand that I forfeit my rights to take an animal the following year.

_____ While at the fair I will not smoke/chew tobacco or consume alcohol.

_____ I am responsible for my own animal the entire fair including fitting and showing.

_____ All animals exhibited in a market class and qualifying for sale must be sold through the Junior Livestock Auction. (With the exception of dual market animals.)

_____ I will dress appropriately at the fair and follow all school dress codes.

_____ I will refrain from using vulgar or inappropriate language while at the fair.

_____ I will arrive at the fair no later than 4 p.m. to care and feed for my animal daily. On Saturday and Sunday I will arrive no later than 8am to feed, water, and care for my animal. I will check in with my advisor when I arrive and before I leave daily.

_____ I agree to maintain the HC FFA displays by:

- Cleaning & sweeping aisles
- Pick up manure
- Keep bedding clean and neat
- Ensure animals do not get loose
- Put all tools, equip.& tack away in proper place
- Feed and water animals
- If I fail in my duties as feeding or other assigned duties, I recognize that it may result in a fine of \$ 10
- All displays are organized by the chapter and approved by the advisors.

_____ I will attend all announced special livestock species meetings to be eligible to show.

_____ I will not stay overnight at the fair unless I have written permission from an Ag instructor and Mr. Oseguera. I will be under the supervision of my parent/legal guardian.

_____ I understand that if I fail to abide by these rules my parents will be contacted immediately and I will suffer some or all of the following consequences:

- Removal of my animal from auction
- Removal of myself from fair
- Disqualification from HC FFA in future years
- Referral from HHS administration
- Appropriate school discipline policy consequences

_____ I agree to exhibit good sportsmanship throughout the entire fair & work with other 4-H & FFA members.

I have read and agree to **ALL** of the following statements. I understand that failure to complete this form will result in an inability to exhibit livestock at any fair under Hamilton City FFA.

Student Signature

Date

Parent Signature

Date



Farm Agreement

I _____, agree to pay a \$25.00 fee for each head of hog/sheep/goat/steer (please circle animal type) to be kept at Hamilton High School Farm. This agreement is for a maximum of 120 days.

I also agree to feed and water my project at least twice a day, and keep the pen clean each day. This also includes weekends and holidays. I agree to respect and care for all facilities and equipment on the school farm. I will not harm, damage, or hurt any equipment or other animals on the school farm. I agree to treat my animal properly, following all ethical guidelines set by the Advisors and the Glenn County Fair Board.

I understand that even though I may share a pen with other students, I am responsible for my own project. I also know that the welfare of an animal always comes first.

I understand that any violation of the above agreement or any apparent mistreatment of the animal will constitute a warning being issued. **There will be a \$15.00 fine per warning!**

With any three warnings on the same project, I Ryan Bentz and/or Janice Lohse, Advisors, have the right to remove the animal from the farm and sell it at the auction of my choice without any further notice. If this occurs, I will subtract any fees owed and give you the remaining money, however much it may be.

It is also understood that under this agreement _____ shall save and hold free and harmless to the school district, it's Board, the individual members thereof, and all district employees or agents from any loss, damage, liability cost, or expense that may arise during the term of this agreement.

Do you plan on using a FFA project loan? Yes/No

Ryan Bentz/Janice Lohse, Advisor

Date

Student

Date

Parent or Legal Guardian

Date

() _____
Home Telephone Number

() _____
Work Telephone Number

THIS AGREEMENT IS VALID FROM _____ TO _____

Due December 14th!



Reglas para criar y exhibir un animal en la feria

Estas normas se refieren a los expositores Hamilton High School del Departamento de Agricultura. Estas reglas pueden ser más estrictas que las normas justas o estatales locales. La elegibilidad de un proyecto se determinará por el asesor de FFA del expositor (Regla Estado). Otras normas se encuentran en el libro premium Glenn County Fair y Ferias de California y Exposición.

Poner su inicial

- _____ Mantendré un promedio de 2.0 para exhibir un animal en la feria
- _____ Escribiré dos cartas invitando a por lo menos 2 compradores diferentes a la feria. (en un sobre con domicilio y estampilla si sellar a la maestra Lohse para la fecha de entrega)
- _____ Mantendré un record book o libro de registro actual y estará actualizado antes de asistir a la feria.
- _____ Estará actualizado antes de recibir pago por mi animal.
- _____ Estaré inscrito en una clase de agricultura en la escuela Hamilton High.
- _____ Asistiré a todas las juntas tocante a la ética, incluyendo la que se realiza por la feria.
- _____ No fallare mas que una de las juntas de FFA de Hamilton.
- _____ Comprendo que si mantengo mi animal en la granja escolar yo soy responsable por mantener limpio su corral, aun si comparto con otros compañeros. Es mi responsabilidad coordinar los horarios y trabajar juntos con una actitud positiva.
- _____ Seré respetuoso con mis compañeros de corral aun cuando tengamos diferentes opiniones y manejaré toda situación en una manera positiva y profesional.
- _____ Respetaré las prácticas éticas que me han enseñado en clase. Comprendo que solamente aquellos productos que estén específicamente hechos para animales se utilizarán para mi animal.
- _____ Prepararé mi propio corral con un comedero, agua y cercado adecuado o mantendré mi animal en la granja escolar. Si lo mantengo en la granja escolar, solicitaré que me den permiso para hacerlo, firmaré los reglamentos, llenare el acuerdo y entregaré todo los documentos apropiados a la maestra Lohse o Bentz.
- _____ Seré dueño de my puerco/cordero por lo menos 60 días o conejo/ave de corral por lo menos 30 días o novillo por lo menos 120 días.
- _____ Si participo en un deporte de primavera , voy a ser elegible para presentar una especie en la Feria del Condado de Glenn. Para obtener información sobre el etiquetado de reglas, consulte el Condado de Glenn Feria Juvenil Ganadería regla # 2.
- _____ Completaré y entregaré el formulario para la feria el día asignado por la maestra Lohse o maestro Bentz.
- _____ Llevaré puesto el uniforme oficial de FFA a la feria.
- _____ Si mi animal no se vende en la feria, lo removeré de la feria para el viernes a las 9 a.m. y tomaré responsabilidad del animal. Es mi responsabilidad encontrar un comprador para el animal. Si el animal se mantiene en la granja escolar, lo removeré para el 31 de mayo y lo alimentaré y cuidaré hasta que sea removido.
- _____ Estoy de acuerdo que si mi animal no se vende en la feria y lo regreso a la granja, si no cuido de mi animal apropiadamente y diariamente, renunciare mi derecho al animal y podrá ser removido y vendido en cualquier momento y cualquier cantidad de dinero que se

debe a la escuela será deducida del total y el dinero restante se depositará a fondo general de FFA de Hamilton.

____ Todos los miembros de HC FFA llevando un animal a la venta tienen que vender en la subasta Junior Livestock.

____ Escribiré una carta de agradecimiento a cada persona que compre mi animal, patrocine un premio, o brinde mantenimiento de precio. Entregaré las cartas de agradecimiento a la maestra Lohse en un sobre predirigido con estampilla para la fecha determinada por la maestra Lohse para que ella pueda enviarlos.

____ Limpiaré mi corral en la granja escolar antes de recibir mi cheque después de la feria.

____ Pagaré mis deudas para el 31 de mayo a la oficina escolar y le llevaré los recibos a la maestra Lohse o maestro Bentz. Si no cumplo con esto, comprendo que pierdo mi derecho a presentar un animal en la feria el siguiente año.

____ Mientras en la feria no fumaré/mascaré tabaco o consumiré alcohol.

____ Soy responsable por mi animal durante la estancia en la feria incluyendo todo lo involucrado con la presentación.

____ Me vestiré apropiadamente para la feria y cumpliré con el código escolar de vestimenta.

____ Me abstendré de usar lenguaje vulgar o inapropiado mientras en la feria.

____ Llegaré a la feria para las 4 p.m. para cuidar y alimentar mi animal diariamente. El sábado y domingo llegaré para las 8 a.m. para alimentar y cuidar de mi animal. Me reportaré con mi asesor cuando llegue y antes de partir diariamente.

____ Estoy de acuerdo en ocuparme del mantenimiento de los puestos escolares de FFA al:

- Limpiar y barrer los pasillos
- Recoger estiércol
- Mantener la cama del animal limpia y recogida
- Asegurar que no se salgan los animales
- Mantener la herramienta, equipo en su lugar
- Alimentar y darles agua a los animales
- Si no cumplo con mis deberes de alimentación u otros deberes asignados, reconozco que puede resultar en una multa de \$10
- Todas las pantallas son organizadas por el capítulo y aprobadas por los asesores.

____ Asistiré a todas las juntas necesarias para ser elegible de presentar mi animal

____ No me quedaré la noche en la feria a menos que tenga permiso escrito de mi maestro/a de agricultura y el director de la escuela. Estaré bajo supervisión de mis padres o tutores.

____ Comprendo que si no cumplo con estas reglas, mis padres serán contactados inmediatamente y enfrentaré algunas de las siguientes consecuencias:

- Eliminación de mi animal de la subasta
- Tendré que retirarme de la feria
- Descalificación del club FFA de Hamilton para el futuro
- Nota de mal conducta a la administración de la escuela Hamilton High
- Consecuencias disciplinarias escolares apropiadas

____ Estoy de acuerdo en exhibir buena conducta a través de la duración de la feria y trabajar en cooperación con otros miembros de 4-H y FFA.

E leído y estoy de acuerdo con TODAS las declaraciones. Comprendo que si no completo esta hoja no podré exhibir ganado en la feria bajo el club FFA de Hamilton City.

Firma del alumno

Fecha

Firma del padre/tutor

Fecha



Acuerdo del uso de la granja

Yo _____, acuerdo en pagar una cuota de \$25.00 por cada animal de crianza que se guarde en la granja de la escuela Hamilton High. Este acuerdo es para un máximo de 120 días. Los animales localizados en la granja de la escuela tienen que ser comprados de la escuela.

También estoy de acuerdo en alimentar y darle de beber a mi animal dos veces por día y mantener su corral limpio todos los días. Esto incluye los fines de semana y días festivos. Estoy de acuerdo en respetar y cuidar de todas las instalaciones y equipo en la granja escolar. No causaré ningún tipo de daño al equipo u otros animales en la granja escolar. Estoy de acuerdo en tratar mi animal adecuadamente siguiendo las normas éticas impuestas por mis asesores y el Consejo de la Feria del Condado de Glenn.

Comprendo que aunque yo comparta el corral con otros alumnos, yo soy responsable por mi propio animal. También entiendo que el bienestar del animal es lo principal. Comprendo que cualquier violación del acuerdo o cualquier maltrato aparente del animal implica el otorgamiento de una advertencia. ¡La multa por cada advertencia es \$15.00! Después de tres advertencias tocante al mismo proyecto, yo Ryan Bentz y/o Janice Lohse, asesores, tenemos el derecho de remover el animal de la granja y venderlo en la subasta de nuestra elección sin mayor aviso. Si esto ocurre, restare cualquier cuenta pendiente y te entregaremos el resto del dinero que quede.

También comprendo que bajo este acuerdo _____ debe liberar e indemnizar al distrito escolar, su Consejo y los miembros individuales del mismo y todos los empleados o agentes del distrito de cualquier pérdida, daño, responsabilidad, costo, o gasto que pueda surgir durante el plazo de este acuerdo.

¿Tienes planeado solicitar un préstamo de FFA para tu proyecto? Si / No

Ryan Bentz/ Janice Lohse, Advisor

Fecha

Alumno

Fecha

Padre o Tutor Legal

Fecha

() _____
Teléfono del hogar

() _____
Teléfono del trabajo

ESTE ACUERDO ES VALIDO DE _____ A _____

¡Fecha de entrega es el 14 de diciembre!



FFA Loan Application

Due December 6th

NAME: _____ TELEPHONE: _____

ADDRESS: _____

PARENTS NAME: _____

PARENTS WORK PHONE: _____

TYPE OF ANIMAL: _____

THERE WILL BE A 1% PROCESSING FEE FOR ALL LOANS. ALL LOANS WILL BE DUE AND PAYABLE UPON SALE OF ANIMAL. You will be notified by Dec 7th.

REASON FOR LOAN: _____

WHEN DO YOU EXPECT TO PAY THE LOAN BACK: _____

AMOUNT REQUESTED: _____

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

ADVISOR SIGNATURE: _____ DATE: _____

LOAN ACCEPTED: _____

LOAN DENIED: _____



Official Dress

The uniform worn by FFA members at livestock shows consists of the following:

- White Jeans
- White Collared Shirt
- Official FFA Jacket
- FFA Tie for Boys and Scarf for Girls
- Belt
- Boots or Tennis Shoes



During FFA conferences FFA members wear black slacks and dress shoes for boys, and girls wear black skirts and shoes. See pictures for example of female attire.

**Students may borrow an FFA Jacket for the fair, but each student should purchase their own tie or scarf.

FFA Jacket Order Form

To order an FFA jacket, tie, or scarf, please print the first and last name as to appear on the jacket. Make checks payable to Hamilton City FFA and deposit in the office. Staple the receipt to the bottom portion of this page and give to Ms. Lohse.

Name _____

_____ Jacket Size \$58
(See Ms. Lohse for sizing.)

_____ Tie \$12.50 or Scarf \$10.50



Livestock Projects

Market Hog Project Plan Sheet

ESTIMATED EXPENSES:

Cost of Hog	\$300.00
Feed	250.00
Show cane	10.00
Rice Brush	5.00
Soft Nylon Brush	4.00
Small Spray Bottle	5.00
Talcum Powder	5.00
Mineral Oil	5.00
Feed pans	5.00
Supplies	15.00
Veterinary	5.00
Fair Entry	25.00
TOTAL ESTIMATED EXPENSES	\$634.00

ESTIMATED RECEIPTS:

Sale of Main Product:	
250 lb. Market Hog at \$3/lb.	\$750.00
TOTAL ESTIMATED RECEIPTS	750.00

RECEIPTS MINUS EXPENSES

TOTAL ESTIMATED RECEIPTS	750.00
TOTAL ESTIMATED EXPENSES	634.00
ESTIMATED NET INCOME	\$116.00

Market Lamb Project Plan Sheet

ESTIMATED EXPENSES:

Cost of Animal	\$300.00
Feed (grain & hay)	250.00
Veterinary (shots & wormer)	10.00
Halter	12.00
Feed Pans	7.00
Straw/Shavings (bedding-home & fair)	50.00
Fair Entry	25.00

TOTAL ACTUAL EXPENSES \$654.00

ESTIMATED RECEIPTS:

Sale of Main Product:	
130 lb. Market Lamb at \$7/lb.	\$910.00
TOTAL ESTIMATED RECEIPTS	910.00

RECEIPTS MINUS EXPENSES

TOTAL ESTIMATED RECEIPTS	\$910.00
TOTAL ESTIMATED EXPENSES	654.00

ESTIMATED NET INCOME \$256.00

Market Goat Plan Sheet

ESTIMATED EXPENSES:

Cost of Animal	\$350.00
Feed (grain & hay)	200.00
Veterinary (shots & wormer)	10.00
Halter	12.00
Feed Pans	7.00
Straw/Shavings (bedding-home & fair)	50.00
Fair Entry	<u>25.00</u>
TOTAL EXPENSES	\$654.00

ESTIMATED RECEIPTS:

Sale of Main Product:	
85 lb. Market Goat at \$8/lb.	\$680.00
TOTAL ESTIMATED RECEIPTS	680.00

RECEIPTS MINUS EXPENSES

TOTAL ESTIMATED RECEIPTS	\$680.00
TOTAL ESTIMATED EXPENSES	<u>654.00</u>
ESTIMATED NET INCOME	\$26.00

Market Steer Project Plan Sheet

TOTAL ESTIMATED EXPENSES

Cost of Steer	\$2,000.00
Feed	800.00
Veterinary	20.00
Equipment	50.00
Straw/Shavings	50.00
Fair Entry	25.00
	<hr/>
	\$2,945.00

TOTAL ESTIMATED RECEIPTS:

SALE OF MAIN PRODUCT:	
1300 lb. steer at 2.50/lb.	\$3,250.00
TOTAL ESTIMATED RECEIPTS	3,250.00

RECEIPTS MINUS EXPENSES

TOTAL ESTIMATED RECEIPTS	\$3,250.00
TOTAL ESTIMATED EXPENSES	\$2,945.00
	<hr/>
RETURN ON INVESTMENT	\$ 305.00

Dairy Heifer Calf Plan Sheet

ESTIMATED EXPENSES:

Cost of Animal	\$400.00
Milk Replacer	320.00
Feed (grain & hay)	125.00
Veterinary	10.00
Halter	35.00
Feed Pans	7.00
Straw/Shavings (bedding-home & fair)	100.00
Fair Entry	<u>25.00</u>
TOTAL EXPENSES	\$1,022.00

ESTIMATED RECEIPTS:

Sale of Main Product:	
Sale of Calf	\$1,200.00
TOTAL ESTIMATED RECEIPTS	

RECEIPTS MINUS EXPENSES

TOTAL ESTIMATED RECEIPTS	\$1,200.00
TOTAL ESTIMATED EXPENSES	<u>1,022.00</u>

ESTIMATED NET INCOME	\$178.00
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Livestock Payments Due

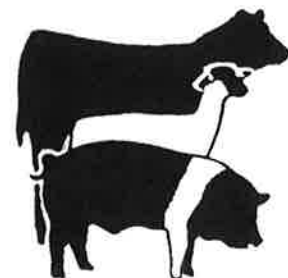
Loan Applications Due December 6th.

December 15th

Hogs	\$325	(\$300 for hog, \$25 fair entry.)
Lambs	\$325	(\$300 for lamb, \$25 fair entry.)
Goats	\$350	(Goat prices vary depending upon availability. Please pay a \$325 deposit and a \$25 fair entry.)
Dairy Calves	\$300	(Calf prices may vary. Calf \$275, fair entry \$25.)
Insurance	\$20	(Mandatory for loans, recommended for all.)

January 27th (If living on school farm.)

Farm Fee	\$25
Hog Feed/Shavings Payment	\$300
Lamb Feed/Shavings Payment	\$250
Goat Feed/Shavings Payment	\$200
Dairy Calf Feed/Straw Payment	\$300





Community Service

The purpose of community service is to develop in FFA members an attitude of service to the community in which we live. The chapter will develop a sense of community service among the entire membership.

This year these are the activities we plan to participate in, as well as others that may be presented to us along the way.

- We will donate one Christmas tree to the giving tree at school.
- We will purchase Christmas gifts for needy children.
- We will host a blood drive that will include both the school and community.
- Mandarins will be donated to local food banks or homeless shelters.
- Food packaging for food bank during an FFA meeting.



Conferences

The California FFA Integrated Leadership Plan is an unique, progressive leadership training which has as its basic concept the development and implementation of a series of leadership development activities that have curriculum integrated into a building-block approach such that each activity builds on the previous one. In doing so, each succeeding activity calls on participants to reach, stretch, and develop achievements as they progress through the program.

There are four activities that comprise the California Integrated Leadership Development Plan with six additional activities that are able to enhance student learning.

Greenhand Conference

Greenhand Conferences are designed to intrigue and excite the freshmen FFA members about the organization. This conference is the “hook-line-and sinker” to get students to buy into the organization throughout their four years in high school. Each conference will be a day-long event hosted at sites throughout the state during the fall.

Made for Excellence

The conference is designed to increase the effectiveness of sophomore FFA members. The motivation, excitement, and education gained from this conference will hold to enhance the self-esteem and personal development of all who attend. Each conference is designed for a twenty-four hour period; hosted at various locations throughout the state during the winter months.

Advanced Leadership Experience

The academy is focused on the junior and senior students with the chapter. This activity will focus on agricultural issues and effective debating. Group interaction will be an important component of these conferences. This conference will be held at various locations during the winter months.

Sacramento Leadership Experience

The Sacramento Leadership Experience culminates four years of personal and leadership development. Students that have completed the first three levels of the Integrated Leadership Development Plan will have the opportunity to learn from experiences at our state capitol. This is held the first week in March.

State FFA Leadership Conference

The State FFA Leadership Conference is a highlight of the year’s activity by FFA members. Delegates from each chapter conduct the business of the state association and elect officers to represent them in the coming year. A major part of conference activity is the recognition of individual and chapter achievement in FFA programs. Attending the State Leadership

Conference is an honor. Chapter members should earn the privilege of attending the conference through active participation in chapter activities as well as attending field days. When numerous members want to attend, an application process will be inquired at the discretion of the advisors.

National FFA Convention

The National FFA Convention is similar to the State Leadership Conference in that it is the culmination of a year's activity in the FFA. The National FFA Convention has grown to be the largest annual meeting of students in the nation. National officers preside over business sessions conducted by delegates who represent their respective state associations.

The National FFA Convention offers a variety of activities to interest all members. A career show features exhibits of career opportunities in agriculture and new technologies in the industry. Competitive career development events involve hundreds of members, while other members are involved in the band, chorus, talent show, or as assistants to make the convention run smoothly. The FFA Alumni Association operates leadership development workshops for members who want to sharpen their leadership skills.

FFA members who participate in these conventions get first-hand experience in the science of self-governance. Knowledge and skills are honed in areas such as rationale and logical judgment, critical thinking and analysis, cooperation, the orderly and fair conduct of business, how to organize and run an effective meeting, effective committee work, public speaking and persuasive debate.

For many members attendance at the State or National FFA Convention is the inspiration that leads to further achievement in the FFA.

Additional leadership activities that support the Integrated Leadership Development Plan include:

- Chapter Officer Leadership Conferences
- Sectional Officer Leadership Summits
- Regional Officer Leadership Conference
- Washington Leadership Conference



Degrees

Greenhand FFA Degree

To be eligible to receive the Greenhand FFA Degree from the chapter, the member must meet the following minimum qualifications:

1. Be enrolled in agricultural education and have satisfactory plans for a supervised agricultural experience program.
2. Learn and explain the FFA creed, motto, salute and FFA mission statement.
3. Describe and explain the meaning of the FFA emblem and colors.
4. Demonstrate knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
5. Demonstrate knowledge of the history of the organization, the chapter constitution and bylaws, and the chapter program of activities.
6. Personally own or have access to the Official FFA Manual and the FFA Student Handbook.
7. Submit written application for the Greenhand Degree.

Chapter FFA Degree

To be eligible to receive the Chapter FFA Degree from the chapter, the member must meet the following minimum qualifications:

1. Must have received the Greenhand FFA Degree.
2. Must have satisfactorily completed the equivalent of at least 180 hours of systematic school instruction in agricultural education at or above the ninth grade level, have in operation an approved supervised agricultural experience program, and be enrolled in an agricultural education course.
3. Have participated in the planning and conducting of at least three official functions in the chapter program of activities.
4. Have earned and productively invested at least \$150 by the member's own efforts or worked at least 45 hours in addition to scheduled class time, or a combination thereof, and have developed plans for continued growth and improvement in a supervised agricultural experience program.
5. Have effectively led a group discussion for 15 minutes.
6. Have demonstrated five procedures of parliamentary law.
7. Show progress toward individual achievement in the FFA award programs.
8. Have a satisfactory scholastic record.
9. Submit a written application for the Chapter FFA Degree.

State FFA Degree

To be eligible to receive the State FFA Degree from the state association, the member must meet the following minimum qualifications:

1. Have received the Chapter FFA Degree.
2. Have been an active FFA member for at least two years at the time of receiving the State FFA Degree.
3. While in school, have completed the equivalent of at least two years of systematic school instruction in agricultural education at or above the ninth grade level, which includes a supervised agricultural experience program.
4. Have earned and productively invested at least \$1,000 or worked at least 300 hours in excess of scheduled class time, or a combination thereof, in a supervised agricultural experience program.
5. Demonstrated leadership ability by performing 10 procedures of parliamentary law, giving a six minute speech on a topic relating to agriculture or the FFA, and serving as an officer, committee chairperson, or participating member of a chapter committee.
6. Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
7. Have participated in the planning and completion of the chapter program of activities.
8. Have participated in at least five different FFA activities above the chapter level.

American FFA Degree

To be eligible to receive the American FFA Degree from the National FFA Organization, the member must meet the following minimum qualifications:

1. Have received the State FFA Degree, have been an active member for the past three years, and have a record of satisfactory participation in the activities on the chapter and state levels.
2. Have satisfactorily completed the equivalent of at least three years of systematic secondary school instruction in an agricultural education program or to have completed at least the equivalent of 360 hours of systematic secondary school instruction in agricultural education and one full year of enrollment in a postsecondary agricultural program or have complete the program of agricultural education offered in the secondary school last attended.
3. Have graduated from high school at least 12 months prior to the National Convention at which the degree is to be granted.
4. Have in operation and have maintained records to substantiate an outstanding supervised agricultural experience.



Proficiency Award Program

The FFA proficiency award program is an outgrowth of the agriculture education philosophy that students learn best by doing – finding ways to relate what students learn in the classroom with practical applications of knowledge outside the classroom. To that end, FFA members are encouraged to develop a Supervised Agricultural Experience Program in their chosen area of interest that will allow them an opportunity to apply what they learn in the classroom to real life situations.

Students develop SAE's in a wide variety of program areas. Students are required to keep detailed records of financial transactions and hours spent working on their project. These detailed accounts provide tangible evidence of student accomplishment and achievement.

The proficiency award program was developed as a means for providing motivation for students to develop additional expertise in their chosen area of endeavor. There are over fifty areas in which students may apply for proficiency awards. Students must submit an application along with their record books. If chosen to advance, students undertake a brief interview from a committee of industry sponsors, community college agriculture instructors, and industry supporters.

Proficiency awards provide students the opportunity to be recognized for excellence – not only for the excellence of their projects, but also for the knowledge and skills they have secured in their chosen field. Many of these students continue to obtain additional training following graduation or seek employment in these areas because of interest sparked by participation in this program.

Areas for which students receive recognition for their Supervised Agricultural Experience are:

Agricultural Communications	Forest Management and Products
Agricultural Education	Grain Production Entrepreneurship
Ag Mechanics Design/Fabrication	Diversified Agricultural Production
Ag Mechanics Energy Systems	Diversified Crop Entrepreneurship
Ag Mechanics Repair/Maintenance	Diversified Crop Placement
Placement	Diversified Horticulture Entrepreneurship
Agricultural Processing	Diversified Horticulture Placement
Agricultural Sales Entrepreneurship	Diversified Livestock Entrepreneurship
Agricultural Sales Placement	Diversified Livestock Placement
Agricultural Services	Emerging Agricultural Technology
Aquaculture	Environmental Science
Beef Production Entrepreneurship	Equine Science Entrepreneurship
Beef Production Placement	Fiber/Oil Crop Production
Dairy Production Entrepreneurship	Floriculture
Dairy Production Placement	Food Science and Technology

Forage Production
Specialty Animal Production
Specialty Crop Production
Grain Production Placement
Home/Community Development
Landscape Management
Nursery Operations
Outdoor Recreation
Pomology Entrepreneurship
Pomology Placement
Poultry Production

Small Animal Care Entrepreneurship
Small Animal Care Placement
Swine Production Entrepreneurship
Swine Production Placement
Turf Grass Entrepreneurship
Turf Grass Placement
Vegetable Entrepreneurship
Vegetable Placement
Viticulture Entrepreneurship
Viticulture Placement
Wildlife Management Entrepreneurship



Past State Degree Recipients

1934-1935

Roy McMartin

1936-1937

Norman Holecek

1950-1951

Keith Ingraham

1951-1952

Richard Hull
Richard Siemens

1952-1953

Gerald Corriea

1953-1954

Jack Martin

1954-1955

Milton Pace

1956-1957

Stephen Stephenson

1957-1958

Dick Neel
John Roller
Arthur St. Louis

1958-1959

Robert DeMille
Francis J. Luis
Kenneth Smith

1959-1960

Allen Johnson

1960-1961

Douglas Boone

1961-1962

John Senestraro

1962-1963

Michael Alberico
Park Henning

1964-1965

Ned Mason

1969-1970

Don Parks

1970-1971

Kenneth Lohse*
Herbert Weems
Robert Weems

1971-1972

Mike Brewer
Richard Corriea
Tom Fiack*

1986-1987

Russell DeMille
Danny Ramos
Ken Sullivan

1988-1989

Jacob Chavez
Tom Millar, Jr.*

1989-1990

Stacy Fritter

Jennifer Ostrander

1991-1992

Pete Torres, Jr.
Bekky Odom
Kate Seale

1993-1994

Jason Darling
Kevin Kunkel
Hilary Nielsen
Matt Reynier
Jennifer Smith
Alicia Wilson

1994-1995

Jaimee Fiack
Kelly Katen
Anne Seale
Brian Woolery*

1995-1996

Wes Schager**

1997-1998

Christen Archer
Nicolas Baker
Kasey Eddy
Jennifer Gilchrist
Amber Lewis
Janice Lohse
Matt Schager
Emmett Wemp

1998-1999

Melissa Ramos
Brandy Jobe

1999-2000

Mason Douglass
Luke Garland
Nick Henning
Scott Woolery

2000-2001

Laine Bass
Tamara Borjas
Melissa Deitz
Kelly Douglass
Katie Porto
Kyle Rowe
April Worthley

2001-2002

Niklaus Beglinger, Jr.
Jacob Gallo
Brandon Garcia
Kate Garland
Rockell Wagner

2002-2003

Heidi Pieper
Uri Sanchez
Felix Herrera
Albert Vierra

2003-2004

Stephen Perry
Craig Knight
Kaila Eddy
Brandis Wagner
Laura Stokes
Trevor Dietle
Ricardo Tapia
Audrey Lansdown
Kristy Gallo
Matt Marron

2004-2005

Teresa Contreras
Colby Sandate
Jessica McBride
Maggie Beasley
Ulises Alvarado
Austin Burbank

Jackie Pruett
Uriel Viramontes
Alyssa Parker
Laura Olvera

2005-2006

Zach Canadas
Manuel Carrillo
Jace Knight
Nancy Mojica
Pablo Trenado

2006-2007

David Sanchez
Heidi Beglinger
Andrea Jones

2007-2008

Colby Bass
Kortni Buttermore
Peter Knight
Justin Machado
Casey McCalla
Brandon McCorkle
Ryan Schimke
Kayla St. Louis
Jimmy Strieby

2008-2009

Drew Knight
Lauren McCorkle
Miguel Carrillo
Niko Martinez
Joey VanHoutte
Erik Smith
Kyle LeClaire
Danielle Devine
Elias Ligas
Daniel Jones
Elizabeth Sanchez
Patty Rodriguez
Jessekah McCorkle
Colby Anderson

Fallon Fumasi

2009-2010

Brett Burbank
Hannah Daley
Ivan Leal
Marco Montecinos
Jenna Price
Tommy Steward
Emily Stokes
Kyle St. Louis
Kelsey Young

2010-2011

Cody Deitz
Isaac Duran
Itzel Duran
Nathon Elkin
Briley Fumasi
Kristin Ligas
Jordan McCorkle
Will Rosen
Karlene Shipelhoute
Steven Silvera
Cody VanHoutte

2011-2012

Nick Anderson**
Keli Bruckenstein
Yesenia Fuentes
Jaime Gonzales
Brad Hall
Hank Henning
Audra Jones
Cody McCorkle
Kristin Stone
Taylor Thomson
Mitch Tuma

2012-2013

Makaila Adams-Swaner
Diego Martinez
Jessica Lohse
Madison Cesa

Andrew Shipelhoute
Alisyn Silvera
Kimmie Olivera
Sandra Pacheco
Nick Gonzales
Ricky Quesada
Abaigeal Zuppan
Brittany Finch
Yazmin Rosas

2013-2014

Morgan Alexander
Raegan Avrit
Caitlyn Davis
Lane Gruenwald
Brandon Jacobo
Chris Jaeger
Jesse Marcella
Abigail Ortiz
Hannah Stanley
Manuel Vargas
Chad Young
Reed Koehnen

2014-2015

Marco Carrillo
Jamie Engel
Katie Freitas
Lucia Fuentes
Emmy Henning
Cade Johnson
Shelby Jongsma
Alexa Koehnen
Becca Lohse
Justine McCorkle
Riley Meridith
Amanda Poldervaart
Samantha Poldervaart
Ivan Urena-Valdes
Frida Valle
Andrew Whitsett

2015-2016

Lilia Diaz
Lizette Diaz
James Elliott
Rebekah Erickson
Fernando Flores
Mariana Gonzales
Kayla Kaiser
Kelly Koehnen
Cris Llamas
Fernando Mendez-Ruiz
Joel Mendoza
DJ Passanisi
Michael Rommo
Conor Zuppan

2016-2017

Marisol Abarca-Torres
Connor Avrit
Geoffrey Chavez
Jennyfer Chavez
Chris Engel
Antonio De Jesus Fuentes
Rafael Guillen-Morales
Luis Hernandez
Cort Johnson
Mori Leveroni
Idalis Lujan
Leticia Ojeda
Kylee Rush
Carolina Sandoval
Hernan Urena-Valdes
Kathy Valle
John Zuppan

*Sectional Star Farmer

**Regional Star Farmer

*If we have left anyone off,
please contact the HUHS
Ag Department at 530-
826-0603.*



Past American Degree Recipients

1961	Robert Demille	2010	Peter Knight Brandon McCorkle
1997	Jaimee Fiack	2011	Colby Anderson Miguel Carrillo Daniel Jones Drew Knight Lauren McCorkle
1999	Wes Schager		
2000	Matt Schager		
2001	Janice Lohse Emmett Wemp	2014	Nick Anderson Hank Henning Audra Jones Cody McCorkle
2002	Mason Douglass Kelli Wemp		
2003	Niklaus Beglinger Kelly Douglass Melissa Deitz	2015	Makaila Adams-Swaner
2005	Jake Gallo	2016	Lane Gruenwald
2006	Craig Knight Stephen Perry	2017	Cade Johnson Emmy Henning Marco Carrillo
2008	Zach Canadas Jace Knight Aaron Smith		

If we have not recognized someone, please contact the HUHS Ag Department at 530-826-0603 so we can add them to our list.



Calendar of Events

August

- 3 Benefit Dinner
- 26-27 Chapter Officer Leadership Conference (overnight)
- 28 FFA Meeting

September

- 27 Greenhand Conference, Colusa Fairgrounds
- 25 FFA Meeting

October

- TBA Lassen College Field Day
- 19 Shasta College Field Day
- TBA National FFA Convention (overnight)
- 30 FFA Meeting

November

- 7 Sectional BIG, Cooperative Marketing, Record Book, and Opening Closing Contests
- 27 FFA Meeting
- 27 Christmas Tree Sales Begin
- 27 Mandarin Sales Begin

December

- 4 Parent and Student Livestock Meeting
- TBA Officer Meeting/Dinner

January

- 12-13 Made for Excellence and Advanced Academy Leadership Conference (Redding, overnight)
- TBA Tulelake Invitational (overnight, hotel would be in Klamath Falls, OR)
- 24 Record Book Scoring for State Degrees
- 29 FFA Meeting

February

- TBA Regional Officer Training, Proficiency and Star Scoring
- 3 Arbuckle Field Day
- 6 Ag Awareness Day
- 15 North Valley Section Contests, Orland
- 28 FFA Blood Drive
- 26 FFA Meeting
- 18-24 FFA Week

March

- 3 UC Davis Field Day
- TBA Sacramento Leadership Experience (overnight if selected)
- 10 CSUC and Butte College Field Day
- 22 Regional Contests, Meeting, State Degree Ceremony
- 26 FFA Meeting
- 24 MJC Field Day (overnight)

April

- 11 Chapter Officer Applications Due
- TBA Cosumnes River College Field Day (overnight)
- 16 FFA Meeting and Officer Elections
- 20-21 State FFA Finals and Fresno State Field Day, Fresno (overnight)
- 22-25 FFA State Leadership Conference, Anaheim (overnight)

May

- 2 FFA Banquet 6:30 PM
- TBA Cal Poly State Finals (overnight)
- 8 Project Competition Banquet
- 8 North Valley Section Meeting
- 13-19 Glenn County Fair

June/July

- TBA Officer Retreat (overnight)

****New Opportunities****

Olive Oil

Students that sell 6 cases of HC FFA olive oil will receive one of the HC FFA black soft shell jackets.

Speaking Scholarship

Any student placing high enough in section speaking contests and competes at regions will earn a \$100 scholarship. Speaking contests include Creed, Impromptu, Prepared, Extemporaneous, and Job Interview.