

**HAMILTON UNIFIED SCHOOL DISTRICT
BOARD MEETING
AGENDA
Hamilton High School Library
Wednesday, January 23, 2019**

- 5:30 p.m. Public session for purposes of opening the meeting only.
- 5:30 p.m. Closed session to discuss closed session items listed below.
- 6:15 p.m. Reconvene to open session no earlier than 6:15 p.m.

1.0 OPENING BUSINESS:

Call to order and roll call

_____ Gabriel Leal, President _____ Hubert "Wendall" Lower, Clerk _____ Rod Boone
_____ Genaro Reyes _____ Ray Odom

2.0 IDENTIFY CLOSED SESSION ITEMS:

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

4.0 ADJOURN TO CLOSED SESSION: To consider qualified matters.

1. Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent Charles Tracy regarding HTA and CSEA negotiations.
2. Government Code Section 54957 (b), Personnel Issue. To consider the employment, evaluation, reassignment, resignation, dismissal, or discipline of a classified and certificated employees.
3. Government Code Section 54956.9, Subdivision (a), Existing litigation. Name of case: Crews v. Hamilton Unified School District, Glenn County Superior Court, Case No. 15CV01394.
4. *Conference with Real Property Negotiators.* Property: Westermann property north of Hamilton High School, approximately located at 500 Sixth Street, Hamilton City, CA 95951 (APN: 032-230-015-000). Agency Negotiator: Charles Tracy, Superintendent; Matt Juhl-Darlington, Attorney for District. Negotiating Parties: Westermann Family and Hamilton Unified School District. Under negotiation: Price and terms of payment.

Report out action 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 School, Ofelia Flores
 - b. Hamilton Elementary School, Ximena Hernandez
3. District Reports (written)
 - a. Food Service Report by LeAnn Radtke (written) (page 1)
 - b. Operations Report by Marc Eddy (written) (page 2)
 - c. Technology Report by Derek Hawley (written) (page 3)
4. Principal and Dean of Student Reports
 - a. Kathy Thomas, Hamilton Elementary School Principal
 - b. Maria Reyes, District Dean of Students
 - c. Cris Oseguera, Hamilton High School Principal
5. Superintendent Report by Charles Tracy
 - a. Form 700 – Annual Statement of Economic Interests, file electronically with Glenn County.
 - b. Citizens' Oversight Committee Member – 7 members needed.
 - c. Governor's Budget Workshop – Tuesday, January 15, 2019.
 - d. Upcoming School Board Meetings:
 - i. Thursday, January 31, 2019 (Special)

- ii. Wednesday, February 27, 2019
- iii. Wednesday, March 27, 2019
- e. Holidays:
 - i. Lincoln's Birthday – Observed, Monday, February 11, 2019.
 - ii. President's Day – Observed, Monday, February 18, 2019.

8.0 PRESENTATIONS:

- 1. None.

9.0 CORRESPONDENCE:

- 1. None

10.0 DISCUSSION ITEMS:

- 1. Hamilton High School Expansion, next steps-planning phases (Mike Cannon). (page 4)
- 2. Replace CELDT with the new ELPAC as the state adopted Assessment of English Language Proficiency (ELP). The other three criteria stay the same as set forth in California Education Code Section 313, and further detailed in Title 5 California Code of Regulations 5 CCR) section 11303 (Maggie Sawyer). (page 5-7)
- 3. Overview of current LCAP and review of next steps and timeline (Leslie Anderson).
- 4. Addition of Health Kids Survey for 4th and 6th Grade for Spring 2019 administration (Leslie Anderson). (page 8-21)
- 5. Healthy Kid Survey Plan (Leslie Anderson). (page 22)
- 6. "Data Required – what you need to know to meet the new ESSA reporting requirements." (page 23-29)
- 7. First reading of Board Bylaw 9250 Renumeration, Reimbursement and Other Benefits. (page 30-33)
- 8. First reading of Board Policy and Administrative Regulation 0420 School Plans/Site Councils (for regular manual maintenance). (page 34-37)
- 9. First reading of Board Policy and Administrative Regulation 0450 Comprehensive Safety Plan (for regular manual maintenance). (page 34-37)
- 10. First reading of Board Policy and Administrative Regulation 0460 Local Control and Accountability Plan (for regular manual maintenance). (page 34-37)
- 11. First reading of Administrative Regulation 1220 Citizen Advisory Committee (for regular manual maintenance). (page 34-37)
- 12. First reading of Administrative Regulation 3311.1 Uniform Public Construction Cost Accounting Procedures (for regular manual maintenance). (page 34-37)
- 13. First reading of Administrative Regulation 3543 Transportation Safety and Emergencies (for regular manual maintenance). (page 34-37)
- 14. First reading of Administrative Regulation 4200 Classified Personnel (for regular manual maintenance). (page 34-37)
- 15. First reading of Administrative Regulation 5113 Absences and Excuses (for regular manual maintenance). (page 34-37)
- 16. First reading of Administrative Regulation 5131.41 Use of Seclusion and Restraint (for regular manual maintenance). (page 34-37)
- 17. First reading of Board Policy and Administrative Regulation 5141.52 Suicide Prevention (for regular manual maintenance). (page 34-37)
- 18. First reading of Board Policy and Administrative Regulation 5144 Discipline (for regular manual maintenance). (page 34-37)
- 19. First reading of Board Policy 5146 Married/Pregnant/Parenting Students (for regular manual maintenance). (page 34-37)
- 20. First reading of Board Policy 6146.1 High School Graduation Requirements (for regular manual maintenance). (page 34-37)
- 21. First reading of Administrative Regulation 6173.2 Education of Children of Military Families (for regular manual maintenance). (page 34-37)
- 22. First reading of Board Policy and Administrative Regulation 6175 Migrant Education Program (for regular manual maintenance). (page 34-37)
- 23. First reading of Administrative Regulation 6183 Home and Hospital Instruction (for regular manual maintenance). (page 34-37)
- 24. First reading of Board Bylaw 9322 Agenda/Meeting Materials (for regular manual maintenance). (page 34-37)
- 25. First reading of Board Bylaw 9324 Minutes and Recordings (for regular manual maintenance). (page 34-37)

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

12.0 **ACTION ITEMS:**

1. Chief Business Official Employment Contract for Hamilton Unified School District 2019 – 2022. (page 38-44)
2. Replace CELDT with the new ELPAC as the state adopted Assessment of English Language Proficiency (ELP). The other three criteria stay the same as set forth in California Education Code Section 313, and further detailed in Title 5 California Code of Regulations 5 CCR) section 11303.

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

1. Warrants and Expenditures. (page 45-72)
2. Williams Quarterly October 2018. (page 73)
3. Certificated and Classified Seniority Lists 2018-19. (page 74-75)
4. Director of Nutrition and Student Welfare job description updates. (page 76-78)
5. Director of Maintenance and Transportation job description updates. (page 79-82)
6. Minutes for the Regular Board Meeting on December 12, 2019. (page 83-88)
7. Minutes for the Special Board Meeting on January 9, 2019. (page 89-91)
8. 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

9. Personnel Actions as Presented:

a. New hires:

i. Heather Knutson	Temporary Music Teacher	HES/HHS
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b. Resignations/Retirement:

i. Marc Eddy	Director of Maintenance & Transportation (June)	District
ii. Mona Moon	Child Nutrition Assistant (June)	HES
iii. Karissa Sywulka (Mitchell)	Music Teacher	HES/HHS
iv. Diane Holliman	CBO (June)	District
v. Teresa Leal	Preschool Teacher (June)	Preschool

14.0 **ADJOURNMENT:**

December 2018 Food Services Report
Hamilton Unified School District
Director of Nutrition and Student Welfare
LeAnn Medina



Combined District totals 23 days of school

Lunches 4663

Breakfasts 3050

Boys and Girls Club snacks 216

Boys and Girls Suppers 1060

Total \$23784.90

Board Report December

Transportation

2625 Miles Driven

7 Trips for 716 miles

Service Buses

Bus Training 5 hours (Marc, Alan, Austin, Dave, Chris)

Clean Emissions Filters

Maintenance

HHS

Replace exterior Parking lot lights

Leaves cleanup

Sprayed Roundup

Finished Gym floor

Winter band Concert

Elementary Christmas Program

3 Home Soccer games

3 Home Basketball games

HES

Leaves cleanup

Replace Carpet and Tile room 501

Sprayed Roundup

Retrofit lights around kitchen

Technology Report

Frank James, Director of Technology

Derek Hawley, Information Systems Technician

Completed Tasks –January 2018

1. **Power Supplies and Battery Backups:** We were able to test all of our APC (battery backup) units over break. We ended up installing a few sets of fresh batteries as well as replacing an entire unit. This should help with smooth shutdowns in the event of a power outage.
2. **Projector:** We also where able to replace a few lamps in projectors throughout the district. We also shuffled a projector around from one room to another to accommodate a room need.
3. **Tickets:** Tickets have remained steady and we have been able to continue to manage them and keep reasonable response times.
4. **File Migration:** We have begun file migration on a limited basis. We are transitioning from one server to another for network storage. We have tested our process with a few user groups and we have been pleased with the process and results. There is no timeline yet for a full migration.

HAMILTON HIGH SCHOOL EXPANSION

NEXT STEPS-PLANNING PHASES

COMPLETED OR IN PROGRESS

Initial Planning Documents (NM&R)

February 2015

Facilities Planning Consultant (EPPM)

May 2018-June 2019

Phase 1 Environmental Site Assessment (DTSC-NV5)

August 2018

CDE Initial School Site Evaluation (CDE)

October 9, 2018

Preliminary Endangerment Assessment (DTSC-NV5)

January-July 2019

TO BE COMPLETED FOR CDE SITE CERTIFICATION

Title 5 Environmental & Geohazards Report

January 2019-July 2019

Updated Hamilton HS Educational Specification & Facilities Needs Analysis

January 2019-September 2019

CEQA-Proposed Mitigated Negative Declaration

January 2019-September 2020

- Potential Issues: Traffic; Flood Plain; Utilities

DTSC Investigation & Response Plan (as needed)

July 2019-Future

Initial Design & Engineering Work (Phase 1)

September 2019-March 2020

Division of State Architect Plan Review (Phase 1)

April 2020-September 2020

CDE School Site Certification Application (CDE 4.01)

September 2020-December 2020

- Note: CDE Site Certification good for five (5) years from date of issue

TOTAL CDE & PLANNING TIMELINE

AUGUST 2018-DECEMBER 2020



**CALIFORNIA DEPARTMENT
OF EDUCATION**

TOM TORLAKSON
STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

September 14, 2018

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

Interim Reclassification Guidance for 2018–19

On January 2, 2018, the California Department of Education (CDE) provided guidance regarding reclassification options during the transition from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC). As set forth in this letter, the CDE continues to provide the same interim reclassification guidance for the 2018–19 school year.

Interim Guidance for the English Language Proficiency Assessment Criterion

Local educational agencies (LEAs) may elect to use Summative ELPAC results to determine whether a student has met the English language proficiency (ELP) assessment criterion, as part of the existing reclassification criteria listed below. The State Board of Education (SBE)-approved preliminary overall threshold scores for the Summative ELPAC are available on the CDE SBE Agenda for November 2017 webpage at <https://www.cde.ca.gov/426386>.

Because the threshold scores at this time are preliminary, LEAs may locally determine their own ELPAC threshold scores for reclassification purposes, in combination with the general performance level descriptors provided on the CDE Summative ELPAC General Performance Level Descriptors web page at <https://www.cde.ca.gov/438601>. It is anticipated that the final threshold scores will be presented to the SBE in November 2018, followed by proposed reclassification criteria in January 2019. After approval of these actions, an updated guidance letter will be provided to LEAs.

Existing Reclassification Criteria

The reclassification criteria set forth in California *Education Code* Section 313, and further detailed in Title 5 *California Code of Regulations* (5 CCR) section 11303, remains unchanged. Therefore, LEAs should continue using the following four criteria to establish local reclassification policies and procedures:

1. Assessment of ELP, using an objective assessment instrument, including, but not limited to, the state test of ELPAC; and

2. Teacher evaluation, including, but not limited to, a review of the student's curriculum mastery; and
3. Parent opinion and consultation; and
4. Comparison of student performance in basic skills against an empirically established range of performance in basic skills based on the performance of English proficient students of the same age.

Pursuant to *California Code of Regulations, 5 CCR, 11308 (c)(6)* (Advisory Committees), any local reclassification procedures must be reviewed by the school district advisory committee on programs and services for English learners (ELs).

Use of Smarter Balanced Summative Assessment Results for Reclassification

In the spring of 2015, LEAs administered the first operational Smarter Balanced Summative Assessments. The CDE continues to provide the following guidelines for LEAs choosing to use those results as a local measure of the fourth criterion:

- For all grade levels, LEAs can identify local assessments to be used to determine whether English learners are meeting academic measures and are ready to be reclassified.
- For grade levels 3–8, and 11, LEAs also have the option of using Smarter Balanced Summative Assessment results to determine whether ELs are meeting academic measures and are ready to be reclassified.

If you have reclassification policy questions, please contact the Language Policy and Leadership Office by phone at 916-319-0845. For reclassification information, please visit the CDE Reclassification web page at <https://www.cde.ca.gov/sp/el/rd/>.

For questions related to the assessment of ELs, please contact the English Language Proficiency and Spanish Assessments Office, by phone at 916-319-0784 or by email at ELPAC@cde.ca.gov.

Sincerely,



Thomas Adams, Ph.D., Deputy Superintendent
Teaching and Learning Support Branch



Kerik Ashley, Deputy Superintendent
Performance, Planning, and
Technology Branch

TA/KA:sc

cc: Regional Assessment Network
Title III Directors
Title III Regional County Office of Education English Learner Specialists
Bilingual Coordinators Network
LEA ELPAC Coordinators

**Hamilton Unified School District
ELL RECLASSIFICATION WORKSHEET**

Student Name _____ Grade _____ Date _____

CRITERIA FOR RECLASSIFICATION Date of Assessment ___/___/___

1. English Language Proficiency Assessment:

ELPAC Overall (Level 3 or 4)	Oral (Level 3 or 4)		Written (Level 3 or 4)	
	Listening	Speaking	Reading	Writing

2. Teacher Evaluation/Curriculum Mastery

ELD Benchmark (80% or higher)		Standards (K-5; Satisfactory or better, Grades 6-8; C or better)	
Date ___/___/___		Language Arts	

3. Parent Opinion/Consultation

Date Contacted: _____

Parent Opinion Yes _____ No _____ Letter mailed Date: _____

4. Student Performance

District Benchmark Score _____

Student Meets Reclassification Criteria: Yes No Date: _____

Teacher: _____ Date _____

Principal/ Designee: _____ Date _____

Parent: _____ Date _____

EL Coordinator: _____ Date _____

**Elementary School Questionnaire
2018-2019**

This survey is voluntary. **You do not have to complete this survey**, but we hope that you will. We need your help!

Your answers will help improve your school.

Do not write your name on this form or the answer sheet. No one but you will know how you answer these questions.

Please mark only one answer for each question on the answer sheet. Fill in the bubbles neatly with a **#2 pencil**. Please do not write on the survey questionnaire.

Please read every question carefully. Mark one choice on your answer sheet for each question.

Thank you for taking this survey!

CALIFORNIA *healthy kids* SURVEY

First, write your SCHOOL NAME on the top of the answer sheet.

1. **Fill in the bubble for number “4.”**
2. **Are you female or male?**
 - A) Female
 - B) Male
3. **What grade are you in?**
 - A) 3rd grade
 - B) 4th grade
 - C) 5th grade
 - D) 6th grade
4. **In the past 30 days, how often did you miss an entire day of school for any reason?**
 - A) I did not miss any days of school in the past 30 days
 - B) 1 day
 - C) 2 days
 - D) 3 or more days
5. **Did you eat breakfast this morning?**
 - A) No
 - B) Yes
6. **How many days a week do you usually go to your school’s afterschool program?**
 - A) 0 days
 - B) 1 day
 - C) 2 days
 - D) 3 days
 - E) 4 days
 - F) 5 days

7. What time do you usually go to bed on nights before you go to school?

- A) Before 7:00 pm
- B) 7:00-7:59 pm
- C) 8:00-8:59 pm
- D) 9:00-9:59 pm
- E) 10:00-10:59 pm
- F) 11:00-11:59 pm
- G) After 12:00 am

8. Do you feel close to people at school?

- A) No, never
- B) Yes, some of the time
- C) Yes, most of the time
- D) Yes, all of the time

9. Are you happy to be at this school?

- A) No, never
- B) Yes, some of the time
- C) Yes, most of the time
- D) Yes, all of the time

10. Do you feel like you are part of this school?

- A) No, never
- B) Yes, some of the time
- C) Yes, most of the time
- D) Yes, all of the time

11. Do you feel proud to belong to your school?

- A) No, never
- B) Yes, some of the time
- C) Yes, most of the time
- D) Yes, all of the time

12. Are the students at your school motivated to learn?

- A) No, never
- B) Yes, some of the time
- C) Yes, most of the time
- D) Yes, all of the time

13. **Do teachers treat students fairly at school?**
 A) No, never
 B) Yes, some of the time
 C) Yes, most of the time
 D) Yes, all of the time
14. **Is your school building neat and clean?**
 A) No, never
 B) Yes, some of the time
 C) Yes, most of the time
 D) Yes, all of the time
15. **Are you given a chance to help decide school activities or rules?**
 A) No, never
 B) Yes, some of the time
 C) Yes, most of the time
 D) Yes, all of the time
16. **Do the teachers and other grown-ups at school care about you?**
 A) No, never
 B) Yes, some of the time
 C) Yes, most of the time
 D) Yes, all of the time
17. **Do the teachers and other grown-ups at school tell you when you do a good job?**
 A) No, never
 B) Yes, some of the time
 C) Yes, most of the time
 D) Yes, all of the time
18. **Do the teachers and other grown-ups at school ask you about your ideas?**
 A) No, never
 B) Yes, some of the time
 C) Yes, most of the time
 D) Yes, all of the time

CALIFORNIA *healthy kids* SURVEY

19. Do the teachers and other grown-ups give you a chance to solve school problems?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
20. Do you get to do interesting activities at school?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
21. Are you given a chance to help decide class activities or rules?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
22. Do your teachers ask you what you want to learn about?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
23. How well do you do in your schoolwork?
- A) I'm one of the best students
 - B) I do better than most students
 - C) I do about the same as others
 - D) I don't do as well as most others
24. Do the teachers and other grown-ups at school listen when you have something to say?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time

25. Do the teachers and other grown-ups at school believe that you can do a good job?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
26. Do you do things to be helpful at school?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
27. Do the teachers and other grown-ups at school make an effort to get to know you?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
28. Do the teachers and other grown-ups at school want you to do your best?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
29. Are the school rules fair?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
30. Do teachers and other grown-ups at school treat students with respect?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time

31. **Are students treated fairly when they break school rules?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
32. **Are students at this school well behaved?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
33. **Do students know what the rules are?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
34. **Does your school help students resolve conflicts with one another?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
35. **Does your school teach students to understand how other students think and feel?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
36. **Does your school teach students to feel responsible for how they act?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time

37. Does your school teach students to care about each other and treat each other with respect?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
38. Do the teachers and other grown-ups make it clear that bullying is not allowed?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
39. If you tell a teacher that you've been bullied, will the teacher do something to help?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
40. Do students at your school try to stop bullying when they see it happening?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
41. Do you finish all your class assignments?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
42. When you get a bad grade, do you try even harder the next time?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time

CALIFORNIA *healthy kids* SURVEY

43. **Do you keep working and working on your schoolwork until you get it right?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
44. **Do you keep doing your classwork even when it's really hard for you?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
45. **Do you follow the classroom rules?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
46. **Do you follow the playground rules at recess and lunch times?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
47. **Do you listen when your teacher is talking?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
48. **Are you nice to other students?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time

49. During the past year, how many times have you hit or pushed other kids at school when you were not playing around?
- A) 0 times
 - B) 1 time
 - C) 2 times
 - D) 3 or more times
50. During the past year, how many times have you spread mean rumors or lies about other kids at school?
- A) 0 times
 - B) 1 time
 - C) 2 times
 - D) 3 or more times
51. During the past year, how many times at school have you said mean things about other students or called them bad names?
- A) 0 times
 - B) 1 time
 - C) 2 times
 - D) 3 or more times
52. Do other kids hit or push you at school when they are not just playing around?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
53. Do other kids at school spread mean rumors or lies about you?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
54. During the past year, did you ever bring a gun or knife to school?
- A) No
 - B) Yes

55. **Do other kids at school call you bad names or make mean jokes about you?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
56. **During the past year, have you ever seen another kid with a gun or knife at school?**
- A) No
 - B) Yes
57. **Are you home alone after school?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
58. **Do you feel safe at school?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
59. **Do you feel safe on your way to and from school?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
60. **Do you feel sad?**
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
61. **Have other kids at school ever teased you about what your body looks like?**
- A) No
 - B) Yes

The next questions are about cigarettes, alcohol, and other drugs.

Keep the following definitions in mind

- **One drink of alcohol** means drinking one regular size can/bottle of beer or wine cooler, one glass of wine, one mixed drink, or one shot glass of liquor. Questions about alcohol do not include drinking a few sips of wine for religious purposes.
- **Drug** means any substance you use to get “high” or for reasons other than medical (as ordered by a doctor).

62. **Have you ever smoked a cigarette?**
- A) No
 - B) Yes, I smoked a part of a cigarette, like one or two puffs
 - C) Yes, I smoked a whole cigarette
63. **Have you ever used an electronic cigarette, e-cigarette, hookah pen, or other vaping device?**
- A) No
 - B) Yes
64. **Have you ever drunk beer, wine, or other alcohol?**
- A) No
 - B) Yes, I drank one or two sips
 - C) Yes, I drank a full glass
65. **Have you ever sniffed something through your nose to get “high”?**
- A) No
 - B) Yes
66. **Have you ever used any marijuana (smoke, vape, eat, or drink)?**
- A) No
 - B) Yes
 - C) I don’t know what marijuana is

67. **Do you think smoking cigarettes is bad for a person's health?**
 A) No, not bad
 B) Yes, a little bad
 C) Yes, very bad
68. **Do you think using an electronic cigarette, e-cigarette, hookah pen, or other vaping device is bad for a person's health?**
 A) No, not bad
 B) Yes, a little bad
 C) Yes, very bad
69. **Do you think drinking alcohol (beer, wine, liquor) is bad for a person's health?**
 A) No, not bad
 B) Yes, a little bad
 C) Yes, very bad
70. **Do you think using marijuana (smoke, vape, eat, or drink) is bad for a person's health?**
 A) No, not bad
 B) Yes, a little bad
 C) Yes, very bad
 D) I don't know what marijuana is

Here are questions about your home.

71. **Does a parent or some other grown-up at home care about your schoolwork?**
 A) No, never
 B) Yes, some of the time
 C) Yes, most of the time
 D) Yes, all of the time
72. **Does a parent or some other grown-up at home believe that you can do a good job?**
 A) No, never
 B) Yes, some of the time
 C) Yes, most of the time
 D) Yes, all of the time

73. Does a parent or some other grown-up at home want you to do your best?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
74. Does a parent or some other grown-up at home ask if you did your homework?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
75. Does a parent or some other grown-up at home check your homework?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
76. Does a parent or some other grown-up at home ask you about school?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time
77. Does a parent or some other grown-up at home ask you about your grades?
- A) No, never
 - B) Yes, some of the time
 - C) Yes, most of the time
 - D) Yes, all of the time

Healthy Kid Survey Plan

F17 Report	7th, 9th, 11th, EB	S18	
F18	none	S19	4th, 6th
F19 Report	5th, 7th, 9th, 11th, EB	S20	
F20	<i>Mini core for 6th, 8th, 10th, EB</i>	S21	
F21 Report	5th, 7th, 9th, 11th, EB	S22	
F22	<i>Mini core for 6th, 8th, 10th, EB</i>	S23	
F23 Report	5th, 7th, 9th, 11th, EB	S24	

Notes:

4th, 5th, and 6th grade need "opt in" parent approval.



Data required

What you need to know to meet the new ESSA reporting requirements

By Jerry Fingal

It's a number elegant in its simplicity: How much do districts spend annually to educate students at each of their school sites?

But arriving at that number is no simple task. And the implications of that number once it's made public are difficult to predict. Questions about the equitable distribution of resources seem certain, as do concerns about how state and federal funds are being used. The numbers will also provide districts with a way to evaluate student outcomes by dollars spent.

So the new educational requirement could be both a mighty agent of change and a source of misdirected criticism.

School districts have never before had to break down expenditures to the individual student at each school site. But now a provision of the federal Every Student Succeeds Act (ESSA), passed in 2015, requires that school districts across the country do exactly that: report how much they spend on each student at each school. It also requires that per-student expenditure to be broken down by the

There is work to do in every California school district to determine how to reach the per-pupil figures, because neither the federal law nor the state guidance offers an exact equation.

source of funding: local, state and federal dollars. The requirement begins with expenditures for the 2018-19 school year and will be reported sometime in early 2020.

It's a big deal and a big undertaking, all done in the name of transparency.

Jeff Carew, managing director of the financial analytics firm Forecast5 Analytics, a CASBO Premier Partner, says the new reporting requirement will create a "data set that will foster questions school leaders have never, ever had to answer."

School districts are now going to be in a position where they may feel exposed, says Carew, who has been focused on the new ESSA reporting requirements for the last six months and has given countless presentations on the topic to national and state education groups. "School district business is a very, very complex business, and financial reporting is a golf scorecard. One thing you cannot put on a golf scorecard is a story. Yet in each one of these differences in expense level, there's a story that's connected to that, and [school] boards are going to have to be really good at telling that story."

The requirement was supposed to go into effect for the 2017-18 school year but was delayed to allow school districts more time to prepare the data. Still, the requirement may not yet be high on every school district's radar.

"The fact of the matter is that this is going to catch most people off guard," says Matt Phillips, director of management consulting services for School Services of California, Inc., a CASBO Strategic Alliance Partner. "When it comes around, people are going to say, 'I have to do what?' They're going to be so wrapped up in trying to figure out how to do it that I don't think they are going to

be thinking about what the implications will be until they're hit smack in the face with them."

In California, the state's department of education expects to collect the numbers in early 2020 but has not yet set an exact deadline. Experts say school districts shouldn't wait to begin the process.

Here's what districts can do now to prepare:

- Develop a methodology for determining the per-pupil expenditure. Federal and state guidelines for reaching the number are not precise and offer school districts plenty of leeway.

- Use current year figures to at least develop a snapshot of per-pupil expenditures. Since these are new figures, there may be some surprises, and using current year data will allow time for analysis.

- Use that current year snapshot to develop a narrative for the figures. The raw numbers will need context and explanation. Develop a strategy for presenting the numbers to the public, and ensure that district staff members are fully versed in the information.

- Consider the implications of the numbers. Equity issues will be inevitable, as will questions about how state and federal funds are used. The numbers also could be used to evaluate the effectiveness of programs.

Here's a closer look at those steps:

Choose a methodology

There is work to do in every California school district to determine how to reach the per-pupil figures, because neither the federal law nor the state guidance offers an exact equation. Potentially, every school district in the state could have its own way to arrive at a per-pupil figure.

In a guidance letter on the new reporting requirements issued in August, the California Department of Education (CDE) recommended that school districts consider “how the local financial system will capture the information needed for school-level reporting.”

“They have all the financial data; they just need to figure out the best way to come up with the per-pupil expenditure number,” says Christine Davis, an administrator in the CDE’s Office of Financial Accountability and Information Services.

The CDE identifies costs – including teacher salaries, support services, transportation and plant maintenance – to include for each site. On top of that, schools can add a share of districtwide

expenses, but the state does not specify exactly which district costs should be included. It advises, however, that “over-exclusion of expenditures should be avoided.” The goal is consistency across a school district.

The method for calculating enrollment to determine per-pupil spending is also left to the districts. The state recommends total enrollment instead of average daily attendance. Again, consistency is the only requirement.

Developing a methodology as early as possible will also allow for some fine-tuning.

“There may be things from an accounting and coding standpoint that CBOs [chief business officials] would be able to do to more accurately





reflect the expense level," Forecast5's Carew says.

For example, a school district could change the way it codes federal Title I money to better reflect site-based expenditures.

"They're going to want to make that change now," Carew says. "They're not going to want to wait until the last hour to figure that out and then have to go and do that. There is some science or strategy that may be possible to be employed."

The state is awaiting feedback from school districts before issuing further guidance, the CDE's Davis says.

"We're going to have some more conversations with our LEA [local education agency] stakeholders," Davis says. "We're kind of waiting for some questions to come in to us that might be a springboard to some frequently asked questions to post to our website."

Run the numbers

Once a methodology is established, districts can use previous-year data to develop preliminary numbers.

In its guidance letter, the state suggests districts "use prior year financial data, e.g., 2017-18, to prepare test (per-pupil expenditure) data in order to make preliminary assessments of the outcomes and whether those outcomes meet expectations."

"The possibility exists that once the LEAs run these numbers, they're going to become aware of some spending patterns or ways they allocate funds to the school level that they're not even aware they're doing," Davis says.

Carew, whose company makes financial forecasting software, seconds the recommendation that districts run preliminary numbers.

“What I think is the most important thing school districts can do is get to the results now,” he advises.

“You just don’t want something that’s this transparent and this important to be something that you wished you had prepared for more.”

He recommends projecting current monthly data out to the end of the year, use that forecast to figure per-pupil expenditures, and repeat the exercise through the end of the fiscal year.

“Once you have those results, it becomes a working document,” Carew says. “That really positions a school district well, from the board to the administrative team and even down to the teachers, to be able to explain the difference in the expense level.”

Every number has a story

Inevitably, the per-pupil expenditures are going to vary from one school to the next. If a district spends \$12,000 a year on pupils at School A and only \$10,000 at School B, that is going to raise questions from just about everyone, from parents to teachers to education advocates. There are bound to be stark differences between schools, and the raw numbers are ripe for misinterpretation.

That’s why school districts are urged to get a handle on the per-pupil numbers as early as possible so they are prepared to tell the stories behind the numbers.

“If you just follow the letter of the law and you just report information as required under BSSA using the guidelines that the CDE has provided, every single district is going to be subject to scrutiny with how these numbers are reported absent some other framework, whether it’s a narrative about what the numbers mean or how the numbers got there or

some other numeric metric to help frame the conversation,” says School Services’ Phillips.

There are many variables in education funding that aren’t evident in the raw number. One school might have more special education students, more English language learners and more students receiving free and reduced-price lunches.

“So all of those reasons are generally easy for the public to understand. Resources need to go to those kids for them to be successful,” Carew says. “And then you peel back the onion a little bit more and it might be that the teaching staff in that school is more experienced than the teaching staff in that other school.”

Higher paid teachers at more affluent schools might result in a number that makes it look like a district is unfairly divvying up resources. But that’s not necessarily the case, and districts need to be prepared to explain.

“We know from research that more experienced teachers are going to be higher on the salary schedule and they’re often going to be employed by more affluent schools,” says Patti Herrera, School Services’ director of governmental relations. “Just as a mathematical function of the salary schedule, it’s going to look, on a per-pupil basis, that the expenditures are higher at those more affluent schools even though you might have more teachers at the lower income school. But they are teachers at the lower end of the salary schedule.”

The result might be that the teacher-student ratio is lower at the lower income school, which is a positive. But that’s the opposite story of the raw numbers.

School districts will have to develop narratives for their numbers on their own. The CDE doesn’t expect to offer specific guidance.

“You just don’t want something that’s this transparent and this important to be something that you wished you had prepared for more.”

Data required

"Locals are in the best position to provide that context, so while we're trying to be helpful, it definitely cannot be a one-size-fits-all approach," Davis says. "As we continue discussions this year with some of the LEAs, they may offer us some examples that they're willing to share. That's definitely a possibility, but right now we don't plan to put out anything specific about how that narrative should look."

Think about the implications

Once the numbers are out in 2020, the implications could be profound. Possible flashpoints include equity between affluent and non-affluent schools and the proper use of federal and state funds. And by linking outcomes to money

spent, it could be a powerful tool for school districts to evaluate programs and allocate resources.

"It's hard to say how the districts will respond to it and what level of analysis they'll put in to see what patterns they have," says Debra Brown, CDE director of governmental relations. "It's also hard to say how it will be used by parents and other community stakeholders and whether they will use it to push for different decisions to be made. It will probably be different for each school district. Again, it depends on how they communicate why they allocate resources the way they do."

School Services' Herrera foresees the numbers shining a light on federal Title I funds and the requirement that they supplement and not supplant



local support. Comparing expenditures between affluent and non-affluent schools could raise compliance issues. The same is true with California's Local Control Funding Formula and its supplemental and concentration grants that target low-income schools.

"There are some very, very interested and litigious organizations that want to curb some financial behaviors in school districts by asserting that districts are not using them for the purposes for which they are designed," Herrera says. "I think this per-pupil expenditure reporting requirement could shine a light on that issue in a way that, without an alternative explanation, is going to make it look like districts are not using their supplemental and concentration grants for purposes for which they were intended."

For school districts, the numbers could provide another way to correlate academic results with money spent.

"The beauty of this process is that when we get past stage one – that is, ... being transparent to our public – we are now going to have such a rich data set that's going to afford us the opportunity to truly evaluate the success of all of these different programs," Carew says. "It will enable us to say we can't continue that program because it's just not successful. Or let's replicate that program at our other schools because it is successful. And then I could cost that out as a CBO and really start to understand what my resource needs are and how I should allocate my resources for the greatest level of success in my district."

"It's going to be powerful, but sometimes that first step is a doozy." ■■■

Jerry Fingal is a freelance writer based in Eugene, Oregon.



Dig deeper into the reporting requirements with these resources

Get more information on the ESSA per-pupil expenditure reporting requirement in the CDE's guidance letter at cde.ca.gov/fg/ac/co/essappeltr.asp.

Then, learn more with these resources:

- > Building State Capacity and Productivity Center – Financial Transparency and Reporting (www.bscpcenter.org/FinancialTransparency/)
- > Edunomics Lab Financial Transparency Research (edunomicslab.org/our-research/financial-transparency/)



Has your district taken steps yet to meet the new requirements? Tweet us at #CASBO to share what you've learned so far!

Hamilton USD

Board Bylaw

Remuneration, Reimbursement And Other Benefits

BB 9250

Board Bylaws

Compensation

Each member of the Governing Board may receive the maximum monthly compensation as provided for in Education Code 35120.

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. (Education Code 35120)

Board members are not required to accept payment for meetings attended.

Any member who does not attend all Board meetings during the month is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings he/she attended, unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

A member may be compensated for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

Student Board members shall receive no compensation for meetings attended. (Education Code 35012)

(cf. 9150 - Student Board Members)

Whenever a quorum of Board members serves as another legislative body which will meet simultaneously or in serial order to a Board meeting, the Board clerk or a member of the Board shall verbally announce the amount of any additional compensation or stipend that each member will be entitled to receive as a result of convening the simultaneous or serial meeting. (Government Code 54952.3)

Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

(cf. 1160 - Political Processes)
(cf. 3100 - Budget)
(cf. 3350 - Travel Expenses)
(cf. 3513.1 - Cellular Phone Reimbursement)

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board. (Education Code 35044)

(cf. 9240 - Board Development)

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

Board members may use district-issued credit cards while on official district business and consistent with the limits established for district personnel. Personal expenses shall not be charged on a district-issued credit card, even if the Board member intends to subsequently reimburse the district for the personal charges.

Health and Welfare Benefits for Current Board Members

Board members may participate, **at their own expense**, in the health and welfare benefits program provided for district employees.

(cf. 4154/4254/4354 - Health and Welfare Benefits)

Health and welfare benefits for Board members shall be no greater than that received by the district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

~~The district shall pay the premiums required for Board members electing to participate in the district health and welfare benefits program to the same extent that it pays for district employees.~~

Health and welfare benefits ~~provided~~ **will be made available** to Board members, **at their**

expense, shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

Health and Welfare Benefits for Former Board Members

Former Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Health and welfare benefits for former Board members shall be no greater than those received by district nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

Health and welfare benefits provided to a former Board member shall be extended, at his/her expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.

Legal Reference:

EDUCATION CODE

- 33050-33053 General waiver authority
- 33362-33363 Reimbursement of expenses for attendance at workshops
- 35012 Board members; number, election and term
- 35044 Payment of traveling expenses of representatives of board
- 35120 Compensation for services as member of governing board
- 35172 Promotional activities
- 44038 Cash deposits for transportation purchased on credit

FAMILY CODE

- 297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

- 8314 Use of public resources
- 20322 Elective officers; election to become member
- 20420-20445 Membership in Public Employees' Retirement System; definition of safety employees
- 53200-53209 Group insurance
- 54952.3 Simultaneous or serial meetings; announcement of compensation

HEALTH AND SAFETY CODE

- 1373 Health services plan, coverage for dependent children

INSURANCE CODE

- 10277-10278 Group and individual health insurance, coverage for dependent children

UNITED STATES CODE, TITLE 26

- 403 Tax-sheltered annuities

UNITED STATES CODE, TITLE 42

18011 Right to maintain existing health coverage

CODE OF FEDERAL REGULATIONS, TITLE 26

1.403(b)-2 Tax-sheltered annuities, definition of employee

COURT DECISIONS

Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598

Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578

ATTORNEY GENERAL OPINIONS

91 Ops.Cal.Atty.Gen. 37 (2008)

83 Ops.Cal.Atty.Gen. 124 (2000)

Management Resources:

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Sample Expense and Use of Public Resources Policy Statement, January 2006

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations, Publication 571, rev. February 2013

WEB SITES

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

Institute for Local Government: <http://www.ca-ilg.org>

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

Public Employees' Retirement System: <http://www.calpers.ca.gov>

Bylaw HAMILTON UNIFIED SCHOOL DISTRICT
adopted: February 22, 2017 Hamilton City, California

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Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

BP/AR 0420 - School Plans/Site Councils
(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 716)** which renames the single plan for student achievement as the school plan for student achievement (SPSA), authorizes the use of uniform complaint procedures for complaints alleging noncompliance with requirements related to the establishment of school site councils or the development of the SPSA, and authorizes the use of the SPSA to satisfy the requirement for a school improvement plan when a school is identified for targeted or comprehensive support. Regulation updated to reflect AB 716 which eliminates the authority to use a school advisory committee other than a school site council to develop the SPSA, allows certain small schools to share a school site council, requires a needs assessment to identify school goals, and, if applicable, requires consultation with the school's English learner advisory committee on review of the SPSA.

BP/AR 0450 - Comprehensive Safety Plan
(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 1747)** which requires the California Department of Education (CDE) to post a compliance checklist for developing the comprehensive safety plan and best practices related to reviewing and approving the plan, and requires districts to share their approved comprehensive safety plans with local law enforcement, the fire department, and other first responder entities. Regulation updated to reflect AB 1747, which adds requirements to consult with the fire department and other first responders in developing safety plans and to develop procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions.

BP/AR 0460 - Local Control and Accountability Plan
(BP/AR revised)

Policy and regulation updated to reflect **NEW LAW (AB 2878)** which expands the state priority on parent involvement that must be addressed in the local control and accountability plan (LCAP) to include family engagement. Policy also reflects **NEW LAW (AB 1808)** which requires consultation on plan development with special education local plan administrator(s) and, by July 1, 2019, requires districts to develop a local control funding formula budget overview for parents/guardians in conjunction with the LCAP. Policy reflects **NEW LAW (AB 1840)** which requires the State Board of Education to expand the LCAP template by January 31, 2020 to include specified information. Section on "Technical Assistance/Intervention" updated to reflect AB 1808 which establishes a single statewide system of support for districts and schools, and AB 1840 which provides that a district receiving an emergency apportionment will be deemed to have been referred to the California Collaborative for Educational Excellence. Regulation updated to reflect AB 1840 which requires data in the LCAP to be reported in a manner consistent with the California School Dashboard and requires districts to post their LCAP prominently on the homepage of their web site. Section on "Annual Updates" deleted since the annual updates follow the same process and adhere to the same template as the initial LCAP.

AR 1220 - Citizen Advisory Committees
(AR revised)

Regulation updated to clarify that the parent advisory committee and English learner parent advisory committee established to review and comment on the LCAP are not subject to Brown Act requirements, but

must comply with other, less complex procedural requirements. Legal cites for school site councils revised pursuant to **NEW LAW (AB 716)**.

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AR 3311.1 - Uniform Public Construction Cost Accounting Procedures

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2249)** which revises the threshold amounts that determine the process that may be used to award contracts for public works. Regulation also revised to clarify requirements for informal bid notifications that must be sent to contractors and/or construction journals.

AR 3543 - Transportation Safety and Emergencies

(AR revised)

Regulation updated to reflect **NEW LAW (AB 1798)** which requires that all school buses be equipped with passenger restraint systems by July 1, 2035. Regulation also reflects **NEW LAW (AB 1840)** which delays until March 1, 2019 the requirement that each school bus and student activity bus be equipped with a child safety alert system, and allows for a possible six-month extension for districts with an average daily attendance of 4,000 or less under specified conditions. Regulation adds the conditions under which a student activity bus is exempt from the requirement to install a child safety alert system.

AR 4200 - Classified Personnel

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2160)** which eliminates the exemption of part-time playground positions from the classified service in merit system districts, thereby making those positions part of the classified service. Regulation also reflects **NEW LAW (AB 2261)** which eliminates the exemption from the classified service, in merit system districts, of community representatives employed in advisory or consulting capacities for not more than 90 working days per fiscal year. Paragraph moved to emphasize that employees in either merit or non-merit system districts who are exempted from the classified service must fulfill obligations related to physical examinations, fingerprinting, and tuberculosis tests.

AR 5113 - Absences and Excuses

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2289)** which (1) amends the definition of "immediate family" for the purpose of authorizing certain excused absences, (2) prohibits a district from requiring a physician's note for an absence by a parenting student to care for a sick child, and (3) clarifies that students may be excused from school, under specified conditions, for work in the entertainment or allied industry, participation with a nonprofit performing arts organization in a performance for a public school audience, or other reasons at the discretion of school administrators.

AR 5131.41 - Use of Seclusion and Restraint

(AR added)

New regulation reflects **NEW LAW (AB 2657)** which prohibits seclusion and behavioral restraint of students as a means of discipline, and provides that seclusion and restraint may be used only to control behavior that poses a clear and present danger of serious physical harm to a student or others if that behavior cannot be immediately prevented by a less restrictive response. Regulation specifies the conditions for such use, reporting requirements, and a list of seclusion and behavioral techniques that are always prohibited.

BP/AR 5141.52 - Suicide Prevention

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 2639)** which requires boards of districts that serve grades 7-12 to review the district's suicide prevention policy at least every five years and update it as necessary.

Regulation updated to reflect **NEW LAW (SB 972)** which requires districts that issue student identification cards to print specified suicide prevention hotline numbers on the cards effective July 1, 2019. Regulation also reflects **NEW LAW (AB 1808)** which requires CDE to identify online training programs that districts can use to train students and staff regarding suicide awareness and prevention.

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BP/AR 5144 - Discipline

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 2657)** which prohibits seclusion and behavioral restraint of students as a means of discipline, and to encourage staff development regarding equitable implementation of discipline. Regulation updated to revise section on "Detention After School" to more directly reflect state regulations and delete a specific timeline for advance notice to parents/guardians of a student's detention.

BP 5146 - Married/Pregnant/Parenting Students

(BP revised)

Policy updated to reflect **NEW LAW (AB 2289)** which requires notification to parents/guardians and to pregnant and parenting students of their rights under the law; authorizes an excused absence for a parenting student to care for a sick child without a physician's note; provides that a pregnant or parenting student is entitled to eight weeks of parental leave, or longer if deemed medically necessary by the student's physician; and authorizes the use of uniform complaint procedures for complaints alleging noncompliance with the law.

BP 6146.1 - High School Graduation Requirements

(BP revised)

Policy updated to reflect **NEW LAW (AB 2121)** which, under certain conditions, exempts from any district-established graduation requirements migrant students and newly arrived immigrant students participating in a newcomer program who transfer schools in grade 11-12. Policy also reflects **NEW LAW (AB 3022)** which authorizes the granting of a diploma to persons who departed California in grade 12 against their will, and adds section on "Honorary Diplomas" including item reflecting **NEW LAW (AB 2109)** which authorizes the board to grant an honorary diploma to a terminally ill student.

AR 6173.2 - Education of Children of Military Families

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2949)** which allows a child of a military family to continue attending the school of origin regardless of any change of residence of the family. Regulation also adds new section on "Transportation" reflecting AB 2949, which authorizes, but does not require, districts to provide transportation to enable a child of a military family to attend the school or district of origin.

BP/AR 6175 - Migrant Education Program

(BP/AR revised)

Policy updated to include priorities for migrant education services, as amended by the federal Every Student Succeeds Act, and provision of services to private school students, formerly in AR. Policy also adds language encouraging the superintendent to annually report to the board regarding the performance of migrant students. Regulation updated to add definition of "migrant student" and add new section on "Summer School" reflecting requirement for any district receiving federal migrant education funding to conduct summer school programs for eligible migrant students. New section on "Applicability of Graduation Requirements" reflects **NEW LAW (AB 2121)** which, under certain conditions, exempts migrant students who transfer between schools in grades 11-12 from district-established graduation requirements.

AR 6183 - Home and Hospital Instruction

(AR revised)

Regulation reorganized and updated to reflect **NEW LAW (AB 2109)** which expands the parental notification to include information regarding student eligibility for individual instruction and the duration of such instruction, requires that individual instruction in a student's home begin within five days of determining a student's eligibility, provides that students receiving individual instruction in a hospital for a partial week are eligible to attend school on days that they are not at the hospital, and provides that the absences of a temporarily disabled student must be excused until the student is able to return to the regular school program.

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BB 9322 - Agenda/Meeting Materials

(BB revised)

Bylaw updated to reflect requirement effective January 1, 2019 that districts post a direct link on the homepage of their web site to the current board meeting agenda or to the district's agenda management platform. Bylaw also clarifies that the agenda need not provide an opportunity for public comment on any agenda item that has previously been considered at an open meeting of a committee comprised exclusively of board members.

BB 9324 - Minutes and Recordings

(BB revised)

Bylaw updated to reflect **NEW LAW (SB 1036)** which prohibits districts from including in board meeting minutes a student's directory information or a parent/guardian's personal information, as defined, when the student or parent/guardian requests that such information be excluded. Bylaw also includes optional statement that the minutes will summarize topics addressed during the public comment period and need not reflect the names of the individuals who comment.

Hamilton Unified School District

EMPLOYMENT CONTRACT
CHIEF BUSINESS OFFICIAL
2019-2022

This Employment Contract ("Contract") is by and between the Governing Board of the Hamilton Unified School District, hereafter referred to as "Board" or "District," and Kristen Hamman, Chief Business Official, hereafter referred to as "Chief Business Official". This contract supersedes any and all other agreements between the parties as of the date of the commencement of the term of this contract.

NOW, THEREFORE, District and Chief Business Official, for the consideration herein specified, agree as follows:

I. TERM

District, in consideration of the promises by Chief Business Official herein contained, agrees to employ, and Chief Business Official hereby accepts employment as District Chief Business Official of the Hamilton Unified School District for a term commencing July 1, 2019, and ending June 30, 2022.

II. COMPENSATION

- A. District shall pay the Chief Business Official a salary with a base pay of one hundred fifteen thousand dollars (\$115,00.00); (See Exhibit "A")
- B. The District shall provide the Chief Business Official with the same insurance benefits, (health, dental, vision, and life) provided to other classified employees;
- C. Shall be provided the same COLA as other classified employees;
- D. Post-Retirement benefits:

The Chief Business Official will receive the post-retirement benefits as described in the Confidential Classified Agreement dated July 1, 2013.

III. PROFESSIONAL DUTIES AND RESPONSIBILITIES OF CHIEF BUSINESS OFFICIAL.

Under the supervision of the District Superintendent, the Chief Business Official shall be the chief financial officer of the District. This Contract is subject to all applicable laws of the State of California and to the lawful rules and regulations of the Board and the California State Board of Education. Said laws, rules and regulations are hereby made a part of the terms and conditions of this Contract as though fully set forth herein. Chief

Business Official shall perform all duties prescribed by said laws, rules, and regulations, and shall be carried out.

IV. DUTY/NONDUTY DAYS AND OTHER BENEFITS

A. Regular Service

Chief Business Official will work a 12 month contract, 225 days. Sick leave benefits are as described below. The Chief Business Official is a salaried employee and collects no overtime unless otherwise approved by Superintendent. It is understood that the work week/days are modeled after a 40 hour week, M-F and a typical day is 8 hours. Appropriate breaks and a rest period shall be observed as required by law. The Chief Business Official shall provide a calendar of workdays and daily office hours to the District Superintendent on or before July 1 annually. A progress work calendar with backup from the District employee accounting system (AESOP), shall be provided to the District Superintendent by January 15 annually. A final work calendar shall be delivered to the District Superintendent at the conclusion of the work year on or about June 30. The final accounting of days and work times are to be supported by a final report of the District employee accounting system (AESOP). Any times/days worked above the aforementioned 225 days shall require prior authorization from the District Superintendent.

A-1. The Chief Business Official is to attend all regularly scheduled board meetings and any special board meetings that require a report from the CBO or as directed by the District Superintendent. The District shall grant to the Chief Business Official five (5) administrative non-work days to be taken at the discretion of the District Superintendent annually for the attendance of the aforementioned board meetings. This leave is **not** accumulative. The District Superintendent will make every effort to allow this time to be taken by the Chief Business Official between July 1 and June 30 annually and will grant said leave at times during the school year when it will not conflict with due dates of the required duties of the Chief Business Official.

B. Illness Leave

Chief Business Official shall accrue illness leave at the rate of one (1) day per month per contract year. This leave may accumulate without limit.

C. Other Leaves

District shall provide Chief Business Official with such other leaves, school holidays and benefits as are provided to other classified employees of the District.

V. EVALUATION

- A. The District Superintendent will evaluate, in writing, the performance of Chief Business Official annually. The evaluation of the Chief Business Official shall be evaluated before September 1, annually. The Chief Business Official shall remind the District Superintendent of the requirement under this paragraph no later than one month prior to the date the evaluation is due.
- B. The evaluation shall be related to the duties and responsibilities and the annual goals established by the District Superintendent and Chief Business Official, within applicable law.
- C. The parties agree that the term of Chief Business Official Employment is for the period beginning July 1, 2019 and ending June 30, 2022. Nothing prevents the parties from extending the term of this agreement prior to the end of the term. The parties further agree that the District must notify Chief Business Official of the District's intent to not renew this agreement no later than February 1, of the last year in the agreement's term.
- D. The evaluation format shall be reasonably objective and shall contain at least the following evaluation areas:
- relationship with the District Superintendent
 - relationship with the community
 - business and operations services leadership
 - staff and personnel relationships
 - personal qualities and development

The evaluation format shall provide for a rating system such that the District Superintendent may indicate whether the performance of Chief Business Official is:

- unsatisfactory
- satisfactory
- outstanding

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

A copy of the written evaluation shall be delivered to Chief Business Official no later than September 1, of the school year in which the evaluation takes place, and Chief Business Official shall have the right to make a written response to the evaluation. Said response shall be included with evaluation.

- E. If District Superintendent determines that performance of Chief Business Official is unsatisfactory in any respect, the written report shall describe such unsatisfactory performance in reasonable detail. The evaluation shall include recommendations for

improvement of all instances where the District Superintendent deems performance to be unsatisfactory and may be included in other instances where The District Superintendent deems such to be appropriate.

VI. PROFESSIONAL GROWTH OF CHIEF BUSINESS OFFICIAL

District encourages the continuing professional growth of Chief Business Official through participation in:

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

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

VII. EXPENSE REIMBURSEMENT

A. General

The District shall reimburse the Chief Business Official for all actual and necessary expenses, incurred within the scope of employment. Reimbursement shall be in accordance with Board policy.

VIII. TERMINATION OF EMPLOYMENT CONTRACT

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

- A. Mutual agreement of the parties.
- B. Retirement/Resignation of Chief Business Official.
- C. Discharge for Cause.

In the event of discharge for cause, which shall be defined as conduct which is seriously prejudicial to District, this Contract may be terminated. This shall include, but is not limited to, unprofessional conduct, incompetency, neglect of duty, or breach of contract. Should the Board elect to terminate this Contract prior to its expiration pursuant to this section, the Board shall notify the Chief Business Official in writing. Upon request, Board shall serve upon Chief Business Official a reasonably detailed

statement of charges. Chief Business Official will be afforded an opportunity for a hearing which shall include the right to be represented by counsel and the right to call witnesses. If Chief Business Official chooses to be accompanied by legal counsel at such hearing, Chief Business Official shall bear any costs therein involved. Such hearing shall be conducted in closed session. Chief Business Official shall be provided a written decision describing the results of the hearing.

D. GENERAL PROVISIONS.

- A. This Contract is the full and complete Contract between the parties hereto, and it can be changed or modified only by writing, signed by the parties or their successors in interest to this Contract. It supersedes and replaces all other contracts of employment between Chief Business Official and Board.
- B. Except as modified herein, this Contract is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of the Governing Board of the Hamilton Unified School District. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this Contract as though fully set forth herein.
- C. This contract was approved by the Governing Board on _____, 20_____

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

HAMILTON UNIFIED SCHOOL DISTRICT

By: _____ Date _____
Charles Tracy, District Superintendent

CHIEF BUSINESS OFFICIAL

I hereby accept this offer of employment and agree to comply with the conditions thereof and to fulfill all of the duties of employment of Chief Business Official of the Hamilton Unified School District.

By: _____ Date _____
Kristen Hamman



EXHIBIT A

Salary Schedule

Chief Business Official

2019-2020 (Base) \$115,000.00

Effective 7/1/19 COLA of 2.0%
H&W Cap \$11,370
Master's stipend \$800, BS/BA stipend \$600, AS/AA stipend \$400

012 HAMILTON UNIFIED SCHOOL DIST. J81292
 BATCH 18; OCTOBER 24, 2018

ACCOUNTS PRELIST I,00.12 10/05/18 12:25 PAGE 1
 BATCH: 0018 BATCH 18; OCTOBER 24, 2018 << Open >>
 Fund : 01 GENERAL FUND

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	TPMPS	Account num	Liq Amt	Net Amount	
002047/00	DANNIS WOLLIVER KELLEY				943172834														

PO-000423 08/31/2018 AUGUST 2018
 1 01-0000-0-0000-7110-5815-000-000-00000 NE P 702.50 * 0.00 702.50
 TOTAL PAYMENT AMOUNT 702.50 *

000584/00 STANDARD
 PO-000408 09/19/2018 OCTOBER CT503202 DIV3000
 1 01-0000-0-0000-0000-9573-000-000-00000 NN P 353.16 * 0.00 353.16
 TOTAL PAYMENT AMOUNT 353.16 *

TOTAL Fund	PAYMENT	1,055.66	**																1,055.66
TOTAL BATCH	PAYMENT	1,055.66	***																1,055.66
TOTAL DISTRICT	PAYMENT	1,055.66	****																1,055.66
TOTAL FOR ALL DISTRICTS:		1,055.66	****																1,055.66

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

Prepared by	Date
<i>Walter Hamman</i>	10/5/18
Authorized by	Date

012 HAMILTON UNIFIED SCHOOL DIST. J84544
 BATCH 29; JANUARY 25 2018

ACCOUNTS PAYABLE PRELIST
 BATCH: 0029 BATCH 29; JANUARY 23 2019
 Fund : 01 GENERAL FUND

APY500 L.00.12 12/06/18 16:27 PAGE 1
 << Open >>

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	T9MPS	Account num	Liq Amt	Net Amount
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001257/00	BATTERIES + BULBS																		
190304	PO-019377	12/03/2018	311-P8867460		1	01-5150-0-0000-2420-4300-000-000-000000	NN	F									89.88	89.88	89.88
TOTAL PAYMENT AMOUNT																	89.88	89.88	

000896/00	BSN SPORTS COM																			
190291	PO-019365	11/23/2018	903698348		1	01-8150-0-0000-8100-4300-000-000-000000	NN	F									514.12	514.12	514.12	
TOTAL PAYMENT AMOUNT																	514.12	514.12		

000053/00	CALIFORNIA WATER SERVICE CO																			
PO-000422	11/26/2018	DEC 3624177777			1	01-0000-0-0000-8100-5590-000-000-000000	NN	P									0.00	0.00	13.00	
PO-000422	11/26/2018	DEC 4328876467			1	01-0000-0-0000-8100-5590-000-000-000000	NN	P									0.00	0.00	410.60	
PO-000422	11/26/2018	DEC 6314177777			1	01-0000-0-0000-8100-5590-000-000-000000	NN	P									0.00	0.00	518.78	
PO-000422	11/27/2018	DEC 0669873652			1	01-0000-0-0000-8100-5590-000-000-000000	NN	P									0.00	0.00	1,244.14	
PO-000422	11/28/2018	DEC 3141117777			1	01-0000-0-0000-8100-5590-000-000-000000	NN	P									0.00	0.00	51.71	
PO-000422	11/28/2018	DEC 4141117777			1	01-0000-0-0000-8100-5590-000-000-000000	NN	P									0.00	0.00	51.71	
PO-000422	11/26/2018	DEC 7314177777			1	01-0000-0-0000-8100-5590-000-000-000000	NN	P									0.00	0.00	469.55	
TOTAL PAYMENT AMOUNT																	2,759.49	2,759.49		

001161/00	CHICO SPRINKLER INC																			
FV-000058	12/01/2018	480999				01-8150-0-0000-8100-4300-000-000-000000	NN										141.57	141.57	141.57	
TOTAL PAYMENT AMOUNT																	141.57	141.57		

001470/00	CRIS OSREGUERA																			
FV-000059	12/01/2018	TOLLS FOR VB PLAYOFF				01-0000-0-1110-1000-5200-100-006-000000	NN										10.00	10.00	10.00	
FV-000059	12/01/2018	MEALS FOR ACSA ACADEMY				01-4035-0-1110-1000-5200-000-000-000000	NN										52.00	52.00	52.00	
TOTAL PAYMENT AMOUNT																	62.00	62.00		

000415/00	EMPLOYMENT DEVELOPMENT DEPT																			
CL-000030	10/31/2018	NO OUTSTANDING DEBT				01-0000-0-1110-1000-3501-000-000-000000	NN	C									152.04	152.04	0.00	
TOTAL PAYMENT AMOUNT																	0.00	0.00		

Vendor/Addr Req Reference Date	Remit name Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	BdR	DD	T9MPS	Account num	Liq Amt	Net Amount
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000516/00	ESGI LLC															
190252	PO-019328	10/11/2018	20811						1	01-3010-0-1110-1000-5890-000-000-00000	NN	F		875.00	875.00	
TOTAL PAYMENT AMOUNT																
															875.00	875.00

000037/00	FLORISTS REVIEW															
190162	PO-019236	11/01/2018	RENEWAL; 12 MONTHS						1	01-0350-0-6000-1000-4300-000-052-00000	YN	F		674.87	629.25	
TOTAL PAYMENT AMOUNT																
															629.25	629.25
TOTAL USE TAX AMOUNT																
															45.62	

000320/00	GERLINGER STEEL & SUPPLY CO															
190140	PO-019205	11/21/2018	4122974						1	01-7338-0-1110-1000-4300-000-052-00000	NN	P		408.46	408.46	
TOTAL PAYMENT AMOUNT																
															408.46	408.46

000114/00	HAMILTON UNIFIED REVOLVING FND															
PV-000062	12/01/2018	CK# 1635; 11/29 R BROWN							01-0000-0-1110-1000-5890-800-006-00000	NN					31.00	31.00
PV-000062	12/01/2018	CK#1636; 11/29 C MONTES							01-0000-0-1110-1000-5890-800-006-00000	NN					26.00	26.00
PV-000062	12/01/2018	CK#1637; 11/30 C MONTES							01-0000-0-1110-1000-5890-800-006-00000	NN					31.00	31.00
PV-000062	12/01/2018	CK#1638; 11/30 M ESPINOSA							01-0000-0-1110-1000-5890-800-006-00000	NN					26.00	26.00
PV-000062	12/01/2018	CK#1639; 12/4 R WRIGHT							01-0000-0-1110-1000-5890-800-006-00000	NN					31.00	31.00
PV-000062	12/01/2018	CK#1640; 12/1 M ESPINOSA							01-0000-0-1110-1000-5890-800-006-00000	NN					26.00	26.00
TOTAL PAYMENT AMOUNT																
															171.00	171.00

000072/00	HILLYARD INC															
PO-000412	11/28/2018	603235238							1	01-8150-0-0000-8100-4300-000-000-00000	NN	P		0.00	1,013.59	
TOTAL PAYMENT AMOUNT																
															1,013.59	1,013.59

000801/00	HUNT & SONS INC															
PO-000400	11/26/2018	952700							1	01-0000-0-0000-3600-4392-000-000-00000	NN	P		0.00	1,149.92	
TOTAL PAYMENT AMOUNT																
															1,149.92	1,149.92

000973/00	JIVE COMMUNICATIONS INC															
PO-000442	12/01/2018	DATA							1	01-0000-0-0000-2700-5990-000-000-00000	NN	P		0.00	340.00	
PO-000442	12/01/2018	DEC 2018 VOIP							1	01-0000-0-0000-2700-5990-000-000-00000	NN	P		0.00	1,198.35	
TOTAL PAYMENT AMOUNT																
															1,538.35	1,538.35

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	T9MFS	Account num	Liq Amt	Net Amount
001136/00	JOLENE TOWNE															
PV-000060	12/01/2018	NOV CASBO MEALS/MILES		01-0000-0-0000-2700-5200-000-000-000000	NN											196.13
PV-000060	12/01/2018	DEC CASBO MEALS/MILES		01-0000-0-0000-2700-5200-000-000-000000	NN											196.13
		TOTAL PAYMENT AMOUNT														392.26
000027/00	ORLAND HARDWARE															
PO-000417	11/05/2018	379553		1 01-8150-0-0000-8100-4300-000-000-000000	NN P										0.00	69.23
190136	PO-019200	11/01/2018	379132	1 01-0350-0-6000-1000-4300-000-053-000000	NN P										202.10	232.87
190136	PO-019200	11/08/2018	379863	1 01-0350-0-6000-1000-4300-000-053-000000	NN P										0.00	21.08
		TOTAL PAYMENT AMOUNT														323.18
001407/00	PARAMEX SCREENING SERVICE	680179882														
PO-000431	12/01/2018	7251		1 01-0000-0-0000-3600-5890-000-000-000000	NY P										0.00	138.00
		TOTAL PAYMENT AMOUNT														138.00
000084/00	FG&E															
PO-000416	11/26/2018	NOV HS 9921774729-6		1 01-0000-0-0000-8100-5590-000-000-000000	NN P										0.00	8,691.21
PO-000416	11/26/2018	NOV ELEM 3699672995-4		1 01-0000-0-0000-8100-5590-000-000-000000	NN P										0.00	4,384.23
		TOTAL PAYMENT AMOUNT														13,075.44
001485/00	STONEWALL ALLIANCE	680223023														
190303	PO-019378	11/28/2018	204; 11/30/18 TRAINING	1 01-7813-0-1110-1000-5890-000-000-000000	NN F										200.00	200.00
		TOTAL PAYMENT AMOUNT														200.00
001184/00	TEHAMA COUNTY DEPT OF ED															
190215	PO-019279	11/26/2018	INV19-00480	1 01-1100-0-1110-1000-5200-000-000-000000	NN F										15,600.00	15,600.00
190216	PO-019280	11/26/2018	INV19-00480	1 01-7813-0-1110-1000-5200-000-000-000000	NN F										3,600.00	3,600.00
		TOTAL PAYMENT AMOUNT														19,200.00
001382/00	U S BANK CORPORATE															
190157	PO-019222	11/23/2018	AG FUEL	1 01-7010-0-3800-1000-5200-000-000-000000	NN P										394.71	394.71
190183	PO-019269	11/23/2018	APPT SUPPLIES IA	1 01-3010-0-1110-1000-4300-000-000-000000	NN P										37.49	37.49
190244	PO-019318	11/23/2018	CATA CONF HOTEL	1 01-7010-0-3800-1000-4300-000-000-000000	NN F										500.00	460.00
190269	PO-019344	11/23/2018	REALIDADES 3 SE TEXTBOOKS	1 01-6300-0-1110-1000-4200-000-000-000000	YN F										60.24	62.96

Vendor/Addr Remit name Date Description Tax ID num Deposit type Fd Res Y Goal Func Obj ABA num Account num
 Req Reference Date Description Tax ID num Deposit type Fd Res Y Goal Func Obj ABA num Account num
 001382 (CONTINUED)

Vendor/Addr Req Reference	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	Bdr	DD	T9MFS	Liq Amt	Net Amount
190280 PO-019350	11/23/2018	PRESCHOOL SUPPLIES			1	01-0001-0-1110-1000-4300-000-000-000000	YN	F							39.42	36.75
190281 PO-019351	11/23/2018	CASH FOR COLLEGE: STUDENT MEALS			1	01-7338-0-1110-1000-4300-000-000-000000	NN	F							500.00	379.52
190299 PO-019373	11/23/2018	MAINT PARTS/SUPPLIES			1	01-8150-0-0000-8100-4300-000-000-000000	NN	F							53.29	53.29
PV-000061	12/01/2018	NOV 2018 4246047000131703				01-0000-0-0000-8100-4392-000-000-000000	NN								650.13	
PV-000061	12/01/2018	NOV 2018 4246047000131703				01-8150-0-0000-8100-5890-000-000-000000	NN								12.00	
PV-000061	12/01/2018	NOV 2018 4246047000131703				01-8150-0-0000-8100-5200-000-000-000000	NN								48.35	
PV-000061	12/01/2018	NOV 2018 4246047000131703				01-0000-0-1110-1000-5200-100-006-000000	NN								235.36	
PV-000061	12/01/2018	NOV 2018 4246047000131703				01-0000-0-1110-1000-4300-000-000-000000	NN								1,160.09	
PV-000061	12/01/2018	NOV 2018 4246047000131703				01-0000-0-1110-1000-4392-000-020-000000	NN								54.30	
TOTAL PAYMENT AMOUNT																3,584.95 *
TOTAL USE TAX AMOUNT																7.22

001148/00 UPS

PV-000057 12/01/2018 00008V6291488

TOTAL PAYMENT AMOUNT	01-9150-0-0000-2420-5890-000-000-000000	NN	21.45 *	21.45
TOTAL USE TAX AMOUNT				21.45

TOTAL Fund PAYMENT	46,287.91 **
TOTAL USE TAX AMOUNT	52.84
TOTAL	46,287.91

012 HAMILTON UNIFIED SCHOOL DIST. JB84544
 BATCH 29; JANUARY 25 2018

ACCOUNTS PAYABLE PRELIST
 BATCH: 0029 BATCH 29; JANUARY 23 2019
 Fund : 12 CHILD DEVELOPMENT

AFY500 L.00.12 12/06/18 16:27 PAGE 5
 << Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	AEA num	Sit	Bdr	DD	Account num	T9MFS	Liq Amt	Net Amount
000506/00	CVS PHARMACY INC																
190161	PO-019235	10/30/2018 6005432059000825		1	12-6105-0-1110-1000-4300-000-000-000000	NN	P									27.82	27.82
190161	PO-019235	10/30/2018 6005432059000825		1	12-6105-0-1110-1000-4300-000-000-000000	NN	P									20.32	20.32
TOTAL PAYMENT AMOUNT																	
49.14 *																	
001382/00	U S BANK CORPORATE																
190277	PO-019347	11/23/2018 PRESCHOOL LIB BOOKS		1	12-6105-0-1110-1000-4300-000-000-000000	NN	P									21.71	21.71
190277	PO-019347	11/23/2018 PRESCHOOL LIB BOOKS		1	12-6105-0-1110-1000-4300-000-000-000000	YN	P									54.95	54.95
TOTAL PAYMENT AMOUNT																	
76.66 *																	
TOTAL USE TAX AMOUNT																	
3.98																	
TOTAL Fund PAYMENT															124.80	**	
TOTAL USE TAX AMOUNT															3.98		

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	Bdr	DD	Account num	Liq Amt	Net Amount
000762/00	CRYSTAL CREAMERY															
PO-000445	10/31/2018	OCT 16986723		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	113.52
PO-000445	10/31/2018	OCT 16986727		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	344.76
PO-000445	10/31/2018	OCT 16986728		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	230.40
PO-000445	10/31/2018	OCT 16996636		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	282.16
PO-000445	10/31/2018	OCT 16996693		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	126.04
PO-000445	10/31/2018	OCT 16996706		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	280.48
PO-000445	10/31/2018	OCT 17017774		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	231.66
PO-000445	10/31/2018	OCT 17017781		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	88.06
PO-000445	10/31/2018	OCT 17033446		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	230.40
PO-000445	10/31/2018	OCT 17033447		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	305.52
PO-000445	10/31/2018	OCT 17033447		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	269.22
PO-000445	10/31/2018	OCT 17033445		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	63.02
PO-000445	10/31/2018	OCT 17033443		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	255.44
PO-000445	11/30/2018	NOV 17059920		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	62.60
PO-000445	11/30/2018	NOV 17059921		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	302.71
PO-000445	11/30/2018	NOV 17059916		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	352.64
PO-000445	11/30/2018	NOV 17059916		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	148.93
PO-000445	11/30/2018	NOV 17080529		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	301.56
PO-000445	11/30/2018	NOV 17080530		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	203.10
TOTAL PAYMENT AMOUNT 4,192.22 *																
000764/00	DANIELSON CO															
PO-000425	12/03/2018	182967		1	13	-5310-0-0000-3700-4300-000-000-000000	NN	P							0.00	142.23
PO-000425	12/03/2018	182935		1	13	-5310-0-0000-3700-4300-000-000-000000	NN	P							0.00	126.17
PO-000425	11/30/2018	182621		1	13	-5310-0-0000-3700-4300-000-000-000000	NN	P							0.00	41.00
PO-000425	11/30/2018	182621		2	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	44.73
PO-000425	12/03/2018	182935		2	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	1,265.52
PO-000425	12/03/2018	182967		2	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	1,125.30
TOTAL PAYMENT AMOUNT 2,744.95 *																
000592/00	MISSION UNIFORM & LINEN															
PO-000405	11/29/2018	508749081		1	13	-5310-0-0000-3700-4300-000-000-000000	NN	P							0.00	83.61
PO-000405	11/29/2018	508749080		1	13	-5310-0-0000-3700-4300-000-000-000000	NN	P							0.00	49.71
TOTAL PAYMENT AMOUNT 133.32 *																
000763/00	PROPACIFIC FRESH															
PO-000407	12/03/2018	6643049		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	983.35
PO-000407	12/03/2018	6642783		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	759.76
PO-000407	12/03/2018	6643051		1	13	-5310-0-0000-3700-4700-000-000-000000	NN	P							0.00	271.72

Vendor/Addr	Remit name	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	T	MPS	Lig Amt	Net Amount
002012/00	UNITED GROCERS													2,014.83 *	2,014.83

PO-000438	11/30/2018	565054														
PO-000438	11/30/2018	565054														
TOTAL PAYMENT AMOUNT															2,014.83	

1 13-5310-0-0000-3700-4300-000-000-000000 NN P															0.00	
2 13-5310-0-0000-3700-4700-000-000-000000 NN P															0.00	
TOTAL PAYMENT AMOUNT															254.22 *	
TOTAL Fund															PAYMENT	9,339.54 **
TOTAL BATCH PAYMENT															55,752.25 ***	
TOTAL USE TAX AMOUNT															56.82	
TOTAL DISTRICT PAYMENT															55,752.25 ****	
TOTAL USE TAX AMOUNT															56.82	
TOTAL FOR ALL DISTRICTS:															55,752.25 ****	
TOTAL USE TAX AMOUNT															56.82	

Number of checks to be printed: 27, not counting voids due to stub overflows.
 Number of zero dollar checks: 1, will be skipped.

Printed: 12/06/2018 16:33:29

Prepared by	Date
<i>Chris Davis</i>	12/6/18
Authorized by	Date

012 HAMILTON UNIFIED SCHOOL DIST. J84754
 BATCH 30; JANUARY 23, 2019

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ACCOUNTS PAYABLE PRELIST
 BATCH: 0030 BATCH 30; JANUARY 23, 2019
 Fund : 01 GENERAL FUND

Vendor/Addr	Requit name	Date	Description	Tax ID num	Deposit type	Fd Res	Y Goal	Func Obj	ABA num	Sit	Bdr DD	Account num	TrmPS	Liq Amt	Net Amount
000584/00	STANDARD														

PO-000408 11/19/2018 DECEMBER CT503202 DIV3000 1 01-0000-0-0000-0000-9573-000-000-0000 NN P 0.00 353.16
 TOTAL PAYMENT AMOUNT 353.16 *

TOTAL Fund	PAYMENT	353.16 **													353.16
TOTAL BATCH	PAYMENT	353.16 ***												0.00	353.16
TOTAL DISTRICT	PAYMENT	353.16 ****												0.00	353.16
TOTAL FOR ALL DISTRICTS:		353.16 ****												0.00	353.16

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

Prepared by	Date
<i>Kirsten Hamman</i>	12/10/18
Authorized by	Date

012 HAMILTON UNIFIED SCHOOL DIST. J85125 ACCOUNTS PAYABLE PRELIST APY500 L.00.12 12/14/18 13:29 PAGE 1
 BATCH 31: JANUARY 23 2019 BATCH: 0031 BATCH 31: JANUARY 23 2018 << Open >>
 Fund : 01 GENERAL FUND

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type Fd Res	Y Goal	Func Obj	ABA num Sit Bdr DD	Account num T9MPS	Liq Amt	Net Amount
000010/00	ALHAMBRA & SIERRA SPRINGS									
PO-000406	11/27/2018	NOV HS 9858589 112718		1	01-0000-0-0000-2700-4300-100-000-00000	NN P			0.00	31.00
PO-000406	11/27/2018	NOV MAINT 9858589 112718		2	01-8150-0-0000-8100-4300-000-000-00000	NN P			0.00	7.00
PO-000406	11/27/2018	NOV ELLAB 9858589 112718		3	01-0000-0-3200-1000-4300-000-000-00000	NN P			0.00	31.00
PO-000406	11/27/2018	NOV ELEM 9858589 112718		4	01-0000-0-0000-2700-4300-800-000-00000	NN P			0.00	77.00
		TOTAL PAYMENT AMOUNT					146.00 *			146.00
001075/00	AT&T									
PO-000403	12/12/2018	12311655		1	01-0000-0-0000-2700-5990-000-000-00000	NN P			0.00	35.33
		TOTAL PAYMENT AMOUNT					35.33 *			35.33
001042/00	EDUCATIONAL FACILITIES PROGRAM	050597395								
PO-018633	12/09/2018	HAMILTON USD-HOG BARN-005		1	01-9151-0-0000-8500-5890-000-050-00000	NY P			0.00	6,960.00
190051	PO-019134	12/09/2018 HAMILTON USD-2018 BOND-005		1	01-0000-0-0000-7110-5890-000-000-00000	NY P			2,880.00	2,880.00
		TOTAL PAYMENT AMOUNT					9,840.00 *		2,880.00	9,840.00
000425/00	FRANCOTYP-POSTALIA INC									
190307	PO-019379	12/01/2018 500000589 POSTAGE REFILL		1	01-0000-0-0000-2700-5990-000-000-00000	NN F			2,500.00	2,500.00
		TOTAL PAYMENT AMOUNT					2,500.00 *			2,500.00
000307/00	HAMILTON HIGH SCHOOL									
PV-000063	12/03/2018	REIMB PETTY CASH			01-0000-0-0000-3600-4300-000-000-00000	NN				4.29
PV-000063	12/03/2018	REIMB PETTY CASH			01-0000-0-0000-2700-5990-000-000-00000	NN				5.21
PV-000063	12/03/2018	REIMB PETTY CASH			01-0000-0-0000-2700-5990-000-000-00000	NN				27.00
		TOTAL PAYMENT AMOUNT					36.50 *			36.50
000723/00	JIMMY'S CUSTOM TROPHIES									
190082	PO-019165	12/10/2018 29113		2	01-0000-0-0000-2700-4300-000-000-00000	NN P			1.00	83.11
190082	PO-019165	12/10/2018 29113		3	01-0000-0-0000-7110-4300-000-000-00000	NN P			0.00	203.78
		TOTAL PAYMENT AMOUNT					286.89 *			286.89

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	T9MPS	
000640/00	KRISTEN HAMMAN							
PV-000064	12/03/2018	MILEAGE 12/5/18	01-0000-0-0000-7300-5200-000-000-00000	NN			9.81 *	9.81
TOTAL PAYMENT AMOUNT								9.81
000219/00	MARC EDDY							
PV-000065	12/03/2018	NFMT CONF MEALS 11/6-11/8	01-8150-0-0000-8100-5200-000-000-00000	NN			104.00 *	104.00
TOTAL PAYMENT AMOUNT								104.00
000096/00	MILLER GLASS INC							
PO-000434	11/27/2018	3-304436	2 01-0000-0-0000-3600-5630-000-000-00000	NN P			428.64 *	428.64
TOTAL PAYMENT AMOUNT								428.64
000524/00	MJB WELDING SUPPLY							
PO-019210	11/30/2018	01228126	2 01-7338-0-1110-1000-5890-000-052-00000	NN P			19.00 *	19.00
TOTAL PAYMENT AMOUNT								19.00
000719/00	NORTH WOODWINDS							
PO-019135	12/11/2018	967497	1 01-0000-0-1110-1000-5890-000-013-00000	NY P			122.53 *	122.53
TOTAL PAYMENT AMOUNT								122.53
000418/00	PITNEY BOWES GLOBAL FINCL INC	201344287						
PO-000443	12/12/2018	3102690968	1 01-0000-0-1110-1000-5620-800-000-00000	NN P			145.53 *	145.53
TOTAL PAYMENT AMOUNT								145.53
000507/00	PITNEY BOWES-RESERVE ACCT INC	841386389						
PO-019380	12/01/2018	1970335	1 01-0000-0-0000-2700-5990-000-000-00000	NN F			3,000.00 *	3,000.00
TOTAL PAYMENT AMOUNT								3,000.00
000185/00	SAVE MART SUPERMARKETS							
PO-019273	11/01/2018	1092644	1 01-1100-0-3200-1000-4300-000-000-00000	NN P			52.12	52.12
PO-019273	11/08/2018	8075839	1 01-1100-0-3200-1000-4300-000-000-00000	NN P			36.03	36.03
TOTAL PAYMENT AMOUNT								88.15

012 HAMILTON UNIFIED SCHOOL DIST. J85125
 BATCH 31: JANUARY 23 2019
 ACCOUNTS PAYABLE PRELIST
 BATCH: 0031 BATCH 31: JANUARY 23 2018
 Fund : 01 GENERAL FUND
 APY500 L.00.12 12/14/18 13:29 PAGE 3
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	T9MPS	Account num	Liq Amt	Net Amount
000454/00		SCHOLASTIC CLASS MAGAZINES														
190271	PO-019384	09/04/2018 M6476096-COX CLASS MAG		1	01-0000-0-1110-1000-4300-800-000-000000	YN	F								0.00	132.83
		TOTAL PAYMENT AMOUNT								132.83 *						132.83
		TOTAL USE TAX AMOUNT								9.63						
000137/00		SCHOOL SERVICES OF CALIF INC														
	PO-000426	11/30/2018 NOV 0118297-IN		1	01-0000-0-1110-1000-5890-000-000-000000	NN	P								0.00	275.00
		TOTAL PAYMENT AMOUNT								275.00 *						275.00
001210/00		WALBERG INC														
190156	PO-019220	11/29/2018 4548-HOG BARN UTILITIES		1	01-1400-0-0000-8500-6200-000-050-000000	NN	F								70,823.76	69,073.76
190292	PO-019366	11/29/2018 4549-CHANGE ORDER#1		1	01-1400-0-0000-8500-6200-000-050-000000	NN	F								5,759.30	6,759.30
		TOTAL PAYMENT AMOUNT								75,833.06 *						75,833.06
000377/00		WASTE MANAGEMENT														
	PO-000402	12/01/2018 DEC HS MAINT		1	01-0000-0-0000-8100-5590-000-000-000000	NN	P								0.00	819.68
	PO-000402	12/01/2018 DEC ELEM MAINT		1	01-0000-0-0000-8100-5590-000-000-000000	NN	P								0.00	265.38
	PO-000402	12/01/2018 DEC HS CAFE		1	01-0000-0-0000-8100-5590-000-000-000000	NN	P								0.00	204.92
	PO-000402	12/01/2018 DEC ELEM CAFE		1	01-0000-0-0000-8100-5590-000-000-000000	NN	P								0.00	204.92
		TOTAL PAYMENT AMOUNT								1,494.90 *						1,494.90

TOTAL Fund PAYMENT 94,498.17 **
 TOTAL USE TAX AMOUNT 9.63

012 HAMILTON UNIFIED SCHOOL DIST. J85125
 BATCH 31: JANUARY 23 2019

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ACCOUNTS PAYABLE PRELIST
 BATCH: 0031 BATCH 31: JANUARY 23 2018
 Fund : 12 CHILD DEVELOPMENT

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Account num	Sit	Bdr	DD	TRMPS	Liq Amt	Net Amount	
000134/00	QUILL CORPORATION																			
190298	PO-019372	11/28/2018	3026443			1	12-6105-0-1110-1000-4300-000-0000-00000	NN	P									15.27	15.27	
190298	PO-019372	11/29/2018	3067653			1	12-6105-0-1110-1000-4300-000-0000-00000	NN	F									24.11	24.11	
TOTAL PAYMENT AMOUNT																			39.38 *	39.38

TOTAL Fund PAYMENT 39.38 ** 39.38

012 HAMILTON UNIFIED SCHOOL DIST. J85125
BATCH 31: JANUARY 23 2019

ACCOUNTS PAYABLE PRELIST
BATCH: 0031 BATCH 31: JANUARY 23 2018
Fund : 13 CAFETERIA

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Vendor/Addr	Remit name	Reg Reference	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	Bdr	DD	T9MPS	Account num	Liq Amt	Net Amount	
000764/00	DANIELSON CO																			
		PO-000425	12/10/2018	183621			1		13-5310-0-0000-3700-4300-000-0000-00000	NN	P							0.00	100.17	
		PO-000425	12/10/2018	183562			1		13-5310-0-0000-3700-4300-000-0000-00000	NN	P							0.00	173.31	
		PO-000425	12/10/2018	183562			2		13-5310-0-0000-3700-4700-000-0000-00000	NN	P							0.00	1,123.88	
		PO-000425	12/10/2018	183621			2		13-5310-0-0000-3700-4700-000-0000-00000	NN	P							0.00	1,760.67	
									TOTAL PAYMENT AMOUNT			3,158.03 *							3,158.03	
000592/00	MISSION UNIFORM & LINEN																			
		PO-000405	12/11/2018	508819513			1		13-5310-0-0000-3700-4300-000-0000-00000	NN	P							0.00	66.36	
		PO-000405	12/11/2018	508819522			1		13-5310-0-0000-3700-4300-000-0000-00000	NN	P							0.00	38.71	
									TOTAL PAYMENT AMOUNT			105.07 *							105.07	
000763/00	PROPACIFIC FRESH																			
		CM-000008	11/29/2018	RA6641677					13-5310-0-0000-3700-4700-000-0000-00000	N									-25.76	
		PO-000407	12/10/2018	6644878			1		13-5310-0-0000-3700-4700-000-0000-00000	NN	P							0.00	193.90	
		PO-000407	12/10/2018	6644859			1		13-5310-0-0000-3700-4700-000-0000-00000	NN	P							0.00	706.81	
		PO-000407	12/10/2018	6645057			1		13-5310-0-0000-3700-4700-000-0000-00000	NN	P							0.00	396.70	
									TOTAL PAYMENT AMOUNT			1,271.65 *							1,271.65	
									TOTAL Fund	PAYMENT		4,534.75 **							4,534.75	
									TOTAL BATCH PAYMENT		99,072.30 ***							0.00	99,072.30	
									TOTAL USE TAX AMOUNT		9.63									
									TOTAL DISTRICT PAYMENT		99,072.30 ****							0.00	99,072.30	
									TOTAL USE TAX AMOUNT		9.63									
									TOTAL FOR ALL DISTRICTS:		99,072.30 ****							0.00	99,072.30	
									TOTAL USE TAX AMOUNT		9.63									

Number of checks to be printed: 22, not counting voids due to stub overflows.

Printed: 12/14/2018 13:31:10

Prepared by	Date
Authorized by	Date

012 HAMILTON UNIFIED SCHOOL DIST. J85518
 BATCH 32:JANUARY 23 2019

ACCOUNTS PAYABLE PRELIST APY500 L.00.12 12/27/18 14:03 PAGE 1
 BATCH: 0032 BATCH 32:JANUARY 23 2019
 Fund : 01 GENERAL FUND << 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
 Req Reference Date

001075/00 AT&T
 PO-000403 12/12/2018 12310211 1 01-0000-0-0000-2700-5990-000-000-00000 NN P 96.25 * 0.00 96.25
 TOTAL PAYMENT AMOUNT 96.25

000769/00 BARRACUDA NETWORKS INC 830380411
 190316 PO-019387 12/18/2018 2272404 1 01-9150-0-0000-2420-5630-000-000-00000 NN F 330.00 * 330.00 330.00
 TOTAL PAYMENT AMOUNT 330.00

000272/00 BETTY MERCADO
 PV-000066 12/31/2018 GOOGLE CERT REIMB 01-0000-0-1110-1000-5890-000-000-00000 NN 20.00 * 20.00 20.00
 TOTAL PAYMENT AMOUNT 20.00

000334/00 CALSTRS-JEM
 PV-000067 12/31/2018 JULY-SEPT 2018 FEES 01-0000-0-0000-2700-5890-000-000-00000 NN 116.00 * 116.00 116.00
 TOTAL PAYMENT AMOUNT 116.00

000609/00 FRANKLIN CONSTRUCTION INC 680174771
 190154 PO-019219 12/18/2018 21848 1 01-1400-0-0000-8500-6200-000-050-00000 NN F 95,500.00 * 100,000.00 95,500.00
 TOTAL PAYMENT AMOUNT 95,500.00

001524/00 GLENN COUNTY ELECTIONS DEPT
 PV-000059 12/31/2018 43990-BOND/ELECTION FEES 01-0000-0-0000-7110-5890-000-000-00000 NN 3,466.00 * 3,466.00 3,466.00
 TOTAL PAYMENT AMOUNT 3,466.00

000782/00 GREENHOUSE MEGASTORE
 190315 PO-019386 12/19/2018 PSI20316 1 01-0350-0-6000-1000-4300-000-052-00000 NN F 491.48 * 491.48 491.48
 TOTAL PAYMENT AMOUNT 491.48

000072/00 HILLYARD INC
 PO-000412 12/10/2018 603250068 1 01-8150-0-0000-8100-4300-000-000-00000 NN P 591.66 * 0.00 591.66
 TOTAL PAYMENT AMOUNT 591.66

012 HAMILTON UNIFIED SCHOOL DIST. J85518
 BATCH 32; JANUARY 23 2019

ACCOUNTS PAYABLE PRELIST
 BATCH: 0032 BATCH 32; JANUARY 23 2019
 Fund : 01 GENERAL FUND

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Vendor/Addr Req Reference Date	Remit name Description	Tax ID num Fd Res	Deposit type Y Goal	ABA num Func Obj	Account num Sit Bdr DD	T9MPS	Liq Amt	Net Amount
000723/00	JIMMY'S CUSTOM TROPHIES							
190082	PO-019165 12/14/2018 29013-LIFETIME PASS		1 01-0000-0-1110-1000-4300-100-000-000000 NN P			10.73 *	10.73	10.73
	TOTAL PAYMENT AMOUNT					10.73 *		10.73
001259/00	JOHANNA M CLAY	557451211						
190194	PO-019300 12/31/2018 85-2ND INVOICE		1 01-0000-0-1110-1000-5890-000-000-000000 NY P			1,875.00 *	1,875.00	1,875.00
	TOTAL PAYMENT AMOUNT					1,875.00 *		1,875.00
001136/00	JOLENE TOWNE							
	PV-000070 12/31/2018 JANUARY CASBO MILES/MEALS		01-0000-0-0000-2700-5200-000-000-000000 NN			196.13 *		196.13
	TOTAL PAYMENT AMOUNT					196.13 *		196.13
001388/00	LARRY'S PEST & WEED CONTROL	141953612						
PO-000440	12/08/2018 DEC W10626		1 01-0000-0-0000-8100-5590-000-000-000000 NY P			540.00 *	0.00	540.00
	TOTAL PAYMENT AMOUNT					540.00 *		540.00
000887/00	MUSIC CONNECTION							
190024	PO-019140 12/14/2018 460916		1 01-0000-0-1110-1000-4300-000-013-000000 NN P			12.76 *	12.76	12.76
	TOTAL PAYMENT AMOUNT					12.76 *		12.76
001345/00	NOTLEY'S CANVAS SHOP	942751441						
190322	PO-019394 12/19/2018 19394		1 01-3550-0-3800-1000-4300-000-000-000000 NY F			6,836.00 *	6,836.00	6,836.00
	TOTAL PAYMENT AMOUNT					6,836.00 *		6,836.00
000309/00	OFFICE DEPOT INC							
190310	PO-019395 12/19/2018 248527578001		1 01-0001-0-1110-1000-4300-000-000-000000 NN P			25.43	25.43	25.43
190310	PO-019395 12/19/2018 248523704001		1 01-0001-0-1110-1000-4300-000-000-000000 NN P			11.46	11.46	11.46
	TOTAL PAYMENT AMOUNT					36.89 *		36.89

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	BdR	DD	T9MPS	Account num	Liq Amt	Net Amount
000512/00	PLATT ELECTRIC SUPPLY INC															
	PO-000432	12/06/2018	Z379476		1	01-8150-0-0000-8100-4300-000-0000-0000	NN	P							0.00	125.14
	PO-000432	12/04/2018	T911920		1	01-8150-0-0000-8100-4300-000-0000-0000	NN	P							0.00	77.33
																202.47
																TOTAL PAYMENT AMOUNT
000134/00	QUILL CORPORATION															
	PO-019115	12/10/2018	3350955		4	01-0000-0-0000-7110-4300-000-0000-0000	NN	P							1.00	46.85
	PO-019115	12/07/2018	3319234		3	01-0000-0-1110-1000-4300-100-000-0000	NN	P							44.32	44.32
																91.17
																TOTAL PAYMENT AMOUNT
001510/00	RAY MORGAN COMPANY															
	PO-019362	12/17/2018	2338570-DR6010C SCANNER		1	01-9150-0-0000-2420-4400-000-0000-0000	NN	P							2,476.42	2,476.42
																2,476.42
																TOTAL PAYMENT AMOUNT
000136/00	SELECT SECURITY		549803804													
	FV-000068	12/31/2018	223332-KEYPAD REPLACEMENT			01-8150-0-0000-8100-5630-000-0000-0000	NY									245.00
																245.00
																TOTAL PAYMENT AMOUNT
000324/00	SHASTA COUNTY OFFICE OF ED															
	PO-019333	12/19/2018	INV19-00489		1	01-0001-0-0000-2700-5200-000-000-0000	NN	F							80.00	80.00
																80.00
																TOTAL PAYMENT AMOUNT
000856/00	UPPER PARK PRINTING		473964171													
	PO-019392	10/15/2018	1461-STAFF JACKETS		1	01-0801-0-1110-1000-4300-800-583-0000	NY	F							102.75	102.75
	PO-019392	10/15/2018	1461-STAFF JACKETS		2	01-0801-0-0000-2700-4300-800-583-0000	NY	F							102.75	102.75
																205.50
																TOTAL PAYMENT AMOUNT
001148/00	UPS															
	FV-000071	12/31/2018	8V6291518-SHIPPING/REPAIR			01-9150-0-0000-2420-5890-000-000-0000	NN									19.47
																19.47
																TOTAL PAYMENT AMOUNT

012 HAMILTON UNIFIED SCHOOL DIST. J85518 ACCOUNTS PAYABLE PRELIST APY500 L.00.12 12/27/18 14:03 PAGE 4
 BATCH 32,JANUARY 23 2019 BATCH: 0032 BATCH 32,JANUARY 23 2019 << Open >>
 Fund : 01 GENERAL FUND

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	Bdr	DD	T9MPS	Account num	Liq Amt	Net Amount	
000654/00	WALMART																			
190102	PO-019191	12/06/2018	OFFICE SUPPLIES			1	01-0000-0-3200-1000-4300-000-000-00000	NN	F									11.98	154.74	154.74

TOTAL PAYMENT AMOUNT 154.74 *
 TOTAL Fund PAYMENT 113,593.67 **
 TOTAL Fund 113,593.67

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	TRMPS	Account num	Liq Amt	Net Amount
000209/00	GOLD STAR FOODS															

PO-000415 12/18/2018 2613443-STORAGE (RICE) FEES 3 13-5310-0-0000-3700-5890-000-000-00000 NN P 0.00 10.00
 TOTAL PAYMENT AMOUNT 10.00 * 10.00

TOTAL Fund PAYMENT 10.00 ** 10.00
 TOTAL BATCH PAYMENT 113,603.67 *** 0.00 113,603.67
 TOTAL DISTRICT PAYMENT 113,603.67 **** 0.00 113,603.67
 TOTAL FOR ALL DISTRICTS: 113,603.67 ***** 0.00 113,603.67

Number of checks to be printed: 24, not counting voids due to stub overflows.

Printed: 12/27/2018 14:04:07

Prepared by	Chris Dubien 12/27/18	Date
Authorized by		Date

012 HAMILTON UNIFIED SCHOOL DIST. J85803 APY500 L.00.12 01/09/19 13:31 PAGE 1
 BATCH 33: JANUARY 23 2019 BATCH: 0033 BATCH 33:JANUARY 23 2019 << Open >>
 Fund : 01 GENERAL FUND

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

000010/00	ALHAMBRA & SIERRA SPRINGS												
PO-000406	12/27/2018	DEC HS 9858589	122718	1	01-0000-0-0000-2700-4300-100-000-00000	NN	P					0.00	66.50
PO-000406	12/27/2018	DEC MAINT 9858589	122718	2	01-8150-0-0000-8100-4300-000-000-00000	NN	P				0.00	21.00	
PO-000406	12/27/2018	DEC ELLAB 9858589	122718	3	01-0000-0-3200-1000-4300-000-000-00000	NN	P				0.00	16.00	
PO-000406	12/27/2018	DEC ELEM 9858589	122718	4	01-0000-0-0000-2700-4300-800-000-00000	NN	P				0.00	77.00	
TOTAL PAYMENT AMOUNT												180.50 *	180.50

000332/00	BOARD OF EQUALIZATION												
PV-000076	01/01/2018	OCT-DEC FUEL TAX; QTR 4 2019		01-0000-0-0000-3600-5890-000-000-00000	NN							216.78	216.78
TOTAL PAYMENT AMOUNT												216.78 *	216.78

001296/00	BOYS & GIRLS CLUB OF	680294846											
190169	PO-019245	01/01/2018	NEED BUDR OF 049; CHANGE	1	01-0000-0-1110-1000-5890-000-000-00000	NY	C					22,000.00	0.00
190169	PO-019245	01/01/2019	JAN-MAR 2019; 1348	2	01-0000-0-1110-1000-5890-000-049-00000	NY	P					11,000.00	11,000.00
TOTAL PAYMENT AMOUNT												11,000.00 *	11,000.00

000053/00	CALIFORNIA WATER SERVICE CO												
PO-000422	12/26/2018	JAN 631417777		1	01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	608.97
PO-000422	12/26/2018	JAN 0669843652		1	01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	1,169.99
PO-000422	12/26/2018	JAN 4328876467		1	01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	440.65
PO-000422	12/26/2018	JAN 362417777		1	01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	13.00
PO-000422	12/26/2018	JAN 731417777		1	01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	271.19
PO-000422	12/28/2018	JAN 414111777		1	01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	51.71
PO-000422	12/28/2018	JAN 314111777		1	01-0000-0-0000-8100-5590-000-000-00000	NN	P					0.00	51.71
TOTAL PAYMENT AMOUNT												2,607.22 *	2,607.22

001042/00	EDUCATIONAL FACILITIES PROGRAM	050597395											
PO-018633	01/02/2019	USD-HOG BARN 006		1	01-9151-0-0000-8500-5890-000-050-00000	NY	P					0.00	7,200.00
PO-019134	01/02/2019	USD-2018 BOND-006		1	01-0000-0-0000-7110-5890-000-000-00000	NY	P					2,160.00	2,160.00
TOTAL PAYMENT AMOUNT												9,360.00 *	9,360.00

001023/00	FP MAILING SOLUTIONS												
PO-000424	01/01/2019	JAN-MAR R1103908429		1	01-0000-0-1110-1000-5620-000-000-00000	NN	P					0.00	67.00
PO-000424	01/01/2019	JAN-MAR R1103908429		2	01-0000-0-1110-1000-5620-100-000-00000	NN	P					0.00	100.31
TOTAL PAYMENT AMOUNT												167.31 *	167.31

ACCOUNTS PAYABLE PRELIST
 BATCH: 0033 BATCH 33: JANUARY 23 2019
 Fund : 01 GENERAL FUND

Vendor/Addr Req Reference Date	Remit name Description	Tax ID num Deposit type Fd Res Y Goal Func Obj	ABA num Sit Bdr DD	Account num T9MPS	Liq Amt	Net Amount
001414/00	HOLDREGE & KULL					
190323	PO-019397 12/28/2018 110971-BOND WORK TESTING	1 01-0000-0-0000-7110-5890-000-000-000000 NY P	160.00 *		160.00	160.00
	TOTAL PAYMENT AMOUNT					160.00
001028/00	JC NELSON SUPPLY CO					
PO-000430	11/06/2018 731181	1 01-8150-0-0000-8100-4300-000-000-000000 NN P	208.41 *		0.00	208.41
	TOTAL PAYMENT AMOUNT					208.41
000973/00	JIVE COMMUNICATIONS INC	020783048				
PO-000442	01/01/2018 JAN 2019 VOIP	1 01-0000-0-0000-2700-5990-000-000-000000 NN P	1,519.52 *		0.00	1,519.52
	TOTAL PAYMENT AMOUNT					1,519.52
001405/00	KARISSA SYWULKA					
PV-000077	01/08/2019 OCT-DEC MILEAGE	01-0000-0-1110-1000-5200-000-013-000000 NN	110.10 *			110.10
	TOTAL PAYMENT AMOUNT					110.10
000860/00	M T HALL & ASSOCIATES INC					
190330	PO-019404 12/31/2017 1142-HOG BARN	1 01-1400-0-0000-8500-6200-000-050-000000 NN F	7,770.00 *		7,770.00	7,770.00
	TOTAL PAYMENT AMOUNT					7,770.00
002066/00	NORTH VALLEY BUILDING					
190052	PO-019138 12/31/2018 FINAL HOG BARN B6599	1 01-6387-0-0000-8500-6200-000-050-000000 NN F	15,475.00 *		590.00	15,475.00
	TOTAL PAYMENT AMOUNT					15,475.00
000309/00	OFFICE DEPOT INC					
190310	PO-019395 12/20/2018 248527579001	1 01-0001-0-1110-1000-4300-000-000-000000 NN F	21.44 *		21.44	21.44
	TOTAL PAYMENT AMOUNT					21.44
000027/00	ORLAND HARDWARE					
PO-000417	12/11/2018 383016	1 01-8150-0-0000-8100-4300-000-000-000000 NN P			0.00	42.63
PO-000417	12/11/2018 383809	1 01-8150-0-0000-8100-4300-000-000-000000 NN P			0.00	63.54
190136	PO-019200 12/27/2018 382893	1 01-0350-0-6000-1000-4300-000-053-000000 NN P			0.00	133.39

012 HAMILTON UNIFIED SCHOOL DIST. J85803
 BATCH 33: JANUARY 23 2019

ACCOUNTS PAYABLE PRELIST
 BATCH: 0033 BATCH 33: JANUARY 23 2019
 Fund : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type Fd Res	ABA num Y Goal	num Func Obj	Account num Sit Bdr DD	T9MPS	Liq Amt	Net Amount
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TOTAL PAYMENT AMOUNT 239.56 *

001407/00	PARAMEX SCREENING SERVICE	680179882							0.00	69.00
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FO-000431	01/03/2019	DMV EXAM		1	01-0000-0-0000-3600-5890-000-000-000000	NY	P		0.00	69.00
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000084/00	PG&E								0.00	4,993.89
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FO-000416	12/28/2018	DEC ELEM 3699672995-4		1	01-0000-0-0000-8100-5590-000-000-000000	NN	P		0.00	4,993.89
FO-000416	12/26/2018	DEC HS 9921774729-6		1	01-0000-0-0000-8100-5590-000-000-000000	NN	P		0.00	7,284.50

TOTAL PAYMENT AMOUNT 12,278.39 *

001510/00	RAY MORGAN COMPANY								0.00	529.83
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FO-000413	12/20/2018	DIST JAN 2345738		1	01-0000-0-0000-2700-5620-000-000-000000	NN	P		0.00	529.83
FO-000413	12/20/2018	HS JAN 2345738		2	01-0000-0-1110-1000-5620-100-000-000000	NN	P		0.00	1,371.09
FO-000413	12/20/2018	ELEM JAN 2345738		3	01-0000-0-1110-1000-5620-800-000-000000	NN	P		0.00	1,838.23
FO-000413	12/20/2018	ELLAB JAN 2345738		4	01-0000-0-3200-1000-5620-000-000-000000	NN	P		0.00	193.31
FO-000413	12/20/2018	OVERAGE SEPT-DEC 2345738		7	01-0000-0-0000-2700-4300-000-000-000000	NN	P		0.00	17.00
FO-000413	12/20/2018	OVERAGE SEPT-DEC 2345738		8	01-0000-0-0000-2700-4300-100-000-000000	NN	P		0.00	36.29
PV-000072	12/20/2018	OVERAGE SEPT-DEC 2345738		01-0000-0-1110-1000-4300-000-013-000000	NN				0.00	70.72

TOTAL PAYMENT AMOUNT 4,056.47 *

001382/00	U S BANK CORPORATE								208.77	208.77
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190071	FO-019155	01/03/2019	ADMIN OFF SITE MTGS		2	01-0000-0-0000-2700-4300-000-000-000000	NN	P	208.77	208.77
190157	FO-019222	01/03/2019	AIG FUEL/TRAVEL		1	01-7010-0-3800-1000-5200-000-000-000000	NN	P	363.29	363.29
190181	FO-019256	01/03/2019	CO ACSA CONF HOTEL		1	01-4035-0-1110-1000-5200-000-000-000000	NN	P	265.98	265.98
190183	FO-019269	01/03/2019	APPT/PARENT MTG SUPPLIES		1	01-3010-0-1110-1000-4300-000-000-000000	NN	P	31.95	31.95
190116	FO-019282	01/03/2019	TRACK FINALS HOTEL		1	01-0000-0-1110-1000-5200-100-006-000000	NN	F	1,373.06	915.34
190301	FO-019375	01/03/2019	ELLA B PE SUP/EQUIP		1	01-0000-0-3200-1000-4300-000-000-000000	NN	F	131.50	128.68
190306	FO-019385	01/03/2019	TECH DEPT SUPPLIES		1	01-9150-0-0000-2420-4300-000-000-000000	NN	F	61.05	61.05
190319	FO-019390	01/03/2019	REALIDADES A/B ASS BOOK		1	01-0000-0-1110-1000-4300-800-000-000000	YN	F	43.33	40.40
190320	FO-019391	01/03/2019	APC SMART UPS BACK UP		1	01-9150-0-0000-2420-4300-000-000-000000	YN	F	450.44	419.99
190309	FO-019396	01/03/2019	ORIENTAL TRADE SUPPLIES		1	01-0001-0-1110-1000-4300-000-000-000000	YN	F	82.11	77.44
190331	FO-019405	01/01/2019	TRACK FINALS TRAVEL MEALS		1	01-0000-0-1110-1000-5200-100-006-000000	NN	F	164.00	164.00
PV-000075	12/26/2018	DEC 4246044555628555		01-0000-0-0000-8100-4392-000-000-000000	NN				940.94	940.94
PV-000075	12/26/2018	DEC 4246044555628555		01-0000-0-1110-1000-5200-100-006-000000	NN				79.17	79.17

TOTAL PAYMENT AMOUNT 3,697.00 *
 TOTAL USE TAX AMOUNT 38.99

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	BdR	DD	Account num	T9MPS	Liq Amt	Net Amount	
000172/00	U S POSTMASTER																			

PV-000074 01/04/2019 BOX 488 ANNUAL FEE
 TOTAL PAYMENT AMOUNT 116.00 * 116.00

000485/00 VOLTAGE SPECIALISTS 204425558

190329 PO-019403 01/04/2019 13156
 TOTAL PAYMENT AMOUNT 248.40 * 248.40

000377/00 WASTE MANAGEMENT

PO-000402 01/01/2019 JAN HS CAFE
 PO-000402 01/01/2019 JAN ELEM CAFE
 PO-000402 01/01/2019 JAN HS MAINT
 PO-000402 01/01/2019 JAN ELEM MAINT
 TOTAL PAYMENT AMOUNT 1,961.91 * 1,961.91

001078/00 WILGUS FIRE CONTROL INC 942412079

PV-000073 12/26/2018 31350- FIRE ALARM REPAIR
 TOTAL PAYMENT AMOUNT 223.48 * 223.48

TOTAL Fund PAYMENT 71,686.49 *
 TOTAL USE TAX AMOUNT 38.99

71,686.49

012 HAMILTON UNIFIED SCHOOL DIST. J85803 ACCOUNTS PAYABLE PRELIST APY500 L.00.12 01/09/19 13:31 PAGE 5
 BATCH 33: JANUARY 23 2019 BATCH: 0033 BATCH 33: JANUARY 23 2019 << Open >>
 Fund : 11 ADULT EDUCATION

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type Pd Res Y	Goal	Func	Obj	ABA num Sit	Account num Bdr DD	T9MPS	Liq Amt	Net Amount
002024/00	CHICO PRINTING											
190324	PO-019398	01/04/2019 23298-SPRING SCHED		1	11-6391-0-4110-1000-4300-000-000-00000	NN	F				721.20	721.20
TOTAL PAYMENT AMOUNT											721.20	721.20

001510/00	RAY MORGAN COMPANY											
	PO-000413	12/20/2018 ADULT ED JAN 2345738		5	11-6391-0-4110-1000-5620-000-000-00000	NN	P				0.00	149.20
TOTAL PAYMENT AMOUNT											149.20	149.20

TOTAL Fund											870.40	870.40
PAYMENT												

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	ABA num	Sit	Bdr	DD	Account num	T9MPS	Liq Amt	Net Amount
000506/00	CVS PHARMACY INC																
190161	PO-019235	12/22/2018	6005432059000825		1		12-6105-0-1110-1000-4300-000-000-00000	NN	P							17.70	17.70
190161	PO-019235	12/22/2018	6005432059000825		1		12-6105-0-1110-1000-4300-000-000-00000	NN	P							4.50	4.50
TOTAL PAYMENT AMOUNT																	
															22.20 *		22.20
000134/00	QUILL CORPORATION																
190326	PO-019400	12/27/2018	3771536		1		12-6105-0-1110-1000-4300-000-000-00000	NN	P							7.57	7.57
190326	PO-019400	12/31/2018	3803443		1		12-6105-0-1110-1000-4300-000-000-00000	NN	P							7.11	7.11
190326	PO-019400	12/27/2018	3751034		1		12-6105-0-1110-1000-4300-000-000-00000	NN	P							58.68	58.68
TOTAL PAYMENT AMOUNT																	
															73.36 *		73.36
001510/00	RAY MORGAN COMPANY																
PO-000413	12/20/2018	PRESCH JAN 2345738			6		12-6105-0-1110-1000-5620-000-000-00000	NN	P							0.00	193.30
TOTAL PAYMENT AMOUNT																	
															193.30 *		193.30
															288.86 **		288.86

012 HAMILTON UNIFIED SCHOOL DIST. J85803
 BATCH 33: JANUARY 23 2019

ACCOUNTS PAYABLE PRELIST
 BATCH: 0033 BATCH 33: JANUARY 23 2019
 Fund : 13 CAFETERIA

APY500 L.00.12 01/09/19 13:31 PAGE 7
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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	Account num	Liq Amt	Net Amount
000209/00	GOLD STAR FOODS														

PO-000415 01/03/2019 2620847-STORAGE FEES
 3 13-5310-0-0000-3700-5890-000-000-00000C NN P
 TOTAL PAYMENT AMOUNT 70.00 *

000592/00 MISSION UNIFORM & LINEN
 PO-000405 01/08/2019 509005407
 PO-000405 01/08/2019 509005406
 1 13-5310-0-0000-3700-4300-000-000-00000C NN P
 1 13-5310-0-0000-3700-4300-000-000-00000C NN P
 TOTAL PAYMENT AMOUNT 115.68 *

TOTAL Fund PAYMENT 185.68 **
 TOTAL Fund PAYMENT 185.68

012 HAMILTON UNIFIED SCHOOL DIST. J85803
 BATCH 33: JANUARY 23 2019

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ACCOUNTS PAYABLE PRELIST
 BATCH: 0033 BATCH 33: JANUARY 23 2019
 Fund : 14 DEFERRED MAINTENANCE

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	T9MFS	
000771/00	TOWNE CARPET & DRAPES							
190290	PO-019364	12/13/2018 CG803820-ELEM RM#501	1	14-0000-0-0000-8100-5630-000-000-000000	NY F		8,801.53	8,801.53

941670981
 TOTAL PAYMENT AMOUNT 8,801.53 *
 TOTAL Fund PAYMENT 8,801.53 **
 TOTAL BATCH PAYMENT 81,832.96 ***
 TOTAL USE TAX AMOUNT 38.99 0.00
 TOTAL DISTRICT PAYMENT 81,832.96 ****
 TOTAL USE TAX AMOUNT 38.99 0.00
 TOTAL FOR ALL DISTRICTS: 81,832.96 *****
 TOTAL USE TAX AMOUNT 38.99 0.00

Number of checks to be printed: 30, not counting voids due to stub overflows.

Printed: 01/09/2019 13:31:58

Prepared by	Date
<i>Chris [Signature]</i>	1/9/19
Reviewed by	Date

012 HAMILTON UNIFIED SCHOOL DIST. J85826
 BATCH 35; JANUARY 23, 2019

ACCOUNTS PAYABLE PRELIST
 BATCH: 0035 BATCH 35; JANUARY 23, 2019
 Fund : 01 GENERAL FUND

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Vendor/Addr Remit name Date Description
 Req Reference Date Description

000008/00 CALIFORNIA'S VALUED TRUST H/W
 PO-000444 12/18/2018 JANUARY 2019
 PO-000444 12/18/2018 JANUARY 2019
 PO-000444 12/18/2018 JANUARY 2019

002047/00 DANNIS WOLIVER KELLEY 943172834
 PO-000423 11/30/2018 NOVEMBER LEGAL FEES

000584/00 STANDARD
 PO-000408 12/20/2018 JANUARY CT503202 DIV3000

TOTAL PAYMENT AMOUNT 101,674.29 *
 TOTAL PAYMENT AMOUNT 1,679.50 *
 TOTAL PAYMENT AMOUNT 348.80 *
 TOTAL Fund PAYMENT 103,702.59 **
 TOTAL BATCH PAYMENT 103,702.59 ***
 TOTAL DISTRICT PAYMENT 103,702.59 ****
 TOTAL FOR ALL DISTRICTS: 103,702.59 ****

Tax ID num Deposit type
 Fd Res Y Goal Func Obj Sit Bdr DD T9MPS

ABA num Account num
 T9MPS

Liq Amt Net Amount

0.00 31,803.50
 0.00 66,302.28
 0.00 3,568.51
 101,674.29

0.00 1,679.50
 0.00 1,679.50

0.00 348.80
 0.00 348.80

103,702.59

103,702.59

103,702.59

103,702.59

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

Prepared by Kristen Hammer 1/10/19
 Date
 Authenticated by _____
 Date

Hamilton Unified School District

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: January 23, 2019

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

HUSD
Classified
Seniority List

Name	Position	Service Date
DelaCruz, Yolanda (Bernice)	Paraeducator	8/11/2014
	Paraeducator II	8/9/2010
	Cook Helper	8/24/2009
	Instructional Aide	8/28/1989
	Teacher Aide	2/5/1985
Leal, Teresa	Preschool Teacher	8/19/1999
	Preschool Teacher Aide	8/26/1991
Crosby, Clyde (Austin)	District Universal - Maintenance & Transportation	7/1/2013
	Custodian/Sub Bus Driver	7/1/2005
	Custodian	10/1/1996
Mercado, Guadalupe (Lupe)	Administrative Technician	1/1/2014
	Adult Ed & Continuation Office Assistant I	7/1/2010
	Adult Ed & Continuation Office Assistant I/Business Asst	7/1/2009
	Adult Ed Office Assistant I	7/1/2000
	Adult Ed Secretary	11/3/1997
	Adult Ed Teacher Aide I	5/12/1997
Garcia, Irma	Preschool Assistant	11/7/2013
	Preschool Paraeducator II (Paraeducator)	8/9/2013
	Preschool Paraeducator I	8/11/2011
	Preschool Teacher Aide	8/27/2001
	Preschool Teacher	8/20/1998
Moreno, Erendida	Child Nutrition Lead	8/9/2013
	Head Cook	8/13/2009
	Cook	8/18/2006
	Assistant Cook	3/6/2006
	Cook Helper/Dish	8/19/2002
Lopez-Reyes, Bertha (Maria)	District Custodian	10/08/2003
DeVries, Chris	District Account Clerk	5/10/2004
Johnson, Erin	Student Services and Library Coordinator	8/11/2014
	Office Assistant II	8/15/2007
	Paraeducator II	1/6/2005
Joksch, Alan	District Universal - Maintenance & Transportation	7/1/2013
	Maintenance/Bus Driver	7/1/2011
	Maintenance & Transportation	4/30/2005
Moon, Mona	Child Nutrition Assistant	8/9/2013
	Assistant Cook	8/11/2011
	Cook Helper	8/14/2009
	Food Service Manager	8/15/2005
Montgomery, Sean	Child Nutrition Lead	8/9/2013
	Head Cook	8/9/2010
	Assistant Cook	1/1/2007
	Cook Helper/Dish	5/19/2006
Teeter, Tara	Library Media Technician	1/26/2017
	Yard Duty Supervisor	8/7/2015
Hawley, Derek	Information Systems Technician	7/1/2016
Fitzgerald-Adams, Mariesa	Paraeducator	8/12/2016
Kitahara, Chris	District Universal - Maintenance & Transportation	12/21/2016
Elkin, Dave	District Universal - Maintenance & Transportation	5/30/2017
Mundo, Asha	District Universal - Maintenance & Transportation	8/14/2018
	Yard Duty Supervisor/Crossing Guard	9/19/2017
Dietle, Rowan	Office Assistant I	1/10/2018
Saldivar, Omar	Child Nutrition Assistant	6/11/2018
Rivera, Rosa	Office Assistant I	8/27/2018
Wyman, Heather	Yard Duty Supervisor/Crossing Guard	9/17/2018
Brand, Maribel	Yard Duty Supervisor/Crossing Guard	10/11/2018
	Revision: December 10, 2018 Adopted: (See Seniority Change Log for details of revisions)	

HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: Director of Nutrition and Student Welfare

SALARY LEVEL:	Range 3 on Confidential Sal. Sch. (pro-rated for 11 months)	DIVISION: Classified/Confidential Mgmt.
DEPARTMENT:	District Administration	LOCATION: Various District Sites
REPORTS TO	Chief Business Official/Superintendent	Work Year: 11 Months (month of July off)
APPROVED BY:	Board of Trustees	DATE: June 2012

SUMMARY: Serves as Director of Nutrition and Student Welfare within the district to ensure that the district standards of meals meet state and federal standards for nutritional and healthy standards for school age children. Further, the Director of Nutrition and Student Welfare will educate students, staff and parents of the healthy choices regarding the National School Lunch Program. The Director of Nutrition and Student Welfare will be responsible for the proper operation of the nutritional programs for the district and any contracted districts served by Hamilton Unified School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Plan and schedule District Food Service Workers.
- Supervise the work of Child Nutrition Lead and Child Nutrition Assistant employees.
- Recommend the hiring/dismissal of subordinate employees.
- Evaluate in writing all subordinate employees within the Food Service Department.
- Train employees on the safe and proper use of machinery, technology, and other equipment used in the Food Service Department.
- Prepare records for the National School Lunch Program.
- Collect and distribute all funds.
- Order food supplies, equipment and other materials needed for the Food Service Program.
- Direct planning and preparation of meals with the Child Nutrition Leads that meet the National School Lunch Program requirements and the Child & Adult Care Food Program requirements for Boys and Girls Club.
- Ensure all transportation records and meal counts are accurate and properly reported in CNIPS.
- Maintain inventory control for District Food Service Department.
- Expert knowledge of the Federal Free and Reduced Lunch Application process and its implications for the District.
- Process and maintain the Federal Free and Reduced Lunch applications.
- Direct and maintain the Free and Reduced Lunch Application confidential roster of qualifying students.
- Direct and maintain the Free and Reduced Lunch designation in the district student data program (Aeries), NutriKids, California Nutrition Incentive Program (CNIPS) or equivalent.
- Supervise clerical staff that have District Food Service tasks.

Director of Nutrition and Student Welfare
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- Ensure that facilities are ready for community service meetings and provide personnel as requested.
- Proficient in Microsoft Office (Word, Excel, Outlook).
- Ensure all documents for reimbursement and billing are complete and submitted in a timely manner.
- Ensure all food service agreement contract conditions are met and maintained.
- Attend all board meetings.
- Assist CBO with annual department budget preparation.
- Manage expenditures and report progress to district leadership.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: **BA, BS, or AA in Food Service, Restaurant Management, Nutrition or closely related field is desired.** High school diploma or general education degree (GED); three (3) years of related experience and/or training in school, hospital, or corporate food service or related field are required skills for this position. Three years of supervision of others and knowledge of computers is essential.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, state and federal food service directives, flyers and regulations Ability to write routine reports and correspondence. Ability to evaluate in writing the work of subordinate employees. Ability to speak effectively before staff, students and individually to parents and the Governing Board.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to interpret bar graphs. Ability to count money, prepare deposits and balance food service accounts.

REASONING ABILITY: Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES AND LICENSES: California Driver's License (required by the first day of service). First Aid Certificate is preferred. Food Service Licenses or certifications as required by the State of California and the Federal Lunch Program by the date of hire.

OTHER SKILLS AND ABILITIES: Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to fifty (50) pounds and sometimes more. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy.

HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: DIRECTOR OF MAINTENANCE & TRANSPORTATION

SALARY RANGE:	Range 2 on Classified Management/ Confidential Salary Schedule	DIVISION:	Classified Management
DEPARTMENT:	District Administration	LOCATION:	Various locations
REPORTS TO:	District Superintendent	WORK YEAR:	12 months
APPROVED BY:	Governing Board	DATE:	To go to the Board January 23, 2019

SUMMARY: Under the direction of the District Superintendent, coordinate and supervise the construction of new facilities and the reconstruction of facilities and modernization and on-going maintenance of existing facilities. Understand the concepts of construction management and California Environmental Quality Act (CEQA) requirements for all projects. Responsible for District project planning and management. Coordinate, assign, supervise and evaluate the District Universal – Maintenance and Transportation and Custodian workers. Maintain buildings, grounds and general maintenance and District transportation vehicles. Responsible for department budget development and supervision of budgetary requirements for the department. Accountable for improving student achievement through the effective management of assigned functions and activities in transportation, operations and maintenance; plan organize, control and direct the transportation services of the District to provide timely delivery of high quality services and safety to students, staff, sites and departments; administer District transportation policies; supervise, provide clear work direction and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Supervise the daily operation of the maintenance, ground and transportation department. Define project work scopes, prioritize and schedule work for the department.
2. Make recommendations to the District Superintendent to ensure project compliance with applicable federal, state, and local mandates governing environmental protection, and monitor potential hazards to buildings and building occupants, public safety, and access compliance.
3. Coordinate all CEQA plans, applications and studies as required for District facilities.
4. Develop and maintain the District facilities master plan including communication with all stakeholders.
5. Assist with the selection, coordination, monitoring, and supervision of services provided by agencies used in support of the facilities program.
6. Consult with architects, technical consultants and contractors to develop projects, work plans and cost estimates.
7. Prepare, analyze, and report on construction problems and keep the Superintendent informed in a timely manner of construction project progress and changes or other issues related to projects.
8. Coordinate District-wide compliance with Safety Data Sheets (SDS) and Occupational Health and Safety Administration (OSHA) regulations.
9. Coordinate District-wide program for disposal of hazardous materials/chemicals.
10. Direct and oversee energy efficiency programs including tracking of energy usage, implementation of energy efficient projects, recommending energy projects to the Superintendent and working with agencies to secure funding sources for such projects.
11. Responsible for department budget development and supervision of expenditures. Approve all purchases and track department expenses to ensure compliance with District budget. Review and monitor the various

- accounts and open purchase orders for the department.
12. Manage the District work and transportation order management system (Maintenance and Transportation Portals) and assign work to subordinates as required and in compliance with the job description for each classification.
 13. Coordinate regular inspection, evaluation, and inventory of District facilities and equipment. Prepare long and short range plans for maintenance, repair and site improvement projects.
 14. Organize trainings for department to comply with all federal, state and local laws. Work with HR Department to assign required trainings in Target Solutions to subordinates.
 15. Inspect District buildings, equipment, utilities systems and facilities to determine needed maintenance and repair. Assure proper completion of work orders.
 16. Work on projects directly relating to district facilities and transportation as it relates to repairs, carpentry, painting, plumbing, electrical, HVAC, sheet metal, glazing equipment repair or other items as needed.
 17. Perform department subordinate evaluations annually.
 18. Interpret and enforce District policies to staff and outside contractors including safety regulations.
 19. Suggest changes in working conditions and use of equipment to increase efficiency of department. Initiate plans to motivate subordinates to achieve work goals.
 20. Attend and participate in board meetings, including a monthly report to the board.
 21. Answer emergency calls at any time and take appropriate actions to protect and preserve property, facilities, and equipment.
 22. Perform a facility inspection annually in compliance with the Williams Act using FIT (Facilities Inspection Tool). Information from the inspection shall be forwarded to the appropriate staff for inclusion in School Accountability Report Card (SARC).
 23. Work collaboratively with other departments to meet district goals and ensure alignment of programs, services and operations.
 24. Provide clear and constructive feedback to improve staff effectiveness.
 25. Ensure that all bus drivers meet state and local requirements regarding licensing and drug and alcohol testing.
 26. Plan, coordinate and arrange for appropriate training for department staff.
 27. Coordinate dispatching activities, communication operations and assignment of drivers to obtain optimum use of facilities, equipment and human resources.
 28. Inspect physical facilities and prepare for terminal and buses inspections (i.e. DOT paperwork and cleanliness, safety and appearance of busses) and takes required actions in order to meet prescribed standards.
 29. Coordinate with District Executive Assistant on maintenance of DOT paperwork including DMV Pull Notices and random drug and alcohol testing consortium.
 30. Provide bus evacuation drills for students in accordance with federal and state requirements.
 31. Operate a school bus on an as-needed basis.
 32. Perform related work as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

1. Proper use of a computer and related software.
2. Appropriate office procedures.
3. Ability to properly use English, grammar, syntax, spelling, and punctuation.
4. Basic First Aid.
5. U.S Department of Transportation Drug & Alcohol Testing Requirements.
6. Applicable laws, codes, regulations, policies and procedures related to transportation.
7. Methods and procedures of coordinating bus routes and schedules.
8. Planning, organization and direction of transportation services and facility/ground use.
9. Budget preparation and control.
10. Principles and practices of administration, supervision and training of department staff.

Ability to:

1. Understand and follow oral and written instructions.
2. Use tact, discretion, and courtesy at all times.
3. Establish and maintain effective working relationships with District staff, faculty, students, and others encountered in the course of work.
4. Supervise the performance of assigned personnel.
5. Ability to type 40 wpm.
6. Establish and maintain accurate records and files.
7. Make arithmetic calculations with accuracy.
8. Work independently with little direction.
9. Plan and organize work.
10. Analyze situations accurately and adopt an effective course of action.

EDUCATION AND/OR EXPERIENCE: High school diploma or General Educational Development (GED) equivalency certificate is required. AA or BA preferred. Three years related experience and/or training or equivalent combination of education and experience is required. One year of experience in a supervisory position preferred.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, co-workers and other employees. Ability to speak, read, and write fluently in Spanish a plus.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

CERTIFICATES AND LICENSES:

Required by the first day of service:

- Valid California Driver's License
- Proof of automobile insurance as stipulated by the State of California.

Required within first 12 months of employment:

- Valid California Commercial Driver's License, class B or higher, with Passenger Endorsement.
- Valid California Special Driver Certificate for School Bus.
- Valid Department of Motor Vehicles Medical Examiner's Certificate.
- DMV driving record print out.

Possession of a School Bus Driver Instructor's Certificate from the California Highway Patrol is desirable, but not required. Be willing to obtain instructors certificate within 24 months of start of employment and to obtain spraying of chemicals licenses and other certifications as necessary.

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing these job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.

**HAMILTON UNIFIED SCHOOL DISTRICT
BOARD MEETING
MINUTES
Hamilton High School Library
Wednesday, December 12, 2018**

5:30 p.m. Open session
 Closed session to follow adjournment of open session

1.0 **OPENING BUSINESS: Start:** 5:31 p.m.
 Call to order and roll call:

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

2.0 **PUBLIC SESSION/FLAG SALUTE:**

3.0 **ADJOURN TO ORGANIZATIONAL MEETING:** 5:32 p.m.

1. **SWEARING IN CEREMONY:** Board Members: Ray Odom and Genaro Reyes (page 1-2).
2. **BOARD PRESIDENT:** Elect Board President for the 2019 year.
 - a. Board Member, Ray Odom: What has been the past practice?
 - b. Board President, Gabe Leal: It can change or not based on the decision of the Board.
 - c. Motion for Gabriel Leal to serve another term as Board President/approval by Wendall Lower, seconded by Rod Boone. Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

3. **BOARD CLERK:** Elect Board Clerk for the 2019 year.
 - a. Motion for Wendall Lower to serve another term as Board Clerk/approval by Gabriel Leal, seconded by Rod Boone. Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

4. **BOARD MEETING DATES:** Set day, time and location of regular monthly and special meeting for the 2019 year (page 3).
 - a. Motion for approval with changes to June dates: June dates to read 12th & 26th by Wendall Lower, seconded by Rod Boone. Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

4.0 **RECEPTION:** (15 minute intermission)

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

Motion for approval with changes, to remove Rod Boone from the Consent agenda and place under Action Items by Wendall Lower, seconded by Genaro Reyes. Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

6.0 **COMMUNICATIONS/REPORTS:**

1. Board Member Comments/Reports.
 - a. Board Member, Ray Odom: I attended the recent band concert with Hamilton Elementary School, Capay Elementary School, Lake Elementary School and Plazaz Elementary School. All of the schools did very well and I comment those students and our band teacher for continuing this tradition. Fine arts are so important in school. It was packed to the point of standing room and went very well.

- b. Also about a month ago I watched the Hamilton Elementary School Boys Football game – good coach and good program.
- 2. ASB President and Student Council President Reports
 - a. Hamilton High School, Ofelia Flores
 - i. We are currently in the middle of finals week. Friday is the last day of school before Winter Break.
 - ii. Tomorrow, Thursday, December 13, 2018 - Drama will be having back to back performances of a production they have put together for students to watch.
 - iii. The students raised 3689 cans from the canned food drive for local families.
 - iv. Mecha Giving Tree – selected as in needed for families, delivered and wrapped for families.
 - v. FFA is currently selling mandrains and olive oil, olive oil by the bottle or case.
 - b. Hamilton Elementary School, Ximena Hernandez
 - i. 8th grade students recently wrapped up their recent fundraiser – Worlds Finest Chocolate.
 - ii. We recently ended our canned food drive.
 - iii. Christmas program and band concert went well. Junior high had a choice on how to participate and we enjoyed being able to help out in different ways.
- 3. District Reports (written)
 - a. Food Service Report by LeAnn Radtke (page 4)
 - b. Operations Report by Marc Eddy
 - c. Technology Report by Derek Hawley (page 5)
- 4. Chief Business Official/Facilities Report by Diane Holliman
 - a. CASBO Cascade of Excellence Awards for 2018, recipient: Kristen Hamman. (page 6-7)
 - i. Hog Barn Project – it is going great and on schedule – recently relocated the gate to accommodate changes.
 - ii. Board Member, Ray Odom: How many hogs can be housed?
 - iii. Hamilton High School Principal, Cris Oseguera: approximately, 44 hogs able to be housed.
 - iv. Auditor visit: this time we were able to submit items in advanced via a portal online which was very helpful for streamlining the process.
 - 1. They were here only for one day.
 - 2. Very good audit report – clean and coming back to you in February.
 - v. Board Member, Wendall Lower: Will the gravel work and grading be complete at this time as well?
 - vi. Chief Business Official, Diane Holliman: Yes, the plan is completion next week and I will confirm with you.
 - vii. Chief Business Official, Diane Holliman: I would also like to take a moment to congratulate our very own Kristen Hamman, who runs our HR/Payroll and received an award via CASBO for her excellence in her position.
- 5. Principal and Dean of Student Reports (written)
 - a. Kathy Thomas, Hamilton Elementary School Principal
 - b. Maria Reyes, District Dean of Students
 - c. Cris Oseguera, Hamilton High School Principal
- 6. Superintendent Report by Charles Tracy
 - a. SSDA's 2019 Annual Conference, March 31-April 2, 2019, at the Hilton Sacramento -- Arden West.
 - i. Monday is more content – please let Jolene know!
 - ii. Board President, Gabriel Leal: Yes, I would like to attend Monday.
 - iii. Board Member, Ray Odom: Yes, I would like to attend but I will check those dates to be sure.
 - iv. Board Members, Rod Boone, Wendall Lower & Genaro Reyes: we will check our calendars.
 - b. Upcoming School Board Meetings:
 - i. January 23, 2019
 - ii. February 27, 2019
 - iii. March 27, 2019
 - c. Holidays:
 - i. Winter Break – Monday, December 17, 2018 through Friday, January 4, 2018
 - ii. Christmas Eve – Monday, December 24, 2018
 - iii. Christmas – Tuesday, December 25, 2018
 - iv. New Year's Eve – Monday, December 31, 2018
 - v. New Year's Day – Tuesday, January 1, 2019

7.0 **CORRESPONDENCE:**

- 1. Holiday Letter from Orland Pantry (page 8).

8.0 **INFORMATION:**

1. Williams Settlement – Hamilton Unified School District 2018-19 Glenn County School Deciles 1-3 Report (page 9-10).

9.0 **PRESENTATIONS:**

1. MTSS update, presented by Kathy Thomas.

10.0 **DISCUSSION ITEMS:**

1. First Interim Report 2018-19, presented by Diane Holliman (page 11-45).
 - a. Page 11, the first column is original budget – Column C is actuals to date.
 - b. Page 12 is ending balance.
 - c. Page 13 is fund 11 – Adult Ed – 202, 000
 - i. Expenditures 182,000
 - d. Adult Ed has had carry over the years.
 - e. Board Member, Ray Odom: Only program you charge indirect costs – Adult Dd
 - f. Child development is page 15.
 - g. Fund 13 is page 17 or Cafeteria Fund.
 - h. Fund 14 – deferred maintenance fund
 - i. Fund 17 – savings account – special reserve fund – not allowed to spend out of this fund.
 - j. Board Member, Ray Odom: What types of expenditures can you use out of this?
 - k. Chief Business Official, Diane Holliman: Could be on projects, capital outlay. If you had to use it.
 - l. Post employment benefits.
 - m. Fund 25 – capital facilities fund – developer fee fund.
 - i. Money cannot be spent unless you have increasing enrollment.
 - n. Board Member, Ray Odom: There was a time in my tenure are HUSD, that we found one time, the county office credited the wrong addresses to a differen school district and they received the revenues, not us. It would be a good idea to go to the Assesors Office/Planning Department to check just in case.
 - o. Page 30 and 31 – cash flow report
 - p. Page 1 & 2 – every student succeeds maintenance of effort. – MOE is met
 - q. Page 35, 36, 37 – internal indirect costs
 - r. Page 38 and 39 – unrestricted side of the budget.
 - s. Hog barn costs should be reflected in second interim in the spring.
 - t. Page 40 and 41 – restricted – grants and federal dollars.
 - u. Board Member, Ray Odom: Page 42, first line – decrease in ADA expected?
 - v. Chief Business Official, Diane Holliman: Yes, still a projection on our best guess.
 - w. Superintendent, Charles Tracy: Projected out over rolling classes, this year we graduate a large senior class. 8th grade is a smaller incoming 9th grade class. We are looking into recruitment ideas – such as the radio and interdistricts.
2. Hamilton High School Expansion – Proposal for Preliminary Endangerment Assesment, parcel number: 032-230-015 (possible handout of second proposal) (page 46-53).
 - a. Looking at a piece of property to expand the school – make sure there are no hazardous substances. Testing before hand. This is where they do the soil samples. We recieved one proposal – 40,000 it is a lot of money. You would pay yourself back with Bond funds. Recommended that we authorize the proposal to determine.
 - b. Board Member, Ray Odom: To confirm, this would be paid out of bond money?
 - c. Superintendent, Charles Tracy: Yes.
 - d. Board President, Gabriel Leal: When would they do it?
 - e. Superintendent, Charles Tracy: In the next 45 days when the board authorizes. May change due to holidays and break.
 - f. Community Member, Tom Conwell: They have it (the property) planted already.
 - g. Superintendent, Charles Tracy: We have been informed by the land owner that no herbicides have been placed at this time.
 - h. Board Member, Ray Odom: At what point do we have to deal with enviornmental impact report. Not all of it but part of it.
 - i. DWK, Attorney for HUSD, Matt Juhl-Darlington: First part of going through it - and looking into acquiring the land as well.

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.

Parent, Froylan Mendoza: In terms of land purchase – how much land and a cost? Are we there.

Superintendent, Charles Tracy: We are under negotiations and it is being discussed. We will report out as soon as we can to properly inform.

12.0 **ACTION ITEMS:**

1. First Interim Report 2018-19 (page 11-45).

Motion for approval by Wendall Lower, seconded by Ray Odom.

Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

2. Hamilton High School Expansion – Proposal for Preliminary Endangerment Assesment, parcel number: 032-230-015 (possible handout of second proposal) (page 46-53).

- a. Option A: Original proposal
- b. Option B: Handout at meeting

Motion for approval of Option A by Wendall Lower, seconded by Ray Odom.

Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

3. Developer Fee Agreement between Hamilton Unified School District and Capay Joint Union Elementary School District – division of fees (page 54).

- a. Board Member, Ray Odom: 69 percent for Capay and the rest for Hamilton?
- b. Superintendent, Charles Tracy: Yes this has been the status quo prior and they completed a state wide study – confirmed that this is the correct division for the area.

Motion for approval by Rod Boone, seconded by Ray Odom.

Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

4. Affidavit of School District - Form J-13A, Request for Allowance of Attendance Due to Emergency Conditions (page 55-59).

- a. Board Member, Wendall Lower: Will days need to be made up at the end of the school year?
- b. Superintendent, Charles Tracy: No with approval of this by the state, they will be waived by the state.

Motion for approval by Wendall Lower, seconded by Genaro Reyes.

Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

5. Second reading of (page 60-62):

- a. Board policy 0420.42 Charter School Renewal (for regular manual maintenance).
- b. Board policy 1100 Communication with the Public (for regular manual maintenance).
- c. Board policy 3290 Gifts, Grants and Bequests (for regular manual maintenance).
- d. Administrative regulation 3320 Claims and Actions Against the District (for regular manual maintenance).
- e. Administrative regulation 3460 Financial Reports and Accountability (for regular manual maintenance).
- f. Board policy 4114 Transfers (for regular manual maintenance).
- g. Board policy and administrative regulation 5141.6 School Health Services (for regular manual maintenance).
- h. Board policy and administrative regulation 5144.1 Suspension and Expulsion/Due Process (for regular manual maintenance).
- i. Board policy and administrative regulation 5148.3 Preschool/Early Childhood Education (for regular manual maintenance).
- j. Board policy 6142.3 Civic Education (for regular manual maintenance).
- k. Board policy and administrative regulation 6145.2 Athletic Competition (for regular manual maintenance).
- l. Board policy and administrative regulation 6152.1 Placement in Mathematics Courses (for regular manual maintenance).
- m. Board policy 6170.1 Transitional Kindergarten (for regular manual maintenance).
- n. Board policy and administrative regulation 6178 Career Technical Education (for regular manual maintenance).
- o. Board policy 6190 Evaluation of the Instructional Program (for regular manual maintenance).

p. Board bylaw 9110 Terms of Office (for regular manual maintenance).

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

Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

6. Board Member, Rod Boone volunteer (without stipend) JV Boys Basketball Coach at Hamilton High School.

Motion for approval by Wendall Lower, seconded by Genaro Reyes.

Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

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

1. Warrants and Expenditures (page 63-94).
2. Hamilton Elementary School Site Council Meeting Agenda for November 8, 2018 (page 95).
3. Hamilton Elementary School Site Council Meeting Minutes for November 8, 2018 (page 96-97).
4. Winter Office Hours, 2018-19 (page 98).
5. Minutes for the Regular Board Meeting on October 24, 2018 (page 99-105).
6. 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

7. Personnel Actions as Presented:

- a. New hires:
 - i. Rafael Ruiz-Salamanca Volunteer Boys Soccer Coach HHS
 - ii. Jesus Ahumada Volunteer Girls Soccer Coach HHS
 - iii. Vanessa Aguirre Volunteer Girls Soccer Coach HHS
 - iv. Juan Munoz Girls Soccer Coach HHS
- b. Resignations/Retirement:
 - i. LeAnn Radtke Director of Nutrition & Student Welfare (June) District
 - ii. Leroy Zambrano Alternative Ed Teacher (June) EB
 - iii.

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

Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

14.0 **IDENTIFY CLOSED SESSION ITEMS:**

15.0 **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.

No public comment.

7:00 p.m. adjourn to closed session

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

1. Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent, Charles Tracy regarding HTA and CSEA negotiations.

2. Government Code Section 54957 (b), Personnel Issue. To consider the employment, evaluation, reassignment, resignation, dismissal, or discipline of a classified and certificated employees.
3. Government Code Section 54956.9, Subdivision (a), Existing litigation. Name of case: Crews v. Hamilton Unified School District, Glenn County Superior Court, Case No. 15CV01394.
4. *Conference with Real Property Negotiators*. Property: Westermann property north of Hamilton High School, approximately located at 500 Sixth Street, Hamilton City, CA 95951 (APN: 032-230-015-000). Agency Negotiator: Charles Tracy, Superintendent; Matt Juhl-Darlington, Attorney for District. Negotiating Parties: Westermann Family and Hamilton Unified School District. Under negotiation: Price and terms of payment.

17.0 **REPORT OUT ACTION TAKEN IN CLOSED SESSION** (no earlier than 30 minutes after board enters into Closed Session):

Report out action taken in closed session.

Board President, Gabriel Leal:

The Board gave direction to the Superintendent and school district legal counsel in regards to the Westermann property.

The Board gave direction to the Superintendent on 5 personnel matters.

18.0 **ADJOURNMENT:** 9:40 p.m.

Wendall Lower, Clerk

Charles Tracy, Superintendent

**HAMILTON UNIFIED SCHOOL DISTRICT
SPECIAL BOARD MEETING
AGENDA
Hamilton High School Library
Wednesday, January 9, 2019**

5:30 p.m. Open Session.

1.0 OPENING BUSINESS:

Call to order and roll call

Gabriel Leal, President Hubert "Wendall" Lower, Clerk Rod Boone
 Genaro Reyes Ray Odom

2.0 PUBLIC SESSION/FLAG SALUTE: 5:30 p.m.

3.0 ADOPT THE AGENDA: (M)

Motion for approval by Wendall Lower, seconded by Rod Boone. Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

4.0 DISCUSSION:

1. Superintendent search.
 - a. *Community Member, Tom Conwell:* Why aren't you doing it yourself? Why are you wanting to use a third party company?
 - b. *Board President, Gabriel Leal:* It is perhaps more appropriate than if we do it independently.
 - c. *Community Member, Tom Conwell:* We did it in house when Mr. Odom was hired. We interviewed 4 people and we hired Mr. Odom. Why are you spending up to 6,000 on this? If you do not feel you are qualified, you should not be on the board. Let the people apply – you don't need to do the search.
 - d. *Board Member, Rod Boone:* I thought we weren't doing this (consulting with a third party).
 - e. *Board President, Gabriel Leal:* I wanted to bring it to the Board to make sure we explore our options and do our due diligence.
 - f. *Community Member, Tom Conwell:* I just think we can do it in house, without spending more money.
 - g. *Board President, Gabriel Leal:* I respect your opinion.
 - h. *Board Member, Ray Odom:* Thank you for your comments Tom. The process is not rocket science but it is important and I believe we need the expertise of an outside firm. We need to have a point person – it would be more neutral to have someone outside do it. That is my opinion. Debbie with SSDA was the person who worked on it when we looked and hired Mr. Tracy.
 - i. *Parent, Froylan Mendoza:* What is the process and how is the community involved?
 - j. *Board President, Gabriel Leal:* We will be having a meeting on the 16th of January where community members, parents and staff can attend and provide input to the board which will go toward building the recruitment flyer and interview questions for applicants. There will also be survey available for those who would like to submit input electronically and anonymously. Debbie from SSDA will be presenting on how it would look, should we decide to contract with SSDA.
 - k. *Community Member, Tom Conwell:* I would just like to say that someone's education does not always reflect their capabilities.
 - l. *Parent, Froylan Mendoza:* I agree with Mr. Conwell – their education does not always reiterate what that person is capable of regardless of their education.
 - m. *Small School Districts Association (SSDA) Executive Director, Debbie Pearson:* Introduced herself. Her background is with small school districts – I have an understanding of small school districts
 - i. It takes a special breed of person to be at a small school district.
 - ii. Social media has changed the process – no one likes surprises.
 - iii. Community and staff input is important – folks can come and talk about skills and characteristics forthcoming for the new superintendent. Not everyone is comfortable raising their hand to talk about

what they would like in a superintendent so there will be an option to take a 5 minute survey. Incorporate into meeting on the 16th. My role is to assist you and take the leg work out of it. I share all applicants with you. Helps drive the interview questions and the flyer.

- iv. Applicants need to know about you. What the community is like and the mission statement – characteristics in a superintendent. CA has a superintendent symposium – 80 small school district superintendents will be in attendance – flyers will be handed out during this time. The goal is to recruit folks that would be a good match for you. Advertising will take place on Edjoin, EdCal, CSBA, CASBO, and School Services of CA. Every superintendent would see this in each county.
- v. Community involvement and input meeting, if you select me – I would come back on the 23rd. I am not here to tell you who to hire – I am here to help you.
- vi. Before the board looks at applications – representatives from the teachers group, classified and community groups briefly speak to the board during closed session. That way you hear it directly from them.
- vii. You have to approve your new superintendent’s contract at a regularly scheduled board meeting in April.
- viii. I give the salary schedule to the selected applicants.
- ix. *Board Member, Wendall Lower:* What type of liabilities could we occur if we did not go with a third party like yours?
- x. *SSDA, Debbie Pearson:* I know of a school district that recruited in house and when they went to hire someone they found something on google that they did not like and they rescinded the contract – that applicant could have sued because they had already taken action on it.
- xi. *Board Member, Ray Odom:* You would assist with coordinating the screening process and applicant questions?
- xii. *SSDA, Debbie Pearson:* Yes and you see every application, I would ask that one or two board members at time would come in and rank each application, then all would come together to discuss.
- xiii. *Board Member, Wendall Lower:* We are not obligated to interview every applicant?
- xiv. *SSDA, Debbie Pearson:* No you are not, 4 or 5 at the most.
- xv. *Superintendent, Charles Tracy:* This would make the search stronger and it is a well-rounded process (having a third party consult).
- xvi. *Board Members, Rod Boone:* I like the idea of background checks.
- xvii. *Board Member, Wendall Lower:* With social media you can dig up a lot of stuff.
- xviii. *Staff Member (Accounts Clerk), Chris DeVries:* Is there a change in cost?
- xix. *SSDA, Debbie Pearson:* No, it would not go above what it identified on the contract.
- xx. *Board President, Gabriel Leal:* Debbie knows a lot of people throughout the state which helps in the process.
- xxi. *Staff Member (Accounts Clerk), Chris DeVries:* She will also support the new superintendent for the first year (included in the contract).
- xxii. *Community Member, Tomas Loera:* She did a great job when we hired Mr. Tracy.
- xxiii. *Superintendent, Charles Tracy:* Yes she was my mentor.

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

Parent, Froylan Mendoza: Survey monkey – because there is language barrier will it be in Spanish also and folks in the community may not have access to computers to take it.

SSDA, Debbie Pearson: Yes, we can do other languages and assist with available computers.

6.0 **ACTION ITEMS:**

1. Superintendent Search/Recruitment Contract with Small School Districts Association (SSDA) (page 1).

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

Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

2. Acceptance of Superintendent, Charles Tracy letter of resignation effective June 30, 2019 (page 2).

Motion for approval by Rod Boone, seconded by Genaro Reyes.

Motion Carried: 5-0

Leal: Aye	Lower: Aye
Boone: Aye	Reyes: Aye
Odom: Aye	

7.0 **ADJOURNMENT:** 6:19 p.m.

Wendall Lower, Clerk

Charles Tracy, Superintendent

