

**HAMILTON UNIFIED SCHOOL DISTRICT
BOARD MEETING
AGENDA**

**Hamilton High School Library
Wednesday, June 20, 2018**

5:30 p.m. Public session for purposes of opening the meeting only.
5:30 p.m. Closed session to discuss closed session items listed below.
6:00 p.m. Reconvene to open session no earlier than 6:00 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.
4. *Conference with Real Property Negotiators.* Property: Westermann property north of Hamilton High School, approximately located at 500 Sixth Street, Hamilton City, CA 95951 (APN: 032-230-015-000). Agency Negotiator: Charles Tracy, Superintendent; Matt Juhl-Darlington, Attorney for District. Negotiating Parties: Westermann Family and Hamilton Unified School District. Under negotiation: Price and terms of payment.

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. Superintendent Report by Charles Tracy
 - a. Special School Board Meeting Needed:
 - i. July 11, 2018 at 8:00 a.m. (tentative) in the Hamilton High School Library.
 - a. Approve potential hog barn contracts.
 - b. Holidays:
 - i. Wednesday, July 4, 2018 in observance of Independence Day.
 - c. Upcoming School Board Meetings:
 - i. August 22, 2018
 - ii. September 26, 2018

8.0 PRESENTATIONS: None

9.0 CORRESPONDENCE: None

10.0 DISCUSSION ITEMS:

1. Closure of interdistricts for 3rd, 4th and 5th grade for the 2018-2019 school year, Hamilton Elementary School – Direction needed from the School Board.

11.0 **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.

12.0 **ACTION ITEMS:**

1. History Social Science Adoption: Introduction of curriculum adoption for History Social Studies for grades K through 8 and US History and World History. Materials will be available for public review at the HUSD district office, through June 27, 2018. See Attachment for online access to preview content (*available for public review at District Office and during the board meeting*).
 - a. Grades TK/K – 1
California Studies Weekly published by Studies Weekly. <https://www.studiesweekly.com>
 - b. Grades 2-8
MyWorld Interactive California History-Social Science Program c2019. Published by Pearson Publishing <https://www.pearsonschool.com/index.cfm?locator=PS1mDp>
 - c. World History, Houghton Mifflin Harcourt Publishing.
 - d. US History, Houghton Mifflin Harcourt Publishing.
2. 2018-21 Dual Enrollment CCAP Partnership Agreement between Butte-Glenn Community College District and Hamilton Unified School District (second reading (waive second reading approval)). (page 1-33)
3. Second Reading of Board Policy and Administrative Regulation 5145.13 Response to Immigration Enforcement (*for regular manual maintenance*). (page 34-40)
4. Declaration of Need for Fully Qualified Educators 2018-19 (Physical Education, Social Science, Mathematics, Multiple Subject and potentially Agriculture. (page 41-43)
5. Resolution 17-18-108, authorize designated personnel (Mr. Tracy and Mrs. Holliman) to sign contract documents for fiscal year 2018-19 for child care and development services – California Department of Education. (page 44)
6. LCAP: Local Control and Accountability Plan (LCAP) (*available for public review at District Office, on www.husdschools.org and during the board meeting*).
7. 2018-19 District Budget (*available for public review at District Office, on www.husdschools.org and during the board meeting*).
8. 2018-19 Education Protection Act (EPA) Spending Plan. (page 45)

13.0 **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 46-66)
2. Minutes for the Special Board Meeting on June 6, 2018. (page 67-70)
3. California Department of Education Consolidated Application 2018-19. (page 71-78)
4. Scaling Up Multi-Tiered System of Support Statewide (SUMS Grant) District Knowledge Development Site Agreement (\$5,000). Agreement number 44031 (November 1, 2016 – June 30, 2020) between Orange County Office of Education and Hamilton Unified School District. (page 79-101)
5. Interdistrict Transfers (new only; elementary students reapply annually).
 - a. Out
 - i. Hamilton Elementary School
 1. None to report
 - ii. Hamilton High School
 1. None to report
 - b. In
 - i. Hamilton Elementary School
 1. Kindergarten X 1
 - ii. Hamilton High School
 1. 9th Grade X 1
6. Personnel Actions as Presented:
 - a. New hires:

i. Omar Saldivar	Child Nutrition Assistant	HES
ii. Derek Nall	PE Teacher	HES
iii. Cassie Ferraiuolo	Social Science Teacher	HES
 - b. Resignations/Retirement:
 - i. None

14.0 **ADJOURNMENT:**



BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

3536 Butte Campus Drive, Oroville, CA 95965

**COLLEGE AND CAREER ACCESS PATHWAYS
PARTNERSHIP AGREEMENT**

This College and Career Access Pathways Partnership Agreement ("CCAP Agreement") is entered into by and between the Butte-Glenn Community College District on behalf of **Butte Community College** ("College") and the **Hamilton Unified School District** ("School District") pursuant to the enacted Assembly Bill 288 College and Career Access Pathways Act ("AB 288") and California Education Code section 76004.

WHEREAS, Education Code section 76004 enables the governing board of a community college district to enter into a College and Career Access Pathways ("CCAP") partnership with the governing board of a public school district that is governed by a CCAP partnership agreement approved by the governing boards of both districts (Education Code § 76004 (a) and (b)); and

WHEREAS, School District is a public school district serving grades 9-12 located in Butte County or Glenn County and within the regional service area of the College, unless otherwise specified and agreed to as specified in Education Code section 76004 (e); and

WHEREAS, College and School District desire to enter into this CCAP Agreement, consistent with the provisions of Education Code Section 76004, for the purpose of offering or expanding dual enrollment opportunities for high school students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness (Education Code, § 76004 (a)).

NOW THEREFORE, the College and School District agree as follows:

1. TERM OF AGREEMENT

1.1. The term of this CCAP Agreement shall be for THREE (3) years beginning on **July 1, 2018**, and ending on **June 30, 2021**, unless terminated earlier in accordance with this CCAP Agreement.

2. CCAP AGREEMENT APPENDIX

This CCAP Agreement outlines the terms of the CCAP partnership between the College and School District. The CCAP Agreement Appendix shall specify additional detail regarding, but not limited to:

- 2.1. The total number of high school students to be served;
- 2.2. The total number of full-time equivalent students projected to be claimed by the College for those students;
- 2.3. The scope, nature, time, location and listing of community college courses to be offered;
- 2.4. The criteria to assess the ability of pupils to benefit from those courses; (Ed. Code, § 76004 (c)(1)); and
- 2.5. A point of contact for the College and School District (Ed. Code, § 76004 (c)(2)).
- 2.6. Specify which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education (Ed. Code § 76004 (m)(2)).

3. STUDENT ELIGIBILITY, ADMISSION, REGISTRATION AND ENROLLMENT

- 3.1. Student Eligibility. Students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness. (Ed. Code, § 76004, subd. (a))
- 3.2. The School District and College understand and agree that successful College admission and registration requires that each high school student complete the College's application for admission and Dual Enrollment Approval Form.
- 3.3. Admission, registration, and withdrawal procedures for students participating in this CCAP Agreement shall be governed by the College and shall be in compliance with College's admissions, registration, and withdrawal guidelines set forth in applicable law and College policy. The College policy on open enrollment must be published in the College catalog, schedule of classes, and any addenda to the schedule of classes.
- 3.4. The College will provide the necessary admission, registration, and withdrawal forms and procedures, and will be responsible for processing student applications.
- 3.5. The School District agrees to assist College in the admission, registration, and withdrawal of School District students as may be necessary and requested by College.
- 3.6. The College and School District will jointly ensure that each applicant accepted has met all the enrollment requirements.
- 3.7. Enrollment in College courses offered as part of this CCAP Agreement shall be open to School District students who:
 - 3.7.1. are high school students enrolled in the School District;
 - 3.7.2. have been admitted to the College;
 - 3.7.3. meet all applicable prerequisite requirements as established by the College and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement;
 - 3.7.4. have a written parental consent to enroll in a course offered as part of this CCAP Agreement on the Dual Enrollment Approval Form. (Ed. Code, § 76004, subd. (c)(1))
- 3.8. Students seeking to enroll in College courses offered as part of this CCAP Agreement may enroll in up to a maximum of 11 units per term if the all of the following circumstances are satisfied:
 - 3.8.1. The units constitute no more than four community college courses per term.
 - 3.8.2. The units are part of an academic program that is part of this CCAP Agreement.
 - 3.8.3. The units are part of an academic program that is designed to award students with both a high school diploma and an associate degree or certificate or a credential. (Ed. Code, § 76004, subd. (p)(1)(2)(3))

4. PARTICIPATING STUDENTS

- 4.1. Students enrolled in College courses offered as part of this CCAP Agreement will be directed to the official catalog of the College for information regarding applicable policies and procedures.
- 4.2. Grades earned by students enrolled in College courses offered as part of this CCAP Agreement will be posted on the official College transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the College catalog.
- 4.3. Students enrolled in College courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the College and School District.
- 4.4. Students who withdraw from College courses offered as part of this CCAP Agreement will not receive College credit. Students must submit appropriate paperwork by College's published deadlines. Transcripts will be annotated according to College policy.
- 4.5. Students enrolled in College courses offered as part of this CCAP Agreement at the School District shall be held to the same standards of achievement, grading standards, methods of assessment (e.g., papers, portfolios, quizzes, labs, etc.), and behavioral standards (College's Student Code of Conduct) as those expected of students in courses taught on the College campus.

5. PARTICIPATING STUDENT FEES

- 5.1. A high school student enrolled in College courses offered through this CCAP Agreement shall not be assessed or charged a fee prohibited by Education Code section 49011, including a fee charged to a pupil, or a pupil's parent or guardian, as a condition for course registration or for textbooks, supplies, materials, and equipment needed to participate in the course. (Ed. Code, §§ 49010 et seq.; 76004 (f))
- 5.2. A high school student enrolled in College courses offered through this CCAP Agreement and that are properly classified as having "special part- time student" status as described by Education Code section 76004, subdivision (p), shall be exempt from the following community college fee requirements (Ed. Code, § 76004, subd. (q)):
 - 5.2.1. Student Representation Fee. (Ed. Code, § 76060.5)
 - 5.2.2. Nonresident Tuition Fee. (Ed. Code, § 76140)
 - 5.2.3. Transcript Fees. (Ed. Code, § 76223)
 - 5.2.4. Course Enrollment Fees. (Ed. Code, § 76300)
 - 5.2.5. Apprenticeship Course Fees. (Ed. Code, § 76350)
 - 5.2.6. Child Development Center Fees. (Ed. Code, § 79121)
 - 5.2.7. Any other fees charged as a condition for course registration, pursuant to Education Code section 49011.
- 5.3. The total cost of books and instructional materials for School District students who enroll in a College course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by School District.

6. CCAP AGREEMENT COURSES

- 6.1. Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All College courses offered as part of this CCAP Agreement have been approved in accordance with the policies and guidelines of the College and applicable law.
- 6.2. The scope, nature, time, location and listing of courses offered by the College as part of this CCAP Agreement shall be determined by the College and will be recorded in the CCAP Agreement Appendix. (Educ. Code, § 76004 (c)(1))
- 6.3. The courses offered as part of this CCAP Agreement must be held at facilities which are clearly identified as being open to the general public, and must be open to any person who has been admitted to the College and has met any applicable prerequisite, except that the College may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered as part of this CCAP Agreement. (Ed. Code § 76004 (o)(1))
- 6.4. The College is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the School District or at the College. Procedures shall be put into place by the College to ensure instructors teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course.
- 6.5. Courses offered as part of this CCAP Agreement either at the College or School District shall be jointly reviewed and approved.
- 6.6. Courses offered as part of this CCAP Agreement shall not provide physical education course opportunities to high school pupils participating in this CCAP Agreement or any other course opportunities that do not assist in the attainment of at least one of the goals outlined in this CCAP Agreement. (Ed. Code, § 76004, subd. (d))
- 6.7. Courses offered as part of this CCAP Agreement at the School District shall:
 - 6.7.1. Be of the same quality and rigor as those offered on College campus and shall be in compliance with College academic standards.
 - 6.7.2. Be listed in the College catalog with the same department designations, course descriptions, numbers, titles, and credits, and shall identify if the credit is transferable.
 - 6.7.3. Adhere to the official course outline of record and the student learning outcomes established by the associated College academic department.
- 6.8. Courses offered as part of this CCAP Agreement shall comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to College as well as any corresponding policies, practices and requirements of the School District. In the event of a conflict between College course related regulations, policies, procedures, prerequisites and standards and School District policies, practices and requirements, the College regulations, policies, procedures, prerequisites, and standards shall prevail. Standard FTES computation rules, support documentation, course section tabulations, and record retention requirements continue to apply.

- 6.9. Site visits and instruction audits by one or more representatives of the College shall be permitted by the School District to ensure that courses offered as part of this CCAP Agreement in the School District are the same as the courses offered on the College campus and in compliance with College academic standards.
- 6.10. College has the sole right to ensure compliance with course outline of record.
- 6.11. Prior to establishing a vocational or occupational training program (career technical education program), the governing board of the College shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. (Ed. Code § 78015) Degree and certificate programs require approval of the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved program, or the College must have received delegated authority to separately approve those courses locally.

7. INSTRUCTORS

- 7.1. All instructors teaching College courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in California Code of Regulations, Title 5, Sections 53410 and 58060 as amended. The College shall be responsible to ensure all instructors teaching College courses offered as part of this CCAP Agreement meet the minimum qualifications for instruction in the discipline of the course in a California community college.
- 7.2. The College and School District may agree to select instructors from School District personnel to teach College courses offered as part of this CCAP Agreement. The School District shall provide and pay School District personnel selected to teach courses offered as part of this CCAP Agreement. School District personnel selected to be instructors remain employees of the School District, subject to the authority of the School District, but will also be subject to the authority of the College specifically with regard to their duties as instructors teaching College courses offered as a part of this CCAP Agreement.
- 7.3. Each instructor furnished by the School District to teach College courses offered as a part of this CCAP Agreement shall execute a separate written agreement with the College in the form of a CCAP Agreement Instructor Agreement as specified in Exhibit A to this CCAP Agreement. The CCAP Agreement Instructor Agreement shall require student attendance and FTES be reported by the instructor, and state that the College has the primary right to control and direct the instructional activities of the instructor. Instructors provided by the School District shall not be considered adjunct faculty for the College, and shall not be entitled to any of the benefits to which adjunct faculty are entitled. (Cal. Code Regs. tit. 5 § 58058(b))
- 7.4. The School District will be responsible for reporting pursuant to applicable federal teacher quality mandates for all instructors provided by the School District. (Ed. Code, § 76004, subd. (m)(2))
- 7.5. Instructors who teach College courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. As a general rule, faculty must be physically present in the classroom or lab or within line-of-sight of the students. (Cal. Code Regs. tit. 5 §§ 58050, 58051, 58056, 58058)
- 7.6. Instructors who teach College courses offered as part of this CCAP Agreement shall be responsible for the evaluation of students enrolled in courses in accordance with College policies, guidelines, and pertinent statutes and regulations.

- 7.7. Instructors who teach College courses offered as part of this CCAP Agreement shall comply with the fingerprinting requirements set forth in Education Code section 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code section 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a School District site.
- 7.8. Prior to teaching College courses offered as part of this CCAP Agreement, instructors shall receive discipline-specific training and orientation from the College regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures, record keeping, and other instructional responsibilities, as is provided to College's hourly on-campus instructors. Said training shall be approved by and provided by the College. The College shall provide materials to instructors as are provided to College's hourly on-campus instructors, which may include instructor's manuals, course outlines, curriculum materials, and other materials.
- 7.9. Instructors who teach College courses offered as part of this CCAP Agreement will participate in professional development activities sponsored by the College and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to address course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.10. Instructors who teach College courses offered as part of this CCAP Agreement will be evaluated by the College using the adopted performance evaluation process and standards for faculty of the College, subject to the approval of the College.

8. LIAISON COORDINATION OF RESPONSIBILITIES

- 8.1. The College shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between College and School District on matters related to this CCAP Agreement in conformity with College policies and standards. (Ed. Code, 76004, subd. (c)(2))
- 8.2. The School District shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as the point of contact to facilitate coordination and cooperation between College and School District on matters related to this CCAP Agreement in conformity with School District standards. (Ed. Code, 76004, subd. (c)(2))
- 8.3. The College will provide School District personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach and recruitment activities, and compliance with the College policies, procedures and academic standards.
- 8.4. The School District will provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students, and other related services as deemed necessary. The School District's personnel will perform services as part of their regular assignment. School District personnel performing these services will be employees of School District, subject to the authority of School District.
- 8.5. The College shall ensure that student support services, including counseling and guidance, assistance with assessment and placement and tutoring are available to participating students at the College.

- 8.6. The School District shall ensure that student support services, including counseling and guidance, assistance with assessment and placement and tutoring are available to participating students at the School District.

9. STATE APPORTIONMENT

- 9.1. The College shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionment when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 9.2. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. (Ed. Code, § 76004, subd. (o)(2))
- 9.3. The College shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. (Ed. Code, § 76004, subd. (r))
- 9.4. The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this CCAP Agreement is authorized attendance for which the College shall be credited or reimbursed pursuant to Education Codes sections 48802 or 76002, provided that School District has not received reimbursement for the same instructional activity. (Ed. Code, § 76004, subd. (s))
- 9.5. The School District agrees and acknowledges that College will claim apportionment for the School District students enrolled in community college course(s) under this CCAP Agreement.
- 9.6. The College shall demonstrate, and maintain documentation, that instruction claimed for apportionment pursuant to this CCAP Agreement is under the immediate supervision and control of an employee of the College who has met the minimum qualifications for instruction in the discipline of the course in a California community college. (Cal. Code Regs. tit. 5 §§ 58050, 58051, 58056, 58058)

10. CCAP AGREEMENT CERTIFICATIONS

- 10.1. This CCAP Agreement certifies:
 - 10.1.1. That any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code section 87010, or any controlled substance offense as defined in Education Code section 87011. (Ed. Code, 76004, subd. (h))
 - 10.1.2. That any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. (Ed. Code, § 76004, subd. (i))
 - 10.1.3. That a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. (Ed. Code, § 76004, subd. (j))

- 10.1.4. That any remedial course taught by community college faculty (which includes a qualified high school teacher teaching a college course as an "employee" of the community college district pursuant to California Code of Regulations, title 5, section 58058, subdivision (b)) at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both based on an interim assessment in grade 10 or 11, as determined by the partnering school district, and that the delivery of these remedial courses shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon high school graduation. (Ed. Code, § 76004, subd. (n))
- 10.1.5. That both the school district and the community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching an CCAP Agreement course offered for high school credit. (Ed. Code, § 76004, subd. (l))
- 10.2. The College certifies that:
 - 10.2.1. That a community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus. (Ed. Code, § 76004, subd. (k)(1))
 - 10.2.2. That a community college course that is oversubscribed or has a waiting list shall not be offered in this CCAP Agreement. (Ed. Code, § 76004, subd. (k)(2))
 - 10.2.3. That participation in this CCAP Agreement is consistent with the core mission of the community colleges pursuant to Ed Code § 66010.4, and that pupils participating in this CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college. (Ed. Code, § 76004, subd. (k)(3))
 - 10.2.4. The College certifies that it will not receive full compensation for the direct education costs of the course(s) offered under this CCAP Agreement from any public or private agency, individual or group. (Ed. Code, § 84752; Cal. Code of Regs., tit. 5, § 58051.5)
- 10.3. The School District certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources. (Ed. Code, § 84752; Cal. Code Regs. tit. 5 § 58051.5)

11. RECORDS

- 11.1. Permanent records of student attendance, grades and achievement will be maintained by School District for School District students who enroll in a course(s) offered as part of this CCAP Agreement.
- 11.2. Permanent records of student enrollment, grades and achievement for College students shall be maintained by College.
- 11.3. Records will be open for review at all times by College officials and submitted on a schedule developed by the College. (Cal. Code Regs., tit. 5, §§ 55021, 55040, 58030)

- 11.4. Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

12. REIMBURSEMENT

- 12.1. The financial arrangements implied in this CCAP Agreement will be further detailed in the CCAP Agreement Appendix.

13. FACILITIES

- 13.1. The School District will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction of courses offered as part of this CCAP Agreement and do so without charge to College or students. School District agrees to clean, maintain, and safeguard School District's premises. School District warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 13.2. The School District will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all School District students. The parties understand that such equipment and materials are School District's sole property. The instructor shall determine the type, make and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement.
- 13.3. The College facilities may be used subject to mutual agreement by the parties as expressed in the CCAP Agreement Appendix.

14. REPORTING TO THE STATE CHANCELLOR'S OFFICE

- 14.1. The College, in conjunction with the School District, shall report annually to the State Chancellor's Office all of the following information. (Ed. Code, § 76004, subd. (t))
 - 14.1.1. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
 - 14.1.2. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - 14.1.3. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - 14.1.4. The total number of full-time equivalent students generated by CCAP partnership community college district participants.
- 14.2. The School District and College shall work cooperatively for timely submission of said annual reports in accordance with any and all deadlines prescribed by the State Chancellor's Office.

15. CCAP AGREEMENT APPROVAL REQUIREMENTS

- 15.1. The College and School District shall ensure that the governing board of each district, at an open public meeting of that board, present this CCAP Agreement or any Appendix as an information item. The College and School District shall ensure that the governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove this CCAP Agreement or any Appendix. (Ed. Code, § 76004, subd. (b))

- 15.2. Upon approval of this CCAP Agreement or any Appendix by the governing boards of both the College and School District, the College will provide a copy of this CCAP Agreement or any Appendix to the Chancellor's Office of the California Community Colleges prior to the start of the CCAP partnership. (Ed. Code, § 76004, subd. (c)(3))

16. PRIVACY OF STUDENT RECORDS

- 16.1. College and School District understand and agree that education records of students enrolled in a College course offered as part of this CCAP Agreement and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). College and School District agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076)
- 16.2. Limitation on Use. College and School District shall use each student education record that it may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with its authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076)
- 16.3. Recordkeeping Requirements. College and School District shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- 16.4. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this CCAP Agreement, College and School District hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

17. INDEMNIFICATION

- 17.1. School District shall defend, indemnify and hold College, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this CCAP Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of School District, its officers, employees or agents.
- 17.2. College shall defend, indemnify and hold School District, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this CCAP Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of College, its officers, employees or agents.

18. INSURANCE

- 18.1. The School District shall secure and maintain in force during the entire term of this CCAP Agreement the following insurance coverage or an approved program of self-insurance with an

admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority authorized to provide public liability and property damage insurance in the State of California.

- 18.1.1. General Liability insurance with a limit of not less than \$1,000,000 per occurrence, for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of this agreement.

The General Liability insurance coverage, shall be **endorsed** to name the Butte-Glenn Community College District, its officers, employees, and agents as additional insureds for the purpose of this CCAP Agreement.

- 18.1.2. Automobile Liability insurance, "any auto" with a limit of not less than \$1,000,000 combined single limit per accident for bodily injury and property damage.

The Automobile Liability insurance coverage, shall be **endorsed** to name the Butte-Glenn Community College District, its officers, employees, and agents as additional insureds for the purpose of this CCAP Agreement.

- 18.1.3. Workers' Compensation insurance with limits statutorily required by the State of California, and Employer's Liability insurance with limits of not less \$1,000,000 per accident for bodily injury or disease.

- 18.2. School District shall furnish the College with original certificates of insurance and endorsements evidencing the coverages, conditions, and limits required by this CCAP Agreement.

- 18.3. For the purpose of Workers' Compensation, School District shall be the "primary employer" for all its personnel who perform services as instructors and support staff. School District shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective School District personnel made in connection with performing services and receiving instruction under this CCAP Agreement. School District agrees to hold harmless, indemnify, and defend College, its officers, employees and agents from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by School District personnel connected with providing services under this CCAP Agreement. School District is not responsible for non-School District personnel who may serve as instructors.

19. NON-DISCRIMINATION

- 19.1. Neither the School District nor the College shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

20. TERMINATION

- 20.1. Either party may terminate this CCAP Agreement by giving written notice specifying the effective date of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester.

21. FUNDS UNAVAILABLE

- 21.1. This CCAP Agreement may be terminated immediately by either party if funds become unavailable for the support of the CCAP Agreement. In the event termination is pursuant to this

paragraph, a notice specifying the reason for termination shall be sent as soon as possible after the termination.

22. NOTICES

- 22.1. Any and all notices under this CCAP Agreement shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
3536 Butte Campus Drive
Oroville, CA 95965
ATTN: Vice President for Administration

HAMILTON UNIFIED SCHOOL DISTRICT
620 Canal Street
Hamilton City, CA 95951
ATTN: Superintendent

23. ENTIRETY OF AGREEMENT

- 23.1. This CCAP Agreement sets forth the entire agreement and understanding between the parties relating to the subject matter of this CCAP Agreement, and supersedes all prior written or oral representations and agreements with respect to the subject matter herein.

24. AMENDMENTS

- 24.1. This CCAP Agreement may be modified only by written amendments duly executed by the College and the School District.

25. APPLICABLE LAW AND VENUE

- 25.1. This CCAP Agreement shall be construed in accordance with and governed by the laws of the State of California.

26. COMMUNITY COLLEGE DISTRICT BOUNDARIES

- 26.1. For locations outside the geographical boundaries of Butte-Glenn Community College District, College will comply with the requirements of California Code of Regulations, title 5, sections 55300 et seq., or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

27. SEVERABILITY

- 27.1. If any term, provision, covenant, or condition of this CCAP Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the CCAP Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

28. TERMS AND CONDITIONS

- 28.1. The parties to this CCAP Agreement acknowledge that they have read and understood this CCAP Agreement completely, and will fully comply with all terms and conditions of this CCAP Agreement set forth herein.



BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
3536 Butte Campus Drive, Oroville, CA 95965

**COLLEGE AND CAREER ACCESS PATHWAYS
PARTNERSHIP AGREEMENT**

This College and Career Access Pathways Partnership Agreement ("CCAP Agreement") is entered into by and between the Butte-Glenn Community College District on behalf of **Butte Community College** ("College") and the **Hamilton Unified School District** ("School District") pursuant to the enacted Assembly Bill 288 College and Career Access Pathways Act ("AB 288") and California Education Code section 76004.

WHEREAS, Education Code section 76004 enables the governing board of a community college district to enter into a College and Career Access Pathways ("CCAP") partnership with the governing board of a public school district that is governed by a CCAP partnership agreement approved by the governing boards of both districts (Education Code § 76004 (a) and (b)); and

WHEREAS, School District is a public school district serving grades 9-12 located in Butte County or Glenn County and within the regional service area of the College, unless otherwise specified and agreed to as specified in Education Code section 76004 (e); and

WHEREAS, College and School District desire to enter into this CCAP Agreement, consistent with the provisions of Education Code Section 76004, for the purpose of offering or expanding dual enrollment opportunities for high school students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness (Education Code, § 76004 (a)).

NOW THEREFORE, the College and School District agree as follows:

1. TERM OF AGREEMENT

1.1. The term of this CCAP Agreement shall be for THREE (3) years beginning on **July 1, 2018**, and ending on **June 30, 2021**, unless terminated earlier in accordance with this CCAP Agreement.

2. CCAP AGREEMENT APPENDIX

This CCAP Agreement outlines the terms of the CCAP partnership between the College and School District. The CCAP Agreement Appendix shall specify additional detail regarding, but not limited to:

- 2.1. The total number of high school students to be served;
- 2.2. The total number of full-time equivalent students projected to be claimed by the College for those students;
- 2.3. The scope, nature, time, location and listing of community college courses to be offered;
- 2.4. The criteria to assess the ability of pupils to benefit from those courses; (Ed. Code, § 76004 (c)(1)); and
- 2.5. A point of contact for the College and School District (Ed. Code, § 76004 (c)(2)).
- 2.6. Specify which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education (Ed. Code § 76004 (m)(2)).

3. STUDENT ELIGIBILITY, ADMISSION, REGISTRATION AND ENROLLMENT

- 3.1. Student Eligibility. Students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness. (Ed. Code, § 76004, subd. (a))
- 3.2. The School District and College understand and agree that successful College admission and registration requires that each high school student complete the College's application for admission and Dual Enrollment Approval Form.
- 3.3. Admission, registration, and withdrawal procedures for students participating in this CCAP Agreement shall be governed by the College and shall be in compliance with College's admissions, registration, and withdrawal guidelines set forth in applicable law and College policy. The College policy on open enrollment must be published in the College catalog, schedule of classes, and any addenda to the schedule of classes.
- 3.4. The College will provide the necessary admission, registration, and withdrawal forms and procedures, and will be responsible for processing student applications.
- 3.5. The School District agrees to assist College in the admission, registration, and withdrawal of School District students as may be necessary and requested by College.
- 3.6. The College and School District will jointly ensure that each applicant accepted has met all the enrollment requirements.
- 3.7. Enrollment in College courses offered as part of this CCAP Agreement shall be open to School District students who:
 - 3.7.1. are high school students enrolled in the School District;
 - 3.7.2. have been admitted to the College;
 - 3.7.3. meet all applicable prerequisite requirements as established by the College and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement;
 - 3.7.4. have a written parental consent to enroll in a course offered as part of this CCAP Agreement on the Dual Enrollment Approval Form. (Ed. Code, § 76004, subd. (c)(1))
- 3.8. Students seeking to enroll in College courses offered as part of this CCAP Agreement may enroll in up to a maximum of 11 units per term if the all of the following circumstances are satisfied:
 - 3.8.1. The units constitute no more than four community college courses per term.
 - 3.8.2. The units are part of an academic program that is part of this CCAP Agreement.
 - 3.8.3. The units are part of an academic program that is designed to award students with both a high school diploma and an associate degree or certificate or a credential. (Ed. Code, § 76004, subd. (p)(1)(2)(3))

4. PARTICIPATING STUDENTS

- 4.1. Students enrolled in College courses offered as part of this CCAP Agreement will be directed to the official catalog of the College for information regarding applicable policies and procedures.
- 4.2. Grades earned by students enrolled in College courses offered as part of this CCAP Agreement will be posted on the official College transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the College catalog.
- 4.3. Students enrolled in College courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the College and School District.
- 4.4. Students who withdraw from College courses offered as part of this CCAP Agreement will not receive College credit. Students must submit appropriate paperwork by College's published deadlines. Transcripts will be annotated according to College policy.
- 4.5. Students enrolled in College courses offered as part of this CCAP Agreement at the School District shall be held to the same standards of achievement, grading standards, methods of assessment (e.g., papers, portfolios, quizzes, labs, etc.), and behavioral standards (College's Student Code of Conduct) as those expected of students in courses taught on the College campus.

5. PARTICIPATING STUDENT FEES

- 5.1. A high school student enrolled in College courses offered through this CCAP Agreement shall not be assessed or charged a fee prohibited by Education Code section 49011, including a fee charged to a pupil, or a pupil's parent or guardian, as a condition for course registration or for textbooks, supplies, materials, and equipment needed to participate in the course. (Ed. Code, §§ 49010 et seq.; 76004 (f))
- 5.2. A high school student enrolled in College courses offered through this CCAP Agreement and that are properly classified as having "special part- time student" status as described by Education Code section 76004, subdivision (p), shall be exempt from the following community college fee requirements (Ed. Code, § 76004, subd. (q)):
 - 5.2.1. Student Representation Fee. (Ed. Code, § 76060.5)
 - 5.2.2. Nonresident Tuition Fee. (Ed. Code, § 76140)
 - 5.2.3. Transcript Fees. (Ed. Code, § 76223)
 - 5.2.4. Course Enrollment Fees. (Ed. Code, § 76300)
 - 5.2.5. Apprenticeship Course Fees. (Ed. Code, § 76350)
 - 5.2.6. Child Development Center Fees. (Ed. Code, § 79121)
 - 5.2.7. Any other fees charged as a condition for course registration, pursuant to Education Code section 49011.
- 5.3. The total cost of books and instructional materials for School District students who enroll in a College course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by School District.

6. CCAP AGREEMENT COURSES

- 6.1. Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All College courses offered as part of this CCAP Agreement have been approved in accordance with the policies and guidelines of the College and applicable law.
- 6.2. The scope, nature, time, location and listing of courses offered by the College as part of this CCAP Agreement shall be determined by the College and will be recorded in the CCAP Agreement Appendix. (Educ. Code, § 76004 (c)(1))
- 6.3. The courses offered as part of this CCAP Agreement must be held at facilities which are clearly identified as being open to the general public, and must be open to any person who has been admitted to the College and has met any applicable prerequisite, except that the College may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered as part of this CCAP Agreement. (Ed. Code § 76004 (o)(1))
- 6.4. The College is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the School District or at the College. Procedures shall be put into place by the College to ensure instructors teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course.
- 6.5. Courses offered as part of this CCAP Agreement either at the College or School District shall be jointly reviewed and approved.
- 6.6. Courses offered as part of this CCAP Agreement shall not provide physical education course opportunities to high school pupils participating in this CCAP Agreement or any other course opportunities that do not assist in the attainment of at least one of the goals outlined in this CCAP Agreement. (Ed. Code, § 76004, subd. (d))
- 6.7. Courses offered as part of this CCAP Agreement at the School District shall:
 - 6.7.1. Be of the same quality and rigor as those offered on College campus and shall be in compliance with College academic standards.
 - 6.7.2. Be listed in the College catalog with the same department designations, course descriptions, numbers, titles, and credits, and shall identify if the credit is transferable.
 - 6.7.3. Adhere to the official course outline of record and the student learning outcomes established by the associated College academic department.
- 6.8. Courses offered as part of this CCAP Agreement shall comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to College as well as any corresponding policies, practices and requirements of the School District. In the event of a conflict between College course related regulations, policies, procedures, prerequisites and standards and School District policies, practices and requirements, the College regulations, policies, procedures, prerequisites, and standards shall prevail. Standard FTES computation rules, support documentation, course section tabulations, and record retention requirements continue to apply.

- 6.9. Site visits and instruction audits by one or more representatives of the College shall be permitted by the School District to ensure that courses offered as part of this CCAP Agreement in the School District are the same as the courses offered on the College campus and in compliance with College academic standards.
- 6.10. College has the sole right to ensure compliance with course outline of record.
- 6.11. Prior to establishing a vocational or occupational training program (career technical education program), the governing board of the College shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. (Ed. Code § 78015) Degree and certificate programs require approval of the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved program, or the College must have received delegated authority to separately approve those courses locally.

7. INSTRUCTORS

- 7.1. All instructors teaching College courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in California Code of Regulations, Title 5, Sections 53410 and 58060 as amended. The College shall be responsible to ensure all instructors teaching College courses offered as part of this CCAP Agreement meet the minimum qualifications for instruction in the discipline of the course in a California community college.
- 7.2. The College and School District may agree to select instructors from School District personnel to teach College courses offered as part of this CCAP Agreement. The School District shall provide and pay School District personnel selected to teach courses offered as part of this CCAP Agreement. School District personnel selected to be instructors remain employees of the School District, subject to the authority of the School District, but will also be subject to the authority of the College specifically with regard to their duties as instructors teaching College courses offered as a part of this CCAP Agreement.
- 7.3. Each instructor furnished by the School District to teach College courses offered as a part of this CCAP Agreement shall execute a separate written agreement with the College in the form of a CCAP Agreement Instructor Agreement as specified in Exhibit A to this CCAP Agreement. The CCAP Agreement Instructor Agreement shall require student attendance and FTES be reported by the instructor, and state that the College has the primary right to control and direct the instructional activities of the instructor. Instructors provided by the School District shall not be considered adjunct faculty for the College, and shall not be entitled to any of the benefits to which adjunct faculty are entitled. (Cal. Code Regs. tit. 5 § 58058(b))
- 7.4. The School District will be responsible for reporting pursuant to applicable federal teacher quality mandates for all instructors provided by the School District. (Ed. Code, § 76004, subd. (m)(2))
- 7.5. Instructors who teach College courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. As a general rule, faculty must be physically present in the classroom or lab or within line-of-sight of the students. (Cal. Code Regs. tit. 5 §§ 58050, 58051, 58056, 58058)
- 7.6. Instructors who teach College courses offered as part of this CCAP Agreement shall be responsible for the evaluation of students enrolled in courses in accordance with College policies, guidelines, and pertinent statutes and regulations.

- 7.7. Instructors who teach College courses offered as part of this CCAP Agreement shall comply with the fingerprinting requirements set forth in Education Code section 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code section 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a School District site.
- 7.8. Prior to teaching College courses offered as part of this CCAP Agreement, instructors shall receive discipline-specific training and orientation from the College regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures, record keeping, and other instructional responsibilities, as is provided to College's hourly on-campus instructors. Said training shall be approved by and provided by the College. The College shall provide materials to instructors as are provided to College's hourly on-campus instructors, which may include instructor's manuals, course outlines, curriculum materials, and other materials.
- 7.9. Instructors who teach College courses offered as part of this CCAP Agreement will participate in professional development activities sponsored by the College and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to address course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.10. Instructors who teach College courses offered as part of this CCAP Agreement will be evaluated by the College using the adopted performance evaluation process and standards for faculty of the College, subject to the approval of the College.

8. LIAISON COORDINATION OF RESPONSIBILITIES

- 8.1. The College shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between College and School District on matters related to this CCAP Agreement in conformity with College policies and standards. (Ed. Code, 76004, subd. (c)(2))
- 8.2. The School District shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as the point of contact to facilitate coordination and cooperation between College and School District on matters related to this CCAP Agreement in conformity with School District standards. (Ed. Code, 76004, subd. (c)(2))
- 8.3. The College will provide School District personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach and recruitment activities, and compliance with the College policies, procedures and academic standards.
- 8.4. The School District will provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students, and other related services as deemed necessary. The School District's personnel will perform services as part of their regular assignment. School District personnel performing these services will be employees of School District, subject to the authority of School District.
- 8.5. The College shall ensure that student support services, including counseling and guidance, assistance with assessment and placement and tutoring are available to participating students at the College.

- 8.6. The School District shall ensure that student support services, including counseling and guidance, assistance with assessment and placement and tutoring are available to participating students at the School District.

9. STATE APPORTIONMENT

- 9.1. The College shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionment when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 9.2. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. (Ed. Code, § 76004, subd. (o)(2))
- 9.3. The College shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. (Ed. Code, § 76004, subd. (r))
- 9.4. The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this CCAP Agreement is authorized attendance for which the College shall be credited or reimbursed pursuant to Education Codes sections 48802 or 76002, provided that School District has not received reimbursement for the same instructional activity. (Ed. Code, § 76004, subd. (s))
- 9.5. The School District agrees and acknowledges that College will claim apportionment for the School District students enrolled in community college course(s) under this CCAP Agreement.
- 9.6. The College shall demonstrate, and maintain documentation, that instruction claimed for apportionment pursuant to this CCAP Agreement is under the immediate supervision and control of an employee of the College who has met the minimum qualifications for instruction in the discipline of the course in a California community college. (Cal. Code Regs. tit. 5 §§ 58050, 58051, 58056, 58058)

10. CCAP AGREEMENT CERTIFICATIONS

- 10.1. This CCAP Agreement certifies:
 - 10.1.1. That any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code section 87010, or any controlled substance offense as defined in Education Code section 87011. (Ed. Code, 76004, subd. (h))
 - 10.1.2. That any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. (Ed. Code, § 76004, subd. (i))
 - 10.1.3. That a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. (Ed. Code, § 76004, subd. (j))

- 10.1.4. That any remedial course taught by community college faculty (which includes a qualified high school teacher teaching a college course as an "employee" of the community college district pursuant to California Code of Regulations, title 5, section 58058, subdivision (b)) at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both based on an interim assessment in grade 10 or 11, as determined by the partnering school district, and that the delivery of these remedial courses shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon high school graduation. (Ed. Code, § 76004, subd. (n))
- 10.1.5. That both the school district and the community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching an CCAP Agreement course offered for high school credit. (Ed. Code, § 76004, subd. (l))
- 10.2. The College certifies that:
 - 10.2.1. That a community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus. (Ed. Code, § 76004, subd. (k)(1))
 - 10.2.2. That a community college course that is oversubscribed or has a waiting list shall not be offered in this CCAP Agreement. (Ed. Code, § 76004, subd. (k)(2))
 - 10.2.3. That participation in this CCAP Agreement is consistent with the core mission of the community colleges pursuant to Ed Code § 66010.4, and that pupils participating in this CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college. (Ed. Code, § 76004, subd. (k)(3))
 - 10.2.4. The College certifies that it will not receive full compensation for the direct education costs of the course(s) offered under this CCAP Agreement from any public or private agency, individual or group. (Ed. Code, § 84752; Cal. Code of Regs., tit. 5, § 58051.5)
- 10.3. The School District certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources. (Ed. Code, § 84752; Cal. Code Regs. tit. 5 § 58051.5)

11. RECORDS

- 11.1. Permanent records of student attendance, grades and achievement will be maintained by School District for School District students who enroll in a course(s) offered as part of this CCAP Agreement.
- 11.2. Permanent records of student enrollment, grades and achievement for College students shall be maintained by College.
- 11.3. Records will be open for review at all times by College officials and submitted on a schedule developed by the College. (Cal. Code Regs., tit. 5, §§ 55021, 55040, 58030)

- 11.4. Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

12. REIMBURSEMENT

- 12.1. The financial arrangements implied in this CCAP Agreement will be further detailed in the CCAP Agreement Appendix.

13. FACILITIES

- 13.1. The School District will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction of courses offered as part of this CCAP Agreement and do so without charge to College or students. School District agrees to clean, maintain, and safeguard School District's premises. School District warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 13.2. The School District will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all School District students. The parties understand that such equipment and materials are School District's sole property. The instructor shall determine the type, make and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement.
- 13.3. The College facilities may be used subject to mutual agreement by the parties as expressed in the CCAP Agreement Appendix.

14. REPORTING TO THE STATE CHANCELLOR'S OFFICE

- 14.1. The College, in conjunction with the School District, shall report annually to the State Chancellor's Office all of the following information. (Ed. Code, § 76004, subd. (t))
 - 14.1.1. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
 - 14.1.2. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - 14.1.3. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - 14.1.4. The total number of full-time equivalent students generated by CCAP partnership community college district participants.
- 14.2. The School District and College shall work cooperatively for timely submission of said annual reports in accordance with any and all deadlines prescribed by the State Chancellor's Office.

15. CCAP AGREEMENT APPROVAL REQUIREMENTS

- 15.1. The College and School District shall ensure that the governing board of each district, at an open public meeting of that board, present this CCAP Agreement or any Appendix as an information item. The College and School District shall ensure that the governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove this CCAP Agreement or any Appendix. (Ed. Code, § 76004, subd. (b))

- 15.2. Upon approval of this CCAP Agreement or any Appendix by the governing boards of both the College and School District, the College will provide a copy of this CCAP Agreement or any Appendix to the Chancellor's Office of the California Community Colleges prior to the start of the CCAP partnership. (Ed. Code, § 76004, subd. (c)(3))

16. PRIVACY OF STUDENT RECORDS

- 16.1. College and School District understand and agree that education records of students enrolled in a College course offered as part of this CCAP Agreement and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). College and School District agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076)
- 16.2. Limitation on Use. College and School District shall use each student education record that it may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with its authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076)
- 16.3. Recordkeeping Requirements. College and School District shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- 16.4. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this CCAP Agreement, College and School District hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

17. INDEMNIFICATION

- 17.1. School District shall defend, indemnify and hold College, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this CCAP Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of School District, its officers, employees or agents.
- 17.2. College shall defend, indemnify and hold School District, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this CCAP Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of College, its officers, employees or agents.

18. INSURANCE

- 18.1. The School District shall secure and maintain in force during the entire term of this CCAP Agreement the following insurance coverage or an approved program of self-insurance with an

admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority authorized to provide public liability and property damage insurance in the State of California.

- 18.1.1. General Liability insurance with a limit of not less than \$1,000,000 per occurrence, for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of this agreement.

The General Liability insurance coverage, shall be **endorsed** to name the Butte-Glenn Community College District, its officers, employees, and agents as additional insureds for the purpose of this CCAP Agreement.

- 18.1.2. Automobile Liability insurance, "any auto" with a limit of not less than \$1,000,000 combined single limit per accident for bodily injury and property damage.

The Automobile Liability insurance coverage, shall be **endorsed** to name the Butte-Glenn Community College District, its officers, employees, and agents as additional insureds for the purpose of this CCAP Agreement.

- 18.1.3. Workers' Compensation insurance with limits statutorily required by the State of California, and Employer's Liability insurance with limits of not less \$1,000,000 per accident for bodily injury or disease.

- 18.2. School District shall furnish the College with original certificates of insurance and endorsements evidencing the coverages, conditions, and limits required by this CCAP Agreement.

- 18.3. For the purpose of Workers' Compensation, School District shall be the "primary employer" for all its personnel who perform services as instructors and support staff. School District shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective School District personnel made in connection with performing services and receiving instruction under this CCAP Agreement. School District agrees to hold harmless, indemnify, and defend College, its officers, employees and agents from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by School District personnel connected with providing services under this CCAP Agreement. School District is not responsible for non-School District personnel who may serve as instructors.

19. NON-DISCRIMINATION

- 19.1. Neither the School District nor the College shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

20. TERMINATION

- 20.1. Either party may terminate this CCAP Agreement by giving written notice specifying the effective date of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester.

21. FUNDS UNAVAILABLE

- 21.1. This CCAP Agreement may be terminated immediately by either party if funds become unavailable for the support of the CCAP Agreement. In the event termination is pursuant to this

paragraph, a notice specifying the reason for termination shall be sent as soon as possible after the termination.

22. NOTICES

- 22.1. Any and all notices under this CCAP Agreement shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
3536 Butte Campus Drive
Oroville, CA 95965
ATTN: Vice President for Administration

HAMILTON UNIFIED SCHOOL DISTRICT
620 Canal Street
Hamilton City, CA 95951
ATTN: Superintendent

23. ENTIRETY OF AGREEMENT

- 23.1. This CCAP Agreement sets forth the entire agreement and understanding between the parties relating to the subject matter of this CCAP Agreement, and supersedes all prior written or oral representations and agreements with respect to the subject matter herein.

24. AMENDMENTS

- 24.1. This CCAP Agreement may be modified only by written amendments duly executed by the College and the School District.

25. APPLICABLE LAW AND VENUE

- 25.1. This CCAP Agreement shall be construed in accordance with and governed by the laws of the State of California.

26. COMMUNITY COLLEGE DISTRICT BOUNDARIES

- 26.1. For locations outside the geographical boundaries of Butte-Glenn Community College District, College will comply with the requirements of California Code of Regulations, title 5, sections 55300 et seq., or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

27. SEVERABILITY

- 27.1. If any term, provision, covenant, or condition of this CCAP Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the CCAP Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

28. TERMS AND CONDITIONS

- 28.1. The parties to this CCAP Agreement acknowledge that they have read and understood this CCAP Agreement completely, and will fully comply with all terms and conditions of this CCAP Agreement set forth herein.

29. COUNTERPARTS

29.1. This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

IN WITNESS WHEREOF, the parties to this CCAP Agreement have executed this CCAP Agreement by their duly authorized representatives on the dates of their signatures.

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

HAMILTON UNIFIED SCHOOL DISTRICT

By: _____
 (Signature of person authorized to execute Agreement on behalf of College.)

By: CTracy
 (Signature of person authorized to execute Agreement on behalf of School District.)

Name: _____

Name: CHARLES TRACY

Title: _____

Title: SUPERINTENDENT

Date: _____

Date: 6/5/2015

List of Attachments

- CCAP Agreement Appendix
- Exhibit A – College and Career Access Pathways Agreement Instructor Agreement

TO BE COMPLETED BY DISTRICT ONLY					
The person preparing this contract must complete this section and obtain appropriate initials before contract will be approved.					
Initiating Department:	VPI	Preparer's Name & ID:	TANNA NEILSEN 3180821	Phone:	6108
Vendor Name:	HAMILTON UNIFIED SCHOOL DISTRICT		Vendor ID:		
PO Description (Max. 25 characters):					
Budget Code:	12.205.110.1.601010.55100	PO Amount:			
Contract Monitor Name (Person Who Approves Invoices):	TANNA NEILSEN			Phone:	EXT
Dept. Dean/Director Initials:		Dept. Vice President Initials:			
Business Contracts Approval:		Purchase Order Number:			



BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
3536 Butte Campus Drive, Oroville, CA 95965

**COLLEGE AND CAREER ACCESS PATHWAYS
PARTNERSHIP AGREEMENT**

APPENDIX

WHEREAS, the College and Career Access Pathways Partnership Agreement ("CCAP Agreement") is between **Butte-Glenn Community College District** ("College") and **Hamilton Unified School District** ("School District"); and

WHEREAS, the College and the School District agree to record College and School District specific components of the CCAP Agreement using the CCAP Agreement Appendix to specify additional detail regarding, but not limited to: the total number of high school students to be served; the total number of full-time equivalent students projected to be claimed by the College for those students; the scope, nature, time, location and listing of community college courses to be offered; and the criteria to assess the ability of pupils to benefit from those courses. (Ed. Code, § 76004, subd. (c)(1))

NOW THEREFORE, the College and School District agree as follows:

1. CCAP AGREEMENT

1.1. The College and School District entered into this CCAP Agreement on **July 1, 2018**, pursuant to action of the governing boards of the College and School District.

1.1.1. COLLEGE BOARD MEETINGS

Information Board Meeting Date:	
Public Comment and Approval Board Meeting Dates:	

1.1.2. SCHOOL DISTRICT BOARD MEETINGS

Information Board Meeting Date:	MAY 20, 2018
Public Comment and Approval Board Meeting Dates:	MAY 22, 2018

2. POINTS OF CONTACT

2.1. College and School District points of contact for this CCAP Agreement: (Ed. Code, § 76004 (c)(2))

COLLEGE

Name:	Tanna Neilsen	Title:	Administrative Secretary
Telephone:	(530)879-6108	Email:	neilsenta@butte.edu

SCHOOL DISTRICT

Name:	Cristina Rios	Title:	Administrative Assistant
Telephone:	(530)826-3261 x1009	Email:	crios@hudschools.org

3. STUDENT SELECTION

3.1. College and School District shall adhere to the terms outlined in Section 3, Student Eligibility, Admission, Registration and Enrollment of the CCAP Agreement to select eligible students.

4. **CCAP AGREEMENT EDUCATION PROGRAM(S) AND COURSE(S).** The College has identified the following: program year; educational program(s) and course(s) to be offered at the said date, time and location; term; number of sections; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR:	2018-19	EDUCATIONAL PROGRAM:	
SCHOOL DISTRICT:	Hamilton Unified School District	HIGH SCHOOL:	Hamilton High School

TOTAL NUMBER OF STUDENTS TO BE SERVED:	TOTAL PROJECTED FTES:
---	------------------------------

COURSE NAME	COURSE NUMBER	TERM	# OF SECTIONS	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
							<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS
							<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS
							<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS

Required: Attach the course description for each course listed above. Each course description should include information regarding the nature and scope of the course.

Required: Describe the criteria used to assess the ability of pupils to benefit from the courses(s) offered: (Ed. Code, § 76004 (c)(1))

--

5. **BOOKS AND INSTRUCTIONAL MATERIALS.** The total cost of books and instructional materials for School District students participating as part of this CCAP agreement will be borne by School District.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
TBA	TBA	TBA	TBA	TBA

6. **REIMBURSEMENT.**

- 6.1. Use of School District Instructor. For those courses in which a School District instructor is responsible for the instructional services for a course offered as part of this CCAP Agreement, the College will reimburse the School District **\$400.00 per section.**
- 6.2. Invoicing Procedures. Within 30 days after the end of each academic term, the School District shall provide an invoice to the College for reimbursement implied in this CCAP Agreement Appendix. The invoice must specify the course name, course number, term, instructor and the number of students served.

7. FACILITIES USE.

- 7.1. College and School District shall adhere to the terms outlined in Section 13, Facilities, of this CCAP Agreement.
- 7.2. School District as part of Section 13.1 of this CCAP Agreement, shall extend access and use of the following School District facilities:

BUILDING	CLASSROOM	DAYS	HOURS
TBA	TBA	TBA	TBA

8. APPENDIX APPROVAL

- 8.1. The College and School District shall ensure that the governing board of each district, at an open public meeting of that board, present this Appendix as an information item. The College and School District shall ensure that the governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove this Appendix. (Ed. Code, § 76004, subd. (b))
- 8.2. Upon approval of this Appendix by the governing boards of both the College and School District, the College will provide a copy of this Appendix to the Chancellor’s Office of the California Community Colleges prior to the start of the course. (Ed. Code, § 76004, subd. (c)(3))

IN WITNESS WHEREOF, the parties to the CCAP Agreement have executed this CCAP Agreement Appendix by their duly authorized representatives on the dates of their signatures.

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

By: _____
 (Signature of person authorized to execute Appendix on behalf of College.)

Name: _____

Title: _____

Date: _____

HAMILTON UNIFIED SCHOOL DISTRICT

By: CT Tracy
 (Signature of person authorized to execute Appendix on behalf of School District.)

Name: CHARLES TRACY

Title: SUPERINTENDENT

Date: 6/5/2018



BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
3536 Butte Campus Drive, Oroville, CA 95965

COLLEGE AND CAREER ACCESS PATHWAYS
INSTRUCTOR AGREEMENT

This College and Career Access Pathways ("CCAP") Instructor Agreement ("CCAP Instructor Agreement") is made and entered into this _____ [DAY] of _____ [MONTH/YEAR], by the Butte-Glenn Community College District ("College") and [INSERT CCAP INSTRUCTOR NAME] ("CCAP Instructor") an employee of the **Hamilton Unified School District** ("School District") who is being assigned to the College on a part-time basis pursuant to Title 5, California Code of Regulations, Sections 58058 (b), and shall be an at-will and uncompensated temporary academic employee of the College on a limited basis during this part-time assignment pursuant to this Agreement.

RECITALS

WHEREAS, the College needs supervisory and instructional services with regard to instruction for classes offered by the College in cooperation with the School District, subject to the terms and conditions set forth in the separate College and Career Access Pathways ("CCAP") Partnership Agreement ("CCAP Agreement") between the College and the School District; and

WHEREAS, the School District has the experience, training, equipment and other resources, and qualified staff necessary to provide supervisory and instructional services in the area of [INSERT DESCRIPTION OF TRAINING PROGRAM] to School District students. Such training will be structured and designed with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness; and,

WHEREAS, the authority for this CCAP Instructor Agreement includes Title 5, California Code of Regulations, Section 58058 (b) and Education Code section 76004.

NOW, THEREFORE, the parties to this CCAP Instructor Agreement hereby agree as follows:

1. The CCAP Instructor is an employee of School District but will be assigned to College as an at-will, uncompensated temporary academic employee of the College for the purposes of providing supervisory and instructional services as authorized by the separate CCAP Agreement, for the courses specifically described in the appendix to the CCAP Agreement, attached and incorporated herein as Attachment 1, which may be updated from time to time by the School District and College.
2. At all times during which the CCAP Instructor is providing supervisory and instructional services on behalf of the College, the College shall have the right to control and direct the instructional activities of the CCAP Instructor.
3. The College shall be responsible for providing the CCAP Instructor with an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly on-campus instructors.
4. The CCAP Instructor is responsible for the following.
 - 4.1. Meeting the "Minimum Qualifications" identified by the College, in compliance with Title 5, California Code of Regulations, Section 53410. Said minimum qualifications are attached hereto as Attachment 2.
 - 4.2. Complying with the fingerprinting requirements set forth in Education Code Section 45125 or as amended and the tuberculosis testing and risk assessment requirements of the California Health and Safety Code Section 121525 or as amendment.

- 4.3. Attending discipline-specific training and orientation provided by College regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures, record keeping, and other instructional responsibilities.
 - 4.4. Participating in professional development activities sponsored by the College and in ongoing collegial interaction to include, but not limited to address course content, course delivery, assessment, evaluation and/or research and development in the field.
 - 4.5. Being familiar with and comply with all relevant College policies, rules and regulations, including but not limited, to those related to student safety, grading, attendance, sexual harassment and discrimination.
 - 4.6. Complying with the supervision and control requirements outlined in Title 5, California Code of Regulations, Sections 58055 and 58056, which include but are not limited to the following.
 - 4.7. Being in sufficient physical proximity and range of communication to provide line-of-sight instructional supervision and control of students.
 - 4.8. Providing the supervision and control necessary for the protection of the health and safety of students.
 - 4.9. Ensuring that he/she does not have any other assigned duty during the hours of supervisory and instructional services provided pursuant to this CCAP Instructor Agreement.
 - 4.10. Ensuring that instructional services he/she provides adhere to the official course outlines of record and the student learning outcomes established by the College.
 - 4.11. Ensuring and reporting accurate and current daily student attendance records.
 - 4.12. Ensuring and reporting the accurate calculation of final student grades and the prompt submission of them to the College.
5. The term of this CCAP Instructor Agreement shall be for the period of [DATE] through [DATE].
 6. For purposes of indemnification and defense of any claims, actions or lawsuits, pursuant to Section 17 of the CCAP Agreement, the CCAP Instructor shall be considered an employee of the College only during those times when he/she is actually performing supervisory and instructional services on behalf of the College, except that any worker's compensation claims filed by the CCAP Instructor shall be filed with the School District pursuant to CCAP Agreement Section 18.1.3.
 7. The College may terminate this CCAP Instructor Agreement at any time, in the College's sole and exclusive discretion, upon written notice to the CCAP Instructor.
 8. The CCAP Instructor may terminate this CCAP Instructor Agreement, in the CCAP Instructor's sole and exclusive discretion, by providing the College with thirty (30) days' prior written notice.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties enter into this Career and College Access Pathway Instructor Agreement as of the date executed by the College.

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CCAP INSTRUCTOR

By: _____
(Signature of person authorized to execute agreement.)

By: _____
(Signature of person authorized to execute agreement.)

Name: Andrew B. Suleski

Name: _____

Title: Vice President for Administration

Title: _____

Date: _____

Date: _____

TO BE COMPLETED BY COLLEGE ONLY

Approved by Human Resources

Approved by Dean of Instruction

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

**CAREER AND COLLEGE ACCESS PATHWAYS INSTRUCTOR AGREEMENT
ATTACHMENT 2
MINIMUM QUALIFICATIONS**

**CAREER AND COLLEGE ACCESS PATHWAYS INSTRUCTOR AGREEMENT
ATTACHMENT 2
MINIMUM QUALIFICATIONS**

CCAP Instructor shall meet the Minimum Qualifications listed herein:

[INSERT MINIMUM QUALIFICATIONS]

Hamilton USD

Board Policy

Response To Immigration Enforcement

BP 5145.13

Students

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law. (Education Code 234.7)

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of his/her immigration status. (Education Code 200, 220, 234.1)

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

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

(cf. 5145.6 - Parental Notifications)

Consistent with requirements of the California Office of the Attorney General, the Superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

Teachers, school administrators, and other school staff shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information.

(Education Code 234.7)

Legal Reference:

EDUCATION CODE

200 Educational equity

220 Prohibition of discrimination

234.1 Safe Place to Learn Act

234.7 Student protections relating to immigration and citizenship status

48204.4 Evidence of residency for school enrollment

48980 Parental notifications

48985 Notices to parents in language other than English

GOVERNMENT CODE

8310.3 California Religious Freedom Act

PENAL CODE

422.55 Definition of hate crime

627.1-627.6 Access to school premises, outsiders

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

COURT DECISIONS

Plyler v. Doe, 457 U.S. 202 (1982)

Management Resources:

CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

WEB SITES

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

California Office of the Attorney General: <http://oag.ca.gov>

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>
California Department of Justice: <http://www.justice.gov>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>
U.S. Immigration and Customs Enforcement: <http://www.ice.gov>
U.S. Immigration and Customs Enforcement, Online Detainee Locator System:
<http://locator.ice.gov/odls>

5/18

Regulation HAMILTON UNIFIED SCHOOL DISTRICT
approved: June 20, 2018 Hamilton City, California

Hamilton USD

Administrative Regulation

Response To Immigration Enforcement

AR 5145.13
Students

Responding to Requests for Information

Unless authorized by the Family Educational Rights and Privacy Act pursuant to 20 USC 1232g, student information shall not be disclosed to immigration law enforcement authorities without parental consent, a court order, or judicial subpoena. The Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

Upon receiving any verbal or written request for information related to a student's or family's immigration or citizenship status, district staff shall:

1. Notify the Superintendent or designee about the information request
2. Provide students and families with appropriate notice and a description of the immigration officer's request
3. Document any request for information by immigration authorities
4. Provide students and parents/guardians with any documents provided by the immigration enforcement officer, unless such disclosure is prohibited by a subpoena served on the district or in cases involving investigations of child abuse, neglect, or dependency

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination.

(Government Code 8310.3)

Responding to Requests for Access to Students or School Grounds

District staff shall receive parent/guardian consent before a student is interviewed or searched by any officer seeking to enforce civil immigration laws at the school, unless the officer presents a

valid, effective warrant signed by a judge or a valid, effective court order. A student's parent/guardian shall be immediately notified if a law enforcement officer requests or gains access to the student for immigration enforcement purposes, unless the judicial warrant or subpoena restricts disclosure to the parent/guardian.

(cf. 5145.12 - Search and Seizure)

All visitors and outsiders, including immigration enforcement officers, shall register with the principal or designee upon entering school grounds during school hours. Each visitor or outsider shall provide the principal or designee with his/her name, address, occupation, age if less than 21, purpose in entering school grounds, proof of identity, and any other information required by law. (Penal Code 627.2, 627.3)

(cf. 1250 - Visitors/Outsiders)

District staff shall report the presence of any immigration enforcement officers to on-site district police and other appropriate administrators.

(cf. 3515.3 - District Police/Security Department)

As early as possible, district staff shall notify the Superintendent or designee of any request by an immigration enforcement officer for access to the school or a student or for review of school documents, including service of lawful subpoenas, petitions, complaints, warrants, or other such documents.

In addition, district staff shall take the following actions in response to an officer present on the school campus specifically for immigration enforcement purposes:

1. Advise the officer that before school personnel can respond to the officer's request, they must first receive notification and direction from the Superintendent or designee, except under exigent circumstances that necessitate immediate action
2. Request to see the officer's credentials, including his/her name and badge number, and the phone number of the officer's supervisor, and note or make a copy of all such information
3. Ask the officer for his/her reason for being on school grounds and document the response
4. Request that the officer produce any documentation that authorizes his/her school access
5. Make a copy of all documents produced by the officer and retain one copy for school records
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, comply with the officer's orders and immediately contact the Superintendent or designee

7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation, as follows:
 - a. If the officer has an Immigrations and Customs Enforcement (ICE) administrative warrant, district staff shall inform the agent that they cannot consent to any request without first consulting with the district's legal counsel or other designated district official.
 - b. If the officer has a federal judicial warrant, such as a search and seizure warrant or an arrest warrant signed by a federal judge or magistrate, district staff shall promptly comply with the warrant. If feasible, district staff shall consult with the district's legal counsel or designated administrator before providing the officer with access to the person or materials specified in the warrant.
 - c. If the officer has a subpoena for production of documents or other evidence, district staff shall inform the district's legal counsel or other designated official of the subpoena and await further instructions as to how to proceed.
8. Do not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, district staff shall document the officer's actions while on campus.
9. After the encounter with the officer, promptly make written notes of all interactions with the officer, including:
 - a. A list or copy of the officer's credentials and contact information
 - b. The identity of all school personnel who communicated with the officer
 - c. Details of the officer's request
 - d. Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant or subpoena, and whether the warrant or subpoena was signed by a judge
 - e. District staff's response to the officer's request
 - f. Any further action taken by the officer
 - g. A photo or copy of any documents presented by the officer
10. Provide a copy of these notes and associated documents collected from the officer to the district's legal counsel or other designated district official

The district's legal counsel or other designated official shall submit a timely report to the Governing Board regarding the officer's requests and actions and the district's responses. (Education Code 234.7)

The Superintendent or designee shall also email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a school site or a student for immigration enforcement purposes.

Responding to the Detention or Deportation of Student's Family Member

The Superintendent or designee shall encourage students and their families to update their emergency contact information as needed throughout the school year and to provide alternative contacts, including an identified trusted adult guardian, in case a student's parent/guardian is detained or is otherwise unavailable. The Superintendent or designee shall notify students' families that information provided on the emergency cards will only be used in response to specific emergency situations and not for any other purpose.

(cf. 5141 - Health Care and Emergencies)

The Superintendent or designee shall also encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a family member is detained or deported.

In the event that a student's parent/guardian is detained or deported by federal immigration authorities, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit.

The Superintendent or designee shall notify a student whose parent/guardian was detained or deported that the student continues to meet the residency requirements for attendance in a district school, provided that the parent/guardian was a resident of California and the student lived in California immediately before he/she moved out of state as a result of the parent/guardian's departure. (Education Code 48204.4)

(cf. 5111.1 - District Residency)

The Superintendent or designee may refer a student or his/her family members to other resources for assistance, including, but not limited to, an ICE detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.

5/18

Regulation HAMILTON UNIFIED SCHOOL DISTRICT
approved: June 20, 2018 Hamilton City, California



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2018-19

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Hamilton Unified School District District CDS Code: 11-76562

Name of County: Glenn County County CDS Code: 11-10116

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on ___/___/___ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

➤ **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2019.

Submitted by (Superintendent, Board Secretary, or Designee):

Charles Tracy _____ Superintendent
Name Signature Title

(530) 826-0440 _____ (530) 826-3261
Fax Number Telephone Number Date

620 Canal Street / PO Box 488, Hamilton City, CA 95951
Mailing Address

c.tracy@husdschools.org
E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

Teacher Librarian Services

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. We are a small, rural school district

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? 5-6

If yes, list each college or university with which you participate in an internship program.
Chico State

If no, explain why you do not participate in an internship program.

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 2018-19.

RESOLUTION

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

authorizes entering into local agreement number CSPP-8101 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>Diane Holliman</u>	<u>Chief Business Official</u>	_____
_____	_____	_____

PASSED AND ADOPTED THIS 20 day of June 2018, 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)

June 20, 2018
(Date)

Hamilton Unified School District's

2018-19 Education Protection Account (EPA) Budget and Spending Plan

Background:

Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increases the state sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers.

Implementation:

- These new state revenues will be deposited into a state account called the *Education Protection Account (EPA)*.
- School districts will receive funds from the EPA based on their proportionate share of the statewide Local Control Funding amount. Entitlements will be made quarterly.

Further Reporting Requirements:

- Each year, a spending plan must be approved by the governing board during a public meeting.
- EPA funds cannot be used for salaries or benefits of administrators or any other administrative costs.
- Each year, the district must publish on its website an accounting of how much money was received from the EPA and how the funds were expended.
- There will be a requirement for the annual financial audit to include verification that the EPA funds were used as specified by Proposition 30.
- The EPA entitlement and expenditures will be recorded in Resource Code 1400.

District Spending Plan:

As specified by Proposition 30, it is the district's intent to spend the EPA funds on "instructional activities"; primarily salaries and benefits and construction of a new hog barn, as detailed below.

Books & Reference Materials and Supplies							\$ 18,186
Construction							\$200,000
<u>Salaries</u>	<u>STRS/PERS</u>	<u>Medicare</u>	<u>Unemployment</u>	<u>Work Comp</u>	<u>H&W</u>	<u>Total</u>	
525,197	86,020	12,363	262	14,495	82,319	\$938,843	
				Total Entitlement:		<u>\$938,843</u>	

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y Goal	Func Obj	ABA num	Account num	T9MPS	Liq Amt	Net Amount
000008/00	CALIFORNIA'S VALUED TRUST H/W											
PO-000444	05/18/2018	JUNE 2018		1	01-0000-0-0000-0000-9571-000-000-00000	NN	P				0.00	26,651.64
PO-000444	05/18/2018	JUNE 2018		2	01-0000-0-0000-0000-9572-000-000-00000	NN	P				0.00	62,911.67
PO-000444	05/18/2018	JUNE 2018		3	01-0000-0-0000-0000-9573-000-000-00000	NN	P				0.00	8,445.24
TOTAL PAYMENT AMOUNT												98,008.55

000584/00	STANDARD											
PO-000408	04/19/2018	MAY CTS03202 DIV3000										
TOTAL PAYMENT AMOUNT												344.44

TOTAL Fund	PAYMENT	98,352.99	**									98,352.99
TOTAL BATCH PAYMENT		98,352.99	***									98,352.99
TOTAL DISTRICT PAYMENT		98,352.99	****									98,352.99
TOTAL FOR ALL DISTRICTS:		98,352.99	****								0.00	98,352.99

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

Vendor/Addr Remit name Description Tax ID num Deposit type Pd Res Y Goal Func Obj Sit Bdr DD T9MPS Liq Amt Net Amount
 Reg Reference Date

000695/00 AP EXAMS
 180573 PO-018671 05/25/2018 #051125; HAMILTON HIGH 1 01-7338-0-1110-1000-5890-000-000-00000 NN F 5,355.00 * 5,355.00
 TOTAL PAYMENT AMOUNT 5,355.00

001075/00 AT&T
 PO-000403 05/12/2018 11329655 1 01-0000-0-0000-2700-5990-000-000-00000 NN P 0.00
 PO-000403 05/12/2018 11328211 1 01-0000-0-0000-2700-5990-000-000-00000 NN P 7.13
 TOTAL PAYMENT AMOUNT 33.26 * 33.26

001074/00 CALIFORNIA ASSN FOR 953151449
 180287 PO-018385 05/23/2018 A18518-CABE 2018 REGIST 1 01-4203-0-1110-1000-5200-000-000-00000 NN F 3,060.00
 TOTAL PAYMENT AMOUNT 3,060.00 * 3,060.00

001024/00 DISCOUNT SCHOOL SUPPLY
 180547 PO-018645 05/16/2018 W31171840101 1 01-0000-0-1110-1000-4300-800-000-00000 NN F 225.31
 TOTAL PAYMENT AMOUNT 225.31 * 225.31

001279/00 ERIN JOHNSON
 PV-000195 05/22/2018 3RD QTR ATHLETIC TRAVEL 01-0000-0-1110-1000-5200-100-006-00000 NN 425.10
 PV-000195 05/22/2018 DIST TRAINING MILEAGE 01-0000-0-1110-1000-5200-100-000-00000 NN 14.72
 PV-000195 05/22/2018 4TH QTR ATHLETIC TRAVEL 01-0000-0-1110-1000-5200-100-006-00000 NN 485.60
 TOTAL PAYMENT AMOUNT 925.42 * 925.42

001166/00 EXPLORE LEARNING
 180548 PO-018646 05/17/2018 1950485 1 01-4035-0-1110-1000-5890-000-000-00000 NN F 99.00
 TOTAL PAYMENT AMOUNT 99.00 * 99.00

000307/00 HAMILTON HIGH SCHOOL
 PV-000193 05/22/2018 POSTAGE 01-0000-0-0000-2700-5990-000-000-00000 NN 3.95
 PV-000193 05/22/2018 TOLL FOR SCIENCE TRIP 01-0000-0-1110-1000-5200-100-000-00000 NN 5.00
 TOTAL PAYMENT AMOUNT 8.95 * 8.95

Vendor/Addr Remit name Description Tax ID num Deposit type Fd Res Y Goal Func Obj Sit Sdr DD T9MPS Liq Amt Net Amount
 Req Reference Date

000723/00 JIMMY'S CUSTOM TROPHIES
 180037 PO-018135 05/23/2018 28600-PLAQUES, PLATES, LTP 2 01-0000-0-1110-1000-4300-100-000-00000 NN P 100.82 100.82
 TOTAL PAYMENT AMOUNT 100.82 *

000640/00 KRISTEN HAMMAN
 PV-000194 05/22/2018 MAY REVISE MILEAGE 01-0000-0-0000-7300-5200-000-000-00000 NN 69.76 69.76
 TOTAL PAYMENT AMOUNT 69.76 *

000985/00 LEROY ZAMBRANO
 PV-000197 05/22/2018 SR TRIP/ELIA B 01-0801-0-1110-1000-5890-000-521-00000 NN 25.00 25.00
 TOTAL PAYMENT AMOUNT 25.00 *

001450/00 MARIA REYES
 PV-000196 05/22/2018 SR TRIP/ELIA B 01-0801-0-1110-1000-5890-000-521-00000 NN 25.00 25.00
 TOTAL PAYMENT AMOUNT 25.00 *

000626/00 MARKERBOARD PEOPLE
 180556 PO-018654 05/22/2018 228240 01-0000-0-1110-1000-4300-800-000-00000 YN F 54.95 54.95
 TOTAL PAYMENT AMOUNT 54.95 *
 TOTAL USE TAX AMOUNT 3.98

000560/00 MEDCO SUPPLY COMPANY
 CM-000041 04/25/2018 CM1040557 01-0000-0-1110-1000-4300-100-006-00000 N 17.07 17.07
 180502 PO-018600 04/25/2018 IN90188493 01-0000-0-1110-1000-4300-100-006-00000 NN F 2.15 2.15
 TOTAL PAYMENT AMOUNT 2.15 *

000128/00 NORMAC
 PO-000420 05/18/2018 850599 01-8150-0-0000-8100-4300-000-000-00000 NN P 0.00 0.00
 TOTAL PAYMENT AMOUNT 307.81 *
 TOTAL PAYMENT AMOUNT 307.81

012 HAMILTON UNIFIED SCHOOL DIST. J72843
 BATCH 48:JUNE 20 2018

ACCOUNTS PAYABLE PRELIST
 BATCH: 0048 BATCH 48:JUNE 20 2018
 Fund : 01 GENERAL FUND

APY500 L.00.12 05/25/18 16:19 PAGE 3
 << Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y Goal	Func Obj	ABA num	Account num	Liq Amt	Net Amount
000309/00	OFFICE DEPOT INC										
180212	PO-018310	05/07/2018	135490498001	01-0000-0-1110-1000-4300-800-000-00000	NN	P				11.15	11.15
TOTAL PAYMENT AMOUNT											11.15
000134/00	QUILL CORPORATION										
180182	PO-018280	08/10/2018	7022577	01-0000-0-1110-1000-4300-800-000-00000	NN	F				7,255.26	1,237.67
TOTAL PAYMENT AMOUNT											1,237.67
TOTAL FUND PAYMENT											11,541.25 **
TOTAL USE TAX AMOUNT											3.98

012 HAMILTON UNIFIED SCHOOL DIST. J72843
 BATCH 48:JUNE 20 2018

ACCOUNTS PAYABLE PRELIST
 BATCH: 0048 BATCH 48:JUNE 20 2018
 Fund : 11 ADULT EDUCATION

APY500 L.00.12 05/25/18 16:19 PAGE 4
 << Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount	
Req Reference	Date			Pd Res	Y Goal	Func Obj	Sit Bdr DD	TRMPS	
002036/00	TOYOTA MATERIAL HANDLING								
180551	PO-018649	05/16/2018	L29451-FORKLIFT SERVICE	1	11-6391-0-4110-1000-5630-000-021-00000	NN F		150.11	
TOTAL PAYMENT AMOUNT								150.11	
TOTAL Fund								PAYMENT	150.11 **
								150.11	

Vendor/Addr Remit name Description Tax ID num Deposit type Fd Res Y Goal Func Obj Slt Bdr DD Account num TRMPS Ldg Amt Net Amount
 Reg Reference Date
 000764/00 DANIELSON CO

PO-000425	05/14/2018	166037	1	13-5310-0-0000-3700-4300-000-000-0000	NN	P	0.00	121.34
PO-000425	05/14/2018	166055	1	13-5310-0-0000-3700-4300-000-000-0000	NN	P	0.00	73.81
PO-000425	05/21/2018	166656	1	13-5310-0-0000-3700-4300-000-000-0000	NN	P	0.00	85.09
PO-000425	05/21/2018	166642	1	13-5310-0-0000-3700-4300-000-000-0000	NN	P	0.00	113.17
PO-000425	05/21/2018	166642	2	13-5310-0-0000-3700-4700-000-000-0000	NN	P	0.00	790.24
PO-000425	05/14/2018	166656	2	13-5310-0-0000-3700-4700-000-000-0000	NN	P	0.00	1,852.20
PO-000425	05/14/2018	166055	2	13-5310-0-0000-3700-4700-000-000-0000	NN	P	0.00	1,493.26
PO-000425	05/16/2018	166327	2	13-5310-0-0000-3700-4700-000-000-0000	NN	P	0.00	983.36
PO-000425	05/14/2018	166037	2	13-5310-0-0000-3700-4700-000-000-0000	NN	P	0.00	141.12
PO-000425	05/24/2018	166910	2	13-5310-0-0000-3700-4700-000-000-0000	NN	P	0.00	201.65
PO-000425	05/14/2018	166043	4	13-5310-0-0000-3700-4300-000-049-0000	NN	P	0.00	35.55
PO-000425	05/14/2018	166043	5	13-5310-0-0000-3700-4700-000-049-0000	NN	P	0.00	192.21
PO-000425	05/21/2018	166643	5	13-5310-0-0000-3700-4700-000-049-0000	NN	P	0.00	177.84
TOTAL PAYMENT AMOUNT								6,260.84

000592/00 MISSION UNIFORM & LINEN

PO-000405	05/17/2018	507393007	1	13-5310-0-0000-3700-4300-000-000-0000	NN	P	0.00	67.66
PO-000405	05/17/2018	507393006	1	13-5310-0-0000-3700-4300-000-000-0000	NN	P	0.00	37.01
TOTAL PAYMENT AMOUNT								104.67

000763/00 PROPACIFIC FRESH

PO-000407	05/21/2018	6580883	1	13-5310-0-0000-3700-4700-000-000-0000	NN	P	0.00	843.04
PO-000407	05/21/2018	6580912	1	13-5310-0-0000-3700-4700-000-000-0000	NN	P	0.00	210.26
PO-000407	05/21/2018	6581008	1	13-5310-0-0000-3700-4700-000-000-0000	NN	P	0.00	497.85
PO-000407	05/14/2018	6578456	1	13-5310-0-0000-3700-4700-000-000-0000	NN	P	0.00	952.69
PO-000407	05/14/2018	6578644	1	13-5310-0-0000-3700-4700-000-000-0000	NN	P	0.00	548.24
PO-000407	05/14/2018	6578559	3	13-5310-0-0000-3700-4700-000-049-0000	NN	P	0.00	75.88
TOTAL PAYMENT AMOUNT								3,127.96

TOTAL Fund PAYMENT 9,493.47 ** 9,493.47

012 HAMILTON UNIFIED SCHOOL DIST. J72843
 BATCH 48: JUNE 20 2018

ACCOUNTS PAYABLE PRELIST
 BATCH: 0048 BATCH 48: JUNE 20 2018
 Fund : 14 DEFERRED MAINTENANCE

APY500 L.00.12 05/25/18 16:19 PAGE 6
 << Open >>

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	TRMPS	Liq Amt	Net Amount
000127/00	NICHOLS MELBURG & ROSSETTO		680009012						
160536	PO-018634	05/18/2018 18-2857-02		1	14-0000-0-0000-8100-5890-000-016-00000	NY P		6,371.99	6,371.99
TOTAL PAYMENT AMOUNT									6,371.99
TOTAL FUND PAYMENT									6,371.99 **
TOTAL BATCH PAYMENT									27,556.82 ***
TOTAL USE TAX AMOUNT									3.98
TOTAL DISTRICT PAYMENT									27,556.82 ****
TOTAL USE TAX AMOUNT									3.98
TOTAL FOR ALL DISTRICTS:									27,556.82 ****
TOTAL USE TAX AMOUNT									3.98

Number of checks to be printed: 21, not counting voids due to stub overflows.

Printed: 05/25/2018 16:19:38

Requested by	<i>Chris Wood 5/25/18</i>	Date
Approved by		Date

012 HAMILTON UNITED SCHOOL DIST. J74137
BATCH 49: JUNE 20 2018

ACCOUNTS PAYABLE PRELIST
BATCH: 0049 BATCH 49: JUNE 20 2018
Fund : 01 GENERAL FUND

APY500 L.00.12 06/08/18 13:04 PAGE 1
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Ldg Amt	Net Amount
-------------	------------	-------------	------------	--------------	---------	-------------	---------	------------

000010/00	ALHAMBRA & SIERRA SPRINGS							
PO-000406	05/30/2018	MAY HS 9858589 052718		1 01-0000-0-0000-2700-4300-100-000-00000	NN P		0.00	78.50
PO-000406	05/30/2018	MAY MAINT 9858589 052718		2 01-8150-0-0000-8100-4300-000-000-00000	NN P		0.00	48.50
PO-000406	05/30/2018	MAY ELIAB 9858589 052718		3 01-0000-0-3200-1000-4300-000-000-00000	NN P		0.00	35.50
PO-000406	05/30/2018	MAY ELEM 9858589 052718		4 01-0000-0-0000-2700-4300-800-000-00000	NN P		0.00	114.50
TOTAL PAYMENT AMOUNT							277.00	277.00

000053/00 CALIFORNIA WATER SERVICE CO

PO-000422	05/24/2018	JUNE 7314177777		1 01-0000-0-0000-8100-5590-000-000-00000	NN P		0.00	876.23
PO-000422	05/24/2018	JUNE 6314177777		1 01-0000-0-0000-8100-5590-000-000-00000	NN P		0.00	235.18
PO-000422	05/24/2018	JUNE 4328876467		1 01-0000-0-0000-8100-5590-000-000-00000	NN P		0.00	385.92
PO-000422	05/24/2018	JUNE 3624177777		1 01-0000-0-0000-8100-5590-000-000-00000	NN P		0.00	31.03
PO-000422	05/25/2018	JUNE 0669843652		1 01-0000-0-0000-8100-5590-000-000-00000	NN P		0.00	1,285.99
TOTAL PAYMENT AMOUNT							2,814.35	2,814.35

002024/00 CHICO PRINTING

180052	PO-018150	05/31/2018	22099; 2018 GRAD PROGRAMS	2 01-0000-0-1110-1000-4300-100-000-00000	NN P		511.58	511.58
180052	PO-018150	05/29/2018	CLOSE BAL-YEAR END	2 01-0000-0-1110-1000-4300-100-000-00000	NN C		405.02	0.00
180237	PO-018325	05/29/2018	CLOSE BAL-YEAR END	1 01-0000-0-1110-1000-4300-800-000-00000	NN C		380.09	0.00
TOTAL PAYMENT AMOUNT							511.58	511.58

000898/00 CHICO TRUCK & RV

180492	PO-018590	05/29/2018	CLOSE BAL-YEAR END	1 01-0350-0-6000-1000-6400-000-052-00000	NN C		20.00	0.00
TOTAL PAYMENT AMOUNT							0.00	0.00

001237/00 COMER'S PRINT SHOP

180062	PO-018160	05/29/2018	CLOSE BAL-YEAR END	1 01-0000-0-0000-2700-4300-000-000-00000	NN C		504.34	0.00
180062	PO-018160	05/29/2018	CLOSE BAL-YEAR END	2 01-0000-0-1110-1000-4300-000-000-00000	NN C		625.00	0.00
TOTAL PAYMENT AMOUNT							0.00	0.00

000283/00 DAVID HURD

180006	PO-018104	06/01/2018	CLOSE BAL-YEAR END	1 01-0000-0-0000-8100-5890-000-024-00000	NY C		13,600.00	0.00
TOTAL PAYMENT AMOUNT							0.00	0.00

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Slc	Bdr	DD	TRMPS	Liq Amt	Net Amount
-------------	------------	-------------	------------	--------------	--------	---	------	------	-----	-----	-----	----	-------	---------	------------

000162/00	GRAINGER														
PO-000409 05/22/2018 9796040492															
TOTAL PAYMENT AMOUNT 331.59															

000152/00	GT SIMULATORS														
PO-018647 06/01/2018 20529															
TOTAL PAYMENT AMOUNT 7,381.52															
TOTAL USE TAX AMOUNT 519.23															

000414/00	HERFF JONES LLC														
PO-018170 05/12/2018 913852															
PO-018170 05/20/2018 916186															
TOTAL PAYMENT AMOUNT 599.44															
TOTAL PAYMENT AMOUNT 207.97															

000072/00	HILLIARD														
PO-000412 05/23/2018 602999361															
PO-000412 05/30/2018 603007062															
TOTAL PAYMENT AMOUNT 2,500.77															
TOTAL PAYMENT AMOUNT 2,500.77															

000801/00	HUNT & SONS INC														
PO-000400 05/25/2018 841442															
TOTAL PAYMENT AMOUNT 2,284.29															
TOTAL PAYMENT AMOUNT 2,284.29															

000723/00	JIMMY'S CUSTOM TROPHIES														
PO-018135 05/29/2018 CLOSE BAL-YEAR END															
PO-018135 05/29/2018 CLOSE BAL-YEAR END															
TOTAL PAYMENT AMOUNT 0.00															
TOTAL PAYMENT AMOUNT 0.00															

001259/00	JOHANNA M CLAY														
PO-018230 05/29/2018 INV# 65; 4TH BILLING -6/15															
TOTAL PAYMENT AMOUNT 1,800.00															
TOTAL PAYMENT AMOUNT 1,800.00															

180132	PO-018230 05/29/2018 INV# 65; 4TH BILLING -6/15	1	01-0000-0-1110-1000-5890-000-000-00000	NY	F									1,655.00	1,800.00
TOTAL PAYMENT AMOUNT 1,800.00															

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Ldg Amt	Net Amount
Req Reference	Date			Fd Res	Y	Goal Func Obj	Sit Bdr DD	T9MPS

001283/00	JOHN'S TIRE & MUFFLER SERVICE	943171305		1	01-8150-0-0000-8100-5630-000-000-00000	NY P	0.00	1,467.66
PO-000410 06/01/2018 EXPEDI TIRES;152761			TOTAL PAYMENT AMOUNT					1,467.66

001136/00	JOLENE TOWNE			1	01-0000-0-0000-2700-5200-000-000-00000	NN F	387.90	193.95
180485 PO-018583 05/29/2018 CASBO MEAL-MILEAGE 6/8-9			TOTAL PAYMENT AMOUNT					193.95

001405/00	KARISSA SYMULKA			01-0000-0-1110-1000-5200-000-013-00000	NN			31.67
PV-000199 05/29/2018 MILEAGE APR-JUNE			TOTAL PAYMENT AMOUNT					31.67

001388/00	LARRY'S PEST & WEED CONTROL	141953612		1	01-0000-0-0000-8100-5590-000-000-00000	NY P	0.00	540.00
PO-000440 05/29/2018 MAY DIST WIDE-W10053			TOTAL PAYMENT AMOUNT					540.00
PO-000440 05/29/2018 JUNE DIST WIDE-W10053			TOTAL PAYMENT AMOUNT					1,080.00

000219/00	MARC EDDY			01-0000-0-0000-3600-5200-000-000-00000	NN			40.00
PV-000198 05/25/2018 TRANSPORTATION MEAL			TOTAL PAYMENT AMOUNT					40.00

000626/00	MARKERBOARD PEOPLE			1	01-0000-0-1110-1000-4300-800-000-00000	YN F	58.99	54.95
180577 PO-018675 05/30/2018 228376			TOTAL PAYMENT AMOUNT					54.95
			TOTAL USE TAX AMOUNT					3.98

000524/00	MJB WELDING SUPPLY			2	01-0350-0-6000-1000-4300-000-053-00000	NN P	162.88	162.88
180117 PO-018215 05/29/2018 01205650			TOTAL PAYMENT AMOUNT					19.00
180117 PO-018215 05/31/2018 01206181			TOTAL PAYMENT AMOUNT					181.88

Vendor/Addr Remit name Description Tax ID num Deposit type ABA num Account num
 Req Reference Date Fund : 01 GENERAL FUND
 000309/00 OFFICE DEPOT INC

Req Reference	Date	Description	Tax ID num	Deposit type	ABA num	Account num	TRMPS	Liq Amt	Net Amount
CM-000043	05/07/2018	142748721-001: POSTAGE INK REF		01-0000-0-1110-1000-4300-800-000-00000 NN					
180212	PO-018310	05/17/2018 140200525001	1	01-0000-0-1110-1000-4300-800-000-00000 NN P				125.68	-125.68
180212	PO-018310	05/17/2018 140203404001	1	01-0000-0-1110-1000-4300-800-000-00000 NN P				21.40	125.68
180212	PO-018310	05/17/2018 140203403001	1	01-0000-0-1110-1000-4300-800-000-00000 NN P				431.60	21.40
180212	PO-018310	05/07/2018 135490299001	1	01-0000-0-1110-1000-4300-800-000-00000 NN P				146.73	431.60
180553	PO-018651	05/18/2018 140908674001	1	01-0000-0-1110-1000-4300-800-000-00000 NN F				63.02	146.73
TOTAL PAYMENT AMOUNT								662.75	662.75

000027/00 ORLAND HARDWARE

PO-000417	05/09/2018	361367	1	01-8150-0-0000-8100-4300-000-000-00000 NN P				0.00	75.10
180102	PO-018200	05/02/2018 360524	1	01-7010-0-3800-1000-4300-000-000-00000 NN P				0.00	270.27
180102	PO-018200	05/04/2018 360827	1	01-7010-0-3800-1000-4300-000-000-00000 NN P				0.00	3.86
180102	PO-018200	05/11/2018 361616	1	01-7010-0-3800-1000-4300-000-000-00000 NN P				0.00	40.58
180102	PO-018200	05/14/2018 361839	1	01-7010-0-3800-1000-4300-000-000-00000 NN P				0.00	67.75
180102	PO-018200	05/23/2018 361839	1	01-7010-0-3800-1000-4300-000-000-00000 NN P				0.00	30.77
TOTAL PAYMENT AMOUNT								488.33	488.33

000372/00 OSGAR'S SIGNS & SPORTSWEAR 545828913

180171	PO-018269	06/01/2018 CLOSE BAL-YEAR EMD	1	01-8150-0-0000-8100-5630-000-000-00000 NY C				1,148.22	0.00
TOTAL PAYMENT AMOUNT								0.00	0.00

000084/00 PG&E

PO-000416	05/22/2018	MAY ELEM 3699672995-4	1	01-0000-0-0000-8100-5590-000-000-00000 NN P				0.00	5,242.12
PO-000416	05/22/2018	MAY HS 9921774729-6	1	01-0000-0-0000-8100-5590-000-000-00000 NN P				0.00	8,424.37
TOTAL PAYMENT AMOUNT								13,666.49	13,666.49

000134/00 QUILL CORPORATION

180554	PO-018652	05/18/2018 7220898	1	01-0000-0-1110-1000-4300-800-000-00000 NN F				17.15	17.15
180567	PO-018665	05/30/2018 7427200	1	01-0000-0-1110-1000-4300-800-000-00000 NN P				35.68	35.68
180567	PO-018665	05/30/2018 7414487	1	01-0000-0-1110-1000-4300-800-000-00000 NN P				31.90	31.90
180567	PO-018665	05/30/2018 7393602	1	01-0000-0-1110-1000-4300-800-000-00000 NN P				318.67	318.67
180570	PO-018668	05/23/2018 7393806	1	01-0000-0-1110-1000-4300-800-000-00000 NN P				70.04	70.05
180571	PO-018669	05/30/2018 7393954	1	01-0000-0-1110-1000-4300-800-000-00000 NN P				88.05	88.05
180571	PO-018669	05/30/2018 7428319	1	01-0000-0-1110-1000-4300-800-000-00000 NN F				20.57	20.56
180575	PO-018673	05/30/2018 7453646	1	01-4203-0-1110-1000-4300-000-000-00000 NN F				146.63	146.63
180576	PO-018674	05/30/2018 7453678	1	01-0000-0-1110-1000-4300-800-000-00000 NN F				20.31	20.32
TOTAL PAYMENT AMOUNT								749.01	749.01

Vendor/Addr Remit name Description Tax ID num Deposit type ABA num Account num
 Req Reference Date Pd Res Y Goal Func Obj Sit Bdr DD TWPMS Ldg Amt Net Amount
 001510/00 RAY MORGAN COMPANY

PO-000413	05/21/2018	2075432-JUNE DIST	1	01-0000-0-0000-2700	5620-000-000-00000	NN P	0.00	529.83
PO-000413	05/21/2018	2075432-JUNE HS LIB-LEASE	2	01-0000-0-1110-1000	5620-100-000-00000	NN P	0.00	172.69
PO-000413	05/21/2018	2075432-JUNE ELEM	3	01-0000-0-1110-1000	5620-800-000-00000	NN P	0.00	1,838.23
PO-000413	05/21/2018	2075432-JUNE ELIAB	4	01-0000-0-3200-1000	5620-000-000-00000	NN P	0.00	193.31
PO-000413	05/21/2018	2075432-JUNE COMMADAY	5	01-0000-0-3550-1000	5620-000-000-00000	NN P	0.00	37.30
PO-000413	05/21/2018	2075432-JUNE HS LIB MAINT	2	01-0000-0-1110-1000	5620-100-000-00000	NN P	0.00	403.65
PO-000413	05/21/2018	2075432-JUNE HS OPE	2	01-0000-0-1110-1000	5620-100-000-00000	NN P	0.00	794.75
180583	05/31/2018	2085148-HS LIB COPIER STAPLES	1	01-0000-0-1110-1000	4300-100-000-00000	NN F	63.28	63.28
180585	05/31/2018	2086653-HS LIB COPIER STAPLES	1	01-0000-0-1110-1000	4300-800-000-00000	NN F	189.84	189.84
TOTAL PAYMENT AMOUNT							4,222.87 *	4,222.87

000466/00	SCHOOL SPECIALTY								
180555	PO-018653	05/31/2018	3081030005706	1	01-0000-0-1110-1000	4300-800-000-00000	NN F	734.30	734.30
180561	PO-018659	05/22/2018	208120473944	1	01-0000-0-1110-1000	4300-800-000-00000	NN F	79.58	79.58
TOTAL PAYMENT AMOUNT							813.88 *	813.88	

002014/00	SPECIALIZED FIBERS								
PO-000433	06/01/2018	JUNE HS SFS944		1	01-0000-0-0000-8100	5590-000-000-00000	NN P	0.00	55.00
PO-000433	06/01/2018	JUNE ELEM SFS943		1	01-0000-0-0000-8100	5590-000-000-00000	NN P	0.00	55.00
TOTAL PAYMENT AMOUNT							110.00 *	110.00	

001382/00	U S BANK CORPORATE								
180047	PO-018145	05/30/2018	CT MEAL/TRAVEL	1	01-0000-0-0000-7150	5200-000-000-00000	NN P	17.28	17.28
180047	PO-018145	05/30/2018	STAFF/PUBLIC MTG	2	01-0000-0-0000-2700	4300-000-000-00000	NN P	0.00	341.51
180047	PO-018145	05/30/2018	CLOSE BAL-YEAR END	3	01-0000-0-1110-1000	4300-000-000-00000	NN C	856.93	0.00
180047	PO-018145	05/30/2018	BOARD SUPPLIES	4	01-0000-0-0000-7110	4300-000-000-00000	NN P	0.00	30.69
180079	PO-018177	05/30/2018	CRAIGSLIST CLASS ADS	1	01-0000-0-0000-2700	5200-000-000-00000	NN P	80.00	20.00
180092	PO-018190	05/30/2018	AG TRAVEL	1	01-7010-0-3800-1000	5200-000-000-00000	NN P	357.94	357.94
180179	PO-018277	05/25/2018	MTG SUPPLIES	1	01-0000-0-1110-1000	4300-800-000-00000	NN P	194.23	194.23
180251	PO-018349	05/30/2018	PRA CONF HOTEL 4/22-25	1	01-7010-0-3800-1000	5200-000-000-00000	NN P	2,799.73	2,737.53
180456	PO-018554	05/25/2018	HS SR PROJ NITE REFRESH	1	01-0000-0-1110-1000	4300-100-000-00000	NN P	400.00	264.70
180467	PO-018565	05/30/2018	PARENT MTG SUPPLIES	1	01-3010-0-1110-1000	4300-000-000-00000	NN P	161.63	29.94
180514	PO-018612	05/25/2018	SUPER MARIO BOOKS	1	01-0801-0-1110-1000	4300-521-00000	NN P	88.20	88.20
180520	PO-018618	05/30/2018	MY FESTIVAL-B GODINEZ	1	01-0000-0-1110-1000	4300-800-000-00000	NN F	22.52	22.52
180521	PO-018619	05/30/2018	MOTHERS DAY PROJ BGDINEZ	1	01-0000-0-1110-1000	4300-100-000-00000	NN F	187.42	187.42
180524	PO-018622	05/30/2018	BADMILTON EQUIP	1	01-0000-0-1110-1000	4300-100-000-00000	NN F	29.99	27.96
180525	PO-018623	05/30/2018	BARBELL/WRIST STRAPS	1	01-0000-0-1110-1000	4300-100-000-00000	NN F	62.94	233.90
180525	PO-018623	05/30/2018	BARBELL/WRIST STRAPS	1	01-0000-0-1110-1000	4300-100-000-00000	NN F	54.17	49.95

Vendor/Addr Remit name Description Tax ID num Deposit type Pd Res Y Goal Func Obj Slt Bdr DD T9MPS Ldg Amt Net Amount
 Req Reference Date

001382 (CONTINUED)

180539	PO-018637	05/25/2018	PRESENATOR REMOTES		1	01-0000-0-1110-1000-4300-100-000-00000	YN	F	94.29	87.91
180542	PO-018640	05/30/2018	TEACHER APPRECIATION LUNCH		1	01-0000-0-1110-1000-4300-100-000-00000	NN	F	500.00	126.53
180544	PO-018642	05/25/2018	APPT SUPPLIES		1	01-0001-0-1110-1000-4300-000-000-00000	YN	F	44.99	44.99
180544	PO-018642	05/25/2018	APPT SUPPLIES		1	01-0001-0-1110-1000-4300-000-000-00000	NN	F	106.46	93.16
180545	PO-018643	05/25/2018	N HERPFEY SUPPLIES		1	01-0000-0-1110-1000-4300-800-000-00000	NN	F	107.39	125.10
180546	PO-018644	05/25/2018	CLASS CADDIE		1	01-0000-0-1110-1000-4300-800-000-00000	NN	F	19.24	19.24
180552	PO-018650	05/25/2018	ELEM SCIENCE SUPPLY		1	01-0000-0-1110-1000-4300-800-000-00000	YN	F	63.59	63.59
180552	PO-018650	05/25/2018	ELEM SCIENCE SUPPLY		1	01-8150-0-0000-8100-4300-000-000-00000	NN	F	50.74	50.74
180557	PO-018655	05/25/2018	MAINT SUPPLY		1	01-0000-0-1110-1000-4300-800-000-00000	NN	F	200.03	200.03
180558	PO-018656	05/25/2018	MAINT SUPPLY		1	01-8150-0-0000-8100-4300-000-000-00000	NN	F	69.66	69.66
180559	PO-018657	05/25/2018	MAINT SUPPLY		1	01-8150-0-0000-8100-4300-000-000-00000	NN	F	52.97	52.97
180587	PO-018685	05/25/2018	FLAGS/MAINT		1	01-8150-0-0000-8100-4300-000-000-00000	YN	F	283.40	264.24
	PV-000201	06/01/2018	MAY CHGS-4246044555628555							645.50
			TOTAL PAYMENT AMOUNT						6,509.93	6,509.93
			TOTAL USE TAX AMOUNT						52.60	

001148/00 UPS

	PV-000200	06/01/2018	FIREFLY RET FOR REPAIR			01-9150-C-0000-2420-5890-000-000-00000	NN			19.31
	PV-000200	06/01/2018	8V6291188			01-0000-C-0000-2700-5990-000-000-00000	NN			14.56
			TOTAL PAYMENT AMOUNT							33.87

000543/00 US SPECIALTY COATINGS

	PO-000427	04/05/2018	168096-FIELD PAINT		1	01-8150-C-0000-8100-4300-000-000-00000	YN	P	0.00	288.00
			TOTAL PAYMENT AMOUNT							288.00
			TOTAL USE TAX AMOUNT							20.88

000693/00 VERIZON WIRELESS

	PO-000411	05/28/2018	JUNE 9808070837		1	01-0000-0-0000-2700-5990-000-000-00000	NN	P	0.00	78.11
			TOTAL PAYMENT AMOUNT							78.11

000485/00 VOLTAGE SPECIALISTS

	180584	PO-018682	05/25/2018	12782		1	01-8150-0-0000-8100-5630-000-000-00000	NY	F	502.00
										502.00
										502.00

Vendor/Addr Remit name Description Tax ID num Deposit type Fd Res Y Goal Func Obj Sit Bdr DD Account num TRMPS Liq Amt Net Amount
 Req Reference Date

000377/00 WASTE MANAGEMENT

PO-000402	06/01/2018	JUNE ELEM CAFE-W/ OVRAGE	1	01-0000-0-0000-8100-5590-000-000-000000	NN	P	0.00	347.45
PO-000402	06/01/2018	JUNE HS CAFE-W/ OVRAGE	1	01-0000-0-0000-8100-5590-000-000-000000	NN	P	0.00	347.45
PO-000402	06/01/2018	JUNE HS MAINT	1	01-0000-0-0000-8100-5590-000-000-000000	NN	P	0.00	789.80
PO-000402	06/01/2018	JUNE ELEM MAINT	1	01-0000-0-0000-8100-5590-000-000-000000	NN	P	0.00	255.71

TOTAL PAYMENT AMOUNT 1,740.41 *
 TOTAL Fund PAYMENT 50,805.04 **
 TOTAL USE TAX AMOUNT 596.69

Vendor/Addr Remit name Description Tax ID num Deposit type Fd Res Y Goal Func Obj Sit Bdr DD T9MPS Liq Amt Net Amount
 Reg Reference Date

001510/00 RAY MORGAN COMPANY
 PO-000413 05/21/2018 2075432-JUNE AD ED 6 11-6391-0-4110-1000-5620-000-000-00000 NN P 0.00 74.60
 PO-000413 05/21/2018 2075432-JUNE AE/CC 7 11-6391-0-4110-1000-000-022-00000 NN P 0.00 37.30
 TOTAL PAYMENT AMOUNT 111.90 * 111.90

001053/00 TOM KNORR 622204726
 180574 PO-018672 05/24/2018 CCW INSTRUCTOR; 5/30/18 1 11-9152-0-4110-1000-5890-000-101-00000 NY F 300.00 300.00
 TOTAL PAYMENT AMOUNT 300.00 * 300.00

001382/00 U S BANK CORPORATE
 PV-000201 06/01/2018 MAY CHGS-4246044555628555 11-6391-0-4110-1000-4392-000-021-00000 NN 19.88
 TOTAL PAYMENT AMOUNT 19.88 *

000402/00 WENGER CORPORATION
 180560 PO-018658 05/25/2018 746105-NOTA CHAIR 1 11-6391-0-4110-1000-4300-000-000-00000 NN F 3,620.27 3,620.27
 TOTAL PAYMENT AMOUNT 3,620.27 *

TOTAL Fund PAYMENT 4,052.05 ** 4,052.05

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y Goal	Func Obj	ABA num	Sit Bdr	DD	TRMPS	Liq Amt	Net Amount
000506/00	CVS PHARMACY INC												
180067	PO-018165	05/14/2018	6005	4320	5900	0825		1	12-6105-0-1110-1000-4300-000-000-000000	NN	P	0.00	18.11
180067	PO-018165	05/28/2018	6005	4320	5900	0825		1	12-6105-0-1110-1000-4300-000-000-000000	NN	P	0.00	34.11
TOTAL PAYMENT AMOUNT													52.22

001510/00	RAY MORGAN COMPANY												
PO-000413 05/21/2018 2075432-JUNE PRESCH													
TOTAL PAYMENT AMOUNT													193.30

TOTAL Fund	PAYMENT	245.52	**										245.52
------------	---------	--------	----	--	--	--	--	--	--	--	--	--	--------

Vendor/Addr Remit name Description Tax ID num Deposit type Fd Res Y Goal Func Obj Sit Bdr DD Account num TRMPS Liq Amt Net Amount
 Req Reference Date

000762/00 CRYSTAL CREAMERY

PO-000445	05/31/2018	16635865	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	119.56	
PO-000445	05/31/2018	16635869	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	339.52	
PO-000445	05/31/2018	16635889	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	157.64	
PO-000445	05/31/2018	16648634	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	105.84	
PO-000445	05/31/2018	16648609	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	243.53	
PO-000445	05/31/2018	16648636	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	241.40	
PO-000445	05/31/2018	16671793	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	218.82	
PO-000445	05/31/2018	16671794	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	118.79	
PO-000445	05/31/2018	16682291	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	242.34	
PO-000445	05/31/2018	16682323	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	315.48	
PO-000445	05/31/2018	16682481	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	82.32	
TOTAL PAYMENT AMOUNT								2,453.48	2,453.48

000764/00 DANIELSON CO

CM-000042	05/29/2018	167468	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	-36.92	
PO-000425	05/29/2018	167223	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P	0.00	34.82	
PO-000425	05/29/2018	167231	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P	0.00	167.04	
PO-000425	05/29/2018	167231	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	260.61	
PO-000425	05/29/2018	167223	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	897.29	
TOTAL PAYMENT AMOUNT								1,322.84	1,322.84

000592/00 MISSION UNIFORM & LINEN

PO-000405	05/31/2018	507501702	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P	0.00	39.31	
PO-000405	05/31/2018	507501703	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P	0.00	69.96	
TOTAL PAYMENT AMOUNT								109.27	109.27

001059/00 NORCAL FOOD EQUIPMENT INC

PO-000419	05/17/2018	RA517619	1	13-5310-0-0000-3700-5630-000-000-00000	NN	P	0.00	163.00	
TOTAL PAYMENT AMOUNT								163.00	163.00

000763/00 PROPACIFIC FRESH

PO-000407	05/29/2018	6583386	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	197.14	
PO-000407	05/29/2018	6583630	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	903.44	
PO-000407	05/29/2018	6583173	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	344.57	
TOTAL PAYMENT AMOUNT								1,445.15	1,445.15

012 HAMILTON UNIFIED SCHOOL DIST. J74137
 BATCH 49: JUNE 20 2018

ACCOUNTS PAYABLE PRELIST
 BATCH: 0049 BATCH 49: JUNE 20 2018
 Fund : 13 CAFETERIA

APY500 L.00.12 06/08/18 13:04 PAGE 11
 << Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y Goal	Func Obj	ABA num	Sit Bdr	DD	Account num	Liq Amt	Net Amount
-------------	------------	-------------	------------	--------------	--------	--------	----------	---------	---------	----	-------------	---------	------------

000933/00	STAPLES BUSINESS CREDIT												
180434	PO-018532	04/25/2018	163908501-0-3										
TOTAL PAYMENT AMOUNT													39,795.26

002012/00	UNITED GROCERS												
PO-000438	05/03/2018	0034784											
TOTAL PAYMENT AMOUNT													102.86

TOTAL FUND													45,391.86
TOTAL BATCH PAYMENT													100,494.47
TOTAL USE TAX AMOUNT													596.69

TOTAL DISTRICT PAYMENT													100,494.47
TOTAL USE TAX AMOUNT													596.69

TOTAL FOR ALL DISTRICTS:													100,494.47
TOTAL USE TAX AMOUNT													596.69

Number of checks to be printed: 42, not counting voids due to stub overflows.
 Number of zero dollar checks: 5, will be skipped.
 Printed: 06/08/2018 13:14:29

Prepared by	<i>Cherie</i>	Date	6/8/18
Authorized by		Date	

012 HAMILTON UNIFIED SCHOOL DIST. J73804
 BATCH 50; JUNE 20, 2018

ACCOUNTS PAYABLE PRE-LIST
 BATCH: 0050 BATCH 50; JUNE 20, 2018
 Fund : 01 GENERAL FUND

APY500 L.00.12 06/05/18 15:02 PAGE 1
 << Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Trq Amt	Net Amount
Req Reference	Date			Fd Res	Y Goal	Sit Bdr	DD	
002047/00	DANNIS WOLIVER KELLEY		943172834					

PO-000423 03/31/2018 MARCH LEGAL FEES
 TOTAL PAYMENT AMOUNT 17,371.00 * 0.00 17,371.00

TOTAL Fund	PAYMENT	17,371.00 **						17,371.00
TOTAL BATCH PAYMENT		17,371.00 ***						17,371.00
TOTAL DISTRICT PAYMENT		17,371.00 ****						17,371.00
TOTAL FOR ALL DISTRICTS:		17,371.00 *****						17,371.00

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

Prepared by	Western Hamman 6/5/18	Date
Authorized by		Date

PO #	VENDOR	STRING	AMOUNT	DETAIL
400	HUNT & SONS INC	01-0000-0-0000-3600-4392	\$ 18,000.00	BUS FUEL
400	HUNT & SONS INC	01-0000-0-0000-8100-4392	\$ 2,000.00	PARK FUEL
401	LARKIN AUTO ELECTRIC	01-8150-0-0000-8100-5630	\$ 2,000.00	VEHICLE REPAIRS
401	LARKIN AUTO ELECTRIC	01-8150-0-0000-8100-4300	\$ 1,000.00	VEHICLE PARTS
402	WASTE MANAGEMENT	01-0000-0-0000-8100-5590	\$ 18,000.00	GARBAGE COLLECTION
403	AT&T-CALNET 3	01-0000-0-0000-2700-5590	\$ 350.00	PHONE SERVICE
404	GAGER	13-5310-0-0000-3700-4300	\$ 1,500.00	CLEANING CAFÉ SUPPLIES
405	MISSION UNIFORM & LINEN	13-5310-0-0000-3700-4300	\$ 2,250.00	CAFETERIA LINEN SERVICE
406	ALHAMBRA & SIERRA SPRINGS	01-0000-0-0000-2700-4300-100	\$ 665.00	HS SITE
406	ALHAMBRA & SIERRA SPRINGS	01-0000-0-1110-1000-4300-800	\$ 820.00	ELEMENTARY
406	ALHAMBRA & SIERRA SPRINGS	01-0000-0-3200-1000-4300	\$ 270.00	ELLA BARKLEY
406	ALHAMBRA & SIERRA SPRINGS	01-0000-0-3200-1000-4300	\$ 300.00	MAINTENANCE
407	PROPACIFIC FRESH	13-5310-0-0000-3700-4700	\$ 55,000.00	CAFETERIA PRODUCE
407	PROPACIFIC FRESH	13-5310-0-0000-3700-4700-049	\$ 1,500.00	BOYS & GIRLS CLUB PRODUCE
408	STANDARD	01-0000-0-0000-0000-9673	\$ 3,500.00	INSURANCE BENEFITS
409	GRANDGER	01-8150-0-0000-8100-4300	\$ 45,000.00	MAINTENANCE SUPPLIES
410	JOHN'S TIRE & MUFFLER	01-8150-0-0000-8100-5630	\$ 3,000.00	REPAIRS & PARTS
411	VERIZON WIRELESS	01-0000-0-0000-2700-5590	\$ 1,500.00	DIST WIDE CELLS
412	HILLYARD	01-8150-0-0000-8100-4300	\$ 20,500.00	MAINTENANCE SUPPLIES
413	RAY MORGAN (COPIER LEASES)	01-0000-0-0000-2700-5620	\$ 50,500.00	COPIER LEASES ALL SITES (INC. PRESSCH, ELLA, ADULT ED)
414	HAMILTON CITY COMMUNITY SERV	01-0000-0-0000-8100-5590	\$ 23,750.00	SEWER/WATER SERVICE
414	HAMILTON CITY COMMUNITY SERV	01-0000-0-3200-8100-5590	\$ 510.00	ELLA B SEWER/WATER
414	HAMILTON CITY COMMUNITY SERV	12-6105-0-1110-1000-5890	\$ 510.00	PRESCHOOL SEWER/WATER
415	GOLD STAR FOODS	13-5310-0-0000-3700-4700	\$ 3,000.00	CAFETERIA SUPPLIES
415	GOLD STAR FOODS	13-5310-0-0000-3700-4700	\$ 26,000.00	CAFETERIA FOOD
416	PG&E	13-5310-0-0000-3700-5890	\$ 500.00	BOX & PROCESSING FEES
417	ORLAND HARDWARE	01-0000-0-0000-8100-5590	\$ 200,000.00	ALL SITES
418	NAPA AUTO PARTS	01-8150-0-0000-8100-4300	\$ 1,200.00	MAINTENANCE SUPPLIES
419	NOR-CAL FOOD EQUIPMENT	01-8150-0-0000-8100-4300	\$ 500.00	MAINTENANCE SUPPLIES
420	NORMAC	13-5310-0-0000-3700-5630	\$ 2,500.00	CAFÉ EQUIP REPAIRS
421	BUS WEST-NORTH	01-8150-0-0000-8100-4300	\$ 700.00	MAINT SUPPLIES
422	CALIFORNIA WATER SERVICE	01-0000-0-0000-3600-4300	\$ 1,500.00	BUS PARTS/SUPPLIES
423	DANNIS, WOLVER, KELLY (legal fees)	01-0000-0-0000-8100-5590	\$ 28,000.00	WATER BOTH SCHOOLS
424	FP MAILING SOLUTIONS-HS POSTAGE METER LEASE	01-0000-0-1110-1000-5620	\$ 83,000.00	LEGAL FEES
425	DANIELSONS CO	01-0000-0-1110-1000-5620	\$ 700.00	POSTAGE METER/HS
425	DANIELSONS CO	13-5310-0-0000-3700-4300	\$ 15,000.00	CAFETERIA SUPPLIES
425	DANIELSONS CO	13-5310-0-0000-3700-4300	\$ 91,000.00	CAFETERIA FOOD
426	SCHOOL SERVICES OF CA	13-5310-0-0000-3700-4700-049	\$ 500.00	CAFÉ-BOYS & GIRLS CLUB SUPPLIES
427	US SPECIALTY COATINGS	01-0000-0-1110-1000-5690	\$ 5,000.00	CAFÉ-BOYS & GIRLS CLUB FOOD
428	ORLAND SAW & MOWER	01-8150-0-0000-8100-4300	\$ 3,500.00	CONTRACT
429	WEST COAST PAPER	01-8150-0-0000-8100-4300	\$ 1,500.00	FIELD PAINT
430	J C NELSON	01-8150-0-0000-8100-4300	\$ 500.00	MAINT PARTS & REPAIR OF MOWER & SAWS
431	VALLEY TRACTOR INC	01-8150-0-0000-8100-4300	\$ 6,000.00	ELEM/HS MAINT SUPPLIES
432	PLATT	01-8150-0-0000-8100-4300	\$ 500.00	MAINT SUPPLIES
433	SPECIALIZED FIBERS	01-0000-0-0000-8100-5690	\$ 2,500.00	MAINT SUPPLIES
434	MILLER GLASS	01-8150-0-0000-8100-5630	\$ 1,350.00	RECYCLE CONTRACTORS
435	ABSOLUTE HEAT & AIR	01-8150-0-0000-8100-5630	\$ 750.00	MAINT GLASS REPAIR
436	GLENN COUNTY ROAD SHOP	01-0000-0-0000-3600-5630	\$ 5,000.00	EQUIPMENT REPAIRS
437	US BANK-COSTCO	01-8150-0-0000-8100-5630	\$ 8,000.00	BUS REPAIRS-SERVICE
438	UNITED GROCERS (CASH & CARRY)	01-0000-0-1110-1000-4300	\$ 2,000.00	OTHER VEHICLE REPAIRS-SERVICE
438	UNITED GROCERS (CASH & CARRY)	13-5310-0-0000-3700-4300	\$ 2,000.00	OFFICE SUPPLIES
439	COMCAST INTERNET SERVICES	13-5310-0-0000-3700-4700	\$ 700.00	CAFETERIA SUPPLIES
440	LARRY'S PEST CONTROL	01-0000-0-0000-2700-5590	\$ 2,000.00	CAFETERIA FOOD
440	LARRY'S PEST CONTROL	01-0000-0-0000-8100-5590	\$ 6,500.00	INTERNET SERVICE DIST WIDE ALL SITES

PO #	VENDOR	STRING	AMOUNT	DETAIL
441	APPEAL DEMOCRAT	01-0000-0-0000-2700-5990	\$ 1,500.00	CLASSIFIED ADDS
442	JIVE COMMUNICATIONS (PHONE SERV)	01-0000-0-0000-2700-5990	\$ 20,000.00	MONTHLY PHONE SERVICE
443	PITNEY BOWES GLOBAL FINANCE-POSTAGE METER ELEM	01-0000-0-1110-1000-5620-800	\$ 500.00	ELEM POSTAGE METER LEASE
444	CALIFORNIA'S VALUED TRUST	01-0000-0-0000-0000-9571	\$ 303,150.00	HEALTH BENEFITS FEE
444	CALIFORNIA'S VALUED TRUST	01-0000-0-0000-0000-9572	\$ 775,000.00	HEALTH BENEFITS ER
444	CALIFORNIA'S VALUED TRUST	01-0000-0-0000-0000-9573	\$ 104,000.00	HEALTH BENEFITS RETIRE
445	CRYSTAL CREAMERY	13-5310-0-0000-3700-4700	\$ 21,000.00	MILK CAFÉ
446	CHRISTY WHITE ACCOUNTING	01-0000-0-0000-2700-5620	\$ 21,000.00	ANNUAL AUDIT FEES
19-100	OFFICE DEPOT-DIST	01-0000-0-1110-1000-4300	\$ 1,500.00	ANNUAL AUDIT FEES
19-XXX	AWARDS COMPANY	01-0000-0-1110-1000-4300-100	\$ 100.00	ANNUAL PERPETUAL AWARD PLAQUE PLATES
19-XXX	CHICO PRINTING-DIST	01-0000-0-1110-1000-4300	\$ 500.00	ENVELOPES/CUSTOM STATIONERY
19-XXX	CHICO PRINTING-ELEM	01-0000-0-1110-1000-4300-500	\$ 2,000.00	CUSTOM STATIONERY
19-XXX	CHICO PRINTING-HS	01-0000-0-1110-1000-4300-100	\$ 1,100.00	HS SITE STATIONERY
19-XXX	CVS-PRESCHOOL SUPPLIES	12-6105-0-1110-1000-4300	\$ 275.00	PRESCHOOL PICTURE DEV. CLEANING & OFFICE SUPPLIES
19-XXX	HERFF JONES	01-0000-0-1110-1000-4300-100	\$ 1,000.00	DIPLOMAS, AWARDS, PLAQUES
19-XXX	JIMMY'S TROPHIES-DIST	01-0000-0-1110-1000-4300	\$ 600.00	AWARDS-PLAQUES
19-XXX	MONOPRICE-TECH DEPT	01-9150-0-0000-2420-4300	\$ 500.00	TECH DEPT SUPPLIES
19-XXX	OFFICE DEPOT-HS	01-0000-0-1110-1000-4300-100	\$ 500.00	OFFICE SUPPLIES; HS
19-XXX	PLATT SUPPLY-TECH DEPT	01-9150-0-0000-2420-4300	\$ 500.00	TECH DEPT SUPPLIES
19-XXX	QUILL-DIST	01-0000-0-1110-1000-4300	\$ 6,500.00	OFFICE SUPPLIES
19-XXX	QUILL-HS	01-0000-0-1110-1000-4300-800	\$ 2,500.00	ELEM PAPER PALETS
19-XXX	US BANK-CT CHARGES	01-0000-0-1110-1000-4300-100	\$ 1,000.00	PAPER & OFFICE SUPPLIES
19-XXX	US BANK-AMAZON	01-0000-0-1110-1000-4300	\$ 2,500.00	CT MEETING & OFFICE SUPPLIES
19-XXX	US BANK-AMAZON	01-9150-0-0000-2420-4300	\$ 500.00	TECH SUPPLIES/CORDS ECT
			\$ 2,042,700.00	ESTIMATED COST TOTAL
SUBMITTED BY <i>Christy White</i>		DATE: 6/20/18	BOARD APPROVAL	
APPROVED BY		DATE: 6/20/18	DATE	

**HAMILTON UNIFIED SCHOOL DISTRICT
SPECIAL BOARD MEETING
MINUTES**

**Hamilton High School Library
Wednesday, June 6, 2018**

5:30 p.m. Public session for purposes of opening the meeting only.
5:30 p.m. Closed session to discuss closed session items listed below.
6:00 p.m. Reconvene to open session no earlier than 6:00 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. *5:33 p.m.*
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.

*Resumed at 6:03 p.m.
Report out actions taken in closed session.*

5.0 PUBLIC SESSION/FLAG SALUTE:

6.0 ADOPT THE AGENDA: (M)
Motion for approval by Tomas Loera, seconded by Rosalinda Sanchez. Motion Carried: 5-0

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

7.0 COMMUNICATIONS/REPORTS:

1. Board Member Comments/Reports. (Rosalinda shared she shared attending the high school graduation. , nice to have the memorial for Melisa)
2. Principal and Dean of Student Reports (written)
 - a. Cris Oseguera, Hamilton High School Principal (written)
 - b. Kathy Thomas, Hamilton Elementary School Assistant Principal (written)
 - c. Maria Reyes, District Dean of Students (written)
3. Superintendent Report by Charles Tracy :
 - a. Holidays:
 - i. Wednesday, July 4, 2018.
 - b. School Board Meetings:
 - i. Wednesday, June 20, 2018 (LCAP & Budget Approval).
 - ii. Wednesday, August 22, 2018.

8.0 PRESENTATIONS: None

9.0 **CORRESPONDENCE:**

1. 2016-17 Performance Indicator Review Improvement Plan Successful Submission. (page 1)

10.0 **DISCUSSION ITEMS:**

1. First Reading of Board Policy and Administrative Regulation 5145.13 Response to Immigration Enforcement (*for regular manual maintenance*). (page 2-10)
2. Public Hearing LCAP: Local Control and Accountability Plan (LCAP). (page 11-218)
 - a. *Time Start:* 6:09 p.m.
 - i. Goal 1 Conditions of Learning:
 1. Teachers, Books Classes and Facilities.
 - a. Priorities:
 - i. Basic Services (1)
 - ii. Implementation of Standards (2)
 - iii. Access to Classes (7)
 - i. Goal 2 Pupil Outcomes:
 2. Test Data, College/Career Readiness
 - a. Priorities:
 - i. Student Achievement (4)
 - ii. Local Student Achievement (8)
 - i. Goal 3 Engagement:
 3. Students/Families/Communities
 - a. Priorities:
 - i. Parental Involvement (3)
 - ii. Student Engagement (5)
 - iii. School Climate (6)
 - i. Process
 4. The process involved outreach to all stakeholders in various venues. The purpose of these events was to review data, prior action steps and provide input in order to drive change.
 - a. Meetings such as: ELAC/DLAC/DAC, School Site Council, Hamilton Unified Leadership Committee (HULC), Staff Meetings, Surveys, Parent Meetings and Board Meetings.
 - ii. Greatest Progress
 5. ELA and Math (3-8) EL-Reclassified
 - a. Outperformed their peers on STATUS levels on CASSPP.
 6. ELA and Math (All Students)
 - a. Scores increased from prior year.
 7. EL Progress Indicator
 - a. Status: Very High
 8. Graduation Rate
 - a. Status: Very High
 - iii. Greatest Needs
 9. Suspensions (orange)
 - a. Students with disabilities and white and low SES
 - i. Performance Level: RED
 10. ELA (yellow)
 - a. Students with disabilities
 - i. Performance Level: RED
 - b. Homeless
 - i. Performance Level: ORANGE
 11. Math (yellow)
 - a. Students with disabilities and homeless
 - i. Performance Level: Orange

These areas qualify HUSD for technical assistance.

- i. Performance Gaps
 - 12. Performance gaps occur when a sub group scores two or more levels below the all student group. For HUSD this occurred for ELA 3-8 (students with disabilities) and for the high school suspension rate (students with disabilities and whites).
- ii. Action Steps
 - 13. Goal 1 (5,379,821)
 - a. Provide teaching/counseling staff
 - b. Provide SPED services
 - c. Provide books
 - d. Maintain classified staff
 - e. Maintain facilities
 - f. Update library
 - g. Offer classes/courses of study that interest students
 - h. Increase student access to technology
 - i. Provide staffing for counseling and intervention services
 - j. Provide after school enrichment through the Boys & Girls Club.
 - 14. Goal 2 (2,117,457)
 - a. Provide staff development
 - b. Provide ELD coaching/support
 - c. Provide Reading coaching/support
 - d. Provide PD to improve learning for students with disabilities
 - e. Implement MTSS
 - 15. Goal 3 (839,124)
 - a. Academic Parent Teacher Teams (APTT)
 - b. Provide PD for supports to minimize suspensions
 - c. Involve parent(s) in the SELPA advisory group
 - d. Maintain Glenn County Mental Health Services
 - e. Provide parent/community outreach
 - f. Classified staff to provide supervision
 - g. Provide PD/coaching/support for behavior supports, through PBIS
 - h. Implement Dual Language Track (K-5)

b. *Time End:* 6:33 p.m.

3. Public Hearing 2018-19 District Budget. (page 219-273)

a. *Time Start:* 6:34 p.m.

i. *Chief Business Official, Diane Holliman:* Reviewed the proposed district budget to the school board.

b. *Time End:* 6:56 p.m.

4. Public Hearing 2018-19 Education Protection Act (EPA) Spending Plan (handout).

a. *Time Start:* 6:57 p.m.

b. *Time End:* 7:04 p.m.

11.0 **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.

No public comment.

12.0 **ACTION ITEMS:**

1. 2018-19 Education Protection Act (EPA) Spending Plan.

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

Motion Carried: 5-0

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

2. Resolution 2017-18-106 Calling for an Election Authorizing the Issuance of General Obligation Bonds of the District at an Election to be Held November 6, 2018. (page 274-284)

Attorney, Matt Juhl-Darlington: Explained the documents (exhibit A and B). Project list is broad not specific, all is general so you can be flexible with what we can do if voted by the community.

Motion for approval by Rosalinda Sanchez with correction in verbiage for Exhibit B to have District Superintendent and Council to change to the first item in the Exhibit "Acquire land for future growth and other errors, omissions or corrections as needed, seconded by Rod Boone. Motion Carried: 5-0

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

3. Reduce the public viewing period for the district wide history social science adoption from 60 days to 30 days. In order have curriculum available by the start of school August 2018 (Board Policy and Administrative Regulation 6161.1). (page 285-292)

Motion for approval by Wendall Lower, seconded by Rosalinda Sanchez. Motion Carried: 5-0

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

4. Resolution 2017-18-107 Calling for Full and Fair Funding of California's Public Schools – by request of the California School Boards Association (CSBA). (page 293-294)

Motion for approval by Tomas Loera, seconded by Rosalinda Sanchez. Motion Carried: 5-0

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

- 13.0 **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.

- Minutes for the Regular Board Meeting on May 22, 2018. (page 295-299)
- MOU Between Hamilton Unified School District and Glenn County Office of Education (SPARK/After School Education and Safety (ASES) Supplemental Program. (page 300)
- District Case Manager/Parent/Family Coordinator job description (draft). (page 301-302)

Motion for approval by Wendall Lower, seconded by Tomas Loera. Motion Carried: 5-0

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

- 14.0 **ADJOURNMENT:** 7:33 p.m.

Wendall Lower, Clerk

Charles Tracy, Superintendent

2018-19 Certification of Assurances


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca18asstoc.asp>.

CDE Program Contact:

Joy Paull, jpaul@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Charles Tracy
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative Signature Date	06/05/2018

*****Warning*****

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

2018-19 Protected Prayer Certification

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

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Protected Prayer Certification Statement

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Charles Tracy
Authorized Representative Title	Superintendent
Authorized Representative Signature Date	06/05/2018
Comment	
If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

*****Warning*****

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

2018-19 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCFF@cde.ca.gov, 916-323-5233

Pursuant to Section 1112 (Title 20, United States Code, Section 6312) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA), a local educational agency (LEA) may receive a subgrant from the State only if the LEA has on file with the State a plan approved by the State educational agency.

Within California, LEAs that apply for ESSA funds are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve as the ESSA LEA Plan.

In order to apply for funds, the LEA must certify that the completed Addendum will be approved by the local governing board or governing body of the LEA and submitted to the California Department of Education (CDE), and that the LEA will work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

County Offices of Education and School Districts Enter the original approval date of the county office of education or school district 2017-18 – 2019-20 LCAP	09/01/2017
Charter Schools Enter the adoption date of the charter school LCAP	
Authorized Representative's Full Name	Charles Tracy
Authorized Representative's Title	District Superintendent

*****Warning*****

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

2018-19 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

Local Governing Board Approval

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

Date of approval by local governing board	06/20/2018
---	------------

District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Genaro Reyes
DELAC review date	05/04/2018
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	https://www.husdschools.org
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

Application for Categorical Programs

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

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title V, Part B Subpart 2 Rural and Low-Income Grant	Yes

*****Warning*****

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

2018-19 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

ESSA Sec. 5221 SACS 4126	
Title IV, Part A (Student Support)	Yes
ESSA Sec. 1112(b) SACS 4127	

*****Warning*****

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

2018-19 Title III English Learner Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2018-19 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Entitlement Calculation

Estimated English learner per student allocation	\$99.05
Estimated English learner student count	290
Estimated English learner entitlement amount	\$28,725

Note: \$10,000 minimum program eligibility criteria

If the LEA's estimated entitlement amount is less than \$10,000 it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the CDE Title III EL Consortium Details Web page at <http://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

Budget

Professional development activities	\$8,000
Program and other authorized activities	\$8,000
English Proficiency and Academic Achievement	\$5,831
Parent, family, and community engagement	\$5,746
Direct administration costs (Amount cannot exceed 2% of the estimated entitlement)	\$574
Indirect costs (LEAs can apply approved indirect cost rate to the portion of subgrant that is not reserved for direct administration costs)	\$574
Total budget	\$28,725

*****Warning*****

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

2018-19 Title III Immigrant Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2018-19 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Entitlement Calculation

Estimated immigrant per student allocation	\$92.35
Estimated immigrant student count	21
Estimated immigrant entitlement amount	\$1,939

<H4>Note: Eligibility criteria</h4>

An LEA which has 21 or more eligible immigrant students, or has experienced a significant increase of two percent or more in eligible immigrant students enrollment in the current year compared with the average of the two preceding fiscal years, is eligible to apply.

Budget

Authorized activities	\$1,863
Direct administration costs (Amount should not exceed 2% of the estimated entitlement)	\$38
Indirect costs (LEAs can apply approved indirect cost rate to the portion of subgrant that is not reserved for direct administration costs)	\$38
Total budget	\$1,939

*****Warning*****

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

2018-19 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at <http://www.cde.ca.gov/fg/ac/sa/>.

2018-19 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	The District participates in a regular review of substitute system accountability

*****Warning*****

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

Scaling Up Multi-Tiered Systems of Support (SUMS)
 Improving Systems of Academic and Behavioral Supports (ISABS)

BUDGET

Agency Name

CATEGORY	Year 1 May 1, 2017- June 30, 2017	Year 2 July 1, 2017- June 30, 2018	Year 3 July 1, 2018- June 30, 2019	Year 4 July 1, 2019- June 30, 2020	Totals
1000 Certificated Salaries			800		800
2000 Classified Salaries					
3000 Benefits					
4000 Books & Supplies					
5000 Services and Other Operating expenditures (other than travel)					
5200 Travel & Conference			1,400	1,400	2,800
6000 Equipment			1,200		1,200
7000 Indirect Costs [rate 4.81%]			100	100	200
Total Budget			3,500	1,500	5,000

Coordinator Name and Title	Phone Number	Coordinator Signature
Trudy Bryan - Counselor - Intentional Spec.	530-826-3474	X Trudy Bryan
Fiscal Services Name and Title	Phone Number	Fiscal Services Signature
Diane Holliman	530-826-3261	X Diane Holliman

Prior written approval of a budget revision is required when adjustment of funds in the line items differ from the approved budget in the original application by more than 10%.

Revisions will be considered up to twice a year.

HAMILTON UNIFIED SCHOOL DISTRICT

Hamilton Unified School District
PO Box 488
Hamilton City, CA 95951-0488

PH: (530) 826-3261
FAX: (530) 826-0440

INVOICE

Invoice No. **08012018**
Date **7/1/2018**

Customer **Orange County Department of Education (Julie Montgomery)**
Name **Division of Administrative Services/Contracts Department**
Address **PO Box 9050**
City **Costa Mesa** State **CA** Zip **92628-9050**
Phone **714.966.4082**

2018-2020 Project Years

Certificated Salaries 1000 (Sub Costs for training)	\$ 800.00
Services 5000 (SWIS PBIS; 2 years)	\$ 2,800.00
Travel/Conferences (MTSS July 2018)	\$ 1,200.00
Indirect Costs (not to exceed 4.18%)	\$ 200.00

SUMS Grant
District Knowledge Development Site
KDS #44031

TOTAL	\$ 5,000.00
--------------	--------------------

WE APPRECIATE YOUR BUSINESS

1 including, but not limited to, obligations with respect to indemnification, audits, reporting, and
2 accounting.

3 **2.0 SCOPE OF WORK.**

4 A. SUPERINTENDENT hereby engages DISTRICT as an independent contractor to perform the
5 following described work and DISTRICT hereby agrees to perform said work upon the terms and
6 conditions hereinafter set forth. DISTRICT shall meet all of the contractual requirement listed herein
7 and shall provide all labor, materials, supplies, and equipment necessary to fully perform all
8 responsibilities required by this AGREEMENT and specifically described in Exhibit "A", Scope of Work,
9 which is attached hereto and incorporated herein by this reference to this AGREEMENT.

10 **3.0 COMPENSATION.**

11 A. The Maximum Payment Obligation of SUPERINTENDENT to DISTRICT under this
12 AGREEMENT for the period of November 1, 2016 through June 30, 2020 is Five thousand dollars
13 (\$5,000.00). Payment shall be made at the rate of Five thousand dollars (\$5,000.00) per participating
14 school not to exceed two (2) schools. Participating School(s) on behalf of the DISTRICT are: Hamilton
15 Elementary School.

16 B. DISTRICT agrees to establish and maintain fiscal control and accounting procedures as
17 may be necessary to assure proper accounting for all funds under this AGREEMENT. Any work
18 performed prior to approval of the SUPERINTENDENT will be rendered on a voluntary basis, and shall
19 not be compensated unless and until funding is authorized. Any work performed prior to approval
20 of the State of California will be rendered on a voluntary basis and shall not be compensated unless
21 and until funding is authorized.

22
23 **4.0 BUDGET ALLOCATION.** Scaling Up Multi-Tiered System of Support Statewide (SUMS) grant
24 funds shall be expended only for those purposes expressed under Section 2.0 of this AGREEMENT.
25 No monies from the Scaling Up Multi-Tiered System of Support Statewide (SUMS) grant shall be used

1 to supplant state or local general fund money of any purpose. Scaling Up Multi-Tiered System of
2 Support Statewide (SUMS) grant funds shall be allocated for the term of the AGREEMENT pursuant to
3 Exhibit "B", "Budget Form", which is attached hereto and incorporated herein by this reference to
4 this AGREEMENT. DISTRICT shall return the completed Budget Form and invoice along with the
5 signed AGREEMENT. Once SUPERINTENDENT has approved DISTRICT's budget, DISTRICT must
6 obtain prior written approval from SUPERINTENDENT for any budget revisions where an adjustment
7 of funds in a line item are different from the originally approved budget by more than ten percent
8 (10%).

9 **5.0 PAYMENT AND INVOICING.**

10 A. SUPERINTENDENT, under the terms of this AGREEMENT, shall pay DISTRICT in advance,
11 based on the maximum payment obligation identified in Paragraph 3.0 Compensation of this
12 AGREEMENT for providing the services and activities hereunder identified in Exhibit A; provided,
13 however, the total of such payments does not exceed DISTRICT's maximum obligation; and provided
14 further, DISTRICT's costs shall be reimbursable pursuant to State and Federal Regulations. DISTRICT
15 shall be responsible for all other expenses incurred in connection with the performance of this
16 AGREEMENT. Payment to DISTRICT should be released by SUPERINTENDENT no later than thirty (30)
17 calendar days after receipt of signed AGREEMENT, completed and approved Scaling Up Multi-Tiered
18 Systems of Support (SUMS) Budget Form and DISTRICT's invoice.

19 B. For travel necessary to the performance of this AGREEMENT, DISTRICT's travel and
20 other travel related expense reimbursement claims shall not exceed the travel policy and procedures
21 of the State of California. Travel and other related travel expenses shall be limited to those
22 necessary for the performance of this AGREEMENT. Travel outside of the State of California must be
23 authorized in writing by SUPERINTENDENT prior to travel. Travel outside of the United States is not
24 permitted.
25

1 C. DISTRICT's billings shall be submitted on SUPERINTENDENT's form, "Scaling Up Multi-
2 Tiered System of Support Statewide (SUMS) Quarterly Budget and Expenditure Report", which is
3 attached hereto as Exhibit "C" and incorporated herein by reference to this AGREEMENT. DISTRICT
4 shall submit the Quarterly Budget and Expenditure Invoice by the following due dates:

5 1. For the period commencing November 1, 2016 and ending June 30, 2017:

6 Quarter 1 & 2: N/A

7 Quarter 3 & 4: Due by July 15, 2017

8 2. For the period commencing July 1, 2017 and ending June 30, 2018:

9 Quarter 1 & 2: Due by Due by January 15, 2018

10 Quarter 3 & 4: Due by July 15, 2018

11 3. For the period commencing July 1, 2018 and ending June 30, 2019:

12 Quarter 1 & 2: Due by January 15, 2019

13 Quarter 3 & 4: Due by July 15, 2019

14 4. For the period commencing July 1, 2019 and ending June 30, 2020:

15 Quarter 1 & 2: Due by January 15, 2020

16 Quarter 3 & 4: Due by July 15, 2020

17 DISTRICT shall submit the Quarterly Budget and Expenditure Report to:

18 Roberta Tovar

19 Email: rtovar@ocde.us

20 Telephone: (714) 966-4154

21 D. All DISTRICT Quarterly Budget and Expenditure Reports submitted to SUPERINTENDENT
22 shall be supported by source documentation including, but not limited to, ledgers, invoices, receipts,
23 receiving records, and records of services provided.

24 E. Any payment made by SUPERINTENDENT to DISTRICT in excess of that of which
25 DISTRICT is entitled under this AGREEMENT shall be immediately due to SUPERINTENDENT and
repaid by DISTRICT. In this regard, DISTRICT shall make repayment on any overpayment within thirty

1 (30) days after the date SUPERINTENDENT requests the repayment in writing. Nothing in this
2 AGREEMENT shall be construed as limiting the remedies of SUPERINTENDENT in the event that an
3 overpayment has been made.

4 F. SUPERINTENDENT may withhold or delay any payment if DISTRICT fails to comply with
5 any provision set forth in this AGREEMENT.

6 G. DISTRICT shall not claim reimbursement for services provided beyond the expiration
7 and/or termination of this AGREEMENT, except as may otherwise be provided under this
8 AGREEMENT.

9 H. The obligation of SUPERINTENDENT under this AGREEMENT is contingent upon the
10 availability of funds furnished by the State of California. It is mutually agreed that if the current
11 fiscal year covered under this AGREEMENT does not appropriate sufficient funds for this program,
12 this AGREEMENT shall be of no further force and effect and shall be terminated. In this event,
13 SUPERINTENDENT shall have no liability to pay any funds whatsoever to DISTRICT or to furnish any
14 other considerations under this AGREEMENT and DISTRICT shall not be obligated to perform any
15 provisions of this AGREEMENT. If funding for any fiscal year is reduced, or deleted for purposes of
16 this program, the SUPERINTENDENT shall have the option to either terminate this AGREEMENT with
17 no liability occurring to the SUPERINTENDENT or offer an amendment to DISTRICT to reflect the
18 reduced amount. SUPERINTENDENT shall give DISTRICT written notification of such termination.
19 Notice shall be deemed served on the date of mailing.

20
21 **6.0 REPORTS.**

22 A. DISTRICT shall submit to SUPERINTENDENT required reports or evidence that
23 deliverables have been met. Failure to do so may result in the loss and/or remittance of all awarded
24 funds.

25 B. DISTRICT shall be responsible for collecting all data required under this AGREEMENT

1 pursuant to Exhibit "D", "Knowledge Development Sites (KDS) – Evaluation Outcomes", which is
2 attached hereto and incorporated herein by this reference to this AGREEMENT. DISTRICT will submit
3 the collected data, along with a summary of activities, reasons for lack of progress toward attainment
4 of objectives, if any, and explanation for major changes to the budget, if any; and other data
5 required.

6 C. Additional Reports: Upon SUPERINTENDENT'S request, DISTRICT shall make such
7 additional reports available, as required by SUPERINTENDENT, concerning DISTRICT's activities as
8 they affect the services hereunder. SUPERINTENDENT shall be specific to the information requested
9 and allow DISTRICT thirty (30) calendar days to respond.

10 **7.0 RECORDS MANAGEMENT AND MAINTENANCE.**

11 A. DISTRICT shall, throughout the term of this AGREEMENT, prepare, maintain and
12 manage records appropriate to the services provided and in accordance with this AGREEMENT and
13 all applicable requirements.

14 B. DISTRICT shall ensure appropriate financial records related to cost reporting,
15 expenditure, revenue, billings, etc., are prepared and maintained accurately and appropriately.

16 C. DISTRICT shall retain all financial records for a minimum of three (3) years after the
17 completion of the activities for which the funds are used and until audit findings are resolved, or
18 due to legal proceedings such as litigations and/or settlement of claims whichever is longer.

19 D. DISTRICT shall notify SUPERINTENDENT of any Public Record Act (PRA) requests within
20 twenty-four (24) hours of receipt of said request. DISTRICT shall provide SUPERINTENDENT with all
21 information that is requested and provided by DISTRICT.

22 **8.0 INDEPENDENT CONTRACTOR.**

23 A. DISTRICT is, and shall at all times be deemed to be, an independent contractor and
24 shall be wholly responsible for the manner in which it performs the services required of it by the
25

1 terms of this AGREEMENT.

2 B. DISTRICT warrants that it has all necessary licenses required to perform the services
3 required by the terms of this AGREEMENT.

4 C. DISTRICT is entirely responsible for compensating staff, subcontractors, and
5 consultants employed by DISTRICT. This AGREEMENT shall not be construed as creating the
6 relationship of employer and employee, or principal and agent between SUPERINTENDENT and
7 DISTRICT or any of DISTRICT's employees, agents, consultants, or subcontractors. DISTRICT
8 understands and agrees that he/she and all his/her employees shall not be considered officers,
9 employees or agents of SUPERINTENDENT, and are not entitled to benefits of any kind or nature
10 normally provided employees of SUPERINTENDENT and/or to which SUPERINTENDENT's employees
11 are normally entitled, including, but not limited to, State Unemployment Insurance or Workers'
12 Compensation. DISTRICT shall assume full responsibility for payment of all federal, state and local
13 taxes or contributions, including unemployment insurance, social security and income taxes with
14 respect to DISTRICT's employees.

15 D. DISTRICT assumes exclusively the responsibility for the acts of its employees, agents,
16 consultants, or subcontractors as they relate to the services to be provided during the course and
17 scope of their employment.

18 E. DISTRICT, its agents, employees, consultants, or subcontractors, shall not be entitled
19 to any rights or privileges of SUPERINTENDENT's employees and shall not be considered in any
20 manner to be SUPERINTENDENT's employees.

21 **9.0 INDEMNIFICATION.**

22 A. SUPERINTENDENT hereby agrees to indemnify, defend, and hold harmless DISTRICT, its
23 Governing Board, and their officers, agents, and employees from liability and claims of liability for
24 bodily injury, personal injury, sickness, disease, or death of any person or persons, or damage to any
25

1 property, real, personal, tangible or intangible, arising out of the negligent acts or omissions of
2 employees, agents or officers of SUPERINTENDENT or the Orange County Board of Education during
3 the period of this AGREEMENT.

4 B. DISTRICT hereby agrees to indemnify, defend, and hold harmless SUPERINTENDENT,
5 the Orange County Board of Education and its officers, agents, and employees, from liability and
6 claims of liability for bodily injury, personal injury, sickness, disease, or death of any person or
7 persons, or damage to any property, real, personal, tangible or intangible, arising out of the negligent
8 acts or omissions of employees, agents or officers of DISTRICT during the period of this AGREEMENT.

9 C. DISTRICT agrees to indemnify, defend and save harmless the State of California, its
10 officers, agents and employees from any and all claims and losses accruing or resulting to any and all
11 contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing
12 or supplying work services, materials, or supplies in connection with the performance of this
13 AGREEMENT, and from any and all claims and losses accruing or resulting to any person, firm or
14 corporation who may be injured or damaged by DISTRICT in the performance of this AGREEMENT.

15 **10.0 COPYRIGHT.** SUPERINTENDENT and the State of California shall have a royalty-free,
16 nonexclusive, and irrevocable license to publish, translate, or use now and continuing all material
17 and work product (both tangible and intangible), if any, developed under this AGREEMENT including
18 those materials covered by copyright.

19 **11.0 CONFIDENTIALITY.** SUPERINTENDENT and DISTRICT shall maintain the confidentiality of
20 all records, including any hard copies, and/or electronic or computer based data, and/or audio
21 and/or video recordings, in accordance with all applicable state and federal codes and regulations
22 relating to privacy and confidentiality as they now exist or may hereafter be amended or changed.
23 The confidentiality requirements under this paragraph shall survive the termination or expiration of
24 this AGREEMENT or any subsequent agreement intended to supersede this AGREEMENT.
25

1 **12.0 CONFLICT OF INTEREST.** The Parties hereto acknowledge that DISTRICT may be affiliated
2 with one or more organizations or professional practices located in DISTRICT's county. DISTRICT
3 therefore warrants that he/she shall not violate any applicable law, rule or regulation of any
4 governmental entity relating to conflict of interest. DISTRICT shall not knowingly undertake any act
5 which unjustifiably results in any relative benefit to any organization or professional practice with
6 which he/she is affiliated as a direct or indirect result, whether economic or otherwise in nature, of
7 the performance of duties and obligations required by this AGREEMENT, when compared to the
8 result such act has on any other organization or professional practice.

9 **13.0 EMPLOYEE ELIGIBILITY VERIFICATION.** DISTRICT warrants that it shall fully comply with all
10 federal and state statutes and regulations regarding the employment of aliens and others and to
11 ensure that employees, subcontractors and consultants performing work under this AGREEMENT
12 meet the citizenship or alien status requirement set forth in federal statutes and regulations.
13 DISTRICT shall obtain, from all employees, subcontractors and consultants performing work
14 hereunder, all verification and other documentation of employment eligibility status required by
15 federal or state statutes and regulations including, but not limited to, the Immigration Reform and
16 Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter
17 amended. DISTRICT shall retain all such documentation for all covered employees, subcontractors
18 and consultants for the period prescribed by the law.

19 **14.0 DELEGATION AND ASSIGNMENT.** DISTRICT may not delegate its obligations hereunder,
20 either in whole or in part, without the prior written consent of SUPERINTENDENT.
21

22 **15.0 INSPECTIONS AND AUDITS.** SUPERINTENDENT and, State of California or any other of their
23 authorized representatives, shall have access to any books, documents, and records, including but
24 not limited to, financial statements, general ledgers, relevant accounting systems of DISTRICT that
25 are directly pertinent to this AGREEMENT, for the purpose of responding to a beneficiary complaint

1 or conducting an audit, review, evaluation, or examination during the term of this AGREEMENT.

2 Such persons may at all reasonable times inspect or otherwise evaluate the services provided
3 pursuant to this AGREEMENT, and the premises in which they are provided.

4 **16.0 LICENSES AND LAW.**

5 A. DISTRICT shall, throughout the term of this AGREEMENT, maintain all necessary
6 licenses, permits, approvals, certificates, waivers, and exemptions necessary for the provision of the
7 services hereunder and required by the laws and regulations of the United States, State of California,
8 and any other applicable governmental agencies. DISTRICT shall notify SUPERINTENDENT
9 immediately and in writing of its inability to obtain or maintain, irrespective of the pendency of an
10 appeal, permits, licenses, approvals, certificates, waivers, and exemptions. Said inability shall be
11 cause for termination of this AGREEMENT.

12 B. DISTRICT shall comply with all laws, rules or regulations applicable to the services
13 provided hereunder, as any may now exist or be hereafter amended or changed.

14 C. ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS

15 1. DISTRICT agrees to furnish to SUPERINTENDENT within thirty (30) calendar
16 days of the award of this AGREEMENT:

17 a. In the case of an individual contractor, his/her name, date of birth, social
18 security number, and residence address;

19 b. In the case of a contractor doing business in a form other than as an
20 individual, the name, date of birth, social security number, and residence address of each individual
21 who owns an interest of ten percent (10%) or more in the contracting entity;

22 c. A certification or statement that DISTRICT has fully complied with all
23 applicable federal and state reporting requirements regarding its employees;

24 d. A certification or statement that DISTRICT has fully complied with all
25

1 lawfully served Wage and Earnings Assignment Orders and Notices of Assignment, will continue to
2 so comply.

3 2. Failure of DISTRICT to timely submit the data and/or
4 certifications/statements required by subparagraphs 1.a., 1.b., 1.c., or 1.d. above, or to comply with
5 all federal and state employee reporting requirements for child support enforcement, or to comply
6 with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment, shall
7 constitute a material breach of this AGREEMENT; and failure to cure such breach within sixty (60)
8 calendar days of notice from SUPERINTENDENT shall constitute grounds for termination of this
9 AGREEMENT.

10 3. It is expressly understood that this data will be transmitted to governmental
11 agencies charged with the establishment and enforcement of child support orders, or as permitted
12 by federal and/or state statute.

13 **17.0 NONDISCRIMINATION.** In the performance of this AGREEMENT, DISTRICT shall not engage
14 in, nor permit any employee or agent to engage in discrimination in employment of person or
15 provision of services or assistance, nor exclude any person from participation in, nor deny any person
16 the benefits of, not subject any person to discrimination under any program or activity funded in
17 whole or in part with the Improving Systems of Academic and Behavioral Supports (ISABS) funds on
18 the grounds of race, religion, color, national origin, ancestry, physical handicap, medical condition,
19 marital status, gender or sexual orientation. DISTRICT shall comply with Title II of the Americans with
20 Disabilities Act, (42 U.S.C., {12101, et seq.) as it relates to public accommodations.
21

22 **18.0 TERMINATION.**

23 A. Either party may terminate this AGREEMENT, without cause, upon thirty (30) days'
24 written notice (Notice of Termination) given the other party. Upon receipt of notice of termination
25 without cause, DISTRICT shall immediately cease performance under this AGREEMENT.

1 B. Unless otherwise specified in this AGREEMENT, SUPERINTENDENT reserves the right
2 to terminate this AGREEMENT for cause due to the default (as defined in Paragraph 22.0) by
3 DISTRICT in its performance obligations under this AGREEMENT. SUPERINTENDENT may in any
4 notice of default advise DISTRICT it also intends to terminate the AGREEMENT for cause. The notice
5 of default from SUPERINTENDENT shall advise DISTRICT if SUPERINTENDENT intends to elect to
6 terminate the AGREEMENT and in this event DISTRICT shall immediately cease performance and
7 provision of services as of the date the notice of default is received or deemed received, whichever
8 is earlier. In the event of termination, SUPERINTENDENT, may, but is not required, to take over the
9 work and prosecute the same to completion by contract or otherwise. Also, in the event of
10 termination for cause, DISTRICT shall be liable to the extent that the total cost for completion of the
11 services required by this AGREEMENT exceeds the compensation stipulated in this AGREEMENT
12 (provided that SUPERINTENDENT shall use reasonable efforts to mitigate damages), and
13 SUPERINTENDENT expressly reserves the right to withhold any outstanding payments to DISTRICT
14 for the purpose of set off or partial payment of the amounts owed SUPERINTENDENT as previously
15 set forth in this AGREEMENT.

16 **19.0 TOBACCO USE POLICY.** In the interest of public health, SUPERINTENDENT provides a
17 tobacco-free environment. Smoking or the use of any tobacco products are prohibited in buildings
18 and vehicles, and on any property owned, leased or contracted for by the SUPERINTENDENT
19 pursuant to SUPERINTENDENT'S Policy 400.15. Failure to abide with conditions of this policy could
20 result in the termination of this AGREEMENT.

21
22 **20.0 COMPLIANCE WITH APPLICABLE LAWS.** The services completed herein must meet the
23 approval of SUPERINTENDENT and shall be subject to SUPERINTENDENT's general right of inspection
24 to secure the satisfactory completion thereof. DISTRICT agrees to comply with all federal, state and
25

1 local laws, statutes, rules, regulations and local ordinances that are now or may in the future become
2 applicable to the services performed under this AGREEMENT.

3 **21.0 NON WAIVER.** The failure of SUPERINTENDENT or DISTRICT to seek redress for violation
4 of, or to insist upon, the strict performance of any term or condition of this AGREEMENT shall not be
5 deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from
6 again constituting a violation of such term or condition.

7 **22.0 DEFAULT.** Failure by DISTRICT to perform and/or comply with any provision, covenant, or
8 condition of this AGREEMENT shall be a default of this AGREEMENT. In the event of default
9 SUPERINTENDENT may avail any remedies available at law, in equity, or otherwise specified in this
10 AGREEMENT (including immediate termination for cause as set forth in Paragraph 18.0 above), and
11 may elect any of the following, if applicable:

12 A. Afford DISTRICT a time period of fifteen (15) days from the date the notice is mailed to cure
13 the default, or to commence to cure the breach and diligently pursue to completion the cure of the
14 breach within thirty (30) days of date notice is mailed; and/or

15 B. Discontinue payment and eligibility for payment to DISTRICT during the period in which
16 DISTRICT is in breach, which payment may not be entitled to later recovery; and/or

17 C. Offset against any funds invoiced by DISTRICT but yet unpaid by SUPERINTENDENT those
18 monies disallowed pursuant to the above offset authority; and/or

19 D. Withhold from any monies payable to DISTRICT sufficient funds to compensate
20 SUPERINTENDENT for any losses, costs, liabilities or damages it reasonable believes were suffered
21 by or have been incurred by SUPERINTENDENT due to the default of DISTRICT in the performance of
22 the services required by this AGREEMENT.

23
24 **23.0 NOTICES.** All notices, claims, correspondence, reports, and/or statements authorized or
25 required by this AGREEMENT shall be addressed as follows:

1 SUPERINTENDENT: Orange County Superintendent of Schools
2 200 Kalmus Drive
3 P.O. Box 9050
4 Costa Mesa, California 92628-9050
5 Attn: Patricia McCaughey

6 DISTRICT: Hamilton Unified School District
7 P. O. Box 488
8 Hamilton City, California 95951
9 Attn: Charles Tracey

10 **24.0 SEVERABILITY.** If any term, condition or provision of this AGREEMENT or application thereof
11 to any person or circumstances is held by a court of competent jurisdiction to be invalid, void, or
12 unenforceable, or if any provision of this AGREEMENT contravenes any federal, state or county
13 statute, ordinance, or regulation, the remaining provisions of this AGREEMENT or application thereof
14 will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in
15 any way.

16 **25.0 ALTERATION OF TERMS.** This AGREEMENT, together with any Exhibits attached hereto and
17 incorporated herein by reference, fully expresses all understanding of SUPERINTENDENT and
18 DISTRICT with respect to the subject matter of this AGREEMENT, and shall constitute the total
19 AGREEMENT between the Parties for these purposes. No addition to, or alteration of, the terms of
20 this AGREEMENT, whether written or verbal, shall be valid unless made in writing and formally
21 executed and approved by SUPERINTENDENT and DISTRICT.

22 **26.0 AUTHORIZED SIGNATURES.** The individuals signing this AGREEMENT warrant that they are
23 authorized to do so, and further, that they are authorized to make the promises in this AGREEMENT
24 on behalf of the respective Parties. The Parties understand and agree that a breach of this warranty
25 shall constitute a breach of the AGREEMENT and shall entitle the non-breaching party to all
appropriate legal and equitable remedies against the breaching party.

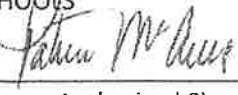
27.0 GOVERNING LAW. The terms and conditions of this AGREEMENT shall be governed by the
laws of the State of California with venue in Orange County, California.

1 IN WITNESS WHEREOF, the Parties have executed this AGREEMENT, in the County of
2 Orange, State of California.

3 DISTRICT: HAMILTON UNIFIED SCHOOL DISTRICT

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

4 BY: 
5 Authorized Signature

BY: 
Authorized Signature

6 PRINTED NAME: CHARLES TRACY

PRINTED NAME: Patricia McCaughey

7 TITLE: SUPERINTENDENT

TITLE: Administrator

8 DATE: 6/11/2018

DATE: April 5, 2017

9 TIN: _____

10
11
12
13 Hamilton USD-KDS-ISABS Grant-State Grant(44031) 2017-2020
ZIP4

EXHIBIT "A"
SCOPE OF SERVICES

DISTRICT shall provide the following services:

1. Participation in Technical Assistance (TA) provided by SUPERINTENDENT in partnership with the California Department of Education, Butte County Office of Education, the SWIFT Center and other County Offices of Education.

MTSS Training Scope & Sequence

Training 1 (2 days)	Training 2 (2 days)	Training 3 (2 days)	Training 4 (2 days)	Training 5 (2 days)
Introduction to California MTSS	Foundations of California MTSS	Engineering Your MTSS	Structuring Your MTSS	Advancing Your MTSS
<ul style="list-style-type: none"> • SUMS Overview and Expected Outcomes • What is Your "Why"? • MTSS & Supporting Domains • Theory of Action for Transformation 	<ul style="list-style-type: none"> • Dive Deep into Content through Fidelity Integrity Assessment (FIA) • Design the Future Aligned to Content • Exploration / Foundation Self-Assessment of Teams, Communications, • Introduction to Coaching 	<ul style="list-style-type: none"> • Revisit Master Schedule, School Resource Profile, and Tiered Intervention Matrix • Site specific Exploration / Foundation Self-Assessment of "current reality" 	<ul style="list-style-type: none"> • Engage in Data Snapshots to Identify Near-term Priorities • Begin Priority & Practice Planning, Identifying Next Steps to Advance MTSS 	<ul style="list-style-type: none"> • Re-assess Teaming, Communications and Coaching • Continue Priority & Practice Planning Around Identified Priorities • Develop State, County & District Resource Maps and Matching to Priorities

2. Implement an integrated multi-tiered system of standards-based instruction, interventions, mental health, and academic and behavioral supports aligned with accessible instruction and curriculum using the principles of universal design, such as UDL, established in the state curriculum frameworks and Local Control Accountability Plans (LCAPs), which are required to demonstrate how the services provided for low income pupils, foster youth, and English learners are increased or improved for these pupils (5 CCR 15496).
3. Provide strategies that support student success in the least restrictive environment and foster greater inclusion.
4. Leverage and coordinate multiple school and community resources.
5. Implement multi-tiered, evidence-based, data-driven district-wide and school-wide systems of academic and behavioral support.
6. Incorporate the types of practices, services, and efforts listed in numbers 2–5 into LEAs' LCAPs.



Scaling Up Multi-Tiered Systems of Support (SUMS)
 Improving Systems of Academic and Behavioral Supports (ISABS)

BUDGET

Agency Name

	Year 1	Year 2	Year 3	Year 4	Totals
	<small>November 1, 2016- June 30, 2017</small>	<small>July 1, 2017- June 30, 2018</small>	<small>July 1, 2018- June 30, 2019</small>	<small>July 1, 2019- June 30, 2020</small>	
CATEGORY					
1000 Certificated Salaries					-
2000 Classified Salaries	-	-	-	-	-
3000 Benefits					-
4000 Books & Supplies					-
5000 Services and Other Operating Expenditures (other than travel expenditures.)					-
5200 Travel & Conference					-
6000 Equipment	-	-	-	-	-
7000 Indirect Costs [rate ____ %]	-	-	-	-	-
Total Budget	-	-	-	-	-

<small>Coordinator Name and Title</small>	<small>Phone Number</small>	<small>Coordinator Signature</small>
		X

<small>Fiscal Services Name and Title</small>	<small>Phone Number</small>	<small>Fiscal Services Signature</small>
		X

Prior written approval of a budget revision is required when adjustment of funds in the line items differ from the approved budget in the original application by more than 10%.

Revisions will be considered up to twice a year.

For questions call (714) 966-4203
 Goretti Fernandez, Financial Analyst
 KDS



Scaling Up Multi-Tiered Systems of Support (SUMS)
Improving Systems of Academic and Behavioral Supports (ISABS)
QUARTERLY BUDGET AND EXPENDITURE REPORT

From the Office of Jami Parsons	
Date	_____
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Needs Revision

Exhibit "C"

Return completed report form to: Roberta Tovar RTovar@ocde.us 714-966-4406	Agency address address	Check Quarter for this report: <input type="checkbox"/> Quarter 1 & 2 Due January 15 (Year) <input type="checkbox"/> Quarter 3 & 4 Due July 15, (Year)
---	------------------------------	--

CATEGORY	CURRENT YEAR APPROVED BUDGET	ACTUAL EXPENDITURES			
		QUARTER 1 & 2 <small>July 1 - Dec 31, (year)</small>	QUARTER 3 & 4 <small>Jan 1 - June 30, (year)</small>	Year-to Date Total Expenditures	Remaining Current Year Allocation
1000 Certificated Salaries				-	-
2000 Classified Salaries				-	-
3000 Employee Benefits				-	-
4000 Books & Supplies				-	-
5000 Services & other Operating Expenditures (other than 5200)				-	-
5200 Travel & Conferences				-	-
6000 Capital Outlay (items >\$5,000)				-	-
7000 Indirect Charges (**See note below)				-	-
Indirect Rate: %				-	-
Totals	\$ -	\$ -	\$ -	\$ -	\$ -

Submit Expenditure Report with a copy of a general ledger. See MOU for a list of acceptable documentation. An Expenditure Report must be submitted even if there were no expenditures in the Quarter.

* INDIRECT COST RATE FOR YEAR __: Per CDE approved indirect rate.

I certify that the expenditures reported above have been made, and that this project has been conducted in accordance with applicable laws, regulations, and program guidelines, and that the full records of receipts and expenditures have been maintained and are available for audit. All signatures are required.

Coordinator Name and Title	Phone Number	Coordinator Signature	Date
		X	
Fiscal Services Name and Title	Phone Number	Fiscal Services Signature	Date
		X	

Submit Budget and Expenditure Invoice with required back-up documentation of reported expenses to Rtovar@ocde.us

Knowledge Development Sites (KDS) – Evaluation Outcomes

The SUMS program evaluation will include formative and summative elements to examine the delivery, quality, and impact of the SUMS Initiative.

Process Evaluation

Evidence of successful implementation will consist of documents and artifacts pertaining to each SUMS activity, service, and product; technical assistance logs; and evaluation surveys. Documents and artifacts may include: SUMS meeting agendas and minutes, training materials, website content, sub-grant application review sheets, and module completion data. *Quarterly technical assistance logs* will record the amount and types of technical assistance provided. *Feedback surveys of technical assistance* will gather KDSs' feedback on 1) technical assistance quality, relevance, and usefulness, and 2) to determine the degree to which they perceive an increase in confidence or efficacy to a) implement the changes they envision for themselves, b) access the resources they need to make these changes, and c) build their capacity to transform and sustain.

Outcome Evaluation

SUMS intends to help Knowledge Development Sites (KDS), LEAs and charter schools do the following:

Proximal Outcomes (shorter-term)

1. Increased or improved services provided for low income pupils, foster youth, and English Learners (ELs)
2. Strategies that effectively support student success in the least restrictive environment and foster greater inclusion
3. Leveraged and coordinated multiple school and community resources
4. Implemented multi-tiered, evidence-based, data-driven district-wide and school-wide systems of academic and behavioral supports
5. Outcomes 1-4 incorporated into LCAP
6. (for State Leadership Team only) Statewide use of academic and behavioral programs and practices using a MTSS framework

Evidence:

- *SWIFT – Fidelity Integrity Assessment (FIA)*
- *SWIFT – Fidelity Implementation Tool (FIT)* ✓
- • *District Capacity Assessment (DCA)* ✓
- *District LCAP*
- *Outcome Reports*

Distal Outcomes (longer-term)

Decreases in: suspension and expulsion rates, discipline referrals, referrals to special education, chronic absenteeism, incidents of bullying or harassment, dropout rates, and Risk Factors (PBIS School Safety Survey)

Increases/Improvements in: numbers of educators and pupils served, pupil attendance, graduation rates, measures of student academic achievement, school climate, average instructional minutes, average instructional time in integrated settings for students with IEPs, students' social-emotional competence, and Protective Factors (PBIS School Safety Survey)

Evidence: Outcome Reports



Knowledge Development Sites (KDS) – Evaluation Measures

Process Measures:

Technical Assistance Logs

- COEs will record the amount and types of technical assistance provided to KDS
- Reported quarterly (at minimum) by COE

Technical Assistance Feedback Survey

- Capture KDS feedback on 1) technical assistance quality, relevance, and usefulness, and 2) to determine the degree to which they perceive an increase in confidence or efficacy to a) implement the changes they envision for themselves, b) access the resources they need to make these changes, and c) build their capacity to transform and sustain
- Conducted as an electronic/online survey
- Invitation to complete will be delivered via email and the survey will be accessible on My Digital Chalkboard
- Timeframe: post-only; following delivery of technical assistance

Outcome Measures:

SWIFT-Fidelity Integrity Assessment (FIA)

- To measure the KDS's fidelity of implementation
- Self-assessment conducted by the KDS, can be completed within 1 day
- For 2016-2017, complete Time 1 (FIA 1) by March 2017 (on a day of KDS's choice) and complete Time 2 (FIA 2) 6-8 weeks after FIA 1 (on a day of KDS's choice)
- For 2017-2018 and beyond, complete FIA (Fall) by October (on a day of KDS's choice) and complete FIA (Spring) by March (on a day of KDS's choice)
- Include FIA results (as available) with the semi-annual Outcome Reports

SWIFT-Fidelity Implementation Tool (FIT)

- Administered to a random sample of KDS sites
- To measure the KDS's fidelity of implementation
- Conducted annually by an external assessor designated by the Regional Lead, takes 1 full day to complete
- Establish a baseline by June 2017 and conduct follow-up assessment by June of each year (2017-2018 and beyond)
- Include FIT results with the semi-annual Outcome Report due by July

District Capacity Assessment (DCA)

- The DCA is an action assessment designed to help educational district leaders and staff assess and better align resources (within nine subscales) with intended outcomes and develop action plans to support the KDS's use of effective innovations
- Facilitated self-assessment completed by the District Leadership Team (DLT) or School Transformation Team (STT), can be completed within 1 day
- Establish a baseline by June 2017 and conduct follow-up assessment by June of each year (2017-2018 and beyond)
- Include DCA results with the semi-annual Outcome Report due by July

District LCAP

- Supporting evidence that Proximal Outcomes 1-4 are incorporated into LEA's LCAP
- Submitted annually with the semi-annual Outcome Report as it becomes available



Knowledge Development Sites (KDS) – Evaluation Measures

Outcome Measures (continued):

Outcome Reports

- To capture qualitative information of District's MTSS implementation policies and processes regarding Proximal Outcomes 1-5
- Districts that make progress in Proximal Outcomes 1-5 are expected to have positive student effects (Distal Outcomes) over time
- For 2016-2017, submit information electronically/online by July 2017
- For 2017-2018 and beyond, submit information electronically/online for Quarters 1 & 2 by January and Quarters 3 & 4 by July
- Invitation to complete will be delivered via email and will be accessible on My Digital Chalkboard



Knowledge Development Sites (KDS) – Evaluation Data Collection Timeline

Table 1. Evaluation Data Collection Timeline for First Year (2016-2017) Only

Who	Measure	Q1			Q2			Q3			Q4			
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
COE	TA Log										For Q3			For Q4
KDS	TA Feedback	Following delivery of technical assistance												
KDS	SWIFT-FIA								FIA 1					FIA 2
SWIFT	SWIFT-FIT										FIT (baseline)			
DLT or STT	Outcome Reports													For Q1-Q4
DLT or STT	DCA											DCA (baseline)		

Table 2. Evaluation Data Collection Timeline (2017-2018 and beyond)

EACH YEAR AFTER		Q1			Q2			Q3			Q4			
Who	Measure	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
COE	TA Log				For Q1			For Q2			For Q3			For Q4
KDS	TA Feedback	Following delivery of technical assistance												
KDS	SWIFT-FIA			FIA (Fall)					FIA (Winter)					
KDS	SWIFT-FIT										FIT (follow-up)			
DLT or STT	Outcome Reports							For Q1 & Q2						For Q3 & Q4
DLT or STT	DCA											DCA (follow-up)		
DLT or STT	Copy of LCAP	Submitted as it becomes available												

Data Collection Due Dates: July 31, 2017; January 31, 2018; July 31, 2018; January 31, 2019; July 31, 2019; January 31, 2020 and July 31, 2020



Rev. 1/17/17

