

**HAMILTON UNIFIED SCHOOL DISTRICT  
BOARD MEETING  
AGENDA  
Hamilton High School Library  
Wednesday, February 28, 2018**

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

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**1.0 OPENING BUSINESS:**

Call to order and roll call

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

**2.0 IDENTIFY CLOSED SESSION ITEMS:**

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

**4.0 ADJOURN TO CLOSED SESSION:** To consider qualified matters.

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

*Report out actions taken in closed session.*

**5.0 PUBLIC SESSION/FLAG SALUTE:**

**6.0 ADOPT THE AGENDA: (M)**

**7.0 COMMUNICATIONS/REPORTS:**

1. Board Member Comments/Reports.
2. ASB President and Student Council President Reports.
  - a. Hamilton High, Tate Gruenwald
  - b. Hamilton Elementary, Alexis Villegas
3. Principal and Dean of Student Reports
  - a. Cris Oseguera, Hamilton High School Principal
  - b. Kathy Thomas, Hamilton Elementary School Assistant Principal
  - c. Maria Reyes, District Dean of Students
4. District Reports (written)
  - a. Food Service Report by LeAnn Radtke (page 1)
  - b. Operations Report by Marc Eddy (page 2)
  - c. Technology Report by Derek Hawley (page 3)
5. Chief Business Official/Facilities Report by Diane Holliman
6. Superintendent by Charles Tracy
  - a. Hog barn update.
  - b. Holidays:
    - i. Good Friday – Friday, March 30, 2018.
  - c. School Board Meetings:
    - i. Saturday, March 3, 2018 at 9:00 a.m. in the Hamilton High School Library.
      - i. Workshop regarding LCAP goals.
    - ii. Wednesday, March 28, 2018.

**8.0 CORRESPONDENCE:** None.



9.0

**DISCUSSION ITEMS:**

1. District priorities list from workshop held on November 8, 2017. (page 4-11)
2. Security and safety of HUSD school sites. (page 12)
3. First reading of Administrative Regulation 5125.2 Withholding Grades, Diploma or Transcripts (*for regular manual maintenance*). (page 13-22)
4. First reading of Board Policy 5131.6 Alcohol and Other Drugs (*for regular manual maintenance*). (page 13-22)
5. First reading of Board Policy and Administrative Regulation 6020 Parent Involvement (*for regular manual maintenance*). (page 13-22)
6. First reading of Administrative Regulation 6112 School Day (*for regular manual maintenance*). (page 13-22)
7. First reading of Board Policy 6153 School-Sponsored Trips (*for regular manual maintenance*). (page 13-22)
8. First reading of Board Policy 6170.1 Transitional Kindergarten (*for regular manual maintenance*). (page 13-22)
9. First reading of Administrative Regulation 6173.1 Education for Foster Youth (*for regular manual maintenance*). (page 13-22)
10. First reading of Board Policy and Administrative Regulation 6173.2 Education of Children of Military Families (*for regular manual maintenance*). (page 13-22)
11. First reading of Board Policy and Administrative Regulation 0420.4 Charter School Authorization (*for regular manual maintenance*). (page 13-22)
12. First reading of Board Policy 1325 Advertising and Promotion (*for regular manual maintenance*). (page 13-22)
13. First reading of Board Policy 3100 Budget (*for regular manual maintenance*). (page 13-22)
14. First reading of Board Policy 3515.7 Firearms on School Grounds (*for regular manual maintenance*). (page 13-22)
15. First reading of Administrative Regulation 3517 Facilities Inspection (*for regular manual maintenance*). (page 13-22)
16. First reading of Board Policy 4119.21/4219.21/4319.21 Professional Standards (*for regular manual maintenance*). (page 13-22)
17. First reading of Administrative Regulation 4144/4244/4344 Complaints (*for regular manual maintenance*). (page 13-22)
18. First reading of Board Policy and Administrative Regulation 4200 Classified Personnel (*for regular manual maintenance*). (page 13-22)
19. First reading of Board Policy 5144 Discipline (*for regular manual maintenance*). (page 13-22)
20. First reading of Board Policy and Administrative Regulation 5144.1 Suspension and Expulsion/Due Process (*for regular manual maintenance*). (page 13-22)
21. First reading of Administrative Regulation 5148.2 Before/After School Programs (*for regular manual maintenance*). (page 13-22)
22. First reading of Board Policy 6146.1 High School Graduation Requirements (*for regular manual maintenance*). (page 13-22)
23. First reading of Board Bylaw 9150 Student Board Members (*for regular manual maintenance*). (page 13-22)

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

11.0 **ACTION ITEMS:**

1. Claudia Rodriguez-Mojica, PHD Letter of Agreement with HUSD Dual Language Professional Development 2017-18. (page 23)
2. Claudia Rodriguez-Mojica, PHD Letter of Agreement with HUSD Dual Language Professional Development 2018-19. (page 24)
3. Annual District Designees to Glenn County Office of Education 2017-18. (page 25)
4. Resolution 17-18-105 California Uniform Public Construction Cost Accounting Act (CUPCCAA), HUSD to become subject to Uniform Public Construction Cost Accounting Procedures. (page 26-33)
5. Site Safety Plans (full plans available on [www.husdschools.org](http://www.husdschools.org), available for public review during the board meeting and by request by contacting the District Office):
  - a. Hamilton High School (includes the District Office, Ella Barkley High School, and Hamilton Community Day School and Hamilton Adult School). (page 34-65)
  - b. Hamilton Elementary School (includes Hamilton State Preschool and Hamilton Special Education). (page 66-100)
6. Resolution 17-18-106 Emergency Management Resolution – Hamilton Unified School District has implemented a School Emergency Plan for all school sites and facilities. (page 58 & 92)
7. Second reading of: (page 19-22)
  - i. Second reading of Board Policy 0400 Comprehensive Plans (for regular manual maintenance).
  - ii. Second reading of Board Policy 0460 Local Control and Accountability Plan (for regular manual maintenance).



- iii. Second reading of Administrative Regulation 0460 Local Control and Accountability Plan (for regular manual maintenance).
- iv. Second reading of Board Policy 0500 Accountability (for regular manual maintenance).
- v. Second reading of Board Policy 1113 District and School Websites (for regular manual maintenance).
- vi. Second reading of Administrative Regulation 1113 District and School Websites (for regular manual maintenance).
- vii. Second reading of Board Policy 3280 Sale or Lease of District-Owned Real Property (for regular manual maintenance).
- viii. Second reading of Board Policy 3513.4 Drug and Alcohol Free Schools (for regular manual maintenance).
- ix. Second reading of Administrative Regulation 3515.6 Criminal Background Checks for Contractors (for regular manual maintenance).
- x. Second reading of Board Policy 4140/4240/4340 Bargaining Units (for regular manual maintenance).
- xi. Second reading of Board Policy 5113.1 Chronic Absence and Truancy (for regular manual maintenance).
- xii. Second reading of Administrative Regulation 5113.1 Chronic Absence and Truancy (for regular manual maintenance).
- xiii. Second reading of Administrative Regulation 5113.11 Attendance Supervision (for regular manual maintenance).
- xiv. Second reading of Board Policy 5113.12 District School Attendance Review Board (for regular manual maintenance).
- xv. Second reading of Administrative Regulation 5113.12 District School Attendance Review Board (for regular manual maintenance).
- xvi. Second reading of Board Policy 5117 Interdistrict Attendance (for regular manual maintenance).
- xvii. Second reading of Administrative Regulation 5117 Interdistrict Attendance (for regular manual maintenance).

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

- 1. Warrants and Expenditures. (page 101-128)
- 2. Minutes for the Regular Board Meeting on January 30, 2018. (page 129-136)
- 3. Williams Quarterly Report, January 2018. (page 137)
- 4. Teacher Consent Forms for Hamilton Elementary School 2017-18. (page 138-142)
- 5. Hamilton Adult Education: Results of Agency Professional Development Plan (2017-18). (page 143-150)
- 6. Hamilton City FFA attend Washington Leadership Conference June 3<sup>rd</sup> – 9<sup>th</sup> or 10<sup>th</sup> – 16<sup>th</sup>, 2018 for Hamilton City FFA. (page 151)
- 7. Hamilton City FFA attend National FFA Convention Indianapolis, Indiana – tentative dates: October 20<sup>th</sup> – 26<sup>th</sup>, 2018. (page 152)
- 8. 2016-2017 School Accountability Report Cards (SARC): Hamilton High School, Ella Barkley High School, and Hamilton Elementary School. (page 153-186)
- 9. Hamilton Elementary School Site Council Meeting Agenda for February 14, 2018. (page 187)
- 10. Hamilton Elementary School Site Council Meeting Minutes for February 14, 2018. (page 188)
- 11. Interdistrict Transfers (new only; elementary students reapply annually).

a. Out

- i. Hamilton Elementary School
  - 1. None
- ii. Hamilton High School
  - 1. None

b. In

- i. Hamilton Elementary School
  - 1. None
- ii. Hamilton High School
  - 1. None

12. Personnel Actions as Presented:

a. New hires:

- |                   |                                     |                            |
|-------------------|-------------------------------------|----------------------------|
| i. Derek Nall     | 7th/8th Grade Boys Basketball Coach | Hamilton Elementary School |
| ii. Kyle LaClaire | Volunteer Baseball Coach            | Hamilton High School       |

b. Resignations/Retirement:

- i. None









January 2018 Food Services Report  
Hamilton Unified School District  
Director of Nutrition and Student  
Welfare

LeAnn Medina



Combined District totals **11** days of school

Lunches **4921**

Breakfasts **3123**

Boys and Girls Club snacks **300**

Boys and Girls Suppers **957**

**Total \$40410.80**

# Board Report January

## Transportation

2239 Miles Driven

7 Trips for 582 miles

## Maintenance

HHS

5 home Soccer games

7 Home basketball games

1 home elementary Basketball game

Prep Baseball and softball fields

HES

Clean and remove records from closet

Install new thermostat room 609

## **Technology Report**

**Frank James, Director of Technology**

**Derek Hawley, Information Systems Technician**

### **Completed Tasks – February**

1. **Chromebook Project:** Chromebooks have been ordered for the Kindergarteners and for Adult Education. Each Kindergarten room will receive four touch screen Chromebooks and Adult Education will be receiving a Cabinet with 16 Chromebooks.
2. **Core Switch Project:** Product has begun to arrive for the future Core Switch Project. This project will expand our fiber capability at both sites.
3. **APC/Temp Sensor Project:** Product has arrived and is being prepped for installation. This project will provide further battery backup for our network systems as well as adding temperature sensors to our network racks.
4. **Tickets:** As always we have more than enough tickets to keep us busy and hustling all month long. As a department we had 45 in January and we are on track to have about the same amount in February.

Hamilton Unified School District  
**School Board Workshop**  
Wednesday, November 8, 2017  
5:30 p.m. to 7:30 p.m.

PRIORITIZING AND FORMAT OF WORKSHOP

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1. Each board member will chair a table group.
2. The table groups will discuss each item on the list and prioritize these items in one of the following priority groups by marking 1, 2 or 3 in the box:
  - a. **PRIORITY 1**
    - i. Items should be considered the most critical for the safe and secure operation of the school(s). The school board would consider the projects on the priority 1 list before any other project(s). Priority 1 list items would be considered to be an item for repair/replacement in the next five years.
  - b. **PRIORITY 2**
    - i. Items should be considered as the secondary level of concern to the group. Still a priority for the safe operation of the school(s) but not as high a priority as those listed as priority 1. These projects could be considered to be an item for repair/replacement within the next ten years.
  - c. **PRIORITY 3**
    - i. Items should be considered but only as budget allows for these items to be added or replaced to district school(s). Items placed on the priority 3 list are considered non-essential to the safe operation of the school(s).
3. Table groups will be formed by a count off method using 1, 2, 3, 4, & 5. All 1's in one group, 2's in another and so-on.
4. Board Members acting as chairpersons, should help the group consider all on the list and will have approximately 45 minutes to determine priorities on the list in one of the three categories above. When the group has discussed the matter and consensus is not clear, Board Members should use the fist to five method of group voting. Fist to five voting is conducted in the following method.
  - a. **Fist** – a member exhibiting a fist during a vote is stating that they are totally opposed to the idea or concept. The fist would be a no vote.
  - b. **Three fingers** – if a member holds up three fingers, that member can accept a no or a yes vote.
  - c. **Five fingers** – a member who holds up five fingers is strongly in favor of that items designation.

*Mr. Tracy will demonstrate the voting method at the beginning of the workshop.*
5. After the groups have been formed and discussion on the items have been held in the table groups. A reporter of each group will stand and verbally report out the results of the table.
6. The Superintendent will chart the results and report to the Board at the December board meeting the consolidated results of the five table groups.

*Mr. Tracy will be available to any group to clarify any questions they may have.*

*Priorities and topics below were discussed or brought forth by staff, parents and community members at the September 11, 2017 Board Workshop.*

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### **Fire Hydrants**

PRIORITY

3

Our current fire suppression system should be upgraded before adding additional buildings to the high school campus; more specifically the north end. Not enough 5 inch line to fight a fire north of campus.

Needs:

- Loop fire system for adequate suppression and access.
  - Updated signage both painted and posted.
  - Legal bollards by hydrant near cafeteria.
- 

### **Hamilton High School Fire Lane Signage**

The painted lines for the fire lane are no longer visible.

PRIORITY

Needs:

- Repaint lines on asphalt.
- 

### **Purchase Additional Land**

PRIORITY

1

There is not enough acreage at Hamilton High School or Hamilton Elementary School.

Needs:

- To accommodate future growth and add facility resources.
- 

### **Hamilton High School ADA Path to Hog Barn**

The path of travel to the current hog barn does not meet ADA requirements.

PRIORITY

1

Needs:

- Install path of travel per ADA requirements for new potential hog barn.
- 

### **Hamilton High School Sewer Upgrades**

The main sewer line needs to be updated to prevent future clogging and temporary closing of bathrooms on campus.

PRIORITY

**Ella Barkley High School**

Needs:

- Shade structure on pillars of Ella Barkley High School replaced.
- 

PRIORITY

3

**Athletic Field Scoreboards/Marquee**

The current Hamilton High School Scoreboard is dated only usable for football.

Needs:

- New scoreboard for football that could incorporate scoring for baseball and/or separate scoreboard for baseball also.
- 

PRIORITY

1

**Field Light Poles**

The light poles around the fields at the high school are made of wood and will need to be replaced sometime in the future.

Needs:

- New metal light poles to replace old wood ones.
- 

PRIORITY

3

**Track**

Hamilton High School does not have a track and field for the team to practice.

Needs:

- If possible, reconfigure fields at Hamilton High School to accommodate a track around the football field.
- 

PRIORITY

3

**Chrome Books/Laptops/Computers**

Needs:

- At least 3 or 4 per classroom at each site; 1 to 1 devices; more chrome carts?
- 

PRIORITY

HULC

PRIORITY

**Hamilton High School Tennis Courts**

We received communication from a community member (uses the courts during off hours and weekends) regarding the condition of the tennis courts.

Needs:

- Continual removal of weeds and debris from trees.
- Maintenance/fix cracks on the court.

Maintenance

PRIORITY

**Hamilton Elementary School Restrooms**

Current restrooms are outdated.

Needs:

- The restrooms need to be modernized.

Maintenance

PRIORITY  
3

**Hamilton Elementary School Shade Structure/Trees**

The playground/asphalt area does not have a large amount of shade.

Needs:

- Install shade structures or plant trees (depending on location)

Budget for current school year

PRIORITY

**Hamilton Elementary School Outdoor Basketball Hoops**

Needs:

- Replace backboards and hoops with new ones

Budget for current school year

PRIORITY  
3

**Office space at Hamilton High School and Hamilton Elementary School**

Needs:

- Need additional space for intervention and counseling.

**Parking lot lighting – Hamilton Elementary School and Hamilton High School**

PRIORITY  
**1**

Needs:

- Need additional lighting for dark areas on campus in evenings.
- 

**Low Voltage Clocks, Fire alarms and Speakers at Hamilton Elementary School and Hamilton High School**

PRIORITY  
**3**

Needs:

- Equipment does not meet modern needs.
- 

PRIORITY  
**1**

Ella Barkley High School roof.

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PRIORITY  
**3**

Sign to replace Hamilton High School Marquee.

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PRIORITY  
**1**

Hamilton Elementary School sunshades.

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PRIORITY

1

Cafeteria tables for Hamilton Elementary School and Hamilton High School

Budget for; maintenance

PRIORITY

2

Lockers at Hamilton Elementary School (for junior high school)

PRIORITY

2

Lockers at Hamilton High School

## IN PROGRESS

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### **Hamilton High School**

- New storage and hog barn for the agriculture department

## COMPLETED

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### **Hamilton Elementary School**

- Two smart classrooms with Chromebooks and interactive televisions
- Two anywhere carts with Chromebooks
- Drainage fixed; no large puddles during rain on the asphalt or field.
- Emergency gas line upgrades/repairs (HUSD applied for emergency funds to reimburse, still waiting to hear from state).
- The lives of building roofs at the elementary school were expanded by fixing/replacing and maintenance.
- Three modular classrooms installed.
- New sod.
- New backstop.
- New ramp with railing.
- New sidewalk on the back of the 400 building.
- Water heating system.

### **Hamilton High School**

- Two smart classrooms with Chromebooks and interactive televisions.
- One anywhere cart with Chromebooks.
- Chromebooks for one science classroom.
- Laptops for one science classroom.
- Laptops for one AutoCAD class.
- All roofs restored.
- Asphalt resurfaced in student parking lot.
- Two new walk-ins (cafeteria and floral).
- New flooring in cafeteria.
- New paint in cafeteria.
- New disposal.

### **Ella Barkley High School/Adult Ed**

- Old Adult Ed and Opportunity buildings removed. New Adult Ed classroom and restroom paid for by Adult Ed grant and concrete pad for future office space installed.
- New sod.
- New drinking fountain.

## **Nutrition**

- Two new dishwashers.
- New walk-in freezers.
- Water heaters at high school.
- New double ovens at the elementary.
- New steam table at the high school.
- New ice makers.

## **Maintenance and Operations**

- Two new maintenance trucks.
- Two new transit vans.
- One new car.
- One new AG truck.
- One new Ag trailer.
- One new lawn mower/tractor.
- Three forklifts.
- Two new carts.
- Other new equipment:
  - Pressure washer
  - Carpet extractor
  - Floor scrubber

## Jolene Towne

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**From:** Brian & Dawn Dowdy <bddowdy@yahoo.com>  
**Sent:** Tuesday, February 20, 2018 10:57 AM  
**To:** Jolene Towne  
**Subject:** Board Question on Safety

Jolene,

I would like to pose the question of Security to the board. Unfortunately, I have a parent meeting Wednesday evening and will be unable to attend. Please apologize for me in that regard.

Here is the question:

With the recent shooting at the Florida High School and the recent shooting in Paskenta (Rancho Tehama) this past November, My question is this:

As of 2017-2018 school year:

What, if anything, have we done to make our campus more secure for students, administration and the coaches who are on campus late into the evening or early (6am practices)?

Thank you Jolene, for passing this along.

Dawn Dowdy

Concerned Parent

Concerned Coach

# UPDATE GUIDESHEETS

## Withholding Grades, Diploma or Transcripts

(AR revised) Regulation updated to clarify the circumstances under which the district may withhold a student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages to or loss of district property willfully caused by the student. Regulation also clarifies the student's due process rights, as well as the requirement to continue to withhold the grades, diploma, and/or transcripts when such a student transfers from one district to another. See AR 5125.2

## Alcohol and Other Drugs

(BP revised) Policy updated to reflect the goals and purposes of the federal Student Support and Academic Enrichment Grants program, as established by the Every Student Succeeds Act. Policy also deletes material on drug and alcohol master plans and county primary prevention programs, since the related laws repealed on their own terms. See BP 5131.6

## Parent Involvement

(BP/AR revised) Policy and regulation updated to reflect requirements for parent involvement in schools receiving federal Title I, Part A funding, as amended by the Every Student Succeeds Act, including expanding activities to include engagement of family members. Policy also reflects parent involvement as a state priority that must be addressed in the district's LCAP. See BP 6020  
See AR 6020

## School Day

(AR revised) Regulation updated to reflect NEW LAW (AB 99, 2017) which permits districts to maintain kindergarten or transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites. Regulation also reflects provision of AB 99 which allows districts to schedule classes in an early college high school or middle college high school so that students attend classes for at least 900 minutes during any five school day period or 1,800 minutes during any 10 school day period. See AR 6112

## School-Sponsored Trips

(BP revised) Policy updated to reflect NEW LAW (AB 341, 2017) which eliminates the prohibition against the use of district funds to pay for the expenses of students participating in field trips or excursions to another state, to the District of Columbia, or to a foreign country.  
See BP 6153

## Transitional Kindergarten

(BP revised) Policy updated to reflect NEW LAW (AB 99, 2017) which permits districts to maintain transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites, provided that the length of the school day complies with legal requirements related to the minimum and maximum length of the school day.  
See BP 6170.1

## Education for Foster Youth

(AR revised) Regulation updated to reflect the Every Student Succeeds Act, which amends the definition of a foster youth's "best interest" and requires districts and child welfare agencies to come to an agreement as to how transportation will be provided to enable foster youth to attend their school of origin.  
See AR 6173.1

## Education of Children of Military Families

(BP/AR revised) Policy updated to reflect the Every Student Succeeds Act, which provides that military-connected students will be assigned a national identification number to facilitate monitoring of their academic progress and requires districts to issue an annual report card that includes state achievement results for such students. Policy also adds optional language on collaborating with the military's school liaison officers and providing staff development related to the educational rights of military-connected students. Regulation updated to add material regarding the transfer of course credits, exemption from local graduation requirements when a student transfers after the completion of the second year of high school, and use of the uniform complaint procedures for allegations of noncompliance by the district, pursuant to NEW LAW (AB 365, 2017). Regulation also reflects NEW LAW (SB 455, 2017) which provides that a student will be deemed to meet district residency requirements if his/her parent/guardian is transferred or is pending transfer to a military installation within the state, and NEW LAW (AB 2659, 2016) which provides that districts must not prohibit the transfer of a military-connected

student out of the district regardless of whether the district has an interdistrict transfer agreement with another district.

See BP 6173.2

See AR 6173.2

### Charter School Authorization

(BP/AR revised) Policy updated to delete material regarding the conversion of a low-performing school into a charter school when petitioned by parents/guardians under the Parent Empowerment Act, and to add requirement that accountability measures in an approved charter include student outcomes aligned with state priorities in the local control and accountability plan. Regulation updated to reflect NEW LAW (AB 1360) which provides that a charter petition may include admission preferences, including, but not limited to, priority for siblings of admitted or enrolled students and children of the school's staff and founders, provided that the admission preferences are approved by the district board, are nondiscriminatory, and do not require parent/guardian volunteer hours. Regulation also reflects requirement of AB 1360 that suspension/expulsion procedures included in the charter petition specify how the school will comply with due process requirements.

See BP 0420.4

See AR 0420.4

### Advertising and Promotion

(BP revised) Policy updated to reflect NEW LAW (AB 841) which prohibits advertising of foods or beverages during the school day, including participation in a corporate incentive program that rewards students with free or discounted foods or beverages, unless the food or beverage complies with nutritional standards. Policy also clarifies court decisions regarding advertisements containing religious viewpoints.

See BP 1325

### Budget

(BP revised) Policy updated to reflect NEW LAW (SB 751) which provides that, if the amount of monies in the state Public School System Stabilization Account is three percent or more of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district's combined assigned or unassigned ending general fund balance must not exceed 10 percent of those funds in the immediately following fiscal year, unless the district is a basic aid district, is a district with average daily attendance of 2,500 or less, or is exempted by the county superintendent of schools under extraordinary fiscal circumstances.

See BP 3100

## Firearms on School Grounds

(BP revised; E 3515.7 deleted) Policy updated to reflect NEW LAW (AB 424) which eliminates the authority of the superintendent or designee to permit a person with a concealed weapons permit to possess a firearm on school grounds. Exhibits deleted as they applied to the possession of firearms on school grounds and are now unnecessary.  
See BP 3515.7

## Facilities Inspection

(BP 3517 deleted; AR added) Policy deleted and contents moved to AR. Regulation expanded to more directly reflect law regarding the conditions that must be inspected pursuant to the Office of Public School Construction's facilities inspection tool. Regulation reflects NEW LAW (AB 10) which requires a school that serves any of grades 6-12 and is a high-poverty school, as defined, to stock 50 percent of its restrooms with feminine hygiene products and to make such products available free of charge to students. Regulation also adds recommendation for lead testing and describes the circumstances under which drinking water is required to be tested for lead, including a requirement of NEW LAW (AB 746) for testing of school buildings constructed before January 1, 2010.  
See AR 3517

## Professional Standards

(BP revised) Policy updated to reflect NEW LAW (AB 500) which requires any district that has an employee code of conduct addressing employee interactions with students to post that section of its code of conduct on each school's web site (or on the district web site if a school does not maintain one) and to provide it to parents/guardians at the beginning of the school year.  
See BP 4119.21/4219.21/4319.21

## Complaints

(AR revised) Regulation updated to delete outdated reference to the use of Williams uniform complaint procedures for complaints alleging the failure to provide intensive instruction to students who did not pass the high school exit exam by the end of grade 12. Regulation reorganized to clarify circumstances that require the use of an alternate complaint procedure.  
See AR 4144/4244/4344



## Classified Personnel

(BP/AR revised) Policy updated to add material formerly in AR regarding the employment of substitute or short-term employees and to clarify that the length of service of a short-term employee must be no longer than 195 days per year. Regulation updated to reflect NEW LAW (AB 670) which makes playground aide positions part of the classified service in non-merit system districts.

See BP 4200

See AR 4200

## Discipline

(BP revised) Policy updated to reflect NEW LAW (SB 250) which requires districts to ensure that any discipline imposed on a student does not result in the denial or delay of a nutritionally adequate meal to the student.

See BP 5144

## Suspension and Expulsion/Due Process

(BP/AR revised) Policy updated to add homeless students as one of the numerically significant student subgroups for whom the district must monitor suspension/expulsion data, and to add board review of disaggregated suspension/expulsion data for the purpose of identifying any disparities in the imposition of discipline. Updated regulation revises the grounds for suspension and expulsion to more directly reflect law which separates out aiding or abetting a crime of physical violence from causing, attempting to cause, or threatening physical violence. Regulation also adds definition of cyber sexual bullying as a ground for suspension/expulsion and reflects NEW LAW (AB 667) which requires a student to be informed, during the informal conference required prior to suspension, of the other means of correction that were attempted before suspension.

See BP 5144.1

See AR 5144.1

## Before/After School Programs

(AR revised) Regulation updated to reflect NEW LAW (AB 830) which deletes the requirement that a program operating under the 21st Century High School After School Safety and Enrichment for Teens Program (ASSETs) include preparation for the high school exit exam, as that exam has been eliminated.

See AR 5148.2

### High School Graduation Requirements

(BP revised) Policy updated to reflect NEW LAW (AB 830) which repeals the requirement to pass the high school exit exam as a condition of graduation and NEW LAW (AB 365) which exempts children of military families from locally established graduation requirements under certain conditions.

See BP 6146.1

### High School Exit Examination

(BP 6162.52 deleted/AR 6162.52 deleted/E 6162.52 deleted) Policy, regulation, and exhibits deleted since NEW LAW (AB 830) repeals the requirement to pass the high school exit exam as a condition of graduation.

### Student Board Members

(BB revised) Bylaw updated to reflect NEW LAW (AB 261 and SB 468) which eliminates the requirement that students petition in order to receive preferential voting rights for student board members. Bylaw also reflects requirement of SB 468 that the district provide student board members with materials and briefings, except those related to closed session, at the same time as other board members.

See BB 9150

# SECOND READING

## Comprehensive Plans

(BP revised) Policy updated to include the local control and accountability plan (LCAP) as a comprehensive plan of the district and to emphasize the need for consistency among the documents that set direction for the district.

See BP 0400

## Local Control and Accountability Plan

(BP/AR revised) Policy and regulation updated to delete references to 5 CCR 15497.5 (repealed) which formerly contained the LCAP template. The LCAP template continues to be approved by the State Board of Education and is available on the California Department of Education (CDE) web site. Policy also adds a definition of "numerically significant student subgroups" whose needs must be addressed in the LCAP. Regulation also deletes requirement to use the state's Academic Performance Index (API) as a measure of student achievement, as the API has been replaced by a new state accountability system.

See BP 0460

See AR 0460

## Accountability

(BP revised) Policy updated to reflect the new state accountability system (the California School Dashboard), which consists of both state and local indicators to assist districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP.

See BP 0500

## Title I Program Improvement Schools

(BP/AR 0520.2 deleted) Policy and regulation deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

## Title I Program Improvement Districts

(BP 0520.3 deleted) Policy deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

#### District and School Web Sites

(BP/AR revised) Policy updated to (1) clarify the district's responsibility to make district and school web sites accessible to individuals with disabilities; (2) reflect laws prohibiting web site operators from using web site information to amass a profile about a student, engage in targeted advertising to students, or sell or disclose a student's information, including NEW LAW (AB 2799, 2016) which prohibits such activities for web sites used primarily for preschool and prekindergarten purposes; and (3) clarify options related to posting student photographs on district and school web sites together with their names. Regulation updated to (1) add section on "Design Standards," including standards for web site accessibility to individuals with disabilities; (2) reflect NEW LAW (AB 2257, 2016) which requires posting a prominent, direct link to the current board meeting agenda or to an integrated agenda management platform, effective January 1, 2019; and (3) clarify requirements related to posting copyrighted material.

See BP 1113

See AR 1113

#### Sale or Lease of District-Owned Real Property

(BP revised) Policy updated to delete the requirement to first offer surplus property to a charter school with at least 80 students. Material regarding the appointment of the district advisory committee expanded to specify the circumstances under which the district is not required to appoint a committee, including the exception for the sale, lease, or rental of excess property to be used for teacher or other employee housing pursuant to NEW LAW (AB 1157, 2017). Policy expands section on "Use of Proceeds" to reflect additional legal requirements, and deletes the authority (repealed) to use the proceeds from the sale of surplus property for any one-time general fund purpose provided that the district adopted a plan and made certain certifications to the State Allocation Board.

See BP 3280

#### Drug and Alcohol Free Schools

(BP added) New policy prohibits the possession, use, or sale of drugs or alcohol by any person on district property and addresses enforcement and discipline for violations of this policy. Policy also reflects NEW LAW (Proposition 64, 2016) which prohibits any person from possessing,

smoking, or ingesting cannabis on school grounds while children are present.  
See BP 3513.4

### Criminal Background Checks for Contractors

(AR revised) Regulation updated to reflect NEW LAW (AB 949, 2017) which requires criminal background checks for sole proprietors who contract with the district to provide specified services, if they will have contact with children, and provides that it is the responsibility of the district to prepare and submit the fingerprints of the sole proprietor to the Department of Justice. Regulation also reorganized to clarify criminal background check requirements applicable to entities contracting for construction, reconstruction, rehabilitation, or repair of a school facility.  
See AR 3515.6

### Bargaining Units

(BP revised) Policy updated to reflect NEW LAW (SB 285, 2017) which prohibits districts from deterring or discouraging employees from becoming or remaining members of an employee organization. Policy also reflects NEW LAW (AB 119, 2017) which requires districts to provide employee organizations with specified contact information for new employees in the bargaining unit and to give employee organizations access to new employee orientations (limited in scope to onboarding sessions where newly hired employees are advised of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters).  
See BP 4140/4240/4340

### Chronic Absence and Truancy

(BP/AR revised) Policy updated to reflect the inclusion of a chronic absence indicator in the California School Dashboard effective in the fall of 2018, add examples of interventions for attendance problems, and delete section on "School Attendance Review Board" since that material is now covered in BP/AR 5113.12 - District School Attendance Review Board. Regulation updated to delete references to 5 CCR 15497.5 (repealed), which formerly contained the LCAP template that is now available on the CDE web site, and to delete section on the appointment and general duties of attendance supervisors, now covered in AR 5113.11 - Attendance Supervision.  
See BP 5113.1  
See AR 5113.1

### Attendance Supervision

(AR added) New regulation addresses the appointment of a district attendance supervisor and reflects NEW LAW (AB 2815, 2016) which expresses the Legislature's intent that the attendance supervisor fulfill specified duties.  
See AR 5113.11

#### District School Attendance Review Board

(BP/AR added) New policy and regulation are for use by districts that have established their own local school attendance review board (SARB), and reflect the basic purposes, functions, and operations of the SARB.  
See BP 5113.12  
See AR 5113.12

#### Interdistrict Attendance

(BP/AR revised) Policy updated to reflect NEW LAW (AB 99, 2017) which makes a number of changes to the school district of choice program, including (1) requiring a participating district to register as a school district of choice with the Superintendent of Public Instruction and the county board of education by July 1, 2018; (2) expanding the factors that must not be considered by districts in the selection process; and (3) revising the requirements for annually reporting the disposition of transfer requests. Regulation updated to reflect provisions of AB 99 related to public announcements regarding the program, priorities for admission, and the timeline for notification of a student's provisional acceptance or rejection. Regulation also reflects NEW LAW (SB 344, 2017) which gives the county board in a class 1 county, as defined, 60 calendar days to decide an appeal when a district denies a transfer under an interdistrict attendance agreement. Section on "Transfers Out of the District" moved from BP to AR, and revised to reflect NEW LAW (AB 2659, 2016) which provides that a district must not prohibit the transfer of a child of a military family to any district that approves the transfer.  
See BP 5117  
See AR 5117

**Claudia Rodriguez-Mojica, PhD**  
Letter of Agreement with Hamilton Unified School District  
Dual Language Professional Development

February 8, 2018

Hamilton Unified School District  
580 Capay Ave  
Hamilton City, CA 95951

Dear Hamilton Unified School District,

This letter will serve as the contract between Dr. Claudia Rodriguez-Mojica, hereafter called the Contractor, and Hamilton Unified School District, hereafter called the District. The Contractor and District mutually agree as follows.

Dr. Claudia Rodriguez-Mojica will provide the following Dual Language Professional Development services to the District:

- Foundations of Bilingual Education & Bilingualism – 1<sup>st</sup> half of the day March 23, 2018 – for all Tk-8 teachers at Hamilton Elementary
- Bilingual Methods: An Introduction – 2<sup>nd</sup> half of the day March 23, 2018 – for K-5 BCLAD teachers

**Time of Performance.** The services of the Contractor are to begin once the contract is fully executed and signed and are to be completed, unless otherwise terminated or extended, by 06/30/18.

**Compensation.** Contractor shall provide an invoice for services. Invoice shall itemize service including dates, work performed, and amount owed. Compensation shall be \$202 per hour. The Contractor's overall fee for the Dual Language Professional Development will be \$3,434. The District will submit payment to the Contractor within 21 days of receipt of invoice.

**Amendments.** The terms of this contract shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written agreement signed by both parties. Either party has the right to terminate this agreement on 15 days written notice. It is agreed that any dispute arising under the terms of this agreement will be submitted to binding arbitration in accordance with the rules of the American Arbitration Association and the laws of California.

**APPROVALS:**

Contractor:

Signature \_\_\_\_\_

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

Print name/Title \_\_\_\_\_

Principal/Director:

Signature \_\_\_\_\_

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

Print name/Title \_\_\_\_\_

**Claudia Rodriguez-Mojica, PhD**  
Letter of Agreement with Hamilton Unified School District  
Dual Language Professional Development

February 8, 2018

Hamilton Unified School District  
580 Capay Ave  
Hamilton City, CA 95951

Dear Hamilton Unified School District,

This letter will serve as the contract between Dr. Claudia Rodriguez-Mojica, hereafter called the Contractor, and Hamilton Unified School District, hereafter called the District. The Contractor and District mutually agree as follows.

Dr. Claudia Rodriguez-Mojica will provide the following Dual Language Professional Development services to the District:

- Dual Language Implementation Workshop – 8 hours in August (dates TBD)
- Four Dual Language Support Sessions in AY 2018-19, two sessions in Fall, one in Winter, and one in Spring (hours and dates TBD)

**Time of Performance.** The services of the Contractor are to begin once the contract is fully executed and signed and are to be completed, unless otherwise terminated or extended, by 06/30/19.

**Compensation.** Contractor shall provide an invoice for services. Invoice shall itemize service including dates, work performed, and amount owed. Compensation shall be \$202 per hour. The Contractor's overall fee for the Dual Language Professional Development will be \$17,170. The District will submit payment to the Contractor within 21 days of receipt of invoice.

**Amendments.** The terms of this contract shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written agreement signed by both parties. Either party has the right to terminate this agreement on 15 days written notice. It is agreed that any dispute arising under the terms of this agreement will be submitted to binding arbitration in accordance with the rules of the American Arbitration Association and the laws of California.

**APPROVALS:**

Contractor:

Signature \_\_\_\_\_

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

Print name/Title \_\_\_\_\_

Principal/Director:

Signature \_\_\_\_\_

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

Print name/Title \_\_\_\_\_



# Hamilton Unified School District

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





Charles Tracy, Superintendent

(530) 826-3261  
(530) 826-0440 (Fax)  
[www.husdschools.org](http://www.husdschools.org)

TO: Glenn County Office of Education Business Department  
FROM: Hamilton Unified School District  
SUBJECT: Annual District Designees  
DATE: February 28, 2018

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

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



CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING  
ACT FREQUENTLY ASKED QUESTIONS (FAQs)

These FAQs have been compiled to assist agencies that are participating in the California Uniform Public Construction Cost Accounting Act (“the Act”). Public Contract Code section 22000 et seq., unless stated otherwise, all references are to the Public Contract Code.

**1. What is the Uniform Public Construction Cost Accounting Act?**

The Act is legislation that was enacted in 1983 to help promote “uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state.” Section 22001. The Act is a voluntary program that is available to all public entities in the State but it only applies to those public agencies that have “opted in” to the provisions set forth by the Act. The entirety of the Act is found at Sections 22000-22045.

**2. What are some of the key provisions of the Act?**

The Act allows for public project work in the amount of \$45,000 or less to be performed by the public agency’s force account, by negotiated contract, or by purchase order. Section 22032(a). Public projects in the amount of \$175,000 or less can use the informal bidding procedures set forth in the Act in Section 22032(b). Public projects at a cost of more than \$175,000 shall use formal bidding procedures to let the contract pursuant PCC Section 22032(c).

**3. What are the benefits of the program?**

- a) Increased force account limit
- b) Informal bidding for projects that are \$175,000 or less which do not require advertising.
- c) Reduces the number of formal bids.
- d) Expedited contracting for small projects.

Many participants laud the program because it gives them more leeway in the execution of public works projects; has speeded up the awards process; has improved timeliness of the project completion; has eliminated considerable red tape and cumbersome paperwork relative to advertising and filing of reports; and has simplified administration. Many agencies have encountered only minimal challenges with the accounting requirements and the overhead portion. Moreover, where required, the adjustment was relatively simple; most of the required procedures were already actually in place, so there was no noticeable change in the existing operations. The Standard Accounting Codes Structure will satisfy the reporting requirements when used properly.

**4. Is the Uniform Public Construction Cost Accounting Act mandatory for public agencies?**

No. The Act is a voluntary program

**5. How does a public agency become subject to the Act?**

The governing body must elect by resolution to become subject to the Act and file a copy of the resolution with the State Controller's Office. Section 22030. Sample documents are available at: [http://www.sco.ca.gov/ard\\_cuccac.html](http://www.sco.ca.gov/ard_cuccac.html). Once an agency has opted into the Act it will remain a part of the program.

**6. May a public agency withdraw from the Act?**

Yes. An agency may withdraw from the Act by filing a resolution of the agency's election to withdraw with the State Controller's Office.

**7. What is the California Uniform Construction Cost Accounting Commission?**

It is the Commission created to administer the Act. Section 22010. It consists of fourteen (14) members: thirteen (13) members are appointed by the State Controller and one is a designated member of the Contractors' State License Board. Seven members represent the public sector (counties, cities, school districts, and special districts). Six members represent the private sector (public works contractors and unions). The Commission members receive no salary, but are eligible for reimbursement of their direct expenses related to the Commission.

**8. What are the Uniform Public Construction Cost Accounting Procedures?**

They are procedures to be used to estimate costs for determining if a public project is required to be bid out and to capture and record actual costs when a public project is performed by the agency's own work force found at [www.sco.ca.gov/ard\\_cuccac.html](http://www.sco.ca.gov/ard_cuccac.html). The procedures follow normal accounting in the industry and in many cases are not much different from those already in place at the agency. Sample forms are available in the CUCCAC Cost Accounting Policies and Procedures Manual at [http://www.sco.ca.gov/Files-ARD-Local/CUCCAC\\_Manual.pdf](http://www.sco.ca.gov/Files-ARD-Local/CUCCAC_Manual.pdf)

School districts may use the Standard Accounting Code Structure to comply with the tracking requirements.

**9. Are the cost accounting policies and procedures applicable for agencies whose work force only performs maintenance tasks as defined in the Act and that contract all of its public projects to third parties?**

The cost accounting policies and procedures are only applicable for agencies that perform public project work by force account. This does not exclude from the program agencies whose public projects are all contracted out. In fact, they might want to review the benefits available and elect to participate now in the event conditions change at some time in the future.

**10. What is meant by the term "qualified contractors" as it pertains to the Act?**

Qualified contractors are legally qualified contractors who perform work as a licensed contractor. In addition, the Commission has determined that nothing in the Act prohibits a participating agency from, at their discretion, using an objective pre-qualification process in the formation and maintenance of their Qualified Contractors lists.

**11. Can a public agency disqualify or exclude certain contractors from the Qualified Contractors List required in Section 22034(a)(1)?**

Agencies may disqualify contractors from the Qualified Contractors List when a contractor fails to furnish information to meet the minimum criteria as established by the Commission.

**12. For agencies that do not maintain an informal bidders list, are they allowed to choose who will get notifications on information projects?**

No. Section 22034(a)(2) provides for notifications to construction trade journals and exchanges in lieu of sending notifications to contractors on an informal bidders list.

**13. What is the difference between qualifying contractors under the Act and requalification of contractors under Section 20101?**

Qualifying contractors is a process that allows contractors to register with a public agency for notification of public works opportunities. The prequalification process under Section 20101 is a more complex process that requires a standardized questionnaire and evaluation of contractors using standard scoring criteria and does not apply to the Act. The prequalification process is applicable under the Local Agency Public Construction Act.

**14. Must a public agency: (1) Notify contractors about public projects if the contractor is believed to not have the skills, credentials, or experience to perform the work required for the public project? (2) Consider bids submitted by a contractor that the public agency believes does not have the skills, credentials, or experience to perform the work?**

- a) Yes. If a contractor is on the Qualified Contractors List the contractor must be notified by the agency of public projects for which he is licensed to perform. Section 22034(a)(1)
- b) Yes. All bids received from qualified contractors must be considered. Section 22034(a)(1).

**15. Does the Act allow flexibility in cases of emergency and when repair or replacements are necessary to permit the continued conduct of the operations or services of a public agency?**

For the purposes of the Public Contract Code, “emergency” is defined at Section 1102 as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.” The Act sets forth in Section 22035(a) how a governing body would proceed in the case of emergency repairs or replacements. This section states, “In cases of emergency when repair or replacements are necessary, the governing body may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two.” Section 22050 et seq., provides the emergency contract procedures to be followed in these cases.

**16. Do the alternative bidding procedures apply only to public projects as defined in Section 22002(c)?**

No. The alternative bidding procedures can be used when contracting for “maintenance work” as defined at Section 22002(d) or when contracting for other work that does not fall within the definition of “public work” as defined in Section 22002(c).

**17. What will membership in the Act cost my agency?**

Nothing. There are no membership fees or dues. However, the Commission does accept grants to assist it in carrying out its duties. Section 22015(c).

**18. What are the most common concerns addressed by the Act?**

These are:

- a) Cost accounting policies and procedures;
- b) Informal bidding procedures;
- c) Accounting procedures review.

The cost accounting requirements follow those common to the construction industry. The informal bidding on public projects up to \$175,000 is seen by the agencies as an asset enhancing project completion. Maintenance of a Qualified Contractor Bid List is routine, since interested contractors make it a point to be included on the list. While an accounting procedures review could potentially hold up a project for a minimum of 45 days pursuant to Section 22043(c)(1), these types of reviews have been rare in the Commission’s history.

**19. Does an agency have to calculate an overhead rate in order to apply the accounting procedures?**

No. Cities with populations of less than 75,000 shall assume an overhead rate equal to 20% of the total costs of the public project, including the costs of material, equipment and labor. Section 22017(b)(1). Cities with a population of more than 75,000, may either calculate an actual overhead or assume an overhead rate of 30% of the total costs of a public project including the costs of material, equipment and labor. Section 22017(b)(2).

**20. When a public entity opts into the Act, does the Act supersede other contracting legal requirements such as statutory requirements for performance bonds, prevailing wages, and certificates of insurance, etc.?**

No. The Act only supersedes the bidding procedures used once a public agency has opted into the Act and has notified the Controller. All other contracting requirements are applicable.

**21. Can a public agency, claim to be to be exempt from following all of the requirements in the Public Contract Code by claiming they only have to follow the language and procedures within the Act?**

The Act is part of the Public Contract Code therefore, if the Act is silent on a particular matter the rest of the Public Contract Code would apply.

22. If public agencies are not following the advertising requirements in the Act, will the Commission address those agencies? Can a complaint be brought to the Commission?

No. The Commission cannot review any complaint of improper advertising by any public agency. The Commission can only review the accounting procedures of a public agency when a complaint from an interested party provides evidence that the participating agency:

1. Performs work, after rejecting all bids, claiming it can do it less expensively. (Section 22042(a))
2. The work performed exceeded the force account limits. (Section 22042(b))
3. The work has been improperly classified as maintenance. (Section 22042(c))
4. A public agency is accused of not complying with the informal bidding procedures set forth at Section 22034. (Section 22042.5)

23. Section 20112 specifically requires school districts to advertise twice for a two week period, while Section 22037 requires advertising once, 14 days in advance of the date of opening of bids. How do participating school districts reconcile this conflict?

When the Act is in conflict with any other section in the Public Contract Code, the Act shall supersede. Advertising once, 14 days in advance of the date of opening of bids is what is required by the Act. Districts participating in the Act may choose to maximize their outreach by continuing to advertise twice.

24. May a public agency contract separately for like work at the same site at the same time using the under \$45,000 Force Account method?

No. Section 22033 provides that, "It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding". Separating "like work" would only be permitted as long as the total of all the "like work" is less than \$45,000. If the work is more than \$45,000, the work needs to be advertised and bid according to the provisions of the Act (i.e. bid informally if the total amount is less than \$175,000 and bid formally if the total amount exceeds \$175,000).

25. May a public agency bid out 2 separate projects that occur at the same time and site, but are different types of work?

Yes, there is no violation if the work is being competitively bid. If the agency wants to use the negotiated or informal bidding processes, the agency must apply the appropriate limits to each of the projects. Each project must be separate in scope. Projects may not be separated by trade to avoid bidding. If the total of all jobs is greater than \$45,000; the informal or formal bid limits will apply.

26. Does a value need to be assigned to the volunteer labor when the California Conservation Corps, or some such volunteer organization provides volunteer labor on a public project?

No. Volunteer labor from the California Conservation Corps, or some such volunteer organization does not need to be included as a cost of a public project for bid limits purposes where no costs are associated with the volunteer labor.

27. Does a public agency by opting into the Act, automatically bring all departments of the public agency into the Act?

Yes. When a public agency elects to become subject to the uniform construction cost accounting procedures, the entire legal entity is considered subject to the Act and no divisions or departments will be exempt.

28. When a public agency opts into the Act, does it automatically bring all districts under control of the Board into the Act?

No. Special Districts, which are governed by a board of supervisors or city council, are only subject if a separate election is made for each special district.

29. PCC 22034 requires that participating agencies adopt an Informal Bidding Ordinance. What do schools and special districts that cannot adopt Ordinances do to comply?

The Commission cannot provide legal advice. The school districts and special districts should check with their own legal counsel on how to comply with Section 22034.

Additional inquiries and questions can be directed to:

State Controller's Office

Local Government Programs and Services Division

Local Government Policy Section

P.O. Box 942850

Sacramento, CA 94250

or email [LocalGovPolicy@sco.ca.gov](mailto:LocalGovPolicy@sco.ca.gov)

**RESOLUTION NO. 2017-18-105**  
**RESOLUTION OF THE BOARD OF TRUSTEES OF THE**  
**HAMILTON UNIFIED SCHOOL DISTRICT**  
**TO BECOME SUBJECT TO**  
**UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES**

**WHEREAS**, Hamilton Unified School District (“District”) currently uses formal bidding procedures pursuant to Public Contract Code section 20110, et. seq., applicable to construction work performed or contracted by the District.

**WHEREAS**, the District is currently not subject to uniform public construction cost accounting procedures.

**WHEREAS**, Public Contract Code section 22030 et seq., commonly known as the California Uniform Public Construction Cost Accounting Act (“CUPCCAA”), establishes a uniform cost accounting standard and allows for an alternate method of bidding of public works projects by local public agencies.

**WHEREAS**, the Uniform Public Construction Cost Accounting Commission (“Commission”) established under CUPCCAA has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects, and is set forth in its publication entitled, *Cost Account Policies and Procedures Manual*.

**WHEREAS**, the Commission has determined that compliance with the California Schools Accounting Manual meets the accounting requirements of CUPCCAA for school districts.

**WHEREAS**, under Public Contract Code section 22032, the dollar amount limits under CUPCCAA currently are: (a) public projects of \$45,000 or less may be performed by District employees by force account, by purchase order, or by negotiated contract; (b) public projects \$175,000 or less, may be contracted by informal procedures; and (c) public projects more than \$175,000 are subject to formal bidding procedures.

**WHEREAS**, other local public agencies report that benefits of becoming subject to uniform public construction cost accounting procedures pursuant to CUPCCAA include: the raised force account limit; informal bidding procedures; greater leeway in the execution of public works projects; a streamlined awards process; improved timeliness of project completion; and simplified administration.

**WHEREAS**, the District’s governing body must elect by resolution to become subject to the provisions of CUPCCAA and file a copy of the resolution with the State Controller’s Office pursuant to Public Contract Code section 22030.

**NOW THEREFORE**, the Board of Education of the Hamilton Unified School District hereby resolves, determines, and finds the following:

**Section 1.** That the foregoing recitals are true.

**Section 2.** That, based on the foregoing, it would be beneficial for the entire District to become subject to uniform public construction cost accounting procedures pursuant to CUPCCAA.



**Section 3.** Pursuant to Public Contract Code section 22030(a), that the Board hereby elects to become subject to the uniform public construction cost accounting procedures set forth in CUPCCAA and to the Commission's policies and procedures and cost accounting review procedures, as they may each from time to time be amended, and directs the District Superintendent or the Superintendent's designee to notify the State Controller forthwith of this election.

**Section 4.** That the Board hereby delegates the authority to the District's Superintendent, or designee, to award or to negotiate, execute, and enter into a contract or contracts with a qualified contractor or contractors for completion of public works projects pursuant to the procedures authorized in CUPCCAA (collectively, "Contracts").

**Section 5.** That the Contracts approved by the District's Superintendent, or designee, pursuant to this delegation shall be submitted to the Board for approval or ratification.

**Section 6.** That the District's Superintendent, or designee, is authorized pursuant to this Resolution to take any action that is necessary to complete the procedures necessary for the District to become subject to the uniform public construction cost accounting procedures set forth in CUPCCAA and to take any action authorized by CUPCCAA.

**PASSED AND ADOPTED** by the Board of Education of the Hamilton Unified School District, this 28<sup>th</sup> day of February, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
President

**HAMILTON UNIFIED SCHOOL DISTRICT**

**SB 187 COMPREHENSIVE SCHOOL  
SAFETY PLAN**

For Hamilton High School  
620 Canal Street  
Hamilton City, CA 95951

*Sites also included in this plan:*  
Hamilton Unified School District Office  
Ella Barkley High School  
Hamilton Adult Education  
Hamilton Community Day School

Hamilton Unified School District

PREFACE TO SITE SAFETY PLANS:

The state template requires multiple levels of assignments of staff when a disaster occurs. In larger districts, the multiple layers of committees are functional and important. The reality of smaller districts is that we lack the sheer numbers of personnel to accomplish every committee assignment detailed in the state template. Hamilton Unified School District (HUSD) has designed a modified version of the Incident Command System (ICS) in accordance with the National Emergency Management System known as "NEMS."

The command structure and assignments are as follows for HUSD:

INCIDENT COMMANDER	District Superintendent
ASSISTANT INCIDENT COMMANDER	A site Administrator whose school is not involved in the disaster
INCIDENT COMMAND POST ASSISTANT	District Executive Assistant
DISTRICT PERSONNEL COORDINATOR	Confidential Payroll and Personnel Specialist
SITE COORDINATOR	A site Administrator
FINANCIAL COORDINATOR	Chief Business Official assisted by District Purchasing Agent
MAINTENANCE, OPERATIONS AND TRANSPORTATION	Director of Maintenance, Operations and Transportation and staff
FOOD SERVICE	Director of Nutrition and Child Welfare and staff
REUNIFICATION COORDINATOR	Site Administrative Assistance/Attendance Clerk
STUDENT RETENTION AND SUPERVISION	All Classroom Teachers
PARENT UNIFICATION COORDINATORS	District TOSA's not assigned to classroom supervision, Yard Duty and Instructional aids.
SOCIAL AND EMOTIONAL SUPPORT	District Dean of Students/District Counselors, Glenn County Mental Health.
SEARCH AND RESCUE	Hamilton City Fire Department and Glenn County Sheriff's Office
TRAFFIC CONTROL	California Highway Patrol/Glenn County Sheriff's Office

Hamilton Unified School District

OTHER AGENCY	State and County Office of Emergency Services Red Cross Service Organization and volunteers if available
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Duties of each assignment:

INCIDENT COMMANDER	To coordinate the incident in cooperation with the ICS structure alongside responding and allied agencies (Law Enforcement, Fire other emergency and support services). To Serve as Public Information Officer (PIO)
ASSISTANT INCIDENT COMMANDER	To Assist the Incident Commander in the Incident Command Center or serve as IC in the absences of the Superintendent.
INCIDENT COMMAND POST ASSISTANT	To record the minutes of the incident and keep records of the agency and allied agency personnel assigned to the incident. To serve as PIO if necessary.
DISTRICT PERSONNEL COORDINATOR	To access personnel records and service as assistant Incident Command Post Assistant.
SITE COORDINATOR	To coordinate student evacuations, set up emergency shelter or reunification sites, coordinate and direct staff and efforts to shelter in place or evacuate if necessary. Coordinate social emotional support and parent holding and reunification process.
FINANCIAL COORDINATOR	To coordinate financial resources and logistical needs during any incident. Assist Director of Maintenance, Operations and Transportation with student evacuation, building repair or support of food service department.
MAINTENANCE, OPERATIONS AND TRANSPORTATION	Coordinate evacuation, building gas/services in an emergency, assist with logistics of any emergency situation.
FOOD SERVICE	Coordinate food service for students/staff in the event of a prolonged need to house students or staff due to an unforeseen emergency.
REUNIFICATION COORDINATOR	Coordinate the verification of all students. Insure that student records are readily available for evacuation and reunification processes. Insure that

Hamilton Unified School District

	forms for unification housed in Appendix 4 and 5 of the site safety plan are copied and in a backpack ready for transport upon order of evacuation from a site. Insure that students are only released to parents or guardians as listed on the individual student emergency cards.
STUDENT RETENTION AND SUPERVISION	Teachers are to remain with their assigned students and follow the direction of the Incident Commander and Site Coordinator.
PARENT UNIFICATION COORDINATORS	District Teachers On Special Assignment (TOSA) will locate the parent gathering location and reunification site. The TOSA's will coordinate with the student reunification coordinator to ensure the process of reuniting students with parents or guardians listed on the emergency cards.
SOCIAL AND EMOTIONAL SUPPORT	The Dean of Students/District Counselors will create a room for parents who have students who are known to be Injured or deceased. The Counselors will coordinate allied agency services and support for the victims and families.
SEARCH AND RESCUE	Command staff will coordinate site for fire/rescue needs and will be responsible for overall disaster Coordination of the scene.
TRAFFIC CONTROL	Under the direction of the Office of Emergencies Services direct traffic or assist with disaster relief as directed by command staff from the Fire or SO Departments.
OTHER AGENCY	Coordinate support as directed from the command staff of the Fire or SO Departments

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**SB 187: School Safety Plan**

Education Code sections 32280-32289

Introduction

Individual schools in districts over 2,500 students must adopt a comprehensive school safety plan by March 1, 2000, and must review and update the plan by March 1 of every year thereafter. (Amended Ed. Codes 35294.1 & 35294.6)

Beginning July 1, 2000, each individual school must report on the status of its school safety plan, including a description of its key elements in the school accountability report card, and must continue to do so every July thereafter (Amended Ed. Code 35294.6)

The following guideline may be utilized to support the annual review and evaluation of the individual school safety plan. This guide will also provide a time line and related administrative tasks to provide a process to ensure compliance with the requirements of Senate Bill 187, Comprehensive School Safety Plan.

The guideline/checklist has been organized into two parts:

An assessment by the School Safety Planning Committee of the School Site Council, the School Site Council or equivalent of the school climate in relation to the current status of school crime committed on campus and at school related functions. Based on this assessment, safety goals will be set for the upcoming school year.

The annual review and evaluation of the school comprehensive safety plan which is certified by the members of the School Safety Planning Committee, the School Site Council President, and the school Principal before being presented to the Board of Trustees for final review and adoption. This review includes the following mandated components of Senate Bill 187:

**Child Abuse reporting procedures**

**Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations**

**Procedures to notify teachers and counselors of dangerous students**

**Sexual Harassment Policy**

**Safe ingress and egress to and from school**

**Rules and procedures on school discipline in order to create a safe and orderly environment conducive to learning**

**Dress Code**

**Routine and emergency disaster procedures including natural disasters, human created disasters or power outages.**

**IMPLEMENTATION OF PLAN**

The written plan will be distributed to all departments and will be made available to all staff, students, parents, and the community to review in the school library and the main offices.

### **School Safety Planning Committee**

The school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. Ed. Code 35294.1

The school site safety committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 35294.1)

Note: HUSD schools designate the high school site council and elementary school site council to serve as the site safety committee. Further, the high school site council shall be the controlling safety committee for the following schools: Ella Barkley High School, HUSD Adult Ed, the HUSD State Preschool and the Glenn County Office of Education Infant and Toddler Center and HUSD Community Day School when the school is open. The elementary school site council will serve as site safety committee for all programs hosted on that campus.

Local law enforcement has been consulted (Ed. Code 39294.1). Other local agencies, such as health care and emergency services, may be consulted if desired. (Ed Code 39294.2)  
Other members of the school or community may provide valuable insights as members of the School Safety Planning Committee.

Additional members may include:

- a representative from the local law enforcement agency
- School Resource Officers
- Guidance counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Disciplinary team member
- Staff leaders
- Additional parent representatives

Hamilton Unified School District

**Hamilton High School - Graduation Rate & Dropout Rate (Four-Year Cohort Rate)-  
From HHS SARC**

Indicator	School			District			State		
	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
Dropout Rate	0.00	0.0	0.00	5.50	1.70	0.00	11.4	11.5	10.7
Graduation Rate	98.7	100.0	100.1	93.4	98.28	100.1	80.4	80.95	82.2

**Hamilton High School - Suspensions and Expulsions (from HHS SARC)**

Rate	School			District			State		
	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16
Suspensions	4.0	0.0	4.0	5.8	3.8	6.9	4.4	3.8	3.7
Expulsions	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.1

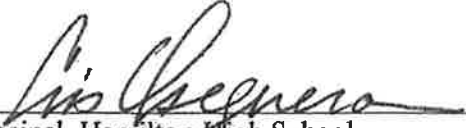
**Hamilton High School- California Safe School Assessment (From CHKS 2015-16)**

Table A5.3  
*Violence and Victimization on School Property, Past 12 Months*


	Grade 7 %	Grade 9 %	Grade 11 %	NT %
<i>During the past 12 months, how many times on school property have you...</i>				
<i>been pushed, shoved, slapped, hit, or kicked by someone who wasn't just kidding?</i>				
0 times	77	65	89	
1 time	8	21	4	
2 to 3 times	10	7	4	
4 or more times	5	7	4	
<i>been afraid of being beaten up?</i>				
0 times	92	83	98	
1 time	5	10	2	
2 to 3 times	3	6	0	
4 or more times	0	1	0	
<i>been in a physical fight?</i>				
0 times	82	87	98	
1 time	11	11	0	
2 to 3 times	3	2	2	
4 or more times	5	0	0	
<i>been threatened with harm or injury?</i>				
0 times	89	93	100	
1 time	11	5	0	
2 to 3 times	0	1	0	
4 or more times	0	1	0	
<i>been threatened or injured with a weapon (gun, knife, club, etc.)?</i>				
0 times	97	96	100	
1 time	3	4	0	
2 to 3 times	0	0	0	
4 or more times	0	0	0	
<i>been offered, sold, or given an illegal drug?</i>				
0 times	97	87	85	
1 time	0	7	9	
2 to 3 times	3	4	0	
4 or more times	0	2	5	


**Hamilton High School  
Safety Plan Signature Page**

The undersigned members of the Hamilton High School Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

  
\_\_\_\_\_  
Principal, Hamilton High School

  
\_\_\_\_\_  
President, School Site Council

  
\_\_\_\_\_  
Law Enforcement Representative

 (Honk Inck)  
\_\_\_\_\_  
Fire Department Representative Deputy Fire Chief

### **Annual Safety Goals**

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2) Principals/designees should report annually to site council.

While the School Safety Planning Committee reviews school, district and community crime data trends such as the California Safe School Assessment, other data can bring value to the discussions. Such data may include:

- Mental Health Data
- State, District or Site Surveys (such as the Youth Risk Behavior Survey)
- Disciplinary Data
- Community Police Data

Data may be more valuable if disaggregated by gender, age, zip code, ethnicity, etc. Current trends should be reviewed as well by the February board meeting of each school year.

Based on data analysis, the School Safety Planning Committee identifies one or two safety-related goals for the next school year as well as the strategies and/or programs that will be used to meet those goals. The objective is to provide meaningful goals in order to improve the campus climate.

The goals are reported, with the Safety Plan, to the Board of Trustees and are shared with the school staff and community.

In order to keep the goals as a safety focus for the school year, it is recommended that at least three brief meetings be held to review data and progress. The progress can be reported to the School Site Council, staff, parent groups and the Board of Trustees.

The year-end assessment should be completed in November of each year and reported upon.

Hamilton Unified School District  
Hamilton Unified School District  
Safe Schools Committee  
Hamilton High School's Safe School Action Plan

1

Goal #1

All students are safe and secure while at school, when traveling to and from school, and when traveling to and from school related activities.

2

Goal #2

All students and staff members are provided a safe teaching and learning environment.

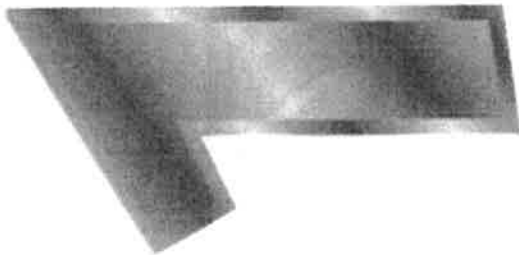
Updated and reported to school board: 1/24/2018

Hamilton Unified School District  
**Hamilton High School's Safe School Action Plan**

Goal 1: All students are safe and secure while at school, when traveling to and from school, and when traveling to and from school related activities.

The School's Physical Environment  
(The physical setting and condition of the school)

- Objective 1: Hamilton High School shall have visible law enforcement, staff and parental presence.
- Objective 2: Students attending Hamilton High School will have strategies in place to be able to respond when they feel threatened or in need of assistance.





**Hamilton High School's Safe School Action Plan**

Goal 1: All students are safe and secure while at school, when traveling to and from school, and when traveling to and from school related activities.

Objective 1: Hamilton High School shall have visible law enforcement, staff and parental presence.

<b>Action Step</b>	<b>Resources</b>	<b>Validation Criteria</b>	<b>Parties Responsible</b>	<b>Start Date</b>	<b>End Date</b>
Hamilton High School administration will encourage local law enforcement (GCSO), Hamilton City Fire Dept., HHS staff members, and parents to be visible at all times during which students are en route to and from school.	Law Enforcement; CHP; Staff; Parents	Visible presence	Site Administration; Law Enforcement (GCSO), CHP, Hamilton City Fire Department	At implementation of plan	On-going
Hamilton High School shall conduct regular safety meetings and include invitations to local law enforcement (GCSO), Hamilton City Fire Dept, parents, community agencies and district officials.	School and District Administration; GCSO; Hamilton City Fire Department	Minutes of Meetings, Agendas	School and District Administration; GCSO; Hamilton City Fire Dept.	“	“
Hamilton High School shall implement board policies and procedures to secure the school site during and after school hours.	CA Board of Education Board Policies; Law Enforcement; Hamilton City Fire Department	Daily Monitoring	Site Administration; Plant Manager; District Maintenance Staff	“	“
Hamilton High School shall work closely with local law enforcement (GCSO), Hamilton City Fire Department, and district administration in responding to potential community threats to the safety of students, staff and parents.	Law Enforcement; Hamilton City Fire Department; District Administration	Evaluation of Individual Situation Responses	Site Administration; GCSO; Hamilton City Fire Dept.	“	

Hamilton Unified School District

Objective 2: Students attending Hamilton High School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton High School's administration will provide strategies to all staff members. A portion of the school day will be used to teach these strategies to the students.	Site Administration; Counselors; Staff	Strategies taught	School Staff	At implementation of plan	On-going
Hamilton High School's staff will place an article in the school's handbook outlining the steps to respond to a threat. Parents will be asked to discuss the article with their children.	Site Administration; Counselors; Facilitators	Handbook	Site Administration	"	Annual
All students at Hamilton High School will be able to identify and/or be encouraged to identify an adult staff member who they can talk to and share any potential problems or situations that could escalate into a genuine conflict.	Faculty; Staff; Site Administration; Counselors	Regular communication at staff mtgs.	Site Employees	"	On-going
Hamilton High School staff will work with students and will engage assistance from other school administrations, and/or local law enforcement agencies (GCSO) for conflict involving non-district schools.	Other schools' administration; Law Enforcement (GCSO)	Record of loitering incidents	Site Administration; Law Enforcement (GCSO)	"	"
The Healthy Kids Survey will be distributed to Hamilton High School students to solicit their opinions in regards to what is needed to make the school safer and more conducive of learning.	CHKS survey instrument	Distribution and results of survey	Administration; Safe School Committee	"	"

**Hamilton High School's Safe School Action Plan**

Goal 2: All students and staff members are provided a safe teaching and learning environment.

The School's Physical Environment  
(The physical setting and condition of the school)



Objective 1: Hamilton High School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

Objective 2: Hamilton High School sets a standard for adults and students to interact with each other in a caring, supportive manner.

**Hamilton High School's Safe School Action Plan**

Goal 2: All students and staff members are provided a safe teaching and learning environment.

Objective 1: Hamilton High School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton High School shall provide to parents/guardians information of local agencies that can provide counseling services.	Local contact info for mental health services-Glenn County Mental Health; GCSSO-SMART team; Hamilton City Fire Department. HHS Staff and Administration; HHS Counselors	Completed Directory	Counselors; Administration; GCSSO; Glenn County Mental Health	At implementation of plan	On-going
Hamilton High School shall provide to staff identified effective research-based strategies that address anti-social behavior in grades 9-12.		Completed Material; Documentation	Site Administration; Counselors; HHS Staff	"	"
Hamilton High School shall encourage staff to attend workshops/conferences on identifying academic risk factors and applying effective strategies in dealing with anti-social behavior in schools.		Staff attending workshops	Site Administration; HHS Staff; HHS counselors	"	"
Hamilton High School's staff shall work with parents in identifying maladaptive behaviors and developing strategies to address these behaviors.	HHS Staff; Administration; HHS Counselors;	Number of parent conferences/referrals	"	"	"
Hamilton High School shall hold regularly scheduled Student Study Team (SST) Meetings. Students with maladaptive behaviors shall be placed on the agenda. The team shall include a psychologist, administrator, teacher(s), and a counselor. (A member of the Special Education Department, the student, and parent will be encouraged to attend.)	HHS Staff; Administration; HHS Counselors; Mental Health counselors; school psychologist; parents/students	SST Agendas and minutes; renew Student Intervention Teams at least twice yearly	Site Administration; Counselors; School Psychologist	"	"

Hamilton Unified School District

Objective 1: Hamilton High School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior. (cont.)

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton High School shall identify students who display gang association, gang membership or are involved in any gang activity.	Law Enforcement (GCSO) and SMART Team; Hamilton City Fire Department; Glenn County Probation, Administration, HHS Counselors	Individual Identifications	Site Administration; Law Enforcement; Hamilton City Fire Department	At implementation of plan	On-going
Hamilton High School's staff shall contact the counselor or the school psychologist when it is reported to a staff member that a student has discussed the possibility of suicide.	Counselor Dept.; School Psychologist; Glenn County Mental Health Dept., HHS Staff	Individual Referrals- HHS Staff; Admin, and Counselors	HHS Staff: Administration; Glenn County Mental Health	"	"

Hamilton Unified School District

Objective 2: Hamilton High School sets a standard for adults and students to interact with each other in a caring, supportive manner.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton High School shall develop strategies to encourage parents/guardians to be proactively involved in the education of their children.	District sponsored parenting classes; Parent Newsletter; Website; Site Council Meetings; Booster Clubs; Parent Volunteers.	Strategies implemented	Site Administration; HHS Staff; Counselor ; Site Council	At implementation of plan	On-going and Annual Review
Hamilton High School shall encourage parents to volunteer for school-related activities.	Superintendent, School Site Council; Site Administration;	Extent of Parent Involvement and Volunteers Amount of Parent Participation	Site Administration and Staff; Site council District/Site Administration; HULC	“	“
Hamilton High School shall encourage all parents to participate on its School Site Council, and the District Advisory Committees (i.e. HULC).	Staff, Counselors, and Administration	Faculty Logs; AERIES documentation	HHS Staff; Counselors; Administrators	“	“
Hamilton High School teachers and counselors shall notify parents/guardians when a student begins to exhibit academic or social problems.	HHS Staff; Crisis phone line; counselors; Administration	Documentation of participation in available services	Site Administration and Counselors	“	“
Hamilton High School shall provide to students, staff, and parents skills to solve problems and resolve conflicts.	Existing Communication systems	Records of registered complaints	HHS Staff; Counselors; Site Administrators	“	“
Hamilton High School’s staff shall promptly return phone calls to parents, students and community leaders.	Parent Nights; Assemblies; parent/teacher conference	Back-to School; Open House; Assemblies	Site Administration; Site Council; HHS Staff	“	“
Hamilton High School shall hold annual events that bring students, parents and staff members together in a positive environment.					



## Hamilton Unified School District

### Promulgation

The School Emergency Operations Plan addresses the Hamilton Unified School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies, and technological incidents. It provides a framework for coordination of response and recovery efforts within the district in coordination and with the county of Glenn, California. The Plan establishes an emergency organization to direct and control operations at the school site during a period of emergency by assigning responsibilities to specific personnel. The School Emergency

#### Operations Plan:

Conforms to the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).

- Establishes response policies and procedures, providing HUSD school sites clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for training and response exercises to ensure compliance.

#### Requirements

The Plan meets the requirements of the State of California and the County of Glenn policies on Emergency Response and Planning, the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and defines the primary and support roles of the individual schools in after-incident damage assessment and reporting requirements.



## Hamilton Unified School District

### Purpose

The Purpose of the School Emergency Operations Plan is to protect the safety and welfare of the employees, visitors, volunteers, and students in the Hamilton Unified School District, and to ensure the preservation of public property.

### Scope

The Scope encompasses all Hamilton Unified School District site and district facilities. It addresses a broad range of major emergencies. Such events include crimes committed on campus, hazardous materials emergencies, weather emergencies, and fire. Also included are procedures for emergencies that may or may not require the full or partial activation of the School Emergency Response Team (SERT).

Note: HUSD recognizes that due to the limitations of staffing, certain roles and response committees may need to be established as the emergency unfolds. Staff will be trained in the ICS system roles on a bi-annual basis.

The objectives of the plan are to:

- Protect the safety and welfare of students, employees, and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the School's facilities and properties.
- Enable the School to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between the school, District, City, and/or County Emergency Operation Center (EOC).

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government representatives and should be planned and arranged for in advance.

### Responsibility

School administrators have the responsibility to ensure the safety of their students and staff in an emergency. Law requires developing emergency plans and training staff in all-hazards emergency response procedures.

The principles of NIMS, SEMS and ICS are incorporated in this plan and school personnel must be trained in how the system works. All Hamilton Unified School District sites must also have drills and exercises in order to practice using the system. Periodic training will be available to help orient new employees and provide refresher training to current employees on an annual basis.

Hamilton Unified School District

**Emergency Management Resolution**

Hamilton Unified School District  
Hamilton City, California

RESOLUTION # 16-17-105

WHEREAS, The Hamilton Unified School District has implemented a School Emergency Operations Plan for all school sites and facilities. The objectives of the plan are to: 1) protect the safety and welfare of students, employees and staff, 2) provide a safe and coordinated response to emergencies, 3) protect the district’s facilities and property, and 4) Enable the School to restore normal conditions with minimal confusion in the shortest time possible.

WHEREAS, In an effort to fully implement the School Emergency Operations Plan, the Hamilton Unified School District, supports planning, training and exercising the plan at the school site level.

WHEREAS, The Hamilton Unified School District participates with all responding agencies within the State of California and in the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Hamilton Unified School District does hereby support the School Emergency Operations Plan.

READ AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ BY THE GOVERNING BOARD OF THE HAMILTON UNIFIED SCHOOL DISTRICT.

- AYES:
- NOES:
- ABSENT:
- ABSTAINED:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Submitted annually in February

### **Sample Emergency Letter to Parents/Guardians**

Dear Parents:

Should an emergency or disaster/crisis situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. In fact, public schools in Hamilton Unified School District were built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have a major disaster/crisis during school hours, your student(s) will be cared for at the school. Our school has a detailed emergency plan, which has been formulated to respond to major catastrophes and/or crisis situations.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at school until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card, which is required to be filled out by parents at the beginning of every school year. Please be sure to consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/She could walk to school if necessary.
  - He/she is known to your child. He/she is both aware and able to assume this responsibility.
3. If students are to be kept at school, the school/district will attempt to send out auto dialers, emails and notify the press for immediate communications.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents or persons identified on the School Emergency Card. During an extreme emergency, students will be released at designated reunion gates/entrances located on school campuses. Parents should become familiar with the School Emergency

Operations Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also including an out-of-state contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

## Hamilton Unified School District

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster or crisis at school takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school district. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their schools. Should road conditions prevent the driver from delivering students to school, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In the event of a lockdown, and the streets are closed, and parents cannot reach the school, students will be kept in a safe location until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card, which is required to be filled out by parents at the beginning of every school year. The decision to keep students at school will be based upon whether or not it is safe to do so. Should conditions prevent students to be kept at the school site, the students will be delivered to the nearest school site and that school will communicate with the parents to inform them of the students' whereabouts. If students are relocated to another site, the location will be posted on the front doors of the school. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Principal

## Hamilton Unified School District

### **Legal Requirements: Authorities and References**

The following are brief summaries of emergency crisis related Education Codes and Government Codes you should be familiar with. Review the entire citation for specific requirements.

#### California Emergency Services Act

(Chapter 7, Division 1, Title 2, California Government Code)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

#### California Government Code

(Section 3100, Title 1, Division 4, Chapter 8)

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any other county, city, city and county, state agency or public district, excluding aliens legally employed. The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.
- The law has two ramifications for School District employees:

It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.

When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government, Office of Emergency Services, but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared.

States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6).

Hamilton Unified School District

Petris Bill (Section ~ 8607 of the California Government Code)

This law requires that state and local government including special districts (i.e.: schools) be prepared to respond to emergencies using the Standardized Emergency Management System (SEMS). SEMS must also be used in school planning, training and exercising (California Code of Regulation 2400-2450).

SEMS requires that each organization understands and uses the following:

The Incident Command System, a method of organizing any emergency response effort into five basic functions: command, planning/intelligence, operations, logistics, and finance/administration.

An Emergency Operations Center (or Incident Command Post in the field), the staff of which is organized according to the same five functions as the Incident Command System.

Coordination of the school district Emergency Operations Center with the Operational Area (county) Emergency Operations Center, or with city Emergency Operations Centers and/or county Offices of Education, as needed.

Incorporation of SEMS into all school plans, training and exercises.

Documentation of the use of SEMS in planning, training, exercising, and during an actual emergency.

California Civil Code, Chapter 9, Section 1799.102

It provides for “Good Samaritan Liability” for those providing emergency care at the scene of an emergency. (“No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.”)

Katz Act (Sections ~ 35295-35297) of the California Education Code

This law requires applies to the governing boards of public and/or private elementary and high schools that have school buildings with over 50 students or more than one classroom, and to all county school superintendents. In 1988, the legislature amended the law to require that training in earthquake preparedness procedures should be for both certified and classified staff. The law requires that schools do the following:

Develop a disaster plan to maintain the safety and care of students and staff. The plan should outline emergency roles, procedures for students and staff, and appropriate, ongoing training for all employees and students.

Periodic drills in “drop and cover” procedures, the evacuation procedure, and other emergency response actions (such as search and rescue, communication, and damage assessment) to train students and staff should be conducted. Simple drills should be held once a quarter in elementary

## Hamilton Unified School District

schools and once a semester in secondary schools; more complicated drills should be held once or twice a year.

Provide training programs to ensure that staff and students are aware of, and properly trained to follow, your plan and the emergency response procedures.

Be prepared to have your school serve as a possible public shelter for the community during disasters or emergencies.

Take mitigation measures now to ensure the safety of students and staff, and the viability of the school facility during and after an earthquake or other emergency.

### California Emergency Plan

Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

## Hamilton Unified School District

### Comprehensive School Safety Plan Section ~ 32280 of the California Education Code

This law states that each school district and county office of education is responsible for the overall writing and development of comprehensive school safety plans for its schools operating kindergarten and grades 1-12. Comprehensive plans include strategies and programs designed to maintain a high level of school safety. Plans should address procedures for: disaster response; safe ingress and egress to/from school; reporting child abuse; sexual harassment; school discipline; provision for school-wide dress code; policies related to suspension, expulsion or mandatory expulsion, etc.

#### Board Policies

1. Certain policies governing emergency preparedness and response within the school are established.

The safety of students is paramount. All actions taken shall bear this in mind as well as the safety and well-being of employees.

If a disaster occurs during school hours, school will not be dismissed without the express approval of the Superintendent or designee. Students will remain under the supervision of school authorities until released to parents or their pre-authorized representative. The following entities shall be notified as soon as a closure decision is made through the Superintendent's Office, as needed:

- Board of Education
- Local area media
- Sheriff's Office, Fire Department, and other local agencies
- State & Federal legislators and other officials
- California Office of Emergency Services
- California Department of Education
- Local hospitals and County Emergency Medical Services

If parents or guardians come to the school and properly identify themselves, students will be released.

Since school personnel are expected to assist in post-disaster care of students, arrangements for the care of their own family should be prearranged in order to permit discharge of this emergency responsibility. We take these steps to ensure employees are ready to fulfill their disaster responsibilities:

The Principal or designee shall prepare a list of staff to be assigned specific emergency response roles as outlined in this plan.

Each Principal or designee shall conduct a survey of certificated and classified personnel to determine each employee's status in terms of first aid training, disaster preparedness training, and other emergency experience and training. Records will be kept current as changes of personnel occur. Copies of records will be kept on file in the Principals office.



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Solicit cooperation of the PTA and other parent groups in organizing disaster response activities and assignments.

In preparation for the possibility of a long stay at schools, the Principal or designee shall prepare a list of students and staff who have special conditions requiring medications and/or special attention.

**HAMILTON UNIFIED SCHOOL DISTRICT**

**SB 187 COMPREHENSIVE SCHOOL  
SAFETY PLAN**

**For Hamilton Elementary School  
277 Capay Avenue  
Hamilton City, CA 95951**

*Sites also included in this plan:*  
**Hamilton State Preschool  
Hamilton Special Education**

Hamilton Unified School District

**PREFACE TO SITE SAFETY PLANS:**

The state template requires multiple levels of assignments of staff when a disaster occurs. In larger districts, the multiple layers of committees are functional and important. The reality of smaller districts is that we lack the sheer numbers of personnel to accomplish every committee assignment detailed in the state template. Hamilton Unified School District (HUSD) has designed a modified version of the Incident Command System (ICS) in accordance with the National Emergency Management System known as "NEMS."

The command structure and assignments are as follows for HUSD:

INCIDENT COMMANDER	District Superintendent
ASSISTANT INCIDENT COMMANDER	A site Administrator whose school is not involved in the disaster
INCIDENT COMMAND POST ASSISTANT	District Executive Assistant
DISTRICT PERSONNEL COORDINATOR	Confidential Payroll and Personnel Specialist
SITE COORDINATOR	A site Administrator
FINANCIAL COORDINATOR	Chief Business Official assisted by District Purchasing Agent
MAINTENANCE, OPERATIONS AND TRANSPORTATION	Director of Maintenance, Operations and Transportation and staff
FOOD SERVICE	Director of Nutrition and Child Welfare and staff
REUNIFICATION COORDINATOR	Site Administrative Assistance/Attendance Clerk
STUDENT RETENTION AND SUPERVISION	All Classroom Teachers
PARENT UNIFICATION COORDINATORS	District TOSA's not assigned to classroom supervision, Yard Duty and Instructional aids.
SOCIAL AND EMOTIONAL SUPPORT	District Dean of Students/District Counselors, Glenn County Mental Health.
SEARCH AND RESCUE	Hamilton City Fire Department and Glenn County Sheriff's Office
TRAFFIC CONTROL	California Highway Patrol/Glenn County Sheriff's Office
OTHER AGENCY	State and County Office of Emergency

Hamilton Unified School District

	Services, Red Cross Service Organization and volunteers if available.
--	--

Duties of each assignment:

INCIDENT COMMANDER	To coordinate the incident in cooperation with the ICS structure alongside responding and allied agencies (Law Enforcement, Fire other emergency and support services). To Serve as Public Information Officer (PIO)
ASSISTANT INCIDENT COMMANDER	To Assist the Incident Commander in the Incident Command Center or serve as IC in the absences of the Superintendent.
INCIDENT COMMAND POST ASSISTANT	To record the minutes of the incident and keep records of the agency and allied agency personnel assigned to the incident. To serve as PIO if necessary.
DISTRICT PERSONNEL COORDINATOR	To access personnel records and service as assistant Incident Command Post Assistant.
SITE COORDINATOR	To coordinate student evacuations, set up emergency shelter or reunification sites, coordinate and direct staff and efforts to shelter in place or evacuate if necessary. Coordinate social emotional support and parent holding and reunification process.
FINANCIAL COORDINATOR	To coordinate financial resources and logistical needs are meet during any incident. Assist Director of Maintenance, Operations and Transportation with student evacuation, building repair or support of food service department.
MAINTENANCE, OPERATIONS AND TRANSPORTATION	Coordinate evacuation, building gas/services in an emergency, assist with logistics of any emergency situation.
FOOD SERVICE	Coordinate food service for students/staff in the event of a prolonged need to house students or staff due to an unforeseen emergency.
REUNIFICATION COORDINATOR	Coordinate the verification of all students. Insure that student records are readily available for evacuation and reunification processes. Insure that forms for unification housed in Appendix 4 and 5 of the site safety plan are copied and in a backpack ready for transport

Hamilton Unified School District

	upon order of evacuation from a site. Insure that students are only released to parents or guardians as listed on the individual student emergency cards.
STUDENT RETENTION AND SUPERVISION	Teachers are to remain with their assigned students and follow the direction of the Incident Commander and Site Coordinator.
PARENT UNIFICATION COORDINATORS	District Teachers On Special Assignment (TOSA) will locate the parent gathering location and reunification site. The TOSA's will coordinate with the student reunification coordinator to insure the process of reuniting students with parents or guardians listed on the emergency cards.
SOCIAL AND EMOTIONAL SUPPORT	The Dean of Students/District Counselors will create a room for parents who have students who are known to be Injured or deceased. The Counselors will coordinate allied agency services and support for the victims and families.
SEARCH AND RESCUE	Command staff will coordinate site for fire/rescue needs and will be responsible for overall disaster Coordination of the scene.
TRAFFIC CONTROL	Under the direction of the Office of Emergencies Services direct traffic or assist with disaster relief as directed by command staff from the Fire or SO Departments.
OTHER AGENCY	Coordinate support as directed from the command staff of the Fire or SO Departments

## Hamilton Unified School District

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**SB 187: School Safety Plan**

Education Code sections 32280-32289

Introduction

Individual schools in districts over 2,500 students must adopt a comprehensive school safety plan by March 1, 2000, and must review and update the plan by March 1 of every year thereafter. (Amended Ed. Codes 35294.1 & 35294.6)

Beginning July 1, 2000, each individual school must report on the status of its school safety plan, including a description of its key elements in the school accountability report card, and must continue to do so every July thereafter (Amended Ed. Code 35294.6)

The following guideline may be utilized to support the annual review and evaluation of the individual school safety plan. This guide will also provide a time line and related administrative tasks to provide a process to ensure compliance with the requirements of Senate Bill 187, Comprehensive School Safety Plan.

The guideline/checklist has been organized into two parts:

An assessment by the School Safety Planning Committee of the School Site Council, the School Site Council or equivalent of the school climate in relation to the current status of school crime committed on campus and at school related functions. Based on this assessment, safety goals will be set for the upcoming school year.

The annual review and evaluation of the school comprehensive safety plan which is certified by the members of the School Safety Planning Committee, the School Site Council President, and the school Principal before being presented to the Board of Trustees for final review and adoption. This review includes the following mandated components of Senate Bill 187:

**Child Abuse reporting procedures**

**Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations**

**Procedures to notify teachers and counselors of dangerous students**

**Sexual Harassment Policy**

**Safe ingress and egress to and from school**

**Rules and procedures on school discipline in order to create a safe and orderly environment conducive to learning**

**Dress Code**

**Routine and emergency disaster procedures including natural disasters, human created disasters or power outages.**

**IMPLEMENTATION OF PLAN**

The written plan will be distributed to all departments and will be made available to all staff, students, parents, and the community to review in the school library and the main offices.

### **School Safety Planning Committee**

The school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. Ed. Code 35294.1

The school site safety committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 35294.1)

Note: HUSD schools designate the high school site council and elementary school site council to serve as the site safety committee. Further, the high school site council shall be the controlling safety committee for the following schools: Ella Barkley High School, HUSD Adult Ed, the HUSD State Preschool and the Glenn County Office of Education Infant and Toddler Center and HUSD Community Day School when the school is open. The elementary school site council will serve as site safety committee for all programs hosted on that campus.

Local law enforcement has been consulted (Ed. Code 39294,1) Other local agencies, such as health care and emergency services, may be consulted if desired. (Ed Code 39294.2)  
Other members of the school or community may provide valuable insights as members of the School Safety Planning Committee.

Additional members may include:

- a representative from the local law enforcement agency
- School Resource Officers
- Guidance counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Disciplinary team member
- Staff leaders
- Additional parent representatives

**School Facility Conditions and Planned Improvements (Most Recent Year)**

Hamilton Elementary has a closed campus from 8:00 A.M. until 6:00 P.M. while school and the Boys and Girls Club program are in session. Prior to the start of the school day, one of two Maintenance personnel inspects the campus for safety. The facility is clean and in good repair. There are ample classrooms, restrooms, playground space and equipment.

A staff of two provides janitorial services. Schedules are arranged so that no classrooms are interrupted during instructional time. Custodial services are available from 5:00 A.M. until 8:30 P.M. The cafeteria is cleaned after both breakfast and lunch and restrooms are cleaned and sanitized daily. The school grounds are clean and well ordered. Trash cans are available throughout the campus.

The playgrounds and lawns are mowed weekly. The District contracts with an arborist to annually perform necessary routine trimming of trees.

The school facilities, grounds, and vehicles are in good condition. The District participates in the State's Deferred Maintenance Program to replace major components of the school's facilities (such as HVAC, roofs, floor surfaces, and so on). All toilets and other fixtures work and are in good repair. We have installed automatic flush valves on every toilet and hand dryers in each restroom to maintain a clean environment for students.

Hamilton City has maintained an elementary school on this location since the early 1900s. All of the original buildings have, long ago, been replaced by modern facilities. All buildings meet current fire and earthquake codes. An OPSC modernization project was completed within the past ten years that completely renovated the primary wing containing four classrooms, two reading labs, and an adult restroom. Within the last seven years, a new kindergarten complex with three classrooms, each containing restrooms, was added to our campus. The cafeteria underwent a \$750,000 remodeling project in 2004- 2005. It is now a designated emergency shelter. The roof and HVAC on our 300 building and sections from the roof on the cafeteria were repaired in the summer of 2008. The fire alarm was also rewired and updated to State Fire Marshal specifications for the entire school during the summer of 2008.

Hamilton Elementary occupies 4.8 acres with separate athletic fields and blacktop space for both primary and middle school students. There are separate playground facilities with rubber drop zones for both primary and middle school children. The cafeteria complex can also serve as a gymnasium. All buildings have handicap access. The library has holdings in both English and Spanish. All students have Internet access through the computer lab. The lab has 30 Dell multimedia computers. We are also considering a solar energy project at the Hamilton Elementary.

The District participates in the State School Deferred Maintenance Program, which provides state matching funds on a dollar-for-dollar basis, to assist school districts with expenditures for major repair or replacement of existing school building components. Typically, this includes roofing, plumbing, heating, air conditioning, electrical systems, interior or exterior painting, and

Hamilton Unified School District

floor systems. For the 2011-12 school year, the District budgeted \$78,800 for the Deferred Maintenance Program. This represents .012% of the District's general fund budget.

**School Facility Good Repair Status (Most Recent Year)**

School Facility Good Repair Status (Most Recent Year)				
Year and month of the most recent FIT report: 10/14/2015				
System Inspected	Repair Status			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			
Interior: Interior Surfaces			X	100 Restrooms: Paint Peeling 101: Stained Ceiling tile 102: Stained Ceiling tile 202: Stained Ceiling tile 203: Stained Ceiling tile 206: Stained Ceiling tile 305: Stained Ceiling tile 500 Restrooms: Rusty Partition 501: Torn carpet

School Facility Good Repair Status (Most Recent Year)				
Year and month of the most recent FIT report: 10/14/2015				
System Inspected	Repair Status			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	X			Grounds: Gophers
Electrical: Electrical	X			
Restrooms/Fountains: Restrooms, Sinks/Fountains	X			303: Drinking fountain not working
Safety: Fire Safety, Hazardous Materials	X			
Structural: Structural Damage, Roofs	X			
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X			

**Overall Facility Rating (Most Recent Year)**

Year and month of the most recent FIT report: 10/14/2015				
Overall Rating	Exemplary	Good	Fair	Poor
			X	


**Suspensions and Expulsions**

Rate	School			District			State		
	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16
Suspensions-----	6.71	6.21		5.83	3.75		4.36	3.80	
Expulsions-----	0.00	0.00		0.00	0.00		0.10	0.09	


Hamilton Unified School District

**Hamilton Elementary School  
Safety Plan Signature Page**

The undersigned members of the Hamilton Elementary School Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

  
\_\_\_\_\_  
Principal

  
\_\_\_\_\_  
President, School Site Council

  
\_\_\_\_\_  
Law Enforcement Representative

  
\_\_\_\_\_  
Fire Department

### **Annual Safety Goals**

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2) Principals/designees to report annually to site council.

While the School Safety Planning Committee reviews school, district and community crime data trends such as the California Safe School Assessment, other data can bring value to the discussions. Such data may include:

- Mental Health Data
- State, District or Site Surveys (such as the Youth Risk Behavior Survey)
- Disciplinary Data
- Community Police Data

Data may be more valuable if disaggregated by gender, age, zip code, ethnicity, etc. Current trends should be reviewed as well. By the February board meeting of each school year.

Based on data analysis, the School Safety Planning Committee identifies one or two safety-related goals for the next school year as well as the strategies and/or programs that will be used to meet those goals. The objective is to provide meaningful goals in order to improve the campus climate.

The goals are reported, with the Safety Plan, to the Board of Trustees and are shared with the school staff and community.

In order to keep the goals as a safety focus for the school year, it is recommended that at least three brief meetings be held to review data and progress. The progress can be reported to the School Site Council, staff, parent groups and the Board of Trustees.

The year-end assessment should be completed in November of each year and reported upon.

Hamilton Unified School District  
 Hamilton Unified School District  
**Safe Schools Committee**  
**Hamilton Elementary School's Safe School Action Plan**

# 1

**Goal #1**

All students are safe and secure while at school, when traveling, to and from school and when traveling to and from school related activities.

# 2

**Goal #2**

All students and staff members are provided a safe teaching and learning environment.

Note: Site councils to review and update annually by November 1st.

Updated and reported to school board: 2/28/2018



Hamilton Unified School District  
**Hamilton Elementary School's Safe School Action Plan**

Goal 1: All students are safe and secure while at school, when traveling to and from school, and when traveling to and from school related activities.

The School's Physical Environment  
(The physical setting and condition of the school)

Objective 1: Hamilton Elementary School shall have visible law enforcement, staff and parental presence.

Objective 2: Students attending Hamilton Elementary School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

Note: Action steps must be reviewed and updated annually and reported to school board at February board meeting.

Updated and reported to school board: 2/28/2018

Hamilton Unified School District

Hamilton Elementary School's Safe School Action Plan

Goal 1: All students are safe and secure while at school, when traveling to and from school, And when traveling to and from school related activities.

Objective 1: Hamilton Elementary School shall have visible law enforcement, staff and parental presence.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton Elementary School administration will encourage local law enforcement, staff members, and parents to be visible at all times during which students are en route to and from school.	Law Enforcement; CHP; Staff; Parents	Visible presence	Site Administration; Law Enforcement.	At implementation of plan	On-going
Hamilton Elementary School shall conduct regular safety meetings and include invitations to local law enforcement, fire dept., parents, community agencies and district officials.	School and District Administration;	Minutes of Meetings, Agendas	School and District Administration	"	"
Hamilton Elementary School shall implement board policies and procedures to secure the school site during and after school hours.	Board of Education Board Policies; Law Enforcement, Fire Dept.	Daily Monitoring	Site Administration; Plant Manager; District Maintenance Staff	"	"
Hamilton Elementary School shall work closely with local law enforcement, fire department and district administration in responding to potential community threats to the safety of students, staff and parents.	Law Enforcement; Fire Dept.; District Administration	Evaluation of Individual Situation Responses	Site Administration; Sherriff, Fire Department	"	"

Hamilton Unified School District

Objective 2: Students attending Hamilton Elementary School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton Elementary School's administration will provide strategies to all staff members. A portion of the school day will be used to teach these strategies to the students.	Site Administration; Counselors; Staff; Law Enforcement, Fire Dept.	Strategies taught	School Staff	At implementation of plan	On-going
Hamilton Elementary School's staff will place an article in the school's handbook outlining the steps to respond to a threat. Parents will be asked to discuss the article with their children.	Site Administration; Counselors; Facilitators, Law Enforcement	Handbook	Site Administration	"	Annual
All students at Hamilton Elementary School will identify an adult staff member who they can talk to and share any potential problems or situations that could escalate into a genuine conflict.	Faculty; Staff; Site Administration; Counselors	Regular communication at staff mtgs.	Site Employees	"	On-going
Hamilton Elementary School staff will work with students and will engage assistance from other school administrations, and/or local law enforcement agencies for conflict involving non-district schools.	Other schools' administration; Sheriff's Dept., Law Enforcement	Record of loitering incidents	Site Administration; Sheriff's Dept. Law Enforcement	"	"
The Healthy Kids Survey will be distributed to Hamilton Elementary School students to solicit their opinions in regards to what is needed to make the school safer and more conducive of learning.	CHKS survey instrument	Distribution and results of survey	Administration; Safe School Committee	"	"

Hamilton Unified School District  
**Hamilton Elementary School's Safe School Action Plan**

Goal 2: All students and staff members are provided a safe teaching and learning environment.

The School's Physical Environment  
(The physical setting and condition of the school)



Objective 1: Hamilton Elementary School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

Objective 2: Hamilton Elementary School sets a standard for adults and students to interact with each other in a caring, supportive manner.

Updated and reported to school board: 2/28/2018

Hamilton Elementary School's Safe School Action Plan

Hamilton Unified School District

Goal 2: All students and staff members are provided a safe teaching and learning environment.

Objective 1: Hamilton Elementary School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton Elementary School shall provide to parents/guardians information of agencies that can provide counseling services.		Completed Directory	Counselors; Administrations	At implementation of plan	On-going
Hamilton Elementary School shall provide to staff identified effective research-based strategies that address anti-social behavior in grades K-8.		Completed Material; Documentation	Site Administration; Counselors	“	“
Hamilton Elementary School shall encourage staff to attend workshops/conferences on identifying academic risk factors and applying effective strategies in dealing with anti-social behavior in schools.		Staff attending workshops	Site Administration; Staff	“	“
Hamilton Elementary School's staff shall work with parents in identifying maladaptive behaviors and developing strategies to address these behaviors.		Number of parent conferences	“	“	“
Hamilton Elementary School shall hold regularly scheduled "Student Study Team (SST) Meetings."		SST Agendas and minutes	Site Administration; Counselors; School Psychologist	“	“
Students with maladaptive behaviors shall be placed on the agenda. The team may include a psychologist, administrator, teacher(s), and a counselor. (A member of the Special Education Department, the student, and parent will be encouraged to attend.)					

Hamilton Unified School District

Objective 1: Hamilton Elementary School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior. (cont.)

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton Elementary School shall identify students who display gang association, gang membership or are involved in any gang activity.	Law Enforcement; Probation, Administration, Counselors	Individual Identifications	Site Administration; Law Enforcement	At implementation of plan	On-going
Hamilton Elementary School's staff shall contact the counselor or the school psychologist when it is reported to a staff member that a student has discussed the possibility of suicide.	Counselor Dept.; School Psychologist; Mental Health Dept., GCOE	Individual Referrals	Staff, Administration	"	"

Hamilton Unified School District

Objective 2: Hamilton Elementary School sets a standard for adults and students to interact with each other in a caring, supportive manner.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton Elementary School shall develop strategies to encourage parents/guardians to be proactively involved in the education of their children.	District sponsored parenting classes; Parent Newsletter Website; Site Council Meetings	Strategies implemented	Site Administration; Faculty; Counselor; Site Council	At implementation of plan	On-going
Hamilton Elementary School shall encourage parents to volunteer for school-related activities.	Council Meetings Booster Clubs; Parent Volunteer List	Extent of Parent Involvement and Volunteers	Site Administration and Staff; Site council	"	"
Hamilton Elementary School shall encourage all parents to participate on its School Site Council, and the District Advisory Committees (HULC).	Superintendent, School Site Council; Site Administration;	Amount of Parent Participation	District/Site Administration; HULC	"	"
Hamilton Elementary School teachers and counselors shall notify parents/guardians when a student begins to exhibit academic or social problems.	Staff, Counselors, and Administration	Faculty Logs; AERIES documentation	Faculty; Counselors; Administrators	"	"
Hamilton Elementary School shall provide to students, staff, and parents skills to solve problems and resolve conflicts.	GCOE, Crisis phone line, counselors	Documentation of participation in available services	Site Administration and Counselors	"	"
Hamilton Elementary School's staff shall promptly return phone calls to parents, students and community leaders.	Existing Communication system	Records of registered complaints	Faculty; Staff; Counselors; Site Administrators	"	"
Hamilton Elementary School shall hold annual events that bring students, parents and staff members together in a positive environment.	Parent Nights;	Back-to School; Open House;	Site Administration; Site Council	"	Annual Review

Hamilton Unified School District

	Assemblies; parent/teacher conference	Assemblies		“	
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## Hamilton Unified School District

### Promulgation

The School Emergency Operations Plan addresses the Hamilton Unified School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies, and technological incidents. It provides a framework for coordination of response and recovery efforts within the district in coordination and with the county of Glenn, California. The Plan establishes an emergency organization to direct and control operations at the school site during a period of emergency by assigning responsibilities to specific personnel. The School Emergency

#### Operations Plan:

Conforms to the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).

- Establishes response policies and procedures, providing HUSD school sites clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for training and response exercises to ensure compliance.

#### Requirements

The Plan meets the requirements of the State of California and the County of Glenn policies on Emergency Response and Planning, the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and defines the primary and support roles of the individual schools in after-incident damage assessment and reporting requirements.

## Hamilton Unified School District

### Purpose

The Purpose of the School Emergency Operations Plan is to protect the safety and welfare of the employees, visitors, volunteers, and students in the Hamilton Unified School District, and to ensure the preservation of public property.

### Scope

The Scope encompasses all Hamilton Unified School District site and district facilities. It addresses a broad range of major emergencies. Such events include crimes committed on campus, hazardous materials emergencies, weather emergencies, and fire. Also included are procedures for emergencies that may or may not require the full or partial activation of the School Emergency Response Team (SERT).

Note: HUSD recognizes that due to the limitations of staffing, certain roles and response committees may need to be established as the emergency unfolds. Staff will be trained in the ICS system roles on a bi-annual basis.

The objectives of the plan are to:

- Protect the safety and welfare of students, employees, and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the School's facilities and properties.
- Enable the School to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between the school, District, City, and/or County Emergency Operation Center (EOC).

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government representatives and should be planned and arranged for in advance.

### Responsibility

School administrators have the responsibility to ensure the safety of their students and staff in an emergency. Law requires developing emergency plans and training staff in all-hazards emergency response procedures.

The principles of NIMS, SEMS and ICS are incorporated in this plan and school personnel must be trained in how the system works. All Hamilton Unified School District sites must also have drills and exercises in order to practice using the system. Periodic training will be available to help orient new employees and provide refresher training to current employees on an annual basis.

Hamilton Unified School District

**Emergency Management Resolution**

Hamilton Unified School District  
Hamilton City, California

RESOLUTION #

WHEREAS, The Hamilton Unified School District has implemented a School Emergency Operations Plan for all school sites and facilities. The objectives of the plan are to: 1) protect the safety and welfare of students, employees and staff, 2) provide a safe and coordinated response to emergencies, 3) protect the district’s facilities and property, and 4) Enable the School to restore normal conditions with minimal confusion in the shortest time possible.

WHEREAS, In an effort to fully implement the School Emergency Operations Plan, the Hamilton Unified School District, supports planning, training and exercising the plan at the school site level.

WHEREAS, The Hamilton Unified School District participates with all responding agencies within the State of California and in the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Hamilton Unified School District does hereby support the School Emergency Operations Plan.

READ AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ BY THE GOVERNING BOARD OF THE HAMILTON UNIFIED SCHOOL DISTRICT.

- AYES:
- NOES:
- ABSENT:
- ABSTAINED:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Submitted annually in February

## **Emergency Letter to Parents/Guardians**

Dear Parents:

Should an emergency or disaster/crisis situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. In fact, public schools in Hamilton Unified School District were built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have a major disaster/crisis during school hours, your student(s) will be cared for at the school. Our school has a detailed emergency plan, which has been formulated to respond to major catastrophes and/or crisis situations.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at school until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card, which is required to be filled out by parents at the beginning of every school year. Please be sure to consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/She could walk to school if necessary.
  - He/she is known to your child. He/she is both aware and able to assume this responsibility.
3. If students are to be kept at school, the school/district will attempt to send out auto dialers, emails and notify the press for immediate communications.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents or persons identified on the School Emergency Card. During an extreme emergency, students will be released at designated reunion gates/entrances located on school campuses. Parents should become familiar with the School Emergency Operations Plan and be patient and understanding with the student release process.

Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also including an out-of-state contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

## Hamilton Unified School District

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster or crisis at school takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school district.

In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their schools. Should road conditions prevent the driver from delivering students to school, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In the event of a lockdown, and the streets are closed, and parents cannot reach the school, students will be kept in a safe location until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card, which is required to be filled out by parents at the beginning of every school year. The decision to keep students at school will be based upon whether or not it is safe to do so. Should conditions prevent students to be kept at the school site, the students will be delivered to the nearest school site and that school will communicate with the parents to inform them of the students' whereabouts. If students are relocated to another site, the location will be posted on the front doors of the school. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Principal

**Legal Requirements**

## Hamilton Unified School District

### **Legal Requirements: Authorities and References**

The following are brief summaries of emergency crisis related Education Codes and Government Codes you should be familiar with. Review the entire citation for specific requirements.

#### California Emergency Services Act

(Chapter 7, Division 1, Title 2, California Government Code)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

#### California Government Code

(Section 3100, Title 1, Division 4, Chapter 8)

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term “public employees” includes all persons employed by the state or any other county, city, city and county, state agency or public district, excluding aliens legally employed. The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.
- The law has two ramifications for School District employees:

It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.

When pressed into disaster service, employees’ Workers’ Compensation Coverage becomes the responsibility of state government, Office of Emergency Services, but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared.

States that (the Governor’s Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6).



Hamilton Unified School District

Petris Bill (Section ~ 8607 of the California Government Code)

This law requires that state and local government including special districts (i.e.: schools) be prepared to respond to emergencies using the Standardized Emergency Management System (SEMS). SEMS must also be used in school planning, training and exercising (California Code of Regulation 2400-2450).

SEMS requires that each organization understands and uses the following:

The Incident Command System, a method of organizing any emergency response effort into five basic functions: command, planning/intelligence, operations, logistics, and finance/administration.

An Emergency Operations Center (or Incident Command Post in the field), the staff of which is organized according to the same five functions as the Incident Command System.

Coordination of the school district Emergency Operations Center with the Operational Area (county) Emergency Operations Center, or with city Emergency Operations Centers and/or county Offices of Education, as needed.

Incorporation of SEMS into all school plans, training and exercises.

Documentation of the use of SEMS in planning, training, exercising, and during an actual emergency.

California Civil Code, Chapter 9, Section 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

Katz Act (Sections ~ 35295-35297) of the California Education Code

This law requires applies to the governing boards of public and/or private elementary and high schools that have school buildings with over 50 students or more than one classroom, and to all county school superintendents. In 1988, the legislature amended the law to require that training in earthquake preparedness procedures should be for both certified and classified staff. The law requires that schools do the following:

Develop a disaster plan to maintain the safety and care of students and staff. The plan should outline emergency roles, procedures for students and staff, and appropriate, ongoing training for all employees and students.

Conduct periodic drills in "drop and cover" procedures, the evacuation procedure, and other emergency response actions (such as search and rescue, communication, and damage assessment) to train students and staff. Simple drills should be held once a quarter in elementary

## Hamilton Unified School District

schools and once a semester in secondary schools; more complicated drills should be held once or twice a year.

Provide training programs to ensure that staff and students are aware of, and properly trained to follow, your plan and the emergency response procedures.

Be prepared to have your school serve as a possible public shelter for the community during disasters or emergencies.

Take mitigation measures now to ensure the safety of students and staff, and the viability of the school facility during and after an earthquake or other emergency.

### California Emergency Plan

Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

Comprehensive School Safety Plan Section ~ 32280 of the California Education Code

This law states that each school district and county office of education is responsible for the overall writing and development of comprehensive school safety plans for its schools operating kindergarten and grades 1-12. Comprehensive plans include strategies and programs designed to maintain a high level of school safety. Plans should address procedures for: disaster response; safe ingress and egress to/from school; reporting child abuse; sexual harassment; school discipline; provision for school-wide dress code; policies related to suspension, expulsion or mandatory expulsion, etc.

Board Policies

1. Certain policies governing emergency preparedness and response within the school are established.

The safety of students is paramount. All actions taken shall bear this in mind as well as the safety and well-being of employees.

If a disaster occurs during school hours, school will not be dismissed without the express approval of the Superintendent or designee. Students will remain under the supervision of school authorities until released to parents or their pre-authorized representative. The following entities shall be notified as soon as a closure decision is made through the Superintendent's Office, as needed:

- Board of Education
- Local area media
- Police, fire, and other agencies
- State & Federal legislators and other officials
- California Office of Emergency Services
- California Department of Education
- Local hospitals and County Emergency Medical Services

If parents or guardians come to the school and properly identify themselves, students will be released.

Since school personnel are expected to assist in post-disaster care of students, arrangements for the care of their own family should be prearranged in order to permit discharge of this emergency responsibility. We take these steps to ensure employees are ready to fulfill their disaster responsibilities:

The Principal or designee shall prepare a list of staff to be assigned specific emergency response roles as outlined in this plan.

Each Principal or designee shall conduct a survey of certificated and classified personnel to determine each employee's status in terms of first aid training, disaster preparedness training, and other emergency experience and training. Records will be kept current as changes of personnel occur. Copies of records will be kept on file in the Principals office.

Hamilton Unified School District

Solicit cooperation of the PTA and other parent groups in organizing disaster response activities and assignments.

In preparation for the possibility of a long stay at schools, the Principal or designee shall prepare a list of students and staff who have special conditions requiring medications and/or special attention.

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 TYMPS Liq Amt Net Amount  
 000010/00 ALHAMBRA & SIERRA SPRINGS

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PO-000406	12/27/2017	DEC HS 9858589	112717	1	01-0000-0-0000-2700-4300-100-000-00000	NN	P	0.00	54.44	
PO-000406	11/27/2017	NOV MAINT	9858589	112717	2	01-8150-0-0000-8100-4300-000-000-00000	NN	P	0.00	18.34
PO-000406	12/27/2017	DEC MAINT	9858589	112717	2	01-8150-0-0000-8100-4300-000-000-00000	NN	P	0.00	12.44
PO-000406	11/27/2017	NOV ELIAB	9858589	112717	3	01-0000-0-3200-1000-4300-000-000-00000	NN	P	0.00	2.84
PO-000406	12/27/2017	DEC ELIAB	9858589	112717	3	01-0000-0-3200-1000-4300-000-000-00000	NN	P	0.00	26.34
PO-000406	11/27/2017	NOV ELEM	9858589	112717	4	01-0000-0-0000-2700-4300-800-000-00000	NN	P	0.00	85.84
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001008/00	BILL TAYLOR								
180221	PO-018319	01/16/2018	725011- BUS DRIVER TRAIN	2	01-0000-0-0000-3600-5890-000-000-00000	NY	P	0.00	250.00
TOTAL PAYMENT AMOUNT									250.00 *

000794/00	BUSWEST - NORTH								
CM-000025	01/10/2018	EM93020 DUP PMT CREDIT		01-0000-0-0000-3600-4300-000-000-00000	NN			-104.77	
CM-000026	01/10/2018	EM93161 DUP PMT CREDIT		01-0000-0-0000-3600-4300-000-000-00000	NN			-236.92	
PO-000421	01/08/2018	XA410001658:01		1	01-0000-0-0000-3600-4300-000-000-00000	NN	P	0.00	441.56
TOTAL PAYMENT AMOUNT									99.87 *

000334/00	CALSTRS--JEM								
PV-000121	01/08/2018	ADMIN FEE OCT-DEC 2017		01-0000-0-0000-2700-5890-000-000-00000	NN			134.00	
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001413/00	DEREK HAWLEY								
PV-000116	12/19/2017	LASERPTSCH CONF UBERS		01-9150-0-0000-2420-5200-000-000-00000	NN			41.32	
TOTAL PAYMENT AMOUNT									41.32 *

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y Goal	Func Obj	Sit Bdr	DD	T9MPS	Lfd Amt	Net Amount
000563/00	DIANE LYON		561259712									

PV-000117 01/08/2018 GOV BUDGET W/S RETMB 01-0000-0-0000-7300-5200-000-0000-000000 NN 152.53  
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001241/00 FLASH-JEANNA HILL

180224 PO-018322 10/10/2017 B MERCADO; INV#2 FALL W/S 1 01-4035-0-1110-1000-5200-000-0000-000000 NN P 70.00  
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000162/00 GRAINGER

PO-000409 01/09/2018 9663430321 1 01-8150-0-0000-8100-4300-000-000-000000 NN P 73.33  
 PO-000409 01/11/2018 9665954799 1 01-8150-0-0000-8100-4300-000-000-000000 NN P 105.35  
 PO-000409 01/16/2018 9670373951 1 01-8150-0-0000-8100-4300-000-000-000000 NN P 25.87  
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000113/00 HAMILTON CITY COMMUNITY SVC

PO-000414 01/01/2018 JAN-FEB ELLAB 2 01-0000-0-3200-8100-5590-000-000-000000 NN P 72.28  
 PO-000414 01/01/2018 JAN-FEB COMDAY 1 01-0000-0-0000-8100-5590-000-000-000000 NN P 72.28  
 PO-000414 01/01/2018 JAN-FEB ELEM 1 01-0000-0-0000-8100-5590-000-000-000000 NN P 2,168.44  
 PO-000414 01/01/2018 JAN-FEB HS 1 01-0000-0-0000-8100-5590-000-000-000000 NN P 1,517.91  
 TOTAL PAYMENT AMOUNT 3,830.91 \*

*See Also: Funds 114/2*

000114/00 HAMILTON UNIFIED REVOLVING FND  
 PV-000115 12/19/2017 CK#1616; ATH TRAVEL FUEL 01-0000-0-1110-1000-5200-100-006-000000 NN 125.00  
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000072/00 HILLYARD

PO-000412 01/09/2018 602834060 1 01-8150-0-0000-8100-4300-000-000-000000 NN P 79.43  
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001136/00 JOLENE TOWNE

180187 PO-018285 01/16/2018 JAN-ACSA MEALS & MILEAGE 1 01-0000-0-0000-2700-5200-000-000-000000 NN P 250.31  
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Vendor/Addr Remit name Description Tax ID num Deposit type Fd Res Y Goal Func Obj ABA num Account num Site Bdr DD TRMPS Liq Amt Net Amount  
 Reg Reference Date  
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PV-000119 01/08/2018 REIMB MILEAGE 1/12-13 2018 01-0000-0-0000-7300-5200-000-0000-000000 NN 68.67 \* 68.67  
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000560/00 MEDCO 01-0000-0-1110-1000-4300-100-006-00000 NN F 1,611.97 \* 1,611.97  
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180360 PO-018458 01/10/2018 IN89883496 01-0000-0-1110-1000-4300-000-053-00000 NN P 374.68 \* 374.68  
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000524/00 MTB WELDING SUPPLY 01-0350-0-6000-1000-4300-000-00000 NN P 374.68 \* 374.68  
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180117 PO-018215 01/12/2018 01191465 01-0350-0-6000-1000-4300-000-00000 NN P 231.62 \* 231.62  
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001313/00 MR ROOTER PLUMBING 01-0150-0-0000-2420-4300-000-00000 NN F 283.47 \* 283.47  
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180376 PO-018474 01/17/2018 69846 01-0150-0-0000-2420-4300-000-00000 NN F 283.46 \* 283.46  
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000309/00 OFFICE DEPOT INC 01-0150-0-0000-2420-4300-000-00000 NN F 438.59 \* 438.59  
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180364 PO-018462 01/12/2018 997005284001 01-0000-0-1110-1000-4300-000-00000 NN F 23.41 \* 23.41  
 180366 PO-018464 01/12/2018 997119494001 01-0000-0-1110-1000-4300-800-000-00000 NN P 6.67 \* 6.67  
 180366 PO-018464 01/12/2018 997107933001 01-0000-0-1110-1000-4300-800-000-00000 NN F 125.06 \* 125.06  
 180367 PO-018465 01/12/2018 997129824001 01-0150-0-0000-2420-4300-000-00000 NN F 283.47 \* 283.47  
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001331/00 PARK SEED WHOLESALE INC 01-0150-0-0000-2420-4300-000-00000 NN F 78.26 \* 78.26  
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180250 PO-018348 01/09/2018 C118004155 01-0350-0-6000-1000-4300-000-052-00000 YN P 78.26 \* 78.26  
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 TOTAL USE TAX AMOUNT 5.67

000134/00 QUILL CORPORATION 01-0000-0-1110-1000-4300-100-000-00000 NN P 0.00 \* 0.00  
 180012 PO-018110 01/17/2018 4064186 01-0000-0-1110-1000-4300-800-000-00000 NN P 30.80 \* 30.80  
 180365 PO-018463 01/15/2018 3999863 01-0000-0-1110-1000-4300-800-000-00000 NN F 26.64 \* 26.64  
 TOTAL PAYMENT AMOUNT 88.75 \* 88.75

*See also: Fund 11*

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

001510/00 RAY MORGAN COMPANY  
 PO-000413 12/19/2017 COLOR OVER-PEOCASST 10 01-0000-0-1110-1000-4300-100-000-00000 NN P 0.00 23.91  
 PO-000413 12/19/2017 COLOR OVER-PERRANDEZ 10 01-0000-0-1110-1000-4300-100-000-00000 NN P 0.00 19.64  
 PO-000413 12/19/2017 COLOR OVER-CRIOS 10 01-0000-0-1110-1000-4300-100-000-00000 NN P 0.00 1.85  
 PV-0000114 12/19/2017 COLOR COPIES CHGS 01-0000-0-1110-1000-4300-000-013-00000 NN P 60.17 \* 14.77  
 TOTAL PAYMENT AMOUNT 60.17 \*

000195/00 SAVE MART SUPERMARKETS  
 180327 PO-018425 12/31/2017 TRD-4237 1 01-0000-0-3200-1000-4300-000-000-00000 NN F 100.00 48.27  
 TOTAL PAYMENT AMOUNT 48.27 \*

000137/00 SCHOOL SERVICES OF CALIF INC  
 PO-000426 12/31/2017 DEC 2017 0113949-IN 1 01-0000-0-1110-1000-5890-000-000-00000 NN P 0.00 260.00  
 TOTAL PAYMENT AMOUNT 260.00 \*

000172/00 U S POSTMASTER  
 PV-000120 01/08/2018 PO BOX ANNUAL FEES 01-0000-0-0000-2700-5990-000-000-00000 NN 116.00 \* 116.00  
 TOTAL PAYMENT AMOUNT 116.00 \*

TOTAL Fund PAYMENT 8,968.15 \*\*  
 TOTAL USE TAX AMOUNT 5.67



012 HAMILTON UNIFIED SCHOOL DIST. J65422  
BATCH 26; FEBRUARY 28 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0026 BATCH 26; FEBRUARY 28 2018  
Fund : 11 ADULT EDUCATION

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y Goal	Func	Obj	Sit	Bdr	DD	TRMPS	Liq Amt	Net Amount
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001027/00	GUADALUPE MERCADO													
PV-000122	01/08/2018	EL CIVICS CONF MEALS 1/26/18		11-6391-0-4110-1000-5200-000-000-00000	NN								37.00	37.00
TOTAL PAYMENT AMOUNT 37.00 *														

000114/00	HAMILTON UNIFIED REVOLVING FND													
180379	PO-018477	01/08/2018	CR#1617; CASAS REGIST		11-6391-0-4110-1000-5200-000-000-00000	NN	F						20.00	20.00
TOTAL PAYMENT AMOUNT 20.00 *														

000134/00	QUILL CORPORATION													
180371	PO-018469	01/11/2018	3957156-AE PRINTER		11-6391-0-4110-1000-4300-000-000-00000	NN	P						242.79	242.79
180371	PO-018469	01/12/2018	3975157		11-6391-0-4110-1000-4300-000-000-00000	NN	P						56.60	56.60
180371	PO-018469	01/12/2018	3989058		11-6391-0-4110-1000-4300-000-000-00000	NN	P						48.59	48.59
TOTAL PAYMENT AMOUNT 347.98 *														

001093/00	SYLVIA ROBLES													
PV-000123	01/08/2018	EL CIVICS CONF MEALS 1/26/18		11-6391-0-4110-1000-5200-000-000-00000	NN								37.00	37.00
TOTAL PAYMENT AMOUNT 37.00 *														
TOTAL Fund PAYMENT 441.98 **														

Vendor/Addr Remit name Description Tax ID num Deposit type Fd Res Y Goal Func Obj Sit Bdr DP TRMPS Liq Amt Net Amount  
 Req Reference Date  
 -----  
 000113/00 HAMILTON CITY COMMUNITY SVC  
 PO-000414 01/01/2018 JAN-FEB PRESCH 3 12-6105-0-1110-1000-5890-000-000-00000 NN P 0.00 72.28  
 TOTAL PAYMENT AMOUNT 72.28 \* 72.28

000079/00 LAKE SHORE LEARNING  
 180353 PO-018451 01/10/2018 2354680118 1 12-6105-0-1110-1000-4300-000-000-00000 NN F 219.53 219.53  
 TOTAL PAYMENT AMOUNT 219.53 \*

000309/00 OFFICE DEPOT INC  
 180370 PO-018468 01/12/2018 997142508001 1 12-6105-0-1110-1000-4300-000-000-00000 NN F 21.22 21.21  
 TOTAL PAYMENT AMOUNT 21.21 \*

000488/00 SKY PANELS  
 180338 PO-018436 01/05/2018 9613 1 12-6105-0-1110-1000-4300-000-000-00000 NN F 160.88 132.58  
 TOTAL PAYMENT AMOUNT 132.58 \*

TOTAL Fund PAYMENT 445.60 \*\* 445.60

012 HAMILTON UNIFIED SCHOOL DIST. J65422  
 BATCH 26; FEBRUARY 28 2018

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0026 BATCH 26; FEBRUARY 28 2018  
 Fund : 13 CAFETERIA

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Account num	TRMPS	Liq Amt	Net Amount
001278/00	ARIZA FARM													
PV-000118	01/08/2018	KIWI FOR CAPE-339039		13-5310-0-0000-3700-4700-000-000000	NN								75.00	75.00
TOTAL PAYMENT AMOUNT													75.00	

000764/00 DANIELSON CO

PO-000425	01/16/2018	154229		1 13-5310-0-0000-3700-4300-000-000000	NN P								0.00	34.82
PO-000425	01/16/2018	154225		1 13-5310-0-0000-3700-4300-000-000000	NN P								0.00	57.38
PO-000425	01/16/2018	154228		1 13-5310-0-0000-3700-4300-000-000000	NN P								0.00	202.97
PO-000425	01/16/2018	154228		2 13-5310-0-0000-3700-4700-000-000000	NN P								0.00	597.30
PO-000425	01/16/2018	154225		2 13-5310-0-0000-3700-4700-000-000000	NN P								0.00	1,429.01
PO-000425	01/16/2018	154229		2 13-5310-0-0000-3700-4700-000-000000	NN P								0.00	136.92
TOTAL PAYMENT AMOUNT													2,458.40	

000592/00 MISSION UNIFORM & LINEN

PO-000405	01/11/2018	506542165		1 13-5310-0-0000-3700-4300-000-000000	NN P								0.00	36.40
PO-000405	01/11/2018	506542164		1 13-5310-0-0000-3700-4300-000-000000	NN P								0.00	34.71
PO-000405	01/18/2018	506587793		1 13-5310-0-0000-3700-4300-000-000000	NN P								0.00	36.40
TOTAL PAYMENT AMOUNT													107.51	

000763/00 PROPACIFIC FRESH

PO-000407	01/16/2018	6535387		1 13-5310-0-0000-3700-4700-000-000000	NN P								0.00	485.89
PO-000407	01/16/2018	6535452		1 13-5310-0-0000-3700-4700-000-000000	NN P								0.00	709.70
TOTAL PAYMENT AMOUNT													1,195.59	

TOTAL Fund	PAYMENT	3,836.50	**
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TOTAL BATCH PAYMENT	13,692.23	***
TOTAL USE TAX AMOUNT	5.67	
TOTAL DISTRICT PAYMENT	13,692.23	****
TOTAL USE TAX AMOUNT	5.67	

TOTAL FOR ALL DISTRICTS:	13,692.23	****
TOTAL USE TAX AMOUNT	5.67	
TOTAL	13,692.23	

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

Printed: 01/24/2018 13:36:44

Prepared by	<i>Ariza</i>	Date	1/24/18
Authenticated by		Date	

Vendor/Addr Ref Reference	Remit Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Slk	BDR	DD	TRMPS	Liq Amt	Net Amount
000008/00		CALIFORNIA'S VALUED TRUST H/W													
PO-000444	01/18/2018	FEBRUARY 2018		1	01-0000-0-0000-0000-9571-000-000-0000	NN	P							0.00	27,224.64
PO-000444	01/18/2018	FEBRUARY 2018		2	01-0000-0-0000-0000-9572-000-000-0000	NN	P							0.00	62,911.67
PO-000444	01/18/2018	FEBRUARY 2018		3	01-0000-0-0000-0000-9573-000-000-0000	NN	P							0.00	8,445.24
TOTAL PAYMENT AMOUNT														98,581.55	*

Vendor/Addr Ref Reference	Remit Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Slk	BDR	DD	TRMPS	Liq Amt	Net Amount
002047/00		DANNIS WOLLIVER KELLEY	943172834												
PO-000423	10/31/2017	OCTOBER LEGAL FEES		1	01-0000-0-0000-7110-5815-000-000-0000	NE	P							0.00	12,951.50
PO-000423	11/30/2017	NOVEMBER LEGAL FEES		1	01-0000-0-0000-7110-5815-000-000-0000	NE	P							0.00	4,025.00
PO-000423	12/31/2017	DECEMBER LEGAL FEES		1	01-0000-0-0000-7110-5815-000-000-0000	NE	P							0.00	4,032.06
TOTAL PAYMENT AMOUNT														21,008.56	*

Vendor/Addr Ref Reference	Remit Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Slk	BDR	DD	TRMPS	Liq Amt	Net Amount
000584/00		STANDARD													
PO-000408	12/20/2017	JAN CTS03202 DIV3000		1	01-0000-0-0000-0000-9573-000-000-0000	NN	P							0.00	340.08
TOTAL PAYMENT AMOUNT														340.08	*
TOTAL Fund														119,930.19	**
TOTAL BATCH PAYMENT														119,930.19	***
TOTAL DISTRICT PAYMENT														119,930.19	****
TOTAL FOR ALL DISTRICTS:														119,930.19	*****
														0.00	
														119,930.19	

Number of checks to be printed: 3, not counting voids due to stub overflows.

Prepared by	<i>Walter Hamman</i>	Date	<i>1/29/18</i>
Authorized by		Date	

012 HAMILTON UNIFIED SCHOOL DIST. J65868  
 BATCH 28; FEBRUARY 28 2018

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0028 BATCH 28; FEBRUARY 28 2018  
 Fund : 01 GENERAL FUND

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

001391/00	ABSOLUTE HEATING & AIR INC		510664349										
PO-000435	01/18/2018	6348011818		1 01-8150-0-0000-8100-5630-000-000-00000	NN	P						0.00	557.00
PO-000435	12/12/2017	6282121217		1 01-8150-0-0000-8100-5630-000-000-00000	NN	P						0.00	434.00
PO-000435	12/12/2017	6285121217		1 01-8150-0-0000-8100-5630-000-000-00000	NN	P						0.00	822.00
			TOTAL PAYMENT AMOUNT										1,813.00

000010/00	ALHAMBRA & SIERRA SPRINGS												
PO-000406	01/27/2018	JAN HS 9858589 012718		1 01-0000-0-0000-2700-4300-100-000-00000	NN	P						0.00	37.44
PO-000406	01/27/2018	JAN MAINT 9858589 012718		2 01-8150-0-0000-8100-4300-000-000-00000	NN	P						0.00	9.50
PO-000406	01/27/2018	JAN ELIAB 9858589 012718		3 01-0000-0-3200-1000-4300-000-000-00000	NN	P						0.00	15.44
PO-000406	01/27/2018	JAN ELEM 9858589 012718		4 01-0000-0-0000-2700-4300-800-000-00000	NN	P						0.00	58.44
			TOTAL PAYMENT AMOUNT										120.82

000896/00	BSN SPORTS COM												
180352	PO-018450	01/15/2018	901423859-FENCE PKG										
			TOTAL PAYMENT AMOUNT	1 01-0000-0-1110-1000-4400-100-006-00000	NN	F						3,013.85	3,013.85

000158/00	CORNING LUMBER CO INC												
180107	PO-018205	01/25/2018	1801-135449										
			TOTAL PAYMENT AMOUNT	1 01-6382-0-3800-1000-4300-000-000-00000	NN	P						207.41	207.41

000205/00	CPM EDUCATIONAL PROGRAM												
180396	PO-018494	01/31/2018	1800509-IN										
			TOTAL PAYMENT AMOUNT	1 01-4035-0-1110-1000-5200-000-000-00000	NN	F						650.00	650.00

000563/00	DIANE HOLLIMAN												
PV-000126	01/22/2018	JAN 2018 MILEAGE											
			TOTAL PAYMENT AMOUNT	01-0000-0-0000-7300-5200-000-000-00000	NN							99.74	99.74

000114/00	HAMILTON UNIFIED REVOLVING FND												
180393	PO-018491	01/29/2018	CK#1621-OFF'L FEES										
180393	PO-018491	01/29/2018	CK#1620-OFF'L FEES										
180393	PO-018491	01/29/2018	CK#1619-OFF'L FEES										
180393	PO-018491	01/29/2018	CK#1618-OFF'L FEES										
			TOTAL PAYMENT AMOUNT	1 01-0000-0-1110-1000-5890-800-006-00000	NN	P						45.00	45.00
			TOTAL PAYMENT AMOUNT	1 01-0000-0-1110-1000-5890-800-006-00000	NN	P						40.00	40.00
			TOTAL PAYMENT AMOUNT	1 01-0000-0-1110-1000-5890-800-006-00000	NN	P						40.00	40.00
			TOTAL PAYMENT AMOUNT	1 01-0000-0-1110-1000-5890-800-006-00000	NN	P						45.00	45.00

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
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000072/00 HILLYARD  
 PO-000412 01/24/2013 602852484  
 TOTAL PAYMENT AMOUNT 170.00 \*

001122/00 LASSEN VIEW UNION  
 TOTAL PAYMENT AMOUNT 928.56 \*

180388 PO-018486 02/19/2013 INV18-00005; BOYS TOURN FEE  
 TOTAL PAYMENT AMOUNT 100.00 \*

000887/00 MUSIC CONNECTION  
 TOTAL PAYMENT AMOUNT 107.42 \*

180382 PO-018480 01/25/2018 439143-BOOKS  
 TOTAL PAYMENT AMOUNT 156.59

000347/00 NATIONAL ASSOCIATION FOR  
 180228 PO-018326 10/10/2017 1630923-KMITCHELL MEMBERSHIP  
 TOTAL PAYMENT AMOUNT 146.00 \*

000027/00 ORLAND HARDWARE  
 180102 PO-018200 01/23/2018 350355  
 180102 PO-018200 01/10/2018 349127  
 180102 PO-018200 01/10/2018 349128  
 180102 PO-018200 01/13/2018 349493  
 180102 PO-018200 01/22/2018 350208  
 180102 PO-018200 01/11/2018 349273  
 TOTAL PAYMENT AMOUNT 506.64 \*

001407/00 PARAMEX SCREENING SERVICE  
 680179882  
 PV-000127 01/22/2018 004390  
 TOTAL PAYMENT AMOUNT 69.00 \*

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			Fd Res	Y Goal	Func Obj	Sit BDR DD	T9WPS

000084/00	PG&E							
PO-000416	01/23/2018	JAN HS 9921774729-6		1	01-0000-0-0000-8100-5590-000-000-00000	NN P	0.00	8,310.79
PO-000416	01/23/2018	JAN ELEM 3699672995-4		1	01-0000-0-0000-8100-5590-000-000-00000	NN P	0.00	4,184.69
			TOTAL PAYMENT AMOUNT					12,495.48

000512/00	PLATT ELECTRIC SUPPLY INC							
PO-000432	01/19/2018	P533142		1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00	1.82
PO-000432	01/18/2018	Z240749		1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00	88.63
PO-000432	01/17/2018	Z238714		1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00	492.34
			TOTAL PAYMENT AMOUNT					582.79

001329/00	PRO SPORTS FLOORS INC							
180398	PO-018496	07/05/2017	12597					
			TOTAL PAYMENT AMOUNT					3,170.00

000134/00	QUILL CORPORATION							
180012	PO-018110	01/23/2018	4219974					
180012	PO-018110	01/23/2018	4219974					
180182	PO-018280	01/24/2018	4255643					
			TOTAL PAYMENT AMOUNT					1,372.37

001510/00	RAY MORGAN COMPANY							
PO-000413	01/22/2018	1916319	FEB DIST	1	01-0000-0-0000-2700-5620-000-000-00000	NN P	0.00	529.83
PO-000413	01/22/2018	1916319	FEB HS	2	01-0000-0-1110-1000-5620-100-000-00000	NN P	0.00	794.75
PO-000413	01/22/2018	1916319	FEB ELEM	3	01-0000-0-1110-1000-5620-800-000-00000	NN P	0.00	1,838.23
PO-000413	01/22/2018	1916319	FEB ELIAB	4	01-0000-0-3200-1000-5620-000-000-00000	NN P	0.00	193.31
PO-000413	01/22/2018	1916319	FEB COMMANDAY	5	01-0000-0-3550-1000-5620-000-000-00000	NN P	0.00	37.30
180268	PO-018366	01/12/2018	CLOSE BAL-ITTEMS NOT REC'D	1	01-0000-0-1110-2420-4300-000-026-00000	NN C	400.19	0.00
			TOTAL PAYMENT AMOUNT					3,393.42

000138/00	SPORTSMAN'S DEN							
180285	PO-018383	01/14/2017	235458					
			TOTAL PAYMENT AMOUNT					1,045.48

012 HAMILTON UNIFIED SCHOOL DIST. J65868  
 BATCH 28; FEBRUARY 28 2018

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0028 BATCH 28; FEBRUARY 28 2018  
 Fund : 01 GENERAL FUND

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Vendor/Addr Remit name Description Tax ID num Deposit type ABA num Account num  
 Reg Reference Date -----  
 001382/00 U S BANK CORPORATE

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
180179	PO-018277	01/22/2018 MFG SUPPLIES	1	01-0000-0-1110-1000-4300-800-000-00000	NN P	228.78	228.78	
180214	PO-018312	01/22/2018 LASERFISCH HOTEL DH	1	01-9150-0-0000-2420-5200-000-000-00000	NN F	1,400.00	1,084.47	
180214	PO-018312	01/22/2018 LASERFISCH HOTEL JT	2	01-0000-0-0000-2700-5200-000-000-00000	NN F	1,400.00	1,084.47	
180246	PO-018344	01/12/2018 CLOSE BAL	1	01-9150-0-0000-2420-4300-000-000-00000	NN C	62.31	0.00	
180339	PO-018437	01/22/2018 WIRELESS KEYBOARD/TOUCHPAD	1	01-9150-0-0000-2420-4300-000-000-00000	NN F	100.00	91.00	
180341	PO-018439	01/22/2018 CRICUT EXP BUNDLE	1	01-0000-0-1110-1000-4300-800-000-00000	YN F	300.29	279.99	
180348	PO-018446	01/22/2018 TECH DEPT CORDS	1	01-0001-0-1110-1000-4300-000-000-00000	NN F	96.40	96.40	
180349	PO-018447	01/22/2018 ELEM PHOTO CLASS-CAMERAS ECT	1	01-1100-0-1110-1000-4300-800-000-00000	NN F	920.87	920.87	
180351	PO-018449	01/22/2018 INTERVENTION MANUALS	1	01-0001-0-1110-1000-4300-000-000-00000	NN F	440.95	440.95	
180373	PO-018471	01/22/2018 FLORAL PLANT TAGS	1	01-0350-0-6000-1000-4300-000-052-00000	YN F	22.05	21.03	
	PV-000124	01/22/2018 JAN 4246044555628555		01-0000-0-0000-8100-4392-000-000-00000	NN		472.60	
	PV-000124	01/22/2018 JAN 4246044555628555		01-8150-0-0000-8100-5890-000-000-00000	NN		6.00	
	PV-000124	01/22/2018 JAN 4246044555628555		01-0000-0-0000-2700-5200-000-000-00000	NN		64.00	
	PV-000124	01/22/2018 JAN 4246044555628555		01-0000-0-0000-7150-5200-000-000-00000	NN		26.00	
	PV-000124	01/22/2018 JAN 4246044555628555		01-0000-0-0000-8100-4392-000-020-00000	NN		50.78	
	PV-000124	01/22/2018 JAN 4246044555628555		01-0000-0-1110-1000-5200-100-006-00000	NN		52.00	
		TOTAL PAYMENT AMOUNT					4,919.34	
		TOTAL USE TAX AMOUNT					21.82	

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
000743/00	WEST COAST PAPER							
	PO-000429	01/24/2018 10490587	1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00	125.44	
	PO-000429	01/24/2018 10490586	1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00	571.06	
		TOTAL PAYMENT AMOUNT					696.50	
		TOTAL Fund PAYMENT					36,980.19	**
		TOTAL USE TAX AMOUNT					21.82	



Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y Goal	Func Obj	ABA num	Account num	Liq Amt	Net Amount
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000134/00	QUILL CORPORATION										
180371	PO-018469	01/18/2018	4102489-AE	SCANNER							
TOTAL PAYMENT AMOUNT										300.30	300.29

001510/00	RAY MORGAN COMPANY										
PO-000413	01/22/2018	1916319	FEB	AD	ED						
PO-000413	01/22/2018	1916319	FEB	AE/CC							
TOTAL PAYMENT AMOUNT										111.90 *	111.90

TOTAL Fund	PAYMENT	412.19 **	412.19
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012 HAMILTON UNIFIED SCHOOL DIST. J55868  
 BATCH 28; FEBRUARY 28 2018

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0028 BATCH 28: FEBRUARY 28 2018  
 Fund : 12 CHILD DEVELOPMENT

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

PO-000413 01/22/2018 1916319 FRB PRESCH  
 TOTAL PAYMENT AMOUNT 8 12-6105-0-1110-1000-5620-000-000-00000 NN P 0.00 193.31  
 193.31

001382/00 U S BANK CORPORATE

180350 PO-018448 01/22/2018 PRESCH LIB BOOKS  
 TOTAL PAYMENT AMOUNT 1 12-6105-0-1110-1000-4300-000-000-00000 NN P 31.08 31.08  
 31.08

TOTAL Fund PAYMENT 224.39 \*\* 224.39

012 HAMILTON UNIFIED SCHOOL DIST. J65868  
 BATCH 28; FEBRUARY 28 2018

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0028 BATCH 28; FEBRUARY 28 2018  
 Fund : 13 CAFETERIA

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y Goal	Func	Obj	Sit	Bdr	DD	TWMP	Liq Amt	Net Amount
001278/00	ARIZA FARM													
PV-000125	01/22/2018	339046-KIWI FOR CAFE		13-5310-0-0000-3700-4700-000-000000	NN								75.00	75.00
TOTAL PAYMENT AMOUNT														75.00 *

000764/00 DANIELSON CO

PO-000425	01/22/2018	154945		1 13-5310-0-0000-3700-4300-000-000-000000	NN	P							0.00	74.37
PO-000425	01/22/2018	154948		1 13-5310-0-0000-3700-4300-000-000-000000	NN	P							0.00	109.18
PO-000425	01/22/2018	154948		2 13-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	1,105.15
PO-000425	01/22/2018	154945		1 13-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	359.56
TOTAL PAYMENT AMOUNT														1,648.26 *

000763/00 PROPACIFIC FRESH

CM-000027	01/22/2018	RA6538554		13-5310-0-0000-3700-4700-000-000-000000	N									-40.64
PO-000407	01/22/2018	6537763		1 13-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	626.22
PO-000407	01/22/2018	6537818		1 13-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	353.46
PO-000407	01/22/2018	6537936		1 13-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	574.88
TOTAL PAYMENT AMOUNT														1,513.92 *

TOTAL Fund	PAYMENT	3,237.18 **												3,237.18
TOTAL BATCH PAYMENT		40,853.95 ***												40,853.95
TOTAL USE TAX AMOUNT		21.82												0.00
TOTAL DISTRICT PAYMENT		40,853.95 ****												40,853.95
TOTAL USE TAX AMOUNT		21.82												0.00
TOTAL FOR ALL DISTRICTS:		40,853.95 ****												40,853.95
TOTAL USE TAX AMOUNT		21.82												0.00

Number of checks to be printed: 28, not counting voids due to stub overflows.  
 Printed: 01/31/2018 16:19:25

Prepared by	<i>Chris DeLeon</i>	Date	2/1/18
Authorized by		Date	

012 HAMILTON UNIFIED SCHOOL DIST. J66497  
 BATCH 29; FEBRUARY 28 2018

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0029 BATCH 29; FEBRUARY 28 2018  
 Fund : 01 GENERAL FUND

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y Goal	Func Obj	Site Bdr	DD	TRMPS	Ldg Amt	Net Amount
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000253/00	APPEAL-DEMOCRAT		462220622									
PO-000441	01/31/2018	LONG TERM SUB PE CLASS AD		1 01-0000-0-0000-2700-5990-000-000000	NY	P					0.00	96.91
		TOTAL PAYMENT AMOUNT										96.91

001315/00	BOOKS ARE FUN											
180402	PO-018500	02/05/2018	N HEFFLEY BOOK ORDER		1 01-0000-0-1110-1000-4300-800-000-000000	NN	F				40.00	40.00
			TOTAL PAYMENT AMOUNT									40.00

000053/00	CALIFORNIA WATER SERVICE CO											
PO-000422	01/25/2018	FEB 7314177777		1 01-0000-0-0000-8100-5590-000-000-000000	NN	P					0.00	217.84
PO-000422	01/25/2018	FEB 4328876467		1 01-0000-0-0000-8100-5590-000-000-000000	NN	P					0.00	455.37
PO-000422	01/25/2018	FEB 3624177777		1 01-0000-0-0000-8100-5590-000-000-000000	NN	P					0.00	12.78
PO-000422	01/25/2018	FEB 0669843652		1 01-0000-0-0000-8100-5590-000-000-000000	NN	P					0.00	1,596.67
PO-000422	01/25/2018	FEB 4141117777		1 01-0000-0-0000-8100-5590-000-000-000000	NN	P					0.00	51.71
PO-000422	01/25/2018	FEB 3141117777		1 01-0000-0-0000-8100-5590-000-000-000000	NN	P					0.00	51.71
PO-000422	01/25/2018	FEB 6314177777		1 01-0000-0-0000-8100-5590-000-000-000000	NN	P					0.00	97.73
			TOTAL PAYMENT AMOUNT									2,483.81

001237/00	COMER'S PRINT SHOP											
180062	PO-018160	02/06/2018	CT BUS CARD-99353		1 01-0000-0-0000-2700-4300-000-000-000000	NN	F				67.03	67.03
			TOTAL PAYMENT AMOUNT									67.03

000112/00	COSTCO											
180368	PO-018466	01/29/2018	778751		1 01-0000-0-1110-1000-4300-000-000-000000	NN	F				500.00	266.73
			TOTAL PAYMENT AMOUNT									266.73

000424/00	DELL MARKETING											
180377	PO-018475	01/23/2018	10219561424		1 01-9150-0-0000-2420-5630-000-000-000000	NN	F				239.00	239.00
			TOTAL PAYMENT AMOUNT									239.00

000415/00	EMPLOYMENT DEVELOPMENT DEPT											
PV-000132	01/31/2018	L1540108960-QTR3	OCT --DEC		01-0000-0-1110-1000-3501-000-000-000000	NN					125.80	125.80
			TOTAL PAYMENT AMOUNT									125.80

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

000753/00	GLENN COUNTY ROAD SHOP													
PO-000436	01/29/2018	BUS REPAIRS 18-02790		2	01-0000-0-0000-3600-5630-000-0000	NN	P						0.00	2,903.67
TOTAL PAYMENT AMOUNT														2,903.67

000114/00	HAMILTON UNIFIED REVOLVING FND													
180408	PO-018506	02/07/2018	CK#1623-ELEM OFFICIALS 2/9	1	01-0000-0-1110-1000-5890-800-006-00000	NN	P						40.00	40.00
180408	PO-018506	02/07/2018	CK#1622-ELEM OFFICIALS 2/9	1	01-0000-0-1110-1000-5890-800-006-00000	NN	P						45.00	45.00
TOTAL PAYMENT AMOUNT														85.00

002065/00	HOLLY DAY													
EY-000130	01/31/2018	CPM CONF MEALS/PARKING 2/23-26		01	4035-0-1110-1000-5200-000-000-00000	NN							115.00	115.00
TOTAL PAYMENT AMOUNT														115.00

000801/00	HUNT & SONS INC													
PO-000400	01/29/2018	778751		1	01-0000-0-0000-3600-4392-000-000-00000	NN	P						0.00	2,299.59
TOTAL PAYMENT AMOUNT														2,299.59

000973/00	JIVE COMMUNICATIONS INC													
PO-000442	02/01/2018	FEB DATA 937461		1	01-0000-0-0000-2700-5990-000-000-00000	NN	P						0.00	223.12
PO-000442	02/01/2018	FEB DATA 938198		1	01-0000-0-0000-2700-5990-000-000-00000	NN	P						0.00	863.74
TOTAL PAYMENT AMOUNT														1,086.86

001136/00	JOLENE TOWNE													
EY-000134	01/29/2018	CASBO PAYROLL CONF MEAL		01	0000-0-0000-2700-5200-000-000-00000	NN							15.00	15.00
TOTAL PAYMENT AMOUNT														15.00

000217/00	KELLY LANGAN													
180395	PO-018493	02/02/2018	REIMB FOR ACA DECA SUPPLIES	1	01-0000-0-1110-1000-4300-100-000-00000	NN	F						75.00	22.23
TOTAL PAYMENT AMOUNT														22.23

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Slc	Bdr	DD	TRMPS	Liq Amt	Net Amount
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001388/00	LARRY'S PEST & WEED CONTROL		141953612												
PO-000440	01/22/2018	JAN DIST WIDE-W9783		1	01-0000-0-0000-8100-5590-000-000-00000									0.00	540.00
TOTAL PAYMENT AMOUNT															540.00

000524/00	MJB WELDING SUPPLY														
180117	PO-018215	01/31/2018	1193114-CYLINDER RENTAL	3	01-0350-0-6000-1000-5890-000-053-00000	NN	P							0.00	19.00
180117	PO-018215	01/12/2018	1191465	2	01-0350-0-6000-1000-4300-000-053-00000	NN	P							374.68	374.68
TOTAL PAYMENT AMOUNT															393.68

001459/00	NATIONAL SCHOOL FORMS														
180389	PO-018487	01/31/2018	98944	1	01-0000-0-1110-1000-4300-800-000-00000	YN	F							149.96	138.56
TOTAL PAYMENT AMOUNT															138.56
TOTAL USE TAX AMOUNT															10.05

000128/00	NORMAC														
PO-000420	02/01/2018	830446		1	01-8150-0-0000-8100-4300-000-000-00000	NN	P							0.00	320.23
TOTAL PAYMENT AMOUNT															320.23

000309/00	OFFICE DEPOT INC														
180002	PO-018100	01/29/2018	102349364001	3	01-0000-0-0000-2700-4300-000-000-00000	NN	P							0.00	-3.89
TOTAL PAYMENT AMOUNT															3.89

000567/00	PALOS SPORTS INC														
180391	PO-018489	02/01/2018	280329-00	1	01-0000-0-1110-1000-4300-800-000-00000	YN	F							172.52	160.85
TOTAL PAYMENT AMOUNT															160.85
TOTAL USE TAX AMOUNT															11.66

001407/00	PARAMEX SCREENING SERVICE														
PV-000133	01/29/2018	004390		680179882	01-0000-0-0000-3600-5890-000-000-00000	NY								69.00	69.00
TOTAL PAYMENT AMOUNT															69.00

012 HAMILTON UNIFIED SCHOOL DIST. J66497  
BATCH 29; FEBRUARY 28 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0029 BATCH 29; FEBRUARY 28 2018  
Fund : 01 GENERAL FUND

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	Edr	DD	TRMPS	Liq Amt	Net Amount
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000268/00	RAQUEL BOCAS														
PV-000129	01/31/2018	MEALS		01-4035-0-1110-1000-5200-000-000-00000	NN									0.00	115.00
PV-000129	01/31/2018	PARKING/TOLLS		01-4035-0-1110-1000-5200-000-000-00000	NN									0.00	84.75
TOTAL PAYMENT AMOUNT															199.75 *

002014/00 SPECIALIZED FIBERS

PO-000433	02/01/2018	FEB ELEM SFS098		01-0000-0-0000-8100-5590-000-000-00000	NN	P								0.00	55.00
PO-000433	02/01/2018	FEB HS SFS099		01-0000-0-0000-8100-5590-000-000-00000	NN	P								0.00	55.00
TOTAL PAYMENT AMOUNT															110.00 *

002012/00 UNITED GROCERS

180369	PO-018467	02/04/2019	25524												
TOTAL PAYMENT AMOUNT															306.56 *

000715/00 US BANK EQUIPMENT FINANCE

PO-000437	01/28/2018	FEB 349438952		01-0000-0-1110-1000-5620-100-000-00000	NN	P								0.00	664.64
TOTAL PAYMENT AMOUNT															664.64 *

000693/00 VERIZON WIRELESS

PO-000411	01/29/2018	FEB 9800708987		01-0000-0-0000-2700-5990-000-000-00000	NN	P								0.00	81.36
TOTAL PAYMENT AMOUNT															81.36 *

000485/00 VOLTAGE SPECIALISTS

180409	PO-018507	11/17/2017	12252-ELIA B NEW PHONE LINE												
TOTAL PAYMENT AMOUNT															390.00 *

000377/00 WASTE MANAGEMENT

PO-000402	02/01/2018	FEB ELEM CARP		01-0000-0-0000-8100-5590-000-000-00000	NN	P								0.00	197.45
PO-000402	02/01/2018	FEB HS CARP		01-0000-0-0000-8100-5590-000-000-00000	NN	P								0.00	197.45
PO-000402	02/01/2018	FEB HS MAINT		01-0000-0-0000-8100-5590-000-000-00000	NN	P								0.00	939.80
PO-000402	02/01/2018	FEB ELEM MAINT		01-0000-0-0000-8100-5590-000-000-00000	NN	P								0.00	255.71
TOTAL PAYMENT AMOUNT															1,590.41 *

TOTAL Fund	PAYMENT	14,815.56 **
TOTAL USE TAX AMOUNT		21.71
		14,815.56

012 HAMILTON UNIFIED SCHOOL DIST. J66497  
BATCH 29; FEBRUARY 28 2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0029 BATCH 29: FEBRUARY 28 2018  
Fund : 12 CHILD DEVELOPMENT

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Account num	Sit	Bdr	DD	TWPS	Liq Amt	Net Amount
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000506/00	CVS PHARMACY INC																
180067	PO-018165	01/22/2018	PHOTO DEV														

TOTAL PAYMENT AMOUNT	1	12-6105-0-1110-1000-4300-000-000-00000	NN	P												8.58	8.58
TOTAL Fund		PAYMENT														8.58 **	8.58



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

001278/00 ARIZA FARM  
 PV-000128 01/31/2018 338966-KIWI FOR CAFE 13-5310-0-0000-3700-4700-000-000-000000 NN  
 TOTAL PAYMENT AMOUNT 75.00 \*

000762/00 CRYSTAL CREAMERY  
 PV-000445 01/08/2018 16351085 13-5310-0-0000-3700-4700-000-000-000000 NN P 0.00 60.22  
 PO-000445 01/08/2018 16351086 13-5310-0-0000-3700-4700-000-000-000000 NN P 0.00 340.06  
 PO-000445 01/11/2018 16351167 13-5310-0-0000-3700-4700-000-000-000000 NN P 0.00 340.06  
 PO-000445 01/15/2018 16365406 13-5310-0-0000-3700-4700-000-000-000000 NN P 0.00 340.06  
 PO-000445 01/16/2018 16365412 13-5310-0-0000-3700-4700-000-000-000000 NN P 0.00 70.83  
 PO-000445 01/18/2018 16365408 13-5310-0-0000-3700-4700-000-000-000000 NN P 0.00 98.01  
 PO-000445 01/22/2018 16393367 13-5310-0-0000-3700-4700-000-000-000000 NN P 0.00 196.02  
 PO-000445 01/22/2018 16393368 13-5310-0-0000-3700-4700-000-000-000000 NN P 0.00 107.44  
 PO-000445 01/25/2018 16393394 13-5310-0-0000-3700-4700-000-000-000000 NN P 0.00 182.04  
 PO-000445 01/29/2018 16393412 13-5310-0-0000-3700-4700-000-000-000000 NN P 0.00 243.24  
 PO-000445 01/29/2018 16393422 13-5310-0-0000-3700-4700-000-000-000000 NN P 0.00 83.23  
 TOTAL PAYMENT AMOUNT 2,061.21 \*

000764/00 DANIELSON CO  
 PV-000425 01/29/2018 155580 13-5310-0-0000-3700-4300-000-000-000000 NN P 0.00 88.75  
 PO-000425 01/29/2018 155593 13-5310-0-0000-3700-4300-000-000-000000 NN P 0.00 99.16  
 PO-000425 01/29/2018 155593 13-5310-0-0000-3700-4300-000-000-000000 NN P 0.00 918.05  
 PO-000425 01/29/2018 155580 13-5310-0-0000-3700-4300-000-000-000000 NN P 0.00 1,341.83  
 PO-000425 01/29/2018 155598 13-5310-0-0000-3700-4300-000-049-000000 NN P 0.00 52.63  
 PO-000425 01/29/2018 155598 13-5310-0-0000-3700-4300-000-049-000000 NN P 0.00 470.80  
 TOTAL PAYMENT AMOUNT 2,971.22 \*

000258/00 LEANN RADTKE  
 PV-000131 01/31/2018 CAFE SUPPLIES-CASH N CARRY CHG 13-5310-0-0000-3700-4300-000-000-000000 NN  
 PV-000131 01/31/2018 CAFE SUPPLIES-CASH N CARRY CHG 13-5310-0-0000-3700-4700-000-000-000000 NN  
 TOTAL PAYMENT AMOUNT 214.11 \*

000592/00 MISSION UNIFORM & LINEN  
 PV-000405 02/01/2018 506681384 13-5310-0-0000-3700-4300-000-000-000000 NN P 0.00 36.40  
 PO-000405 02/08/2018 506729648 13-5310-0-0000-3700-4300-000-000-000000 NN P 0.00 36.40  
 PO-000405 02/08/2018 506729647 13-5310-0-0000-3700-4300-000-000-000000 NN P 0.00 34.71  
 TOTAL PAYMENT AMOUNT 107.51 \*

012 HAMILTON UNIFIED SCHOOL DIST J66497  
 BATCH 29; FEBRUARY 28 2018

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0029 BATCH 29; FEBRUARY 28 2018  
 Fund : 13 CAFETERIA


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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Account num	TrmPS	Ldg Amt	Net Amount
000763/00	PROPACIFIC FRESH													
PO-000407	01/29/2018	6540303		1	13-5310-0-0000-3700-4700-000-000-000000	NN	P						0.00	859.90
PO-000407	01/29/2018	6540475		1	13-5310-0-0000-3700-4700-000-000-000000	NN	P						0.00	554.80
PO-000407	01/29/2018	6540475		2	13-5310-0-0000-3700-4300-000-000-000000	NN	P						0.00	68.14
TOTAL PAYMENT AMOUNT													1,482.84 *	

002012/00	UNITED GROCERS													
PO-000438	12/31/2018	60565054-851,	398,	819	1	13-5310-0-0000-3700-4300-000-000-000000	NN	P					0.00	76.44
PO-000438	12/31/2018	60565054-851,	398,	819	2	13-5310-0-0000-3700-4700-000-000-000000	NN	P					0.00	87.89
TOTAL PAYMENT AMOUNT													164.33 *	

TOTAL Fund	PAYMENT	7,076.22 **												7,076.22
TOTAL BATCH PAYMENT		21,900.36 ***												21,900.36
TOTAL USE TAX AMOUNT		21.71												21,900.36
TOTAL DISTRICT PAYMENT		21,900.36 ****												21,900.36
TOTAL USE TAX AMOUNT		21.71												21,900.36
TOTAL FOR ALL DISTRICTS:		21,900.36 ****												21,900.36
TOTAL USE TAX AMOUNT		21.71												21,900.36

Number of checks to be printed: 36, not counting voids due to stub overflows:  
 Printed: 02/09/2018 11:14:24

Prepared by  Date: 2/9/18	Authorized by  Date:
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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	Bdr	DD	Account num	TYMPS	Liq Amt	Net Amount
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000156/00	CASBO																
180416	PO-018514	02/05/2018	603386-J TOWNE REGIST	1	01-0000-0-0000-2700-5200-000-000-00000	NN	F									255.00	255.00
180416	PO-018514	02/05/2018	603616-C TRACY REGIST	2	01-0000-0-0000-7150-5200-000-000-00000	NN	F									255.00	255.00
			TOTAL PAYMENT AMOUNT														510.00

000114/00	HAMILTON UNIFIED REVOLVING FND																
180340	PO-018438	02/01/2018	REVOLVING FUND CHECKS	1	01-0000-0-1110-1000-4300-000-000-00000	NN	P									118.30	118.30
180340	PO-018438	02/01/2018	CLEARING FUND CHECKS	1	01-0000-0-1110-1000-4300-000-000-00000	NN	P									118.30	118.30
180340	PO-018438	02/01/2018	SCHOLARSHIP FUND CHECKS	1	01-0000-0-1110-1000-4300-000-000-00000	NN	F									463.40	123.55
			TOTAL PAYMENT AMOUNT														360.15

000094/00	HUGH O'BRIAN YOUTH LEADERSHIP																
180415	PO-018513	02/05/2018	144383-NATHALIE RIOS-PINEDA	1	01-7338-0-1110-1000-5200-000-000-00000	NN	P									225.00	225.00
180415	PO-018513	02/05/2018	144385-MARICRUZ MONTES DE OCA	1	01-7338-0-1110-1000-5200-000-000-00000	NN	F									395.00	395.00
			TOTAL PAYMENT AMOUNT														620.00

000723/00	JIMMY'S CUSTOM TROPHIES																
180262	PO-018360	01/23/2018	CLOSE BAL; USE 18-135	1	01-0000-0-1110-1000-4300-800-000-00000	NN	C									108.83	0.00
			TOTAL PAYMENT AMOUNT														0.00

000120/00	JOHNNY'S LOCK & SAFE																
	PV-000139	01/29/2018	1238802-MAST 21WC		01-8150-0-0000-8100-5630-000-000-00000	NY										169.03	169.03
			TOTAL PAYMENT AMOUNT														169.03

001136/00	JOLENE TOWNE																
180187	PO-018285	01/31/2018	FEB-ACSA MEALS & MILEAGE	1	01-0000-0-0000-2700-5200-000-000-00000	NN	P									250.31	250.31
			TOTAL PAYMENT AMOUNT														250.31

000309/00	OFFICE DEPOT INC																
180212	PO-018310	01/29/2018	102192435001	1	01-0000-0-1110-1000-4300-800-000-00000	NN	P									246.63	246.63
			TOTAL PAYMENT AMOUNT														246.63

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

001407/00 PARAMEX SCREENING SERVICE 680179882 01-0000-0-0000-3600-5890-000-0000-000000 NY 69.00  
 TOTAL PAYMENT AMOUNT 69.00 \*

000134/00 QUILL CORPORATION  
 180012 PO-018110 01/31/2018 4447470 3 01-0000-0-1110-1000-4300-100-000-000000 NN P 0.00 72.33  
 180012 PO-018110 01/31/2018 4364538 3 01-0000-0-1110-1000-4300-100-000-000000 NN P 0.00 42.88  
 180012 PO-018110 01/31/2018 4364538 2 01-0000-0-1110-1000-4300-000-000-000000 NN P 0.00 336.64  
 TOTAL PAYMENT AMOUNT 451.85 \*

000137/00 SCHOOL SERVICES OF CALIF INC  
 PO-000426 01/31/2018 JAN 2018 0114322-IN 1 01-0000-0-1110-1000-5890-000-000-000000 NN P 0.00 260.00  
 180270 PO-018368 01/31/2018 WO98441-IN CT 1 01-0000-0-0000-7150-5200-000-000-000000 NN F 215.00 215.00  
 180270 PO-018368 01/31/2018 WO98441-IN DL 2 01-0000-0-0000-7300-5200-000-000-000000 NN F 215.00 215.00  
 TOTAL PAYMENT AMOUNT 690.00 \*

000842/00 SKILCRAFT PLUS  
 PV-000135 01/23/2018 10162 REPL KEYS FOR CABINET 01-0000-0-1110-1000-4300-000-000-000000 YN 21.00 \* 21.00  
 TOTAL PAYMENT AMOUNT 21.00 \*  
 TOTAL USE TAX AMOUNT 1.52

001382/00 U S BANK CORPORATE  
 180260 PO-018358 01/23/2018 CLOSE BAL,ALREADY PAID 1 01-0000-0-1110-1000-4300-100-000-000000 NN C 75.00 0.00  
 TOTAL PAYMENT AMOUNT 0.00 \*  
 TOTAL USE TAX AMOUNT 0.00

TOTAL Fund PAYMENT 3,387.97 \*\*  
 TOTAL USE TAX AMOUNT 1.52

012 HAMILTON UNIFIED SCHOOL DIST. J66875  
 BATCH 30; FEBRUARY 28 2018

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0030 BATCH 30; FEBRUARY 28 2018  
 Fund : 11 ADULT EDUCATION

APY500 L.00.12 02/15/18 17:13 PAGE 3  
 << Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount	
Req Reference	Date			Fd Res	Y Goal Func Obj	Sit Bdr DD			
000148/00	LRT GRAPHICS								
180290	PO-018388	02/15/2018	REPL	CK#40283211-LOST					
TOTAL PAYMENT AMOUNT							209.44	209.44	
TOTAL Fund							PAYMENT	209.44	**

012 HAMILTON UNIFIED SCHOOL DIST. J66875  
 BATCH 30; FEBRUARY 28 2018

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0030 BATCH 30; FEBRUARY 28 2018  
 Fund : 12 CHILD DEVELOPMENT

APY500 L.00.12 02/15/18 17:13 PAGE 4  
 << 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
000134/00	QUILL CORPORATION										
180392	PO-018490	02/05/2018	4561562	1	12-6105-0-1110-1000-4300-000-000-000000	NN	P			35.34	35.34
180392	PO-018490	02/05/2018	4402751	1	12-6105-0-1110-1000-4300-000-000-000000	NN	P			34.52	34.52
TOTAL PAYMENT AMOUNT											69.86 *

TOTAL Fund PAYMENT 69.86 \*\* 69.86

012 HAMILTON UNIFIED SCHOOL DIST. J66875  
 BATCH 30; FEBRUARY 28 2018

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0030 BATCH 30; FEBRUARY 28 2018  
 Fund : 13 CAFETERIA

APY500 L.00.12 02/15/18 17:13 PAGE 5  
 << Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	TRMPS	Ldg Amt	Net Amount
001278/00	ARIZA FARM														
PV-000137	01/23/2018	213800-KIWI FOR CAFE		13-5310-0-0000-3700-4700-000-000000 NN										75.00	75.00
TOTAL PAYMENT AMOUNT															75.00

000764/00 DANIELSON CO

PO-000425	02/05/2018	156320		1 13-5310-0-0000-3700-4300-000-000000 NN P										0.00	178.69
PO-000425	02/05/2018	156362		1 13-5310-0-0000-3700-4300-000-000000 NN P										0.00	79.61
PO-000425	02/05/2018	156362		2 13-5310-0-0000-3700-4700-000-000000 NN P										0.00	1,759.64
PO-000425	02/05/2018	156320		2 13-5310-0-0000-3700-4700-000-000000 NN P										0.00	842.24
TOTAL PAYMENT AMOUNT															2,860.18

000114/00 HAMILTON UNIFIED REVOLVING FND

180340	PO-018438	02/01/2018	CAFETERIA FUND CHECKS	2 13-5310-0-0000-3700-4300-000-000000 NN P										150.00	138.10
TOTAL PAYMENT AMOUNT															138.10

000592/00 MISSION UNIFORM & LINEN

PO-000405	02/15/2018	506777494		1 13-5310-0-0000-3700-4300-000-000000 NN P										0.00	36.40
TOTAL PAYMENT AMOUNT															36.40

000763/00 PROPACIFIC FRESH

PO-000407	02/05/2018	6542838		1 13-5310-0-0000-3700-4700-000-000000 NN P										0.00	633.15
TOTAL PAYMENT AMOUNT															633.15

TOTAL Fund PAYMENT 3,742.83 \*\*

3,742.83

TOTAL BATCH PAYMENT 7,410.10 \*\*\*

7,410.10

TOTAL USE TAX AMOUNT 1.52

7,410.10

TOTAL DISTRICT PAYMENT 7,410.10 \*\*\*\*

7,410.10

TOTAL FOR ALL DISTRICTS: 7,410.10 \*\*\*\*\*

7,410.10

TOTAL USE TAX AMOUNT 1.52

7,410.10

Number of checks to be printed: 17, not counting voids due to stub overflows.  
 Number of zero dollar checks: 2, will be skipped.

Printed: 02/15/2018 17:15:26

Prepared by *Chris Davis* 2/15/18  
 Date

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

000008/00 CALIFORNIA'S VALUED TRUST H/W  
 PO-000444 02/16/2018 MARCH 2018 1 01-0000-0-0000-0000-9571-000-000-00000 NN P 0.00 27,321.86  
 PO-000444 02/16/2018 MARCH 2018 2 01-0000-0-0000-0000-9572-000-000-00000 NN P 0.00 64,806.67  
 PO-000444 02/16/2018 MARCH 2018 3 01-0000-0-0000-0000-9573-000-000-00000 NN P 0.00 8,445.24  
 TOTAL PAYMENT AMOUNT 100,573.77 \* 100,573.77

000584/00 STANDARD  
 PO-000408 01/22/2018 FEB CT503202 DIV3000 1 01-0000-0-0000-0000-9573-000-000-00000 NN P 0.00 340.08  
 TOTAL PAYMENT AMOUNT 340.08 \* 340.08

TOTAL Fund PAYMENT 100,913.85 \*\* 100,913.85  
 TOTAL BATCH PAYMENT 100,913.85 \*\*\* 0.00 100,913.85  
 TOTAL DISTRICT PAYMENT 100,913.85 \*\*\*\* 0.00 100,913.85  
 TOTAL FOR ALL DISTRICTS: 100,913.85 \*\*\*\*\* 0.00 100,913.85

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

Prepared by Walter Hamman 2/20/18 Date  
 Authorized by \_\_\_\_\_ Date



**HAMILTON UNIFIED SCHOOL DISTRICT  
BOARD MEETING  
MINUTES  
RESCHEDULED FROM WEDNESDAY, JANUARY 24, 2018 DUE TO ILLNESS OF BOARD MEMBERS  
Hamilton High School Library  
Tuesday, January 30, 2018**

6:30 p.m.  
Conclusion of open session (no earlier than 7:15 p.m.)

Open session no earlier than 6:30 p.m.  
Closed session to discuss closed session items listed below.

1.0 **OPENING BUSINESS: 6:31 p.m.**  
Call to order and roll call

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

2.0 **PUBLIC SESSION/FLAG SALUTE:**

3.0 **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	

4.0 **COMMUNICATIONS/REPORTS:**

1. Board Member Comments/Reports.

a. Board Member, Rosalinda Sanchez: I have been attending soccer games for both high school boys and girls. They are doing very well and improving. I have also been attending the elementary boys basketball games.

2. ASB President and Student Council President Reports.

a. Hamilton High, Tate Gruenwald.

i. ASB has been getting Senior Farewells together for sports

ii. Homecoming is next week. The dress up days are:

1. Monday, February 5<sup>th</sup>: COLORS - Freshman: Brown, Sophomores: Green, Juniors: Orange, Seniors: Black.
2. Tuesday, February 6<sup>th</sup>: DECADES - Freshman: 50's, Sophomores: 60's, Juniors: 70's, Seniors: 80's.
3. Wednesday, February 7<sup>th</sup>: SEASONS - Freshman: Fall, Sophomores: Summer, Juniors: Spring, Seniors: Winter.
4. Thursday, February 8<sup>th</sup>: MUSIC - Freshman: Classical, Sophomores: Country, Juniors: Rock, Seniors: Hip/Hop.
5. Friday, February 9<sup>th</sup>: Blue and Gold.

iii. Kindness Week – dedicated to being kind to other students.

iv. FFA Blood Drive, February 28<sup>th</sup>

b. Hamilton Elementary, Alexis Villegas.

i. Girls Basketball ended

ii. Come out to support Boys Basketball.

iii. 8<sup>th</sup> graders attended Career Exploration Lunch. It was very informative, I liked it; showed us a lot of different option for future career goals.

iv. Pennies for cancer to support students; benefit students in Northern California with illnesses.

v. Upcoming events:

vi. The 6<sup>th</sup>-8<sup>th</sup> grader Valentines Dance.

vii. 8<sup>th</sup> graders coming to high school on Tuesday, February 5<sup>th</sup> for field trip to look what will be offered next year.

3. Principal and Dean of Students Reports
  - a. Cris Oseguera, Hamilton High School Principal.
    - i. There are only 78 school days left in the 2017-18 school year. Our enrollment is at 280 students.
    - ii. Teachers are continuing to work on bettering content and curriculum for students.
      1. Meeting in departments and PLCs.
      2. Number 1 priority is students.
    - iii. Upcoming events:
      1. February 6, 2018 is FFA AG awareness day.
      2. February 8, 2018 incoming frosh info registration evening – all nearby schools, Plaza, Lake, Capay including Hamilton Elementary.
      3. February 12, 2018 hosting Harley Pro Competition.
      4. February 9, 2018 progress reports are mailed out.
      5. February 9, 2018 homecoming games and dance.
      6. February 27, 2018 parent teacher conferences
      7. February 28, 2018 is the blood drive.
    - iv. Winter athletics are going well for both girls and boys. Wrestling – doing well and competitive
    - v. Christine Engel retired on January 23, 2018 and we recently welcomed Rowan Dietle to our Office in Christine’s place; we are very excited for her to join us at Hamilton High School.
    - vi. Jill Kortie, a prior teacher at Hamilton High School for 16 years recently passed away. The services will be held on Saturday, February 10, 2018, 11:00 a.m. at Our Divine Savior in Chico, CA. I would like to ask that the Board to close in her memory this evening.
  - b. Maria Reyes, District Dean of Students.
    - i. Written report:
      1. Total enrollment: 10.
      2. It has been a smooth start to the Spring Semester.
      3. Music has been added to elective class offerings.
      4. Seniors are working on graduation requirements and preparing for life after high school with the Butte College Reg 2 Go process.
      5. in the process of scheduling an industry tour for the month of February to continue offering students exposure to possible career opportunities after high school.
4. District Reports (written)
  - a. Food Service Report by LeAnn Radtke. (page 1)
  - b. Operations Report by Marc Eddy. (page 2)
  - c. Technology Report by Derek Hawley. (page 3)
5. Chief Business Official/Facilities Report by Diane Holliman.
  - a. Sunshades at Hamilton Elementary School is quoted at \$12,000; Spring or Summer project depending on availability of contractors.
  - b. The older Boys and Girls bathroom sinks at Hamilton Elementary – quote by Cummings Plumbing to fix problem was \$700.
  - c. Roofing project at Ella Barkley is quoted at 41,000. This included all buildings at Ella Barkley High School.
  - d. Hamilton Elementary Cafeteria lower roofs, quote for 35,000.
    - i. Will do breezeway as well at no cost.
  - e. Cafeteria tables at HES
    - i. Palmer Hamilton tables – 50,000 originally quoted.
    - ii. Trying to get other quotes; still working on it.
    - iii. At this time the best price we are quoted at is 45,000 at for Hamilton Elementary School (tables that collapse into the wall).
    - iv. Tables are needed at Hamilton High School but we are going to wait on those at this time.
  - f. There is condensation in the triple wide portable classroom at Hamilton Elementary School – due to not enough circulation. Wrestling take place in there along with physical education for elementary students. If not addressed it could cause mold. Very common in modular buildings, typically worse with physical activity. Correct fix is additional insulation installed. Thermal block for future condensation.
  - g. Board Member, Wendall Lower: When first installed, when they came and fixed a leak; are we sure it’s not just a leak?

- h. *Chief Business Official, Diane Holliman:* Yes, there is no more leaking.
  - i. *Board Member, Rosalinda Sanchez:* Should this have been set up originally?
  - j. *Chief Business Official, Diane Holliman:* Additional insulation should have been installed to prevent this issue.
  - k. *Superintendent, Charles Tracy:* Yes, it requires a fix.
  - l. *Chief Business Official, Diane Holliman:* After receiving this information we contacted ARC design to give us a quote to fix, no clue how much at this point.
  - m. We will be bringing a resolution to you next month called CUPCAA if approved it will allow district to pick contractor.
  - n. HES cafeteria building, coated 12 years ago, not done with all others due to budget constraints
  - o. Comp shingle roofs at ELLA, standard warranty, 40 year limited warranty.
    - i. 41,200 for all 3 roofs and shed
  - p. *Board Member, Rod Boone:* To clarify, modular you are discussing is at the elementary is used for high school wrestling practice?
  - q. *Chief Business Official, Diane Holliman:* Yes.
  - r. *Board Member, Rod Boone:* Are their windows and doors?
  - s. *Superintendent, Charles Tracy:* Yes.
  - t. *Board Member, Rod Boone:* Can they just open the windows and doors to help? This room is used for elementary physical education also?
  - u. *Superintendent, Charles Tracy:* Yes, they do but it is not enough. It was designed for more space in inclement weather.
  - v. *Chief Business Official, Diane Holliman:* I hope to have more information for you at the next meeting and I can email out any communication I receive before then to you.
  - w. *School Board:* Yes please email out any additional information.
  - x. Barn update by Janice Lohse.
    - i. Company recently sent computer image, no concrete work yet, just building. Waiting for demolition company to provide quote; still working on it.
    - ii. Money is supposed to be here in April 2018.
    - iii. Hopefully know more next month. Waiting for whole package to put together.
    - iv. One company does metal and concrete.
    - v. Demolition would hopefully start in June after school is out.
6. Hamilton Elementary School Assistant Principal, Kathy Thomas
- a. Enrollment is currently at 404.
  - b. Our attendance 95.24 percent.
    - i. A little down due to the flu and extended family time from over winter break.
  - c. There were several changes over break to the master schedule. After speaking with staff and students it is clear that it has made a positive impact.
  - d. We are focusing on special populations
    - i. Accommodations trainings and supporting our staff
    - ii. Focus on our foundational skills with parent teacher teams
    - iii. CAASPP preparations.
  - e. Last Friday's professional development our staff worked on:
    - i. Parent outreach and focus on communication.
  - f. First morning coffee for 2018, 12 parents attended and discussed preference for communication.
  - g. This Friday is our Parent Luncheon at 11:30 a.m.
    - i. We would like to encourage parents to come
  - h. Please also check out the Principals Corner on the Hamilton Elementary School website. There will be updates on current events and announcements for parents.
7. Superintendent/Interim Hamilton Elementary School Principal Report by Charles Tracy.
- a. Form 700 – Annual Statement of Economic Interests.
  - b. Small School Districts Association (SSDA) Annual Conference: February 19, 20 & 21, 2018 – Hilton Sacramento.
  - c. Governor's Budget Workshop: Tuesday, January 16, 2018.
    - i. It was a very helpful workshop, it looks like fully funded per the LCAP.
    - ii. Pushing to give additional money to schools.
    - iii. Will be a good year if we keep ADA and attendance up.

- d. Holidays:
  - i. Monday, February 12, 2018 – Lincoln’s Birthday.
  - ii. Monday, February 19, 2018 – President’s Day.
- e. Upcoming School Board Meetings:
  - i. Wednesday, February 28, 2018.
  - ii. Saturday, March 3, 2018 at 9:00 a.m. in the Hamilton High School Library.
    - 1. Special Board Workshop regarding LCAP goals.
      - 1. Complete LCAP goals
  - iii. Wednesday, March 28, 2018.
- f. Boys and girls club, growing great futures dinner, May 12<sup>th</sup> dinner, tentatively at Capay farms
  - i. They had a 5 year funding plan; they are only \$12,000 short to be fully funded.
  - ii. Originally open to 110, now 130 students. And hopefully more!

5.0 **CORRESPONDENCE:**

1. Eligibility for Assistance under California’s New Accountability System. (page 4-8)
2. Letter from Mesa Verde High School, RE: Hamilton High School Sports Program (basketball). (page 9)

6.0 **DISCUSSION ITEMS:**

1. Dual Immersion Recommendation by Dual Immersion Leadership Team and Maggie Sawyer. (page 10-20)
  - a. *Board President, Gabriel Leal:* Thank you to all who have worked on this.
  - b. *Board Member, Rod Boone:* How will you decide who will get into that strand?
  - c. *Superintendent, Charles Tracy:* We will probably be using the lottery system.
  - d. *Board President, Gabriel Leal:* Is that for everyone?
  - e. *Superintendent, Charles Tracy:* Decisions are still being made by the Grand Jury for Glenn County.
  - f. *Board Member, Rosalinda Sanchez:* You had Kindergarten round up – how many kids?
  - g. *Office Assistant/District Data Analyst, Dianna Camarena:* 30 students. 21 of those were interested in this program, 4 additional TK showed interested as well. Many other interested that I have spoken with.
  - h. Superintendent, Charles Tracy: Currently unsure if TK could support this.
  - i. *ELD Coordinator, Maggie Sawyer:* We have had several stakeholder meetings.
  - j. Hamilton Elementary School, 6<sup>th</sup>-8<sup>th</sup> Grade Spanish Teacher, Maria Llamas: Hamilton Elementary Teachers are in great support; we are excited.
  - k. *ELD Coordinator, Maggie Sawyer:* Usually start Kindergarten and 1<sup>st</sup> grade because the results are better when beginning of those grades.
  - l. Chico State has a federal grant – intent to help local schools have dual immersion programs and additional professional development for teachers.
  - m. *Superintendent, Charles Tracy:* It is a great vision for future and a step in the right direction.
2. Hamilton Unified School District Audit Report June 30, 2017 by Diane Holliman. (page 21-114)
  - a. *Chief Business Official, Diane Holliman:* Reviewed the audit report summary of auditors visit.
3. First reading of Board Policy 0400 Comprehensive Plans (*for regular manual maintenance*). (page 115-118)
4. First reading of Board Policy 0460 Local Control and Accountability Plan (*for regular manual maintenance*). (page 115-118)
5. First reading of Administrative Regulation 0460 Local Control and Accountability Plan (*for regular manual maintenance*). (page 115-118)
6. First reading of Board Policy 0500 Accountability (*for regular manual maintenance*). (page 115-118)
7. First reading of Board Policy 1113 District and School Websites (*for regular manual maintenance*). (page 115-118)
8. First reading of Administrative Regulation 1113 District and School Websites (*for regular manual maintenance*). (page 115-118)
9. First reading of Board Policy 3280 Sale or Lease of District-Owned Real Property (*for regular manual maintenance*). (page 115-118)
10. First reading of Board Policy 3513.4 Drug and Alcohol Free Schools (*for regular manual maintenance*). (page 115-118)
11. First reading of Administrative Regulation 3515.6 Criminal Background Checks for Contractors (*for regular manual maintenance*). (page 115-118)
12. First reading of Board Policy 4140/4240/4340 Bargaining Units (*for regular manual maintenance*). (page 115-118)
13. First reading of Board Policy 5113.1 Chronic Absence and Truancy (*for regular manual maintenance*). (page 115-118)

14. First reading of Administrative Regulation 5113.1 Chronic Absence and Truancy *(for regular manual maintenance)*. (page 115-118)
15. First reading of Administrative Regulation 5113.11 Attendance Supervision *(for regular manual maintenance)*. (page 115-118)
16. First reading of Board Policy 5113.12 District School Attendance Review Board *(for regular manual maintenance)*. (page 115-118)
17. First reading of Administrative Regulation 5113.12 District School Attendance Review Board *(for regular manual maintenance)*. (page 115-118)
18. First reading of Board Policy 5117 Interdistrict Attendance *(for regular manual maintenance)*. (page 115-118)
19. First reading of Administrative Regulation 5117 Interdistrict Attendance *(for regular manual maintenance)*. (page 115-118)

7.0 **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.

8.0 **ACTION ITEMS:**

1. Accept Hamilton Unified School District Audit Report June 30, 2017. (page 21-114)

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

Motion Carried: 5-0

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

2. Derek Nall, Long Term Substitute Teacher – 2nd semester of 2017-18 school year, Physical Education – Grades 6-8, Hamilton Elementary School. Derek Nall will be employed on the basis of a Provisional Internship Permit.

Motion for approval by Rod Boone, seconded by Wendall Lower.

Motion Carried: 5-0

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

3. Implementation of a Dual Immersion program at Hamilton Elementary School in accordance with the recommendations of the Spanish Language Leadership Team. (page 10-20)

- a. *Teacher on Special Assignment, Leslie Anderson:* There are really only 2 sets of curriculum that need to be purchased at this time. English and mathematics. There are professional development funds available, just needs to be allocated for different subjects.
- b. *Board President, Gabriel Leal:* for the most part, the cost will be staggered over a period of time.
- c. *Superintendent, Charles Tracy:* Yes and greatest cost is the personnel and we have that already.
- d. *Board Member, Wendall Lower:* Personnel – is there a separate stipend for this?
- e. *Superintendent, Charles Tracy:* currently it will stay the same and we will be negotiating the details of the programs. In short, most likely in the future.
- f. *Board Member, Wendall Lower:* salary changes based on additional work early on in the program?
- g. *Teacher on Special Assignment, Leslie Anderson:* If there are additional needs for preparing and needs outside of teaching in the classrooms.
- h. *Superintendent, Charles Tracy:* We have done those types of compensations in the past.
- i. *Teacher on Special Assignment, Leslie Anderson:* You may see something like that in the next couple month if they do something out side of their contract, they would ask for compensation.
- j. *Board Member, Wendall Lower:* How much cost will it add to the budget?
- k. *Superintendent, Charles Tracy:* Historically, there have been stipends for bilingual credential. I do not see this being a half a million dollar. Maybe 100,000 over the next couple years. Our biggest is competitor is how we arrange this program with future growth.
- l. *Board Member, Rosalinda Sanchez:* You have spoken to Diane (Chief Business Official) about budgeting and you are comfortable?

- m. *Superintendent, Charles Tracy:* Yes, I am comfortable that we can do this as long as our personnel does not change. If we keep it with the confines of what has been recommended.
- n. *Board Member, Tomas Loera:* Is there a side by side?
- o. *Superintendent, Charles Tracy:* One dual immersion and one English only by grade.
- p. *Board President, Gabriel Leal:* There is always the possibility that parents would like to opt out.
- q. *Superintendent, Charles Tracy:* I recommend if the Board chooses to approve this, that the Superintendent and Chief Business Official come back with #'s
- r. *Board President, Gabriel Leal:* My concern was community support initially when this idea was first brought up, and we have it which I believe to be a large hurdle and huge impact on this program.

Motion for approval by Rosalinda Sanchez and to have Superintendent and Chief Business Official to return to School Board before the end of the school year with financial information/impacts on budgeting, seconded by Rod Boone.

Motion Carried: 5-0

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

4. Second reading of: (page 119-122)

- i. Second reading of Board Policy 0000 Vision (for regular manual maintenance).
- ii. Second reading of Board Policy 0100 Philosophy (for regular manual maintenance).
- iii. Second reading of Board Policy 2140 Evaluation of the Superintendent (for regular manual maintenance).
- iv. Second reading of Administrative Regulation 4112.2 Certification (for regular manual maintenance).
- v. Second reading of Administrative Regulation 4112.61/4212.61/4312.61 Employment References (for regular manual maintenance).
- vi. Second reading of Board Policy/Exhibit 6161.1 Selection and Evaluation of Instructional Materials (for regular manual maintenance).
- vii. Second reading of Board Bylaw 9121 President (for regular manual maintenance).
- viii. Second reading of Board Bylaw 9220 Governing Board Elections (for regular manual maintenance).
- ix. Second reading of Board Bylaw 9230 Orientation (for regular manual maintenance).
- x. Second reading of Board Bylaw 9400 Board Self-Evaluation (for regular manual maintenance).

Motion for approval by Tomas Loera, seconded by Rosalinda Sanchez.

Motion Carried: 5-0

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

5. Extend reclassification window throughout the Summative ELPAC window (February 1 through May 31, 2018) as per State Superintendent Tom Torlakson's letter dated January 2, 2018 regarding Interim Reclassification Guidance for 2017-18. (page 123-125)

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

Motion Carried: 5-0

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

9.0 **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 126-162)
- 2. Minutes for the Regular Board Meeting on December 13, 2017. (page 163-171)
- 3. Williams Quarterly Report October 2017. (page 172)
- 4. Hamilton Elementary School Site Council Meeting Minutes for November 9, 2017. (page 173)
- 5. Hamilton Elementary School Site Council Meeting Agenda for January 11, 2018. (page 174)
- 6. Dissolution of the instructional leadership team; Common Core Cadre as of 2017-18.
- 7. Implementation of the New Teacher Center (NTC) Coaching Cadre (handout).

- 8. Certificated and Classified seniority lists. (page 175-176)
- 9. 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. None to report
    - ii. Hamilton High School
      - 1. None to report
  - c. Waitlisted
    - i. Hamilton Elementary School
      - 1. TK x 1
      - 2. 2<sup>nd</sup> Grade x 1
      - 3. 7<sup>th</sup> Grade x 1
    - ii. Hamilton High School
      - 1. 9<sup>th</sup> Grade x 1

10. Personnel Actions as Presented:

- a. New hires:
  - i. Natalie Sturdivant, Temporary Mathematics Intern Teacher (Internship in Process) HHS
  - ii. Derek Nall, Long Term Substitute Physical Education Teacher HES
  - iii. Erin Johnson, Substitute 7th/8th Grade Girls Basketball Coach HES
  - iv. Claudia Cruz, Temporary PE Teacher - 2nd semester HHS
  - v. Rowan Dietle, Office Assistant I HHS
- b. Resignations/Retirement:
  - i. Tony Longueira, JV Baseball Coach HHS

Motion for approval by Tomas Loera, seconded by Rosalinda Sanchez.

Motion Carried: 5-0

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

- 10.0 **ADJOURNMENT:** In memory of Jill Kortie and Salvador Hernandez, 8:18 p.m.
- 11.0 **IDENTIFY CLOSED SESSION ITEMS:**
- 12.0 **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.
- 13.0 **ADJOURN TO CLOSED SESSION:** To consider qualified matters.
  - 1. Government Code Section 54957.6, Labor Negotiations. To confer with the District’s Labor Negotiator, Superintendent Charles Tracy regarding HTA and CSEA negotiations.
  - 2. Government Code Section 54957 (b), Personnel Issue. To consider the employment, evaluation, reassignment, resignation, dismissal, or discipline of a classified and certificated employees.
  - 3. Government Code Section 54956.9, Subdivision (a), Existing litigation. Name of case: Crews v. Hamilton Unified School District, Glenn County Superior Court, Case No. 15CV01394.

*Report out actions taken in closed session. 9:58 p.m.*

*Board President, Gabriel Leal: The Board gave the Superintendent direction on 7 personnel matters.*

- 14.0 **ADJOURNMENT:** 9:59 p.m.

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Wendall Lower, Clerk

---

Charles Tracy, Superintendent



**Quarterly Report on Williams Uniform Complaints**

(Education Code § 35186)

Person completing this form: Charles Tracy

Title: Superintendent

Quarterly Report Submission Date:

*(check one)*

January 2018

April 2018

July 2018

October 2018

Date for information to be reported publicly at governing board meeting: February 28, 2018

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Total No. of Complaints	No. Resolved	No. Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
TOTALS			

\_\_\_\_\_  
Charles Tracy, Superintendent

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

### TEACHER CONSENT FORM

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

Teacher: Derek Nall	SS#: 000-00-5479
District: Hamilton Unified School District	School: Hamilton Elementary School
Site Administrator: Charles Tracy	
Assignment: Sports Conditioning/Nutrition	Grade level: 6-8
Legal Authorization per E.C.: 44256, 44257, 44258, 44263	
Assignment Dates: From: August 8, 2017 To: June 1, 2018	

I mutually consent to this assignment.

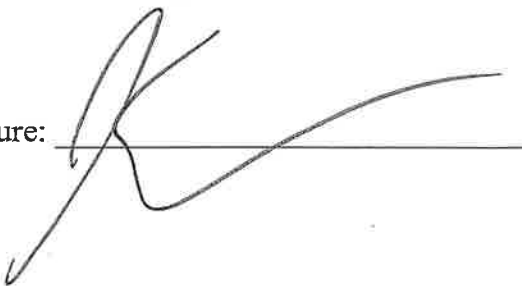
Teacher's signature:  Date: 1-29-18

**TEACHER CONSENT FORM**

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

Teacher: Jack Campbell	SS#: 000-00-9817
District: Hamilton Unified School District	School: Hamilton Elementary School
Site Administrator: Charles Tracy	
Assignment: Intro Design/Engineering	Grade level: 6-8
Legal Authorization per E.C.: 44256, 44257, 44258, 44263	
Assignment Dates: From: August 8, 2017 To: June 1, 2018	

I mutually consent to this assignment.

Teacher's signature:  Date: 1/23/18

**TEACHER CONSENT FORM**

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

Teacher: Chris Chandler	SS#: 000-00-1379
District: Hamilton Unified School District	School: Hamilton Elementary School
Site Administrator: Charles Tracy	
Assignment: Technology	Grade level: 6-8
Legal Authorization per E.C.: 44256, 44257, 44258, 44263	
Assignment Dates: From: August 8, 2017 To: June 1, 2018	

I mutually consent to this assignment.

Teacher's signature:  \_\_\_\_\_ Date: 1/29/18

### TEACHER CONSENT FORM

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

Teacher: Caitlin Phelps		SS#: 000-00-8507
District: Hamilton Unified School District	School: Hamilton Elementary School	
Site Administrator: Charles Tracy		
Assignment: Photography		Grade level: 6-8
Legal Authorization per E.C.: 44256, 44257, 44258, 44263		
Assignment Dates: From: August 8, 2017 To: June 1, 2018		

I mutually consent to this assignment.

Teacher's signature: Caitlin Phelps Date: 1-29-18

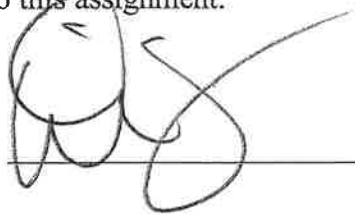
### TEACHER CONSENT FORM

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

Teacher: Holly Day	SS#: 000-00-3565
District: Hamilton Unified School District	School: Hamilton Elementary School
Site Administrator: Charles Tracy	
Assignment: Drama	Grade level: 6-8
Legal Authorization per E.C.: 44256, 44257, 44258, 44263	
Assignment Dates: From: August 8, 2017 To: June 1, 2018	

I mutually consent to this assignment.

Teacher's signature: \_\_\_\_\_



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

1/29/18

**To:** Charles Tracy; Sylvia Robles; Lupe Mercado; Diane Lyon  
**Subject:** RE: Results of Agency Professional Development Plan (2017-18)

**From:** "Green, Catherine" <[cgreen@air.org](mailto:cgreen@air.org)>  
**Date:** January 31, 2018 at 3:11:54 PM PST  
**To:** "[ctracy@husdschools.org](mailto:ctracy@husdschools.org)" <[ctracy@husdschools.org](mailto:ctracy@husdschools.org)>  
**Subject:** Results of Agency Professional Development Plan (2017-18)

Dear Colleague,

Thank you for submitting the 2017-18 professional development (PD) plan, a new annual requirement for all WIOA, Title II: AEFLA grantees. The review and evaluation of the PD plans has been overseen by the California Adult Literacy Professional Development Project (CALPRO), on behalf of the California Department of Education, Adult Education Office. This email communicates the results of this evaluation and provides guidance on next steps.

Results of the Evaluation:

Overall score for the 2017-18 PD Plan: **Pass**

Congratulations on meeting this new AEFLA requirement!

The attached document explains the scoring and evaluation of your professional development (PD) plan.

- Page 1 displays the overall results and score for your PD plan, followed by a brief explanation of the review process and scoring procedure.
- Page 2 outlines next steps.
- Beginning on page 3 are scores for the individual sections of each PD goal, together with reviewer comments, when provided.

Save a copy of your PD Plan

In the future, you may be required to upload a copy of your original PD Plan. Be sure to save a copy by following these steps:

- 1) Log in to the California Adult Education Online Application & Reporting site at <https://adulthood.otan.us>
- 2) Click on the "Agency PD Plan" tab
- 3) Click on the large yellow circle, *View or Download PD plan*
- 4) Save a copy of your PD plan as a PDF and store it on your computer

**Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act (WIOA, Title II: AEFLA) Grantees: Score and Feedback on 2017-18 Professional Development (PD) Plan**

This document explains the scoring and evaluation of the professional development (PD) plan submitted by individual 2017-18 WIOA, II: AEFLA grantees. Your overall results and score for your PD plan are featured immediately below on this page, followed by a brief explanation of the review process and scoring procedure. On page 2 you will find next steps. Beginning on page 3 you will find scores for the individual sections of each PD goal, together with reviewer comments, when provided.

**Your Results and Overall Score**

The following lists the score for each of the goal(s) you submitted in your plan. Agencies were allowed to list one, two, or three PD goals for the year.

**Score for PD Plan as a whole: Pass**

PD Goal 1: Pass  
 PD Goal 2: N/A  
 PD Goal 3: N/A

**Explanation of Scoring Procedure**

Each PD goal was scored separately. For the PD plan to pass, *each PD goal must achieve* the following minimum score (or better), associated with the rubric and criteria included in this document. Each PD plan was scored by two independent reviewers, overseen by CALPRO staff.

Section for each PD Goal Included in the Plan	Minimum Score Required to Pass
I. PD Goal statement, related to WIOA Program requirements	Must receive a Yes
II. Rationale <i>through</i> V. Target Completion Dates	Must receive a combined total of at least <i>8 points</i>
VI. Funding Sources	Must receive a <i>1</i>



**Next Steps:**

*Your PD plan passed!* Congratulations on meeting this new AEFLA grant requirement! Please take a moment to read the reviewer comments. They are intended to assist you as you move forward with your plan. They may also guide you next year, when you self-assess how well your agency achieved these goals, and when you create new goals, or carry over and modify existing goals.

\*\*\*\*\*

**DETAILED RESULTS AND SPECIFIC FEEDBACK ON INDIVIDUAL PD GOAL(S)**

**PD Goal # 1**

I. PD Goal

Does each PD goal align with Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) program requirements?

Yes	No
-----	----

**Score:** Yes

**Reviewer Comments:** N/A

**II. Rationale (3 points)**

**To what extent does the agency describe its use of evidence and data to determine a rationale for this PD goal?**

<b>ADVANCED (3 Rating)</b>	<b>ADEQUATE (2 Rating)</b>	<b>MINIMAL/UNCLEAR (1 Rating)</b>	<b>NOT APPLICABLE (0 Rating)</b>
Rationale is very clearly articulated and indicates substantial evidence and data were used to determine the PD goal.	Rationale is clearly articulated and indicates that some evidence and data were used to determine the PD goal.	Rationale is not clearly articulated and agency's use of evidence or data to determine PD goal is not indicated.	Description of a rationale is missing.

**Score: 2**

**Reviewer Comments:** This evidence directly connects to the goal. Was the DIR used? Citing the report or tables could make this rationale even stronger.

**III. Activities to Meet Your PD Goals (3 points)**  
**Do the activities adequately address the PD goal? Are the activities sufficient in number to meet the PD goal?**

ADVANCED (3 Rating)	ADEQUATE (2 Rating)	MINIMAL/UNCLEAR (1 Rating)	NOT APPLICABLE (0 Rating)
Detailed description of activities. Each activity very clearly relates to the PD goal. Activities are sufficient in number and relate to each other.	Sufficient description of activities. Each activity relates to the PD goal. Activities are sufficient in number.	Limited description of activities. Activities appear insufficient in number and/or unclear related to the PD goal.	Description of PD activities is missing or not applicable.

**Score: 3**

**Reviewer Comments:** Great detail on activities and appropriate for goal

**IV. Target Participants (3 points)**  
**Who will participate in these PD activities? Are they sufficient in number to reach the program's PD goal? Are these the most appropriate personnel to engage?**

ADVANCED (3 Rating)	ADEQUATE (2 Rating)	MINIMAL/UNCLEAR (1 Rating)	NOT APPLICABLE (0 Rating)
Detailed description of target participants. Very clear connection between the personnel selected as PD participants and the PD goal. Number of PD participants is clearly stated and appears more than sufficient to reach the program's PD goal.	Sufficient description of target participants. Clear connection between the personnel selected as PD participants and the PD goal. Number of PD participants is stated and appears sufficient to reach the program's PD goal.	Limited description of target participants. Connection between the personnel selected as PD participants and the PD goal is not clear and/or the number of PD participants appears insufficient to reach the program's PD goal.	Description of target participants is missing.

**Score: 3**

**Reviewer Comments:** Great detail on who is involved and clearly the personnel are appropriate to goal

**V. Target Completion Date (3 points)**  
**When will each of the PD activities take place? Can they be completed within 1 year?**

ADVANCED (3 Rating)	ADEQUATE (2 Rating)	MINIMAL /UNCLEAR (1 Rating)	NOT APPLICABLE (0 Rating)
Detailed description of dates. Chronological sequencing of activities supports measured progress (e.g., by month) toward PD goals. Time for PD participants' implementation of new knowledge and skills in their practice appears to be taken into consideration. All PD activities will be completed within 1 year.	Sufficient description of dates. All PD activities are sequenced chronologically by month and can be completed within 1 year.	Limited description of dates. All PD activities are listed in general terms (i.e., spring term, year). It is unclear whether PD activities can be completed within 1 year.	Description of target dates is missing.

**Score: 3**

**Reviewer Comments:** Sufficient information on completion dates

**VI. Funding Considerations**  
**Have you allocated sufficient funding for personnel to take part in the PD activities to reach the agency PD goal(s)?**  
**Have you budgeted for PD participants' implementation of new knowledge and skills? Briefly list the funding sources allocated for the PD activities.**

1	0
Indicates funding sources allocated for the PD activities	This section is blank: no funding sources indicated

**Score: 1**  
**Reviewer Comments: N/A**

**Washington Leadership Conference June 3<sup>rd</sup>-9<sup>th</sup> or the 10<sup>th</sup>-16<sup>th</sup> 2018**

*For more conference information visit [www.ffa.org](http://www.ffa.org).*

**Attendees:** In order for the Hamilton High Ag Department to send a chaperone, there needs to be at least 4 students from Hamilton City FFA attend.

**Hotel:** Omni Shoreham  
2500 Calvert Street  
Washington, D.C. 20008  
(202)756-5124

**Price:** \$900-\$1,200 (Depending on number of students attending.) Payments will be due February 30<sup>th</sup>. Conference fee is non-refundable. It is also recommended to bring \$200 additional spending cash. Most meals are provided at this conference.

**Note:** Once checked in at WLC, conference staff is guiding the students throughout attractions using the Metro. Adult chaperones from our school are in a different group and may be at a different location than the students during the conference.

**DC Limo and Car Service:** Car service for additional tours and airport transportation.

**Flights:** Fly from Sacramento to Reagan National Airport

**Hamilton City FFA Only Tours:** Holocaust Museum  
Mount Vernon  
Bureau of Printing and Engraving

**Attractions through WLC:**

Capitol Hill  
Korean War Memorial  
Washington Monument  
Newseum  
Franklin D. Roosevelt Memorial  
World War II Memorial  
Arlington National Cemetery  
Tomb of the Unknown Soldier  
Jefferson Memorial  
Vietnam Veterans Wall  
JFK Gravesite  
U.S. Marine Corp War Memorial

**National FFA Convention  
Indianapolis, Indiana  
Tentative Dates October 20-26, 2018**

Chaperones: Ag Teacher(s)  
Parent Volunteers

Flights: Depart from Sacramento Airport  
Fly to Indianapolis

*Students attending will need to sell 3 cases of school farm olive oil.*

Cost: **\$900.00 - \$1,200.00 per student**  
**(Price will depend on airfare and number of students attending.)**  
\$1,500 per chaperone  
Hamilton City FFA will purchase one dinner. Expect students to need at least \$300 for meals and miscellaneous expenses.

Possible Tours: Louisville Slugger  
Churchill Downs  
Fair Oaks Farms  
Buffalo Trace  
Jim Beam  
Indianapolis Motor Speedway

Payments Due: **June 1<sup>st</sup>** More information will be sent out in May.

(If you wish to attend and need a payment plan, make a deposit of \$700 by June 1<sup>st</sup> and the remaining balance will be due August 1<sup>st</sup>.)

No additional fundraisers will be conducted for this trip. Our spring golf tournament funds are dedicated to the large trips each year.



# Hamilton High School

## School Accountability Report Card

### Reported Using Data from the 2016-17 School Year

### Published During 2017-18

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

#### **DataQuest**

DataQuest is an online data tool located on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

#### **Internet Access**

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

## **About This School**

### **Contact Information (School Year 2017-18)**

<b>School Contact Information</b>	
<b>School Name</b>	Hamilton High School
<b>Street</b>	620 Canal Street
<b>City, State, Zip</b>	Hamilton City, CA 95951
<b>Phone Number</b>	530.826.3261
<b>Principal</b>	Cris Oseguera
<b>E-mail Address</b>	coseguera@hUSDschools.org
<b>Web Site</b>	<a href="https://www.hUSDschools.org/">https://www.hUSDschools.org/</a>
<b>CDS Code</b>	11765621133701

<b>District Contact Information</b>	
<b>District Name</b>	Hamilton Unified School District
<b>Phone Number</b>	530.826.3261
<b>Superintendent</b>	Charles Tracy
<b>E-mail Address</b>	jtowne@husdschools.org
<b>Web Site</b>	www.husdschools.org

### **School Description and Mission Statement (School Year 2017-18)**

Hamilton High School, with a 2017-2018 current enrollment of 281 students, is located in Hamilton City, along Highway 32 approximately 10 miles from both Chico and Orland. Our school is a 23-acre campus with five main buildings, including a gymnasium, cafeteria, a 15,000 book capacity modern library, and an agricultural farm and facility with maturing olive and mandarin trees. This school year we celebrate 100 years of providing an exceptional educational experience for the greater Hamilton City community.

As a comprehensive 9-12 high school, we offer a challenging curriculum for our students and enjoy a strong academic record and reputation. Students at Hamilton High School can choose Advanced Placement courses, Career Tech education courses, fine arts and Spanish language courses, Agricultural-based courses in addition to our rigorous core curriculum offerings in Math, English, Science, and the Social Sciences. In Spring 2015, Hamilton High School was awarded a six year accreditation by the Western Association of Schools and Colleges (WASC)- the highest level that can be achieved by a secondary school.

We are fortunate to offer a varied amount of co-curricular and extra-curricular activities at Hamilton High. Many of our students participate in our Future Farmers of America (FFA) program, which is recognized as one of the finest in the North state area. Additionally, we annually have a theatrical play, a band program, and offer the following sports- volleyball, football, cross country, cheer, basketball, soccer, track & field, baseball, softball, and wrestling. We are pleased to state that our sports teams and student-athletes are recognized as competitive with sportmanship and quality behavior and play as the main themes for our teams and players.

School and student safety are paramount for our students and staff at Hamilton High and a priority of the site administrator. The site administrator, with assistance from the two Dean of Students, consistently supervises campus throughout the day and, along with the athletic director, each can be found at most extracurricular events. Periodic drills and training for fire, lockdown, and other emergency situations are conducted to enhance the preparedness and safety of our staff and students.

The Hamilton High School campus is attractive and welcoming with an abundance of trees, shrubs, and grassy areas and a courtyard quad that often serves as a main focal point for student interaction.

The mission of the faculty, staff, and administration of Hamilton High School is to provide a comprehensive educational program for all students so that all may have the skills and the opportunity to realize their full potential and, after graduation, become productive and contributing members of society. Each student, regardless of abilities, socio-economic, or cultural background should develop a sense of self-worth, accountability, responsibility, a desire for life-long learning, and a genuine concern for the welfare and cultural diversity of others.

### **Student Enrollment by Grade Level (School Year 2016-17)**

<b>Grade Level</b>	<b>Number of Students</b>
<b>Grade 9</b>	54
<b>Grade 10</b>	91
<b>Grade 11</b>	75
<b>Grade 12</b>	56
<b>Total Enrollment</b>	276

**Student Enrollment by Group (School Year 2016-17)**

<b>Student Group</b>	<b>Percent of Total Enrollment</b>
Black or African American	0.4
American Indian or Alaska Native	0.7
Asian	1.4
Filipino	0
Hispanic or Latino	75.4
Native Hawaiian or Pacific Islander	0
White	15.6
Two or More Races	2.2
Socioeconomically Disadvantaged	71.7
English Learners	11.2
Students with Disabilities	11.6
Foster Youth	0

**A. Conditions of Learning**

**State Priority: Basic**

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

**Teacher Credentials**

<b>Teachers</b>	<b>School</b>			<b>District</b>
	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2017-18</b>
<b>With Full Credential</b>	15	15	16	
<b>Without Full Credential</b>	1	1	0	
<b>Teaching Outside Subject Area of Competence (with full credential)</b>	4	3	6	

**Teacher Misassignments and Vacant Teacher Positions**

<b>Indicator</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
<b>Misassignments of Teachers of English Learners</b>	1	1	0
<b>Total Teacher Misassignments *</b>	3	3	0
<b>Vacant Teacher Positions</b>	0	0	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

\* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

**Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2017-18)**

**Year and month in which data were collected:** November 2017

With the transition to Common Core State Standards, Hamilton High School will be reviewing and recommending to the HUSD school board California state CDE approved textbooks in the core subject areas. Math adoption occurred in 2014-2015, with state CDE approved textbooks. English Language Arts text book adoptions will occur in the 2016-17 school year. Science and Social Science textbook adoptions have not been scheduled yet by the CDE, but will likely occur within the next three school years.

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	Writer's Inc., 2003 The American Reader, 2007 Holt, Literature and Language Arts, 3rd Course, 2003 Holt, Literature and Language Arts, 4th Course, 2003 The Language of Composition, 2nd Edition, 2013	No	0%
Mathematics	CPM-Core Connections, Integrated 1, 2014 CPM-Core Connections, Integrated 2, 2nd Edition, 2015 CPM- Core Connections, Integrated 3, 2nd Edition, 2015 The Practice of Statistics, 5th Edition, 2015 Single Variable Calculus-AP Edition, 2012 Precalculus w/Trigonometry Concepts & Applications, 2003	Yes	0%
Science	Earth Science, Geology, and the Universe, 2007 Physics: Principles & Problems, 2000 Biology: The Dynamics of Life, 2007 Intro to Plant Science, 2002 Chemistry: Concepts & Applications, 1999 Holt's Essentials of Human Anatomy & Physiology, 2005	No	0%
History-Social Science	U.S. Government: Democracy in Action 2006 America, Pathways to the Present 2003 Economics: Principles in Action 2004 World History: Connections to Today 2004 By The People, A History of the United States, AP Edition- Pearson, 2015	No	0%
Foreign Language	Realidades 1, Pearson 2008 Realidades 2, Pearson 2008, 2014 Temas, AP Spanish Language & Culture- Vista, 2014		0%
Science Laboratory Equipment (grades 9-12)	Meets State Standards		0%

**School Facility Conditions and Planned Improvements (Most Recent Year)**

Hamilton High School, with a current year enrollment of 276 students, is located in Hamilton City on a 23- acre campus. The school library has a 30-station computer lab, two conference rooms, faculty work/copy room, a 30-station computer work area, and a reference area with a capacity of 15,000 books. In Spring 2014, an additional portable classroom was added to our site to provide needed classroom space. Additionally, an upgraded server and technologically updated system were purchased and put into service in 2013-2014. In Spring 2015, the district backup devices were increased from 3TB to 6TB to assist in capacity. Internet and Network speed improvements completed in December 2016 increased network speed to 1,000MB. Our Internet/Network now has 10x faster internet access as well as improved school to school access.

In the Summer of 2016, HUSD repaired and updated the roofs of Gym, the cafeteria, the library building, and the industrial technology building. In the summer of 2017, the gymnasium will receive a facelift paint job. Previously, in September 2005, a \$2.2 million modernization program was completed on Buildings 100, 200, and 300. The gym has newer locker rooms and public restrooms as well as new bleachers and a refinished floor (the gym floor is refinished each summer). In Buildings 100 and 200, the office was expanded and all classrooms were modernized. Over \$150,000 in new furniture and equipment was purchased. Finally, new state-of-the art fire and communications systems were installed. The Home Economics and Science rooms were last modernized in the summer of 2008.

School and student safety are very important and a priority at Hamilton High School. The site administrator and Deans of Students actively supervise the campus throughout the school day and are present at all extracurricular activities. Emergency drills are conducted regularly with the following drills held during the year: fire drills and lockdown drill.

Our campus is recognized as one of the most attractive in the area with an abundance of trees, shrubs, and flowers among the courtyards, playing fields, and grassy areas. A 1000-seat football stadium was finished in 2004, funded by a joint venture with the Friends of Athletics. In March 2005, the softball complex was completed. Other outdoor areas include two soccer fields, two baseball fields, an agriculture farm with both olive and mandarin trees, two tennis courts, and two basketball courts.

Two maintenance/custodial workers and one grounds person keep the school clean and well maintained. Custodians are on duty from 7 A.M. until 8:00 P.M. on most school days. Restrooms are cleaned daily and kept in good working order.

The District participates in the State School Deferred Maintenance Program, which provides state matching funds on a dollar-for-dollar basis, to assist school districts with expenditures for major repair or replacement of existing school building components. Typically, this includes roofing, plumbing, heating, air conditioning, electrical systems, interior or exterior painting, and floor systems. For the 2014-2015 school year, the District budgeted \$54, 000 for the Deferred Maintenance Program.

**School Facility Good Repair Status (Most Recent Year)**

Using the **most recently collected** FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The overall rating

<b>School Facility Good Repair Status (Most Recent Year)</b>				
Year and month of the most recent FIT report: 10\26\16				
System Inspected	Repair Status			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
<b>Systems:</b> Gas Leaks, Mechanical/HVAC, Sewer	X			
<b>Interior:</b> Interior Surfaces	X			Rm 10: Stained Ceiling Tile Rm 2: Broke ceiling Tile-repaired Rm 5: Stained Ceiling Tile Rm 9: Stained Ceiling Tile
<b>Cleanliness:</b> Overall Cleanliness, Pest/Vermin Infestation	X			
<b>Electrical:</b> Electrical	X			
<b>Restrooms/Fountains:</b> Restrooms, Sinks/Fountains	X			

School Facility Good Repair Status (Most Recent Year)				
Year and month of the most recent FIT report: 10\26\16				
System Inspected	Repair Status			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
<b>Safety:</b> Fire Safety, Hazardous Materials	X			
<b>Structural:</b> Structural Damage, Roofs	X			
<b>External:</b> Playground/School Grounds, Windows/ Doors/Gates/Fences	X			

**Overall Facility Rating (Most Recent Year)**

Year and month of the most recent FIT report: 10\26\16				
Overall Rating	Exemplary	Good	Fair	Poor
			X	

**B. Pupil Outcomes**

**State Priority: Pupil Achievement**

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

**CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students  
Grades Three through Eight and Grade Eleven**

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17
English Language Arts/Literacy (grades 3-8 and 11)	61	57	35	38	48	48
Mathematics (grades 3-8 and 11)	20	24	14	18	36	37

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

**CAASPP Test Results in ELA by Student Group  
Grades Three through Eight and Grade Eleven (School Year 2016-17)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	65	61	93.85	56.67
Male	34	32	94.12	54.84
Female	31	29	93.55	58.62
American Indian or Alaska Native	--	--	--	--
Asian	--	--	--	--

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
Hispanic or Latino	53	49	92.45	50
White	--	--	--	--
Two or More Races	--	--	--	--
Socioeconomically Disadvantaged	48	44	91.67	48.84
English Learners	19	17	89.47	23.53
Students with Disabilities	--	--	--	--
Students Receiving Migrant Education Services	--	--	--	--

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

**CAASPP Test Results in Mathematics by Student Group  
Grades Three through Eight and Grade Eleven (School Year 2016-17)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	65	62	95.38	24.19
Male	34	32	94.12	21.88
Female	31	30	96.77	26.67
American Indian or Alaska Native	--	--	--	--
Asian	--	--	--	--
Hispanic or Latino	53	50	94.34	18
White	--	--	--	--
Two or More Races	--	--	--	--
Socioeconomically Disadvantaged	48	45	93.75	11.11
English Learners	19	18	94.74	0
Students with Disabilities	--	--	--	--
Students Receiving Migrant Education Services	--	--	--	--

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.