

**HAMILTON UNIFIED SCHOOL DISTRICT
BOARD MEETING
AGENDA
Hamilton High School Library
Wednesday, March 25, 2020**

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

This meeting is being held pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020. Any or all board members may attend the meeting by phone. Members of the public may attend at the Hamilton High School Library in order to observe and provide public comment during the meeting.

The board meeting room will remain open during the meeting for those members of the public who wish to attend the meeting in person and/or make public comment. However, the Board may limit the number of individuals in the board meeting room at any one time pursuant to guidance from public health officials.

1.0 OPENING BUSINESS:

- a. Call to order and roll call

_____ Gabriel Leal, President
_____ Genaro Reyes

_____ Hubert "Wendall" Lower, Clerk
_____ Ray Odom

_____ Rod Boone

2.0 IDENTIFY CLOSED SESSION ITEMS:

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

4.0 ADJOURN TO CLOSED SESSION: To consider qualified matters.

- a. Government Code Section 54957 (b), Personnel Issue. To consider the employment, evaluation, reassignment, resignation, dismissal, or discipline of a classified and certificated employees.
- b. Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent Jeremy Powell regarding HTA and CSEA negotiations.
- c. 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.
- d. Government Code Section 54956.9, Subdivision (a), Pending litigation. Name of case: Goodwin v. Hamilton Unified School District, Glenn County Superior Court, Case No. 19CV02117
- e. *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: Jeremy Powell, 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 PRESENTATIONS:

- a. none

8.0 COMMUNICATIONS/REPORTS:

- a. Board Member Comments/Reports.
- b. District Reports (written)
- i. Technology Report by Frank James & Derek Hawley (p. 4)
- ii. Nutrition Services Report by Sean Montgomery (p. 5)

- iii. Operations Report by Alan Joksch (p. 6)
- c. Principal and Dean of Student Reports (written)
 - i. Kathy Thomas, Hamilton Elementary School Principal (p. 7)
 - ii. Maria Reyes, District Dean of Students (p. 8)
 - iii. Cris Oseguera, Hamilton High School Principal
 - iv. Sylvia Robles, Adult School (p. 9)
- d. Chief Business Official Report by Kristen Hamman (p. 10)
- e. Superintendent Report by Jeremy Powell (p. 11)

9.0 CORRESPONDENCE:

- a. None

10.0 INFORMATIONAL ITEMS:

- a. HUSD Enrollment History for 5 years (p. 12)
- b. Bond Satus (Fund 21) History and Update (p. 13-14)

11.0 DISCUSSION ITEMS:

- a. HHS Site Expansion-Permitting Status Update by Mike Cannon (p. 15)
- b. CSBA Policies Review 1st Readings Tabled from Board Meeting on February 26, 2020. Guide Sheet (p 16)
 - i. Board Policy and Administrative Regulation 5116.1 Intradistrict Open Enrollment (p. 35)
 - ii. Board Policy and Administrative Regulation 5117: Intradistrict Attendance (p. 47)
 - iii. Board Policy and Administrative Regulation and Exhibit 5118: Open Enrollment Act Transfers (p. 61)
- c. LCAP Planning
- d. Board member Participation in End-of-Year Activities
 - i. HHS Awards Night May 27, 2020 at 7:00 p.m. in HHS Gymnasium
 - ii. HES Promotion June 4, 2020 at 7:30 p.m. in HHS Stadium
 - iii. HHS Graduation June 4, 2020 at 8:00 p.m. in HHS Stadium

12.0 **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.

13.0 ACTION ITEMS:

- a. HUSD Incident Report Form for Board Approval (p. 111)
- b. Glenn County Educators Hall of Fame 2019-20, nominees and selection (p. 112)
- c. 2018-19 Bond Transfer/Repayment Plan Funds Source (p. 115)
- d. CSBA Policies **2nd readings** for adoption. Guide Sheet (p 16)
 - i. Board Policy 2121: Superintendent Contract
 - ii. Board Policy 3600: Consultants
 - iii. Administrative Regulation 4030: Nondiscrimination in Employment (Position title, etc. needs to be provided)
 - iv. Board Policy 4033: Lactation Accomodation
 - v. Board Policies 4151, 4251, 4351: Employee Compensation
 - vi. ~~Board Policy and Administrative Regulation 4218.1 Dismissal/Suspension/Disciplinary action (Merit System)~~ **Recommend to strike this policy (p. 27)**
 - vii. Administrative Regulation 5125: Student Records
 - viii. Board Policy and Administrative Regulation 5131.2: Bullying
 - ix. Board Policy and Administrative Regulation 5141.21: Administering Medication and Monitoring Health Conditions (p. 73)
 - 1. Option 1
 - 2. Option 2 Recommended** (p. 75)
 - x. Board Policy and Administrative Regulation 6143: Course of Study – **Recommend to strike the last paragraph (p. 89)**
 - xi. Board Policy 6154: Homework/Makeup work
 - xii. Administrative Regulation 6174: Education for English Learners
 - xiii. Administrative Regulation 6175: Migrant Education Program
 - xiv. ~~Board Bylaw 9150: Student Board Members~~ **Recommend to strike this bylaw (p. 105)**

- e. Board consideration of and action on Resolution No. 19-20-106 in the matter of non-reemployment of certain classified employees and direction to Superintendent or designee to notify affected employees of reduction in force. (p. 116)

14.0 **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.

- a. California Department of Education Consolidated Application for 2019-20 (CARS) (p. 118)
- b. HES Mrs. Cox and Ms. B. Godinez Class Field Trip to Gateway Science Museum on April 29, 2020
- c. HES Ms. G. Godinez 5th Grade Class Field Trip to Shasta Caverns on April 30, 2020
- d. HES Ms. Hawkins 2nd Grade Class Field Trip to Chico Nature Center on April 24, 2020.
- e. HES Ms. B. Godinez Class Field Trip to CSUC Ecological Reserve and Gateway Science Museum on April 22, 2020
- f. HES Ms. Peery 8th Grade Class Field Trip to 6 Flags on May 22, 2020
- g. Minutes from Regular Board Meeting on February 26, 2020 (p. 139)
- h. Minutes from Special Board Meeting on March 11, 2020 (p. 150)
- i. Warrants and Expenditures. (p. 152)
- j. Interdistrict Transfers (new only; elementary students reapply annually).
 - i. Out
 - 1. Hamilton Elementary School
 - a. K x 2 (for 2020-21 school year)
 - 2. Hamilton High School
 - a.
 - ii. In
 - 1. Hamilton Elementary School
 - a. K x 1 (for 2020-21 school year)
 - b. 3rd x 1 (for 2019-20 school year)
 - c. 4th x 1 (for 2019-20 school year)
 - 2. Hamilton High School
 - a. 9th x 3 (for 2020-21 school year)
- k. Personnel Actions as Presented:
 - i. New hires:
 - 1. Shane Taylor Volunteer Assistant JV Baseball Coach HHS
 - ii. Resignations/Retirement:
 - 1. None

15.0 ADJOURNMENT:

HUSD Technology Report
Board Meeting on March 25, 2020
Frank James, Director of Technology
Derek Hawley, Information Systems Technician

Completed and in Progress Tasks – March 2020

1. **Server Upgrade:** Two 10G Network cards have been installed in the servers (one in each). These have been upgraded in attempt to remedy some performance issues that we have been running into these last few weeks.
2. **Server Cable management:** Servers have been connected directly to the Core Switch and new cables have been installed. We have also removed three older switches from the process in an attempt to improve performance.
3. **NEC & Valcom:** Gaynor has been contacted and we are working through a few options in an effort to make the new phone and paging systems a cost savings. The Valcom portion will allow for standardized paging and we are attempting to make this contract work so the District can see a cost saving and improve student safety.
4. **HUSD App:** We are down to the last few steps on our district app. The hope is to go live before or during spring break.
5. **Staff Support:** During the month of February we received 48 new tech requests and we completed 53 total tech tickets.
6. **E-rate Project:** A vendor has been selected during the bid process and this project is moving forward on schedule.

HUSD Food Service Report

Board Meeting on March 25, 2020

Sean Montgomery, Director of Nutrition and Student Welfare

Elementary School

We served 1,861 breakfasts in February.

- Free1,876
- Reduced577
- Full Price.....113

We served 4,836 lunches in January.

- Free4,240
- Reduced1,606
- Full Price.....371

High School

We served 2,319 breakfasts in January.

- Free1,192
- Reduced676
- Full Price.....451

We served 1,571 lunches in January.

- Free887
- Reduced500
- Full Price.....184

Ella Barkley High School

We served 61 breakfasts in January.

- Free 44
- Reduced..... 17
- Full Price 0

We served 39 lunches in January.

- Free..... 24
- Reduced..... 15
- Full Price 0

State Pre-School

We served 94 breakfasts in January.

- Free 15
- Reduced..... 28
- Full Price 51

We served 279 lunches in January.

- Free..... 65
- Reduced..... 107
- Full Price 107

HUSD Maintenance Report

Board Meeting on March 25, 2020

Alan Joksch, Director of Maintenance and Transportation

Transportation

Sports -Baseball, Softball and Track

1. Winter sports concluded with an awards banquet held in the Gymnasium last week.
 - a. The next day we converted the floor to a Court Room as Glenn County Superior Court held a DUI hearing that our senior class observed.
2. We have held a couple of JV baseball games and Softball games. The varsity field was ready just in time for the first games to get postponed due to Basketball playoffs.
 - a. The weather was dry, giving us time to prep prepare the ball fields, including fencing and a fresh top layer of red sand on the infields.
3. We have not had to transport any games yet. The teams have used vans and parents to travel to a couple of tournaments this past week.
4. I have just been informed that we have hired track coaches, so we need to do a little work to get the practice areas ready.
 - a. We will be busing them to the meets once they get going as they have at least 20 kid's trying out for the team.

New Bus Update

1. The new bus is scheduled to arrive on Wednesday the 18th.
 - a. I plan to have it in the Library parking lot for viewing the night of the board meeting.
2. I am working with BusWest to locate a salvage yard to help in properly scrapping the International Bus, per the terms of the Grant. I have 60 days after we accept the new bus to have the paperwork filed proving the old bus has scrapped and permanently removed from service.

Maintenance

1. This month we have received 38 new job tickets and have closed 31.
 - a. As usual, there are several pending transportation requests. We are beginning the time of field trips, already drove three recently.
2. We still have a custodian out on a medical leave and the sub who was filling that position has moved out of state. This has left us working hard to keep up.
 - a. With the pending issues with the Corona Virus scare, extra time is being used to disinfect high use surfaces and restrooms.
3. At the time of this writing, the next few weeks are up in the air as we await the next steps in the fight of this illness spreading across the land. We will do our best to keep our district as clean and safe as we can.

HAMILTON ELEMENTARY SCHOOL
Board Meeting on March 25, 2020
Kathryn Thomas, Principal

This week has been a tough few weeks at the Elementary with March 15th notifications and with the recent onset of school closure. Again, I am proud of the HES staff for their professionalism and doing what is right for students.

Attendance:

Total: 425 (up three students)

We began having site attendance meetings with our area of focus: K and 1st graders, but the recent closure will, of course, negate these efforts. We also reached out to PTO who has agreed to help support future efforts in incentives for improved attendance. More on this when we return to a normal status.

Campus News:

- Ms. Blanca Godinez' class has been busy researching and preparing a presentation on H2O conservation. I had the pleasure of sitting in the chair of honor (they call it the Queen's chair) while they presented to me their research and plan. They had planned to present to the board, and I hope they have an opportunity to present before the end of the school year.
- CJSF completed some additional playground painting--come and see their work.
- Over 20 of our middle school girls attended a conference at Chico State for Women in Stem thanks to Gear Up.
- The Spring Book Fair was a big hit bringing in over \$2,000 of book monies to add to our school and class libraries. Thank you to Jenny Firth for her work (I am uncertain of whether this can be continued next year.)
- The Middle School teachers rewarded their students who have been meeting their reading expectations by taking Accelerated Reading tests during Wolf Time to build their reading comprehension. Students who took an AR test and passed were rewarded with a movie and popcorn during their Wolf Time as an incentive to continue reading for pleasure whilst building their skills.
- Parent conferences were successful. Teachers met with all parents of students who are not meeting mastery or those parents requesting a meeting.
- We recently went through an audit for ASB, attendance, and EL learners. From what we could tell, all went well. We are awaiting the final report.
- Maribel Hernandez was selected to be our next DI teacher at the 3rd grade level.
- This last month was Women's history month, and Kol Zuppan collaborated with Emily Peery in research and writing about a famous woman in history. Maggie and I were invited to speak to 8th grade classes about our own journeys as professional women.

Alternative Education Report
Board Meeting on Wednesday 25, 2020
Maria Reyes, Dean of Students

We are heading in to the fourth quarter with independent work provided to students to complete at home. We are lending out Chrome books to two students who are in need of a computer. We have six students ask for a device.

Students had the opportunity to attend DUI court on Thursday March 12, 2020 in the Hamilton High School Gym.

Seniors will be receiving registration services from Butte College via online this year as Butte College will be finishing off the semester via online courses.

Butte College offered a Family Information Night on Monday March 9th in the HHS Library.

Enrollment:

12th grade = 6 (two of the seven are in Independent Study)

11th grade = 7 (one of seven is in Independent Study)

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The Robles Report-Adult Education
Board Meeting on March 25, 2020
Silvia Robles, Director of Adult Education
Guadalupe Mercado, Administrative Technician

Completed and in Progress Tasks – March, 2020

1. Enrollment and students served to date for all programs:
 - Citizenship.....17
 - Computer Literacy Spring 202011 (4 no show) (last 2 sessions cancelled!)
 - ESL.....26
 - Floral Design.....17 Cancelled!
 - Forklift Training for March 27-2838 + (9 for March 27-28, 2020) Cancelled!
 - High School Diploma25
 - Intensive ELD/Childcare Provider0
 - Job Reentry-Starts Spring 2020.....1?
 - TOTAL:.....144**

2. Third Quarter Data Integrity Report ending March 31st Due April 30, 2020

3. Conducting ongoing enrollment and assessment for ESL and Citizenship, and enrolling for Computer Literacy, Floral Design, and Forklift.

4. Setting up to begin work for the El Civics Plan, Due in April, 2020

5. Beginning work for Adult Education Family Literacy Implementation Survey Due April, 2020.

6. Preparing to complete Recertification Training for Citizenship Interview, also Due April, 2020

7. Arranged/Networked with local AMPLA Health Clinic to secure a presentation for adult students and interested members on the New Public Charge Rule/Proposal (postponed for now)

8. Recruitment/Outreach for Job Reentry, Floral Design ongoing

9. Publicity, monthly flyer distribution to nonprofit organizations, partners, one-stops, libraries, etc. ongoing

10. Working on the preparation of student learning packets for 67 students all on individual tracks.

**Hamilton Unified School District
General Fund - Unrestricted and Restricted
March Board Report**

	2019-2020 Second Interim Revised Budget	2019-2020 Year To Date As of 3/13/20	2018-2019 Second Interim Revised Budget	2018-2019 Year To Date As of 3/13/19
Revenues				
LCFF Sources	\$ 7,833,272	\$ 4,832,714	\$ 7,748,895	\$ 4,685,676
All Other Federal Revenue	\$ 332,568	\$ 198,250	\$ 269,983	\$ 181,637
Other State Revenue	\$ 454,493	\$ 154,461	\$ 527,026	\$ 165,992
Other Local Revenue	\$ 109,577	\$ 65,868	\$ 35,500	\$ 37,515
Other Financing Sources	\$ -	\$ -	\$ 27,972	\$ -
Total Revenues	\$ 8,729,910	\$ 5,251,293	\$ 8,609,376	\$ 5,070,820
Expenditures				
Certificated Personnel Salaries	\$ 3,475,572	\$ 2,225,402	\$ 3,514,169	\$ 2,271,522
Classified Personnel Salaries	\$ 1,268,602	\$ 791,089	\$ 1,146,555	\$ 803,732
Employee Benefits	\$ 1,986,270	\$ 1,259,002	\$ 1,893,319	\$ 1,245,060
Books and Supplies	\$ 475,163	\$ 249,990	\$ 523,102	\$ 312,255
Travel and Conferences	\$ 132,133	\$ 53,760	\$ 125,549	\$ 54,338
Dues and Memberships	\$ 12,000	\$ 14,843	\$ 9,500	\$ 8,873
Other Insurance	\$ 100,695	\$ 100,695	\$ 89,819	\$ 87,145
All Other Utilities	\$ 275,450	\$ 206,559	\$ 205,500	\$ 198,404
Rents/Leases/Repairs	\$ 77,099	\$ 47,677	\$ 92,299	\$ 58,014
Other Operating Expenditures	\$ 285,627	\$ 216,159	\$ 349,392	\$ 295,757
Capital Outlay	\$ 420,978	\$ 242,032	\$ 569,030	\$ 568,942
Other Outgo	\$ 861,565	\$ 392,678	\$ 818,932	\$ 29,266
Total Expenditures	\$ 9,371,154	\$ 5,799,886	\$ 9,337,166	\$ 5,933,308
Net Increase (Decrease) in Fund	\$ (641,244)	\$ (548,593)	\$ (727,790)	\$ (862,488)
Beg. Fund Bal. (2018-19 Unaudited Actuals)	\$ 1,258,543			
Projected End. Fund Bal.	\$ 617,299			

HUSD Superintendent Report
Board Meeting on March 25, 2020
Jeremy Powell, Ed. D.

Target Goals created by District Cabinet:

- Focus on Dual Immersion-Bilingual/Biliterate/Bicultural
- All students at Standard and Achievement Gap Closed
- Graduates who are College and Career Ready

This has been an unprecedented time in my career and I believe in the careers and lives of many people. I would like to take this time to point out what our district has endured and achieved in the last two weeks:

- **Teachers:** On one day notice of closure, we were able to provide a reassuring tone for all of our students in the district. Each teacher has reached out to their students individually to connect with them to ensure the students and their families' needs are being met. All teachers have changed the method in which they are teaching and are transitioning to what looks like a long period of distance learning.
- **Classified Staff:** They have continued to be the backbone of support for our students, families, and community. Their tireless work in providing support to teachers and administrators has provided as seamless a transition as possible during this situation.
- **Maintenance Staff:** Disinfecting of EVERY classroom and meeting room throughout the district including all door handles and jambs, all desk tops, chairs and counters, misting of all keyboards and mice, cleaned phones, light switches, staplers, pencil sharpeners, and any pull handles to cabinets, outside drinking fountains have been cleaned and bathrooms have been scrubbed out.
- **School Offices:** Have worked to provide necessary information to our families and communities, even as that information was changing minute by minute. The school offices provided a sense of calm and re-assurance that ensured that our families and community knew they would be taken care of.
- **Nutrition Services:** Have rapidly transitioned to serving a To-Go Breakfast and Lunch for our students. In three days, they have served over 200 meals to our students with an increasing demand daily.
- **Technology Services:** Have led the discussion of what distance learning can look like for our students and how to best get the technology (when needed) into the hands of our students.
- **School Administrators:** Have continuously communicated with their staff and students to help support this rapidly changing crisis.
- **District Office Staff:** Have responded to this rapidly changing crisis with professionalism and positivity to ensure that we feel supported and are put at ease regarding employment and what is coming next.
- **School Board:** You have acted swiftly to ensure the health and wellbeing of our students and community are protected.

Upcoming District Events:

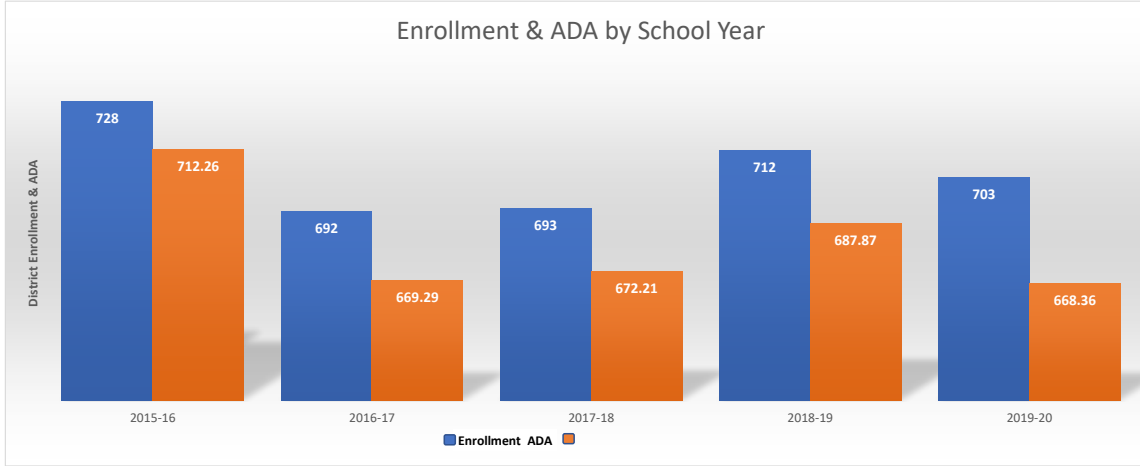
- All District Events have been postponed/cancelled until further notice
- 4/22: Board Meeting @ 5:30 @ HHS Library

HUSD ENROLLMENT OVER FIVE YEARS 2015-2019

1	2	3	4	5
2015-16	2016-17	2017-18	2018-19	2019-20
304 HHS	264 HHS	269 HHS	286 HHS	265 HHS
9 EBHS	14 EBHS	12 EBHS	9 EBHS	13 EBHS
415 K-5	414 K-5	279 K-5	292 K-5	272 K-5
6-8	6-8	133 6-8	125 6-8	153 6-8
728 ENROLLMENT	692 ENROLLMENT	693 ENROLLMENT	712 ENROLLMENT	703 ENROLLMENT
712.26 ADA	669.29 ADA	672.21 ADA	687.87 ADA	668.36 ADA

Enrollment and ADA totals above are based on P2 Data Reporting except current year based on current reporting

**CDE is only going to count ADA through end of February 2020 for this year, ADA data on this report based on that



2019-20 8/13-8/30/19	
#STU	GRADE
11	TK
39	K
45	1
42	2
40	3
46	4
40	5
59	6
43	7
48	8
68	9
74	10
78	11
53	12
686	TOTAL

2019-20 9/3-9/27/19	
#STU	GRADE
11	TK
39	K
47	1
42	2
40	3
47	4
40	5
59	6
43	7
48	8
68	9
74	10
79	11
54	12
691	TOTAL

2019-20 9/30-10/14/19	
#STU	GRADE
11	TK
39	K
47	1
42	2
40	3
47	4
40	5
59	6
43	7
48	8
68	9
74	10
79	11
56	12
693	TOTAL

2019-20 11/13/19-01/13/20		ADA
#STU	GRADE	
11	TK	10.73
40	K	37.58
47	1	45.23
41	2	39.94
40	3	39.14
47	4	45.86
42	5	39.64
60	6	58.57
43	7	42.30
48	8	46.79
69	9	66.34
75	10	72.05
79	11	74.93
56	12	51.71
698	TOTAL	670.81

2019-20 01/14-2/19/20		ADA
#STU	GRADE	
11	TK	10.61
41	K	37.56
46	1	45.09
41	2	39.86
40	3	39.11
48	4	45.88
42	5	39.63
60	6	58.48
45	7	42.23
48	8	46.66
68	9	66.34
76	10	71.05
78	11	74.15
55	12	51.71
699	TOTAL	668.36

2019-20 2/20-3/16/20		ADA
#STU	GRADE	
11	TK	10.61
41	K	37.56
46	1	45.09
42	2	39.86
41	3	39.11
49	4	45.88
42	5	39.63
60	6	58.48
45	7	42.23
48	8	46.66
68	9	66.34
77	10	71.05
78	11	74.15
55	12	51.71
703	TOTAL	668.36

2018-2019 Bond and Property Related Expenses

PO #	Vendor	Description	Amount	Reimbursable
19-567	California Appraisals	Appraisal for future site	\$ 4,000.00	Yes
19-134	Educational Facilities Program Management LLC	Bond Development & Election	\$ 34,440.00	Yes
PV#69	Glenn County Elections	Bond Election Fees	\$ 3,466.00	No
19-309	Holdrege & Kull (NV5)	Environmental Site Assessment	\$ 4,600.00	Yes
19-397	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 4,060.62	Yes
19-524	HUSD Revolving Fund	New property project	\$ 1,500.00	Yes
19-514	Placeworks Inc.	Title 5 Risk Assessment	\$ 15,210.00	Yes
19-515	Placeworks Inc.	CEQA Review; Expansion Project	\$ 5,877.75	Yes
18-639	School Works Inc.	Development Fee Study	\$ 6,000.00	No
19-596	Western Valuation Professional	Appraisal - new property	\$ 3,500.00	Yes
423	Dannis Woliver Kelley	matter # 10518 Property Purchase Negotiation	\$ 6,470	Yes
423	Dannis Woliver Kelley	matter # 10418 2018 Bond Discussions	\$ 1,017	No

Total Amount Expended \$ 90,140.87

Reimbursable Total \$ 79,657.87

**Building Fund 21 (Bond) Expenditures for 2019-20
For HUSD Board Meeting March 25, 2020**

PO #	Date	Vendor	Description	Amount
423	9/27/2019	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 802.00
423	10/30/2019	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 1,126.00
423	11/13/2019	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 165.00
423	12/11/2019	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 2,969.00
423	1/8/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518/1103	\$ 807.00
19397	9/27/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 1,057.63
19397	9/27/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 1,445.00
19397	10/16/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 2,960.00
19397	10/23/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 171.62
19397	12/11/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 12,940.58
19397	2/5/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 12,895.93
19397	2/5/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 560.00
19515	9/27/2019	Placeworks Inc.	CEQA Review; expansion project	\$ 4,692.02
19515	10/2/2019	Placeworks Inc.	CEQA Review; expansion project	\$ 5,009.48
19515	11/20/2019	Placeworks Inc.	CEQA Review; expansion project	\$ 9,667.98
19515	11/20/2019	Placeworks Inc.	CEQA Review; expansion project	\$ 14,715.59
20202	9/27/2019	Department of Toxic Substances Control - DTSC	Property Purchase Testing	\$ 14,480.00
20219	9/27/2019	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 5,040.00
20219	9/27/2019	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 4,200.00
20219	11/13/2019	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 4,480.00
20219	12/11/2019	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 3,080.00
20219	1/15/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 2,520.00
20219	2/12/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 2,380.00
20219	3/11/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 4,480.00
20247	11/20/2019	Timios Title	Title Report for new property	\$ 400.00
20287	10/9/2019	Robertson Erickson Inc.	Survey for land	\$ 3,250.00
PV 98	3/11/2020	Sacramento Valley Mirror	Legal Ad - Notice of Prep. of a Prelim. Environmental Assess.	\$ 90.20
Total expenditures through 3/13/2020				\$ 116,385.03

**HAMILTON UNIFIED SCHOOL DISTRICT
HAMILTON HIGH SCHOOL SITE EXPANSION-PERMITTING STATUS
BOARD DISCUSSION ITEM**

MARCH 25, 2020

CURRENT SITE PURCHASE STATUS & TIMELINE-(Defer to Supt. & Legal Counsel)

CDE SITE PERMITTING REQUIREMENTS

DEPARTMENT OF TOXIC SUBSTANCES CONTROL (NV5)

- Draft Final PEA now completed; submitted to DTSC 2/11/2020. Required 30-day Public Comment Period opened 2/17/2020; closed 3/20/2020. Public Comment hearing completed at Board Meeting 2/26/2020. Anticipated completion & approval date: 6/12/2020.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (PLACEWORKS)

- CEQA draft final report now being reviewed & edited by consultant; anticipate Initial Study/Mitigated Negative Declaration to District for review early April. Notice of Intent to Adopt and 30 day Public Comment period through May; Board adoption and final Notice of Determination in June 2020.

TITLE 5 REPORTS (PLACEWORKS)-

- Pipeline Safety Study: Research & Report Complete. SUMMARY-No mitigation measures required.
- Railway Safety Study: Research & Report Complete. SUMMARY: No special risks or mitigation required.
- Dam Inundation Study: Research & Report Complete. SUMMARY: Dam Inundation: No special risks or mitigation required.

EDUCATIONAL SPECIFICATIONS (iep2)

- Initial Steering Committee Meeting held 2/11/2020; meetings now being scheduled for site faculty, support staff, administrators, parents, students and community members. Meetings anticipated through April 2020, or later as needed.

GEOLOGICAL HAZARDS STUDIES

- Proposal solicitation for studies to meet the requirements of the California Department of Education (CDE), School Facilities Planning Division form 4.01, Division of the State Architect (DSA), the California Geological Survey (CGS) Note 48, and the 2016 California Building Code (CBC) currently on hold pending clarification of site negotiation.

WILLIAMSON ACT FILINGS

- Initial Williamson Act abatement filings to County Planning Office and State Department of Conservation now being prepared for filing.

POLICY GUIDE SHEET
For Second Reading
HUSD Board Meeting Wednesday, March 25, 2020

Page 1 of 4

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 2121 - Superintendent's Contract

(BP revised)

Policy updated to add professional development as an optional component that may be addressed in the superintendent's contract, consistent with CSBA's Superintendent Contract Template. Section on "Termination of Contract" deletes material related to maximum cash settlement requirements for contracts executed prior to January 1, 2016, since state law limits the term of the contract to a maximum of four years.

BP 3600 - Consultants

(BP revised)

Policy updated to reflect **NEW LAW (AB 5)** which codifies a three-part test, established in *Dynamex Operations West Inc. v. Superior Court of Los Angeles*, to determine whether a person providing services for remuneration should be classified as an employee or an independent contractor. Policy also updates the statement on nondiscrimination to include additional protected categories, and reflects law regarding harassment of or by an independent contractor.

AR 4030 - Nondiscrimination in Employment

(AR revised)

Regulation updated to reflect **NEW LAW (SB 778)** which delays until January 1, 2021 a requirement for districts with five or more employees to provide at least two hours of sexual harassment training to supervisory employees and at least one hour of sexual harassment training to nonsupervisory employees. Regulation also reflects **NEW LAW (AB 9)** which allows complaints of employment discrimination to be filed with the Department of Fair Employment and Housing up to three years after the alleged act.

BP 4033 - Lactation Accommodation

(BP revised)

Policy updated to reflect **NEW LAW (SB 142)** which mandates districts to adopt policy that addresses an employee's right to request lactation accommodation, the process by which the employee makes the request, the district's obligation to respond to the request, and the employee's right to file a complaint with the Labor Commissioner alleging any violation of the right to lactation accommodation. Policy also reflects provisions of SB 142 requiring districts to provide a lactation room or location with prescribed features, prohibiting districts from discriminating or retaliating against an employee who exercises the right to lactation accommodation, and authorizing districts with fewer than 50 employees to seek an exemption from the requirement to provide lactation accommodation if the district demonstrates that the requirement poses an undue hardship.

BP 4151/4251/4351 - Employee Compensation

(BP revised)

Policy updated to clarify that, in determining whether an executive, administrative, or professional employee is exempt from overtime rules, the salary threshold established by state law supersedes the threshold established by federal law (as raised by new federal rule September 24, 2019). Policy also deletes complex information on Internal Revenue Service forms that must be completed by employees who earn compensation over 9 or 10 months but elect to spread salary payments over 12 months, thereby creating "deferred compensation."

POLICY GUIDE SHEET

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~~BP/AR 4218.1 - Dismissal/Suspension/Disciplinary Action (Merit System)~~

~~(BP revised; AR deleted)~~

~~Policy updated to clarify that dismissal of probationary classified employees may be done without cause, delete detailed procedures for disciplinary proceedings, and reflect due process rights that must be granted to permanent employees based on the court decision in *Skelly v. State Personnel Board*. Regulation deleted and districts encouraged to replace or supplement these materials with the rules of their personnel commission.~~

BP/AR 5116.1 - Intradistrict Open Enrollment

(BP/AR revised)

Policy and regulation updated to delete material related to transfers under the state Open Enrollment Act and federal Program Improvement, as those programs are no longer operational. Policy also reflects **NEW LAW (AB 1127)** which requires districts to approve an intradistrict transfer request for a student who is a victim of bullying, as defined. Optional item added for districts electing to offer intradistrict transfers to all students in a school identified by the California Department of Education (CDE) for comprehensive support and improvement (CSI), in which case priority must be given to the lowest achieving students from low-income families. Regulation revised to clarify timelines for transfers out of schools identified by CDE as "persistently dangerous." For districts that offer transfers out of CSI schools, regulation allows a transfer student the opportunity to remain in the school of enrollment until completing the highest grade offered at that school.

BP/AR 5117 - Interdistrict Attendance

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 1127)** which requires districts to provide transportation assistance to transfer students who are victims of bullying or are children of active duty military parents/guardians, if they are also eligible for free or reduced-priced meals. Regulation updated to reflect provisions of AB 1127 which (1) prohibit consideration of specified characteristics when selecting students for transfer who are victims of bullying or children of active duty military parents/guardians and (2) require a district to accept a transfer out of the district for a victim of bullying if the district has only one school offering the student's grade level.

BP/AR/E 5118 - Open Enrollment Act Transfers

(BP/AR/E deleted)

Policy, regulation, and exhibit deleted since CDE no longer identifies low-achieving schools based on the Academic Performance Index for purposes of developing an Open Enrollment List of schools, in which students had the option to transfer to a higher achieving school within or outside the district.

AR 5125 - Student Records

(AR revised)

Regulation updated to reflect **NEW LAW (AB 711)** which requires districts to update the records of a former student who submits a written request or government-issued documentation of a name and/or gender change. Regulation also revised to reflect current law regarding the timeline for submitting the grade point average of students in grade 12 to the Student Aid Commission for use in the Cal Grant postsecondary financial aid program and the timeline for notifying students and parents/guardians of their right to opt out.

BP/AR 5131.2 - Bullying

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 1127)** which requires a district to approve an intradistrict transfer request for a victim of bullying and, if the district does not have another school with the same grade level, allows a victim of bullying to transfer out of the district. Regulation updated to reflect **NEW LAW (AB 34)**

which requires districts to make specified information on bullying and harassment prevention readily accessible on their web sites beginning in the 2020-21 school year.

POLICY GUIDE SHEET

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BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions

(BP/AR revised)

Policy updated to reflect **NEW LAW (SB 233)** which authorizes the board to adopt policy allowing a parent/guardian, but not school personnel, to administer medicinal cannabis in a nonsmokeable, nonvapeable form at a school site to a student who is a qualified patient. Policy explains the conflict between state and federal law and provides options for districts to authorize or not authorize administration of medicinal cannabis at a school site. For districts that choose to authorize medicinal cannabis, policy reflects the components that are mandated to be in policy, including requirements for parents/guardians to provide a written medical recommendation for the student to be administered medicinal cannabis, sign in at the school before administering the cannabis, and remove any remaining cannabis from the school site. Regulation reflects **NEW LAW (AB 743)** which requires districts to accept a physician statement for inhaled asthma medication from a health plan operating under the laws of Mexico that is licensed in California.

BP/AR 6143 - Courses of Study

(BP/AR revised)

Policy updated to include the prohibition against providing any course separately on the basis of specified characteristics or refusing the participation of a student on any such basis. Policy also reflects the requirement to provide a list of courses certified as meeting California college admission criteria (i.e., "a-g" course requirements) to parents/guardians as well as students in grades 9-12. Regulation updates the list of course offerings for grades 7-12 to revise the description of the Bracero program, update the terminology for "foreign language" to "world language" consistent with current state law, reflect **NEW LAW (AB 1595)** which replaces references to "homemaking" with "family and consumer sciences," and delete outdated date for beginning instruction in compression-only cardiopulmonary resuscitation. Regulation also adds requirement, effective in the 2020-21 school year, to provide specified information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the Dream Act application, as appropriate, at least once before grade 12.

BP 6154 - Homework/Makeup Work

(BP revised)

Policy updated to reflect **NEW LAW (AB 982)** which requires that, when a parent/guardian of a student who has been suspended for two or more days requests homework that the student would have otherwise been assigned, teachers must provide such homework.

AR 6174 - Education for English Learners

(AR revised)

Regulation updated to clarify the process for assessment and identification of English learners, including additional notification requirements. Section on "Reclassification/Redesignation" revised to require English learners who are reclassified as fluent English proficient to be monitored for at least four years following their reclassification, consistent with CDE's Federal Program Monitoring instrument. Regulation also adds further information regarding the composition and duties of the school-level and district-level English Learner Advisory Committee.

AR 6175 - Migrant Education Program

(AR revised)

Regulation updated to reflect **NEW LAW (AB 1319)** which requires the immediate enrollment of migrant students even if they have outstanding fees, fines, textbooks, or other items or monies due to the school last attended, do not have clothing normally required by the school, or are unable to produce records normally required for enrollment. Regulation also reflects provision of AB 1319 which grants migrant students the

right to remain in their school of origin, or in a school within the district of origin, regardless of any change in residence of the student.

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December 2019
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BB 9150 – Student Board Members

(BB revised)

~~Bylaw updated to reflect NEW LAW (AB 709) which requires student board members to be appointed to board subcommittees in the same manner as other board members, be invited to attend other functions of the board, and receive all materials received by other board members between open meetings except materials that pertain to closed session items. Bylaw also reflects provisions of AB 709 which clarify that student board members are not considered members of a legislative body for purposes of the Brown Act, authorize the board to award elective course credit for student board member service, and authorize the board to appoint an alternate student board member if the student board member's duties are not being fulfilled.~~

CSBA Sample Administrative Regulation

All Personnel

AR 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

Note: Pursuant to Government Code 11138 and 2 CCR 11023, districts are **mandated** to adopt rules and regulations to ensure that district programs and activities are free from unlawful discriminatory practices. Pursuant to Government Code 12940, protections against discrimination apply to employees, job applicants, persons who serve in **an**-unpaid internship or other limited-duration programs **s** to gain unpaid work experience, volunteers, and independent contractors.

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or **other** person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

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

(cf. 1240 - Volunteer Assistance)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 4032 - Reasonable Accommodation)

Note: Many nondiscrimination laws and regulations require identification of an employee who **will be is** responsible for compliance with the nondiscrimination laws. For example, pursuant to 34 CFR 104.7, 106.8, and 110.25, the district is required to designate the person(s) responsible for the overall implementation of the requirements of federal laws which prohibit discrimination on the basis of disability, sex, and age, i.e., Section 504 of the Rehabilitation Act of 1973 (29 USC 794), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), and the Age Discrimination in Employment Act (29 USC 621-634). The district should fill in the blanks below to designate the responsible employee and contact information.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to **coordinate-organize and manage** the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

(position title)

(address)

(telephone number)

(email)

NONDISCRIMINATION IN EMPLOYMENT (continued)**Measures to Prevent Discrimination**

Note: Pursuant to Government Code 12940 and 2 CCR 11023, the district is required to take all reasonable steps to prevent unlawful discrimination and harassment. 2 CCR 11023 specifies certain requirements to be included in the district's policy. The following section reflects the requirements of 2 CCR 11023 and other applicable laws or regulations, as indicated.

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

Note: Pursuant to Government Code 12950, districts are required to post the California Department of Fair Employment and Housing's (DFEH) posters entitled California Law Prohibits Workplace Discrimination and Harassment and Transgender Rights in the Workplace, as provided in item #1. DFEH rules require that these materials be posted electronically and in every location where the district has employees (e.g., district office, hiring office, each school site). These posters and the rules for posting are available on the DFEH web site.

In addition, 2 CCR 11049 requires posting a notice of the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth. **Also see** AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically **in a conspicuous location** on computers ~~in a conspicuous location, the~~ **for employee use, up-to-date** California Department of Fair Employment and Housing (DFEH) posters ~~in regard to~~ **on the prohibition of workplace discrimination and harassment, and the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth** (Government Code 12950; **2 CCR 11013, 11023, 11049**)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

NONDISCRIMINATION IN EMPLOYMENT (continued)

(cf. 1113 - District and School Web Sites)
 (cf. 1114 - District-Sponsored Social Media)
 (cf. 4111/4211/4311 - Recruitment and Selection)

3. Disseminate the district's nondiscrimination policy **and administrative regulation** to all employees by one or more of the following methods: (2 CCR 11023)
 - a. Printing and providing a copy of the policy to all employees, with an acknowledgment form for each employee to sign and return
 - b. Sending the policy a copy via email with an acknowledgment return form
 - c. Posting the policy a copy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
 - d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session
 - e. Any other way that ensures employees receive and understand the policy

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior

Note: **Optional** item #5 below provides for training regarding the district's discrimination policy and reporting procedures. For requirements specifically pertaining to sexual harassment training, see AR 4119.11/4219.11/4319.11 - Sexual Harassment. Pursuant to Government Code 12950.1, **as amended by SB 778 (Ch. 215, Statutes of 2019)**, if the district has 50 or more employees, it must provide at least two hours of staff development regarding sexual harassment to all supervisory employees within six months of their assumption of a supervisory position and once every two years thereafter. **As amended by SB 1343 (Ch. 956, Statutes of 2018)**, Government Code 12950.1 requires any district that has five or more employees **to must** provide at least two hours of sexual harassment training to supervisory employees and at least one hour of sexual harassment training to all nonsupervisory employees by January 1, **2020 2021** and once every two years thereafter.

5. Provide training **to employees, volunteers, and interns** regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

NONDISCRIMINATION IN EMPLOYMENT (continued)

Note: Pursuant to Government Code 12950.2, as added by SB 1300 (Ch. 955, Statutes of 2018), districts are authorized, but not required, to provide bystander intervention training as provided below.

The district may also provide bystander intervention training to employees ~~that~~ **which** includes information and practical guidance on how to recognize potentially problematic behaviors and **which may** motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce **(2 CCR 11023)**

Complaint Procedure

Note: 2 CCR 11023 **mandates** that a district's policy include a complaint process with specified requirements. Some of the requirements of 2 CCR 11023 are similar to those required under existing case law.

Courts have held that ~~an employer may mitigate~~ liability **may be mitigated** for hostile environment employment discrimination when (1) the employer took reasonable care to prevent and promptly correct the discriminatory or harassing conduct (i.e., provided a complaint procedure) and (2) the aggrieved employee unreasonably failed to take advantage of corrective opportunities offered by the employer (i.e., failure to file a complaint). In its June 1999 Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, the Equal Employment Opportunity Commission (EEOC) outlines the elements of an effective complaint procedure to include (1) a clear explanation of the process; (2) protection against retaliation; (3) designation of multiple individuals authorized to receive complaints; (4) a mechanism for prompt, thorough, and impartial investigation; (5) assurance of immediate and appropriate corrective action; and (6) information about time frames for filing charges with EEOC or DFEH.

While EEOC's guidance recommends a "prompt" investigation, neither the law nor EEOC delineates a specific time frame for resolution. EEOC's guidance acknowledges that whether an investigation is considered "prompt" may vary depending on the seriousness and complexity of the circumstances and that intermediate measures may be necessary to prevent further harassment during the investigation.

The following section, including the listed timelines, is consistent with EEOC's guidance and should be modified to reflect district practice.

NONDISCRIMINATION IN EMPLOYMENT (continued)

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. **Notice and Receipt of Complaint:** A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The ~~employee's~~ **complainant's** direct supervisor may be bypassed in filing a complaint ~~where~~ **when** the supervisor is the subject of the complaint.

The complainant may ~~file a written complaint in accordance with this procedure or may~~ first attempt to resolve the situation informally with the ~~employee's~~ **complainant's** supervisor **before filing a written complaint.**

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, ~~other~~ **any available** evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. **Investigation Process:** The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be ~~revealed~~ **disclosed** as necessary to conduct an effective investigation.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

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

NONDISCRIMINATION IN EMPLOYMENT (continued)

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed **in order** to ~~ensure that~~ **prevent** further incidents ~~are prevented~~. The coordinator shall ensure that such interim measures do not constitute retaliation.

- 3. Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

- 4. Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session ~~Purposes and Agendas~~)

AR 4030(g)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Other Remedies

Note: Items #1-3 below state the time limits within which **employees must file their** complaints **must be filed**. EEOC's guidance states that it is important for employers' nondiscrimination policies to contain information about timeframes for filing charges of unlawful discrimination or harassment with EEOC or DFEH. Employees should be informed that the deadline for filing charges starts to run from the last date of the unlawful act, not from the conclusion of the district's complaint investigation. Pursuant to DFEH procedures, DFEH will automatically forward any complaint it has accepted for investigation to EEOC when the matter falls within EEOC's jurisdiction.

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

Note: **As amended by AB 9 (Ch. 709, Statutes of 2019), Government Code 12960 extends the period of time in which a complaint alleging employment discrimination pursuant to Government Code 12940-12952 may be filed with DFEH, from one year to three years following the alleged discriminatory act(s). Pursuant to Government Code 12960, an employee has one year to file a complaint with DFEH, although that That period may be extended under certain circumstances. Districts should consult legal counsel if any questions arise, such as when a person obtains knowledge of the unlawful practice after the expiration of the one year period.**

1. **To file a valid For filing a** complaint with DFEH **alleging a violation of Government Code 12940-12952**, within **one year three years** of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 **(Government Code 12960)**

Note: 42 USC 2000e-5 specifies that a person must file a discrimination complaint with EEOC within 180 days of the alleged discriminatory act. Pursuant to 42 USC 2000e-5, the 180-day timeline for compensation discrimination starts when the discriminatory paycheck is received and that each discriminatory paycheck restarts the timeline for the filing of a complaint.

2. **To file a valid For filing a** complaint **directly** with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. **To file a valid For filing a** complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

(12/16 3/19) 12/19

Policy Reference UPDATE Service

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CSBA Sample

CSBA Sample Board Policy

~~Classified Personnel~~

~~BP 4218.1(a)~~

~~DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM)~~

Note: The following ~~optional~~ policy is for use by districts that have incorporated the merit system for classified employees pursuant to Education Code 45240-45320. For procedures applicable to districts that have not incorporated the merit system, see BP/AR 4218—Dismissal/Suspension/Disciplinary Action.

Pursuant to Education Code 45260-45261, in a merit system district, the personnel commission has authority to prescribe rules for the efficiency of the classified service, including rules pertaining to demotions, transfers, and dismissals of classified employees. The following policy may be replaced by and/or supplemented with the personnel commission rules.

The following policy is subject to collective bargaining and may be deleted or revised by any district whose collective bargaining agreement covers classified employee dismissal, suspension, and other disciplinary action. If a negotiated collective bargaining agreement contains different provisions for employee discipline, those negotiated agreements would take precedence over this policy and the accompanying administrative regulation for those employees covered by the collective bargaining agreement.

The Governing Board expects all employees to perform their jobs satisfactorily and exhibit professional and appropriate conduct. A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law, any applicable collective bargaining agreement, **Board policy and administrative regulation**, and the rules of the personnel commission.

(cf. 1312.1—Complaints Concerning District Employees)

(cf. 4000—Concepts and Roles)

(cf. 4112.5/4212.5/4312.5—Criminal Record Check)

(cf. 4119.11/4219.11/4319.11—Sexual Harassment)

(cf. 4119.21/4219.21/4319.21—Professional Standards)

(cf. 4119.24/4219.24/4319.24—Maintaining Appropriate Adult-Student Interactions)

(cf. 4141/4241—Collective Bargaining Agreement)

(cf. 4200—Classified Personnel)

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal.

The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 4030—Nondiscrimination in Employment)

(cf. 4112.6/4212.6/4312.6—Personnel Files)

(cf. 4119.1/4219.1/4319.1—Civil and Legal Rights)

A probationary classified employee may be dismissed **without cause** by the Superintendent or designee at any time prior to the expiration of the probationary period.

~~DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)~~

(cf. 4216 Probationary/Permanent Status)

Note: Education Code 45302 provides that no permanent classified employee can be demoted or removed except for reasonable cause designated by rule of the personnel commission. See the accompanying administrative regulation.

Any **permanent** classified employee designated as a permanent employee shall be subject to disciplinary action only for cause as specified in administrative regulation suspension, demotion, involuntary reassignment, or dismissal only for one or more of the causes designated by **rule of the personnel commission.** (Education Code 45302, **45304**)

Procedures for Disciplinary Proceedings

Note: The following section **paragraph** should be revised to reflect district practice and/or rules of the personnel commission. **In Skelly v. State Personnel Board, the California Supreme Court held that permanent public employees have a property right to continued public employment and that due process is required before any punitive disciplinary action, such as termination, suspension, or demotion, may be taken against such employees. These procedural rights include notice of the proposed materials upon which the action is based and the right to respond, either orally or in writing, to the individual recommending that discipline be imposed. These procedural rights are designed to protect an employee against wrongful discipline without necessitating a full evidentiary hearing.**

In addition, pursuant to Education Code 45307-45306, an employee for whom disciplinary action is recommended may request a hearing before the personnel commission. The personnel commission may modify the disciplinary action, but may not make the action more stringent than was approved by the **Governing Board.** If the personnel commission sustains the employee's **appeal,** it may order all or part of the full compensation from the time of suspension, demotion, or dismissal and may establish other terms and conditions for the employee's reinstatement (e.g., compensation of the employee's expenses in pursuit of the appeal, transfer of the employee, expunction of the disciplinary action from the employee's personnel file).

When such serious disciplinary action is being contemplated against an employee, the district shall adhere to disciplinary procedures developed by the personnel commission. Due process shall be afforded to the employee, including proper notice, an opportunity for the employee to meet with a designated district official ("Skelly officer") or to respond in writing to the charges, and an opportunity to appeal the district's decision with the personnel commission in accordance with Education Code 45305-45307. If the matter is addressed in a hearing before the personnel commission, the decision of the personnel commission shall be final.

If a permanent classified employee receives a notice from the Superintendent or designee of a recommended suspension, demotion, involuntary reassignment, or dismissal, the employee may request a hearing on the matter.

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

If the employee fails to request a hearing within the time specified in the notice, the employee shall be deemed to have waived the right to do so, and the Board may order the recommended disciplinary action into effect immediately.

If a timely request is submitted, the hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board and the availability of legal counsel and witnesses. The parties shall be notified of the time and place of the hearing.

The matter shall be heard by the Board in closed session, unless the employee requests that the matter be heard in an open session meeting. (Government Code 54957)

(cf. 9321 - Closed Session)

The employee shall be entitled to appear personally, produce evidence, and be represented by legal counsel. The Board may use the services of its legal counsel in ruling upon procedural questions, objections to evidence, and issues of law. The Board may review and consider the records of any prior personnel action proceedings against the employee in which a disciplinary action was ultimately sustained and any records that were contained in the employee's personnel files and introduced into evidence at the hearing. The Board shall not be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made by the Board.

At any time before a matter is submitted to the Board for decision, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of disciplinary action. If the amended or supplemental recommendation includes new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare a defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegation may be made orally at the hearing and shall be noted on the record.

Note: Pursuant to Education Code 45305, a permanent classified employee in a merit system district may appeal the Governing Board's decision to the personnel commission within 14 days after receipt of written notice for a suspension, demotion, or dismissal. See the accompanying administrative regulation.

As amended by AB 2234 (Ch. 996, Statutes of 2018), Education Code 45312 requires the personnel commission to delegate its authority to an administrative law judge in cases involving allegations of egregious misconduct with a minor. Egregious misconduct is defined as immoral conduct leading to an allegation of a sex offense pursuant to Education Code 44010, a controlled substance offense pursuant to Education Code 44011, or child abuse or neglect pursuant to Penal Code 11165.2 11165.6. In conducting hearings on such matters, the administrative law judge must comply with Education Code 44990 44994, as added by AB 2234, pertaining to the testimony of minor witnesses.

An employee may appeal the Board's decision to the personnel commission in accordance with Education Code 45305 45307. The decision of the personnel commission shall be final. (Education Code 45306)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

However, if the matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. The ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45312)

Legal Reference:

EDUCATION CODE

~~35161 Delegation of powers and duties~~

~~44009 Conviction of specified crimes~~

~~44010 Sex offense~~

~~44011 "Controlled substance offense" defined~~

~~44031 Personnel file~~

~~44940 Leave of absence; employee charged with mandatory or optional leave of absence offense~~

~~44940.5 Compulsory leave of absence~~

~~44990 44994 Testimony of minor witnesses at dismissal or suspension hearings~~

~~45101 Definitions (including "disciplinary action," "cause")~~

~~45109 Fixing of duties~~

~~45123 Employment after conviction of sex or narcotics offense~~

~~45124 Dismissal of sexual psychopath~~

~~45202 Transfer of accumulated sick leave and other benefits following dismissal~~

~~45240 45320 Merit system, classified employees, especially:~~

~~45302 45307 Suspension, dismissal, or other disciplinary action; classified employees~~

CODE OF CIVIL PROCEDURE

~~1286.2 Grounds for vacating decision of arbitrator~~

GOVERNMENT CODE

~~11500 11529 Administrative adjudication~~

~~12900 12996 Fair Employment and Housing Act~~

~~54957 Brown Act open meeting laws; closed session~~

HEALTH AND SAFETY CODE

~~11054 Schedule I; substances included~~

~~11055 Schedule II; substances included~~

~~11056 Schedule III; substances included~~

~~11357 11361 Marijuana~~

~~11363 Peyote~~

~~11364 Opium~~

~~11370.1 Possession of controlled substances with a firearm~~

PENAL CODE

~~187 Murder~~

~~667.5 Sex offenders~~

~~830.32 Peace officers employed by district~~

~~1192.7 Violent or serious felony~~

~~11165.2 11165.6 Child abuse or neglect, definitions~~

VEHICLE CODE

~~1808.8 School bus drivers; dismissal for safety-related cause~~

UNITED STATES CODE, TITLE 42

~~12101 12213 Americans with Disabilities Act~~

Legal Reference continued: (see next page)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

Legal Reference: (continued)

COURT DECISIONS

California School Employees Association v. Bonita Unified School District (2008) No. B200141

California School Employees v. Livingston Union School District (2007) 149 Cal.App 4th 391

CSEA v. Foothill Community College District (1975) 52 Cal. App. 3rd 150, 155-156, 124 Cal. Rptr 830

Skelly v. State Personnel Board (1975) 15 Cal. 3d 194

California School Employees Association v. Personnel Commission (1970) 3 Cal.3d 139

Management Resources:

CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION PUBLICATIONS

Merit Rules and Regulations: CSPCA Recommended Personnel Policies and Procedures Manual for

California School Merit Systems, 2014

WEB SITES

California School Personnel Commissioners Association: <https://meritsystem.org>

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Policy Reference UPDATE Service

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CSBA Sample

Administrative Regulation

Classified Personnel

AR 4218.1(a)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM)

Note: The following **optional** administrative regulation is for use by districts that have incorporated the merit system for classified employees pursuant to Education Code 45240-45320 and should be revised for consistency with the rules of the personnel commission.

Causes for Disciplinary Action

Note: In merit system districts, causes for suspension or dismissal of classified employees are those designated by rule of the personnel commission and those specified in Education Code 45303 (advocacy of communism). The following section may be revised to include a list of causes designated by the personnel commission.

Pursuant to Education Code 45267, districts must not continue to employ anyone who has been convicted of a specified sex offense, controlled substance offense, or violent or serious offense as defined, with specified exceptions for employees who have been rehabilitated or had their conviction reversed or the charges dismissed. Also see AR 4112.5/4212.5/4312.5 Criminal Record Check.

A permanent classified employee may be subject to suspension without pay for up to 30 days, demotion, involuntary reassignment, or dismissal for one or more of the causes designated by the personnel commission. (Education Code 45302, 45304)

Initiation and Notification of Charges

The Superintendent or designee shall file any recommendation for a disciplinary action in writing with the Governing Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address.

The notice shall, in ordinary and concise language, inform the employee of the specific charge(s) or cause(s) for the disciplinary action, the specific acts and omissions upon which the action is based, and, if applicable, the district rule or regulation that the employee has allegedly violated. (Education Code 45116)

Note: The following **optional** paragraph may be revised to reflect district practice.

In addition, the notice shall advise the employee of the right to appeal and the timeline and procedure for doing so.

Request for Hearing

Note: The following section, including the timeline for the employee's request of a Board hearing on the disciplinary action, may be revised to reflect district practice.

AR 4218.1(b)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

Within the time period specified in the notice of the recommendation of disciplinary action, which shall be no more than five working days, a permanent classified employee may submit to the Superintendent or designee a request for a hearing on the charges.

In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any request for a hearing on the dismissal shall also constitute a request to hear the suspension order, and the necessity of the suspension order shall be an issue in the hearing.

Employment Status Pending a Hearing

A classified employee against whom a recommendation of disciplinary action has been issued shall remain on active duty status pending any Board hearing on the charges, unless the Superintendent or designee determines that the employee's continuance in active duty would present an unreasonable risk of harm to students, staff, or property. The Superintendent or designee may, in writing, order the employee immediately suspended from duty without pay and shall state the reasons that the suspension is deemed necessary. The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested, immediately after issuance.

Compulsory Leave of Absence

Upon being informed by law enforcement that a classified employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes: (Education Code 44940, 45304)

1. Any sex offense as defined in Education Code 44010
2. Violation or attempted violation of Penal Code 187 (murder or attempted murder)
3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056

The Superintendent or designee may place on an immediate compulsory leave of absence a classified employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols. (Education Code 44940)

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings.

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless the employee demands a hearing on the dismissal. (Education Code 44940, 44940.5)

Note: Pursuant to Education Code 44940.5, while on compulsory leave, the employee may receive full salary if a suitable bond or other acceptable security is provided as a guarantee that the employee will repay the leave period salary if convicted of the charges or upon failure to return to district service. If the employee is acquitted or the charges are dismissed, the district must reimburse the employee for the cost of the bond upon return to service in the district. If an employee who does not furnish a bond or other security is acquitted or the charges are dismissed, the district must pay the salary for the time spent on leave upon return to service.

Education Code 44940.5 specifies that, if the charges against an employee are dismissed upon successful completion of a drug diversion program and the employee returns to service, the employee may elect to receive payment for the accrued leave and differential pay for the length of the employee's leave of absence.

During the period of compulsory leave, the employee shall be compensated in accordance with Education Code 44940.5.

Appeal to the Personnel Commission

Note: The following section may be revised to reflect appeal procedures established by the personnel commission. Pursuant to Education Code 45307, the personnel commission may modify the disciplinary action, but may not make the action more stringent than was approved by the Board. If the personnel commission sustains the employee's appeal, it may order all or part of the full compensation from the time of suspension, demotion, or dismissal and may establish other terms and conditions for the employee's reinstatement (e.g., compensation of the employee's expenses in pursuit of the appeal, transfer of the employee, expunction of the disciplinary action from the employee's personnel file).

Any permanent classified employee who has been suspended, demoted, or dismissed may appeal to the personnel commission within 14 days after receipt of a copy of the written charges by filing a written answer to the charges. (Education Code 45305)

Upon request of the employee, the personnel commission or a hearing officer designated by the personnel commission shall conduct a hearing. The employee shall be entitled to appear in person at the hearing and may be represented by legal counsel. (Education Code 45306)

The decision of the personnel commission shall be final. The district shall notify the personnel commission in writing when it has fully complied with the decision. (Education Code 45306, 45307)

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INTRADISTRICT OPEN ENROLLMENT

Note: Education Code 35160.5 mandates that governing boards the Governing Board establish an open enrollment policy within the district for residents of the district. This requirement does not apply to districts with only one school or with schools that do not serve any of the same grade levels.

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also maximizing the efficient use of district facilities and resources. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

(cf. 5116.2 - Involuntary Student Transfers)
(cf. 5117 - Interdistrict Attendance)

Note: Education Code 35160.5 mandates that the district's intradistrict open enrollment policy contain the following provision.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of their residence within the district. (Education Code 35160.5)

(cf. 5111.1 - District Residency)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

(cf. 5116 - School Attendance Boundaries)

Note: The following list of intradistrict enrollment priorities should be modified to reflect district practice. Districts must establish priority for circumstances under which the district is required by state or federal law to offer intradistrict enrollment opportunities (items #1-3, 4 below). Anticipated need for these transfers should be considered in determining capacity of district schools for other intradistrict transfers allowed by the district pursuant to items #4-6, 5-7 below.

The Every Student Succeeds Act (ESSA) (P.L. 114-95) repealed 20 USC 6316 which had required districts to offer intradistrict transfers to all students in Title I schools identified for program improvement in the first year or beyond. The district may, but is not required to, offer such transfers beginning in the 2016-17 school year. Districts that choose to offer such transfers may expand the following list accordingly.

The Superintendent or designee shall grant priority **for the enrollment of a student in a district school** to any district student to attend another district school, including a charter school, outside of his/her **the student's** attendance area, **if the student as follows:**

Note: Education Code 48350-48361 allow a student attending an "open enrollment" school, as identified by the Superintendent of Public Instruction, to transfer to another school that has a higher Academic Performance Index (API), either within the district or in another district. For details regarding such transfers, see BP/AR 5118—Open Enrollment Act Transfers. However, the California Department of Education (CDE) did not produce an Open Enrollment Act list for the 2016-17 school year due to the suspension of the API. The CDE has posted the 2015-16 Open Enrollment Act list on its web site for use in the 2016-17 school year, but cautions that the list is based on the results of 2013 state assessments developed under prior state content standards and that the assessment results of schools on that list may have improved.

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment Act list (Education Code 48354)

(cf. 5118—Open Enrollment Act Transfers)

2.1. Any student **Is** enrolled in a district school designated by the California Department of Education (**CDE**) as "persistently dangerous" (20 USC 7912; 5 CCR 11992)

(cf. 0450 - Comprehensive Safety Plan)

3.2. Any student who is **Is** a victim of a violent crime while on school grounds (20 USC 7912)

Note: Education Code 46600, as amended by AB 1127 (Ch. 781, Statutes of 2019), requires a district to approve an intradistrict transfer request for a student who is a victim of bullying, as defined in Education Code 48900.

If the school requested is at maximum capacity and no other district school offers the student's grade level, the student may request an interdistrict transfer and the transfer may not be prohibited by the district; see BP 5117 - Interdistrict Attendance and AR 5131.2 - Bullying.

3. **Is a victim of an act of bullying committed by another district student, as determined through an investigation following the parent/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Education Code 234.1 (Education Code 46600)**

If the district school requested by the student is at maximum capacity, the Superintendent or designee shall accept an intradistrict transfer request for another district school. (Education Code 46600)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5131.2 - Bullying)

BP 5116.1(c)

Note: Item #4 is for use by any district whose board has elected, pursuant to 20 USC 6311, to provide the option for intradistrict transfer to all students in a school identified by the California Department of Education (CDE) for comprehensive support and improvement; see BP 0520.1 - Comprehensive and Targeted Support and Improvement. If the Board allows student transfers on this basis, priority must be given to the lowest achieving students from low-income families, as determined by the district for the purpose of allocating funds to schools pursuant to 20 USC 6313(a)(3). The district may revise item #4 to reflect the criteria used by the district to identify the lowest achieving students.

4. Is currently enrolled in a district school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families as determined pursuant to 20 USC 6313(a)(3) (20 USC 6311)

(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)

Note: Education Code 35160.5 permits, but does not require, the district's policy to include any or all of the following priorities. Items #4-6 5-7 below are **optional** and should be deleted or modified to reflect enrollment priorities in the district.

Education Code 35160.5 makes no provision related to the duration of any transfer granted pursuant to items #4-6 5-7. See the accompanying administrative regulation.

- 4.5. ~~Upon a finding that~~ **Is experiencing** special circumstances ~~exist~~ that might be harmful or dangerous to the student in the current attendance area, ~~Special circumstances include,~~ **including**, but ~~are~~ not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)
- a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official, **or a social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist, including, but not necessarily limited to, a psychiatrist, psychologist, marriage and family therapist, clinical social worker, or professional clinical counselor**
 - b. A court order, including a temporary restraining order and injunction
- 5.6. ~~Is a~~ Any sibling of **a another** student already ~~in attendance in~~ **attending** that school
- 6.7. ~~Any student whose~~ **Has a** parent/guardian ~~is assigned to that school as his/her~~ **whose** primary place of employment **is that school**

BP 5116.1(d)

Application and Selection Process

Note: Education Code 48354 requires the district to give priority for enrollment to students residing in the district before admitting students seeking to transfer from an open enrollment school outside of the district. In order to accurately determine the number of slots available for interdistrict transfers, the district should set an application window for parents/guardians to apply for intradistrict open enrollment that precedes the district's application window under the Open Enrollment Act. For language regarding the application window under the Open Enrollment Act, see BP/AR 5118—Open Enrollment Act Transfers.

The district should specify the intradistrict open enrollment application window, if any, in the blank provided in the following paragraph.

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law **and Board policy**, applications for intradistrict open enrollment shall be submitted between _____ (*insert application window dates*) _____ of the school year preceding the school year for which the transfer is requested.

Note: Education Code 35160.5 **mandates** that the district's intradistrict open enrollment policy contain all the elements listed in the remainder of this section.

Education Code 35160.5 requires districts to calculate capacity in a nonarbitrary manner using student enrollment and available space. The law does not provide a specific formula for the calculation, but the district may want to include unique factors specific to the school to calculate available space, such as class size reduction requirements and space needs for specialized programs. The district may modify the following paragraph to include the specific formula for calculating school capacity for schools within the district.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Note: Pursuant to Education Code 35160.5, the district must use a random, unbiased process (e.g., a lottery) to select students for intradistrict open enrollment when requests for admission exceed the capacity of the school. The California Attorney General (85 Ops. Cal. Atty. Gen. 95 (2002)) has opined that a "first come, first served" selection policy does not constitute a random, unbiased process.

An exception in Education Code 35160.5 gives districts the authority to maintain appropriate racial and ethnic balances across district schools. However, in Crawford v. Huntington Beach Union High School District, a California appellate court held that a district's intradistrict enrollment policy which contained a racial and ethnic balance component as authorized by Education Code 35160.5 was unconstitutional. According to the court, the constitutional provisions added by Proposition 209 prohibit a district from adopting a policy containing different admission criteria on the basis of race. Because of the legal uncertainty surrounding this issue, the following paragraph does not reflect the provisions of Education Code 35160.5 relative to racial and ethnic balance. The district should consult legal counsel regarding any policy or regulation dealing with maintenance of racial or ethnic balance.

BP 5116.1(e)

Except for **the enrollment** priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine **who which students** shall be admitted whenever **the a district** school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, **except that** **However,** existing entrance criteria **may be used** for **enrolling students in** specialized schools or programs, **may be used** provided that the criteria are uniformly applied to all applicants. **In addition, a** academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

Transportation

Note: The following section is **optional** and may be revised to reflect district practice. **Districts that do not provide transportation should delete this section.**

~~Pursuant to the CDE's **Every Student Succeeds Act 2016-17 School Year Transition Plan** (April 2016) and its **Public School Choice FAQs**, districts must continue to set aside Title I, Part A funds for transportation costs for students who transferred out of program improvement schools prior to the 2016-17 school year and for students who the district chooses to allow to transfer in the 2016-17 school year. In accordance with the CDE's transition plan and the U.S. Department of Education's **Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions** (May 2016), any student who transferred under this option prior to the 2016-17 school year must be allowed to remain in the school of enrollment until he/she completes the highest grade offered in the school; see the accompanying administrative regulation.~~

~~The district is not obligated to provide transportation for students who are transferring pursuant to the **Open Enrollment Act**. The district **also** is not obligated to provide transportation for students who are victims of violent criminal offenses or those who wish to transfer out of "persistently dangerous" schools pursuant to 20 USC 7912. If a district chooses to make transportation available to such students, it may use certain federal funds (e.g., Title IV, Part A, and Title V, Part A) to cover the costs. When a district chooses to provide transportation, U.S. Department of Education Guidance (**Unsafe School Choice Option**) clarifies that the district is not obligated to continue providing or paying for transportation after the school is no longer designated as "persistently dangerous."~~

~~**In addition, pursuant to 20 USC 6311, the district may use up to five percent of its Title I allocation to pay for the transportation of students who transferred out of a school identified by CDE for comprehensive support and improvement.**~~

~~Except as required for students who transferred out of a Title I program improvement school, **In general,** the district shall not be obligated to provide transportation for students who attend school outside their attendance area.~~

BP 5116.1(f)

Note: Pursuant to Education Code 46600, as amended by AB 1127, the district must provide transportation assistance to a student who is eligible for free or reduced-price meals and receives an intradistrict transfer as a result of being a victim of bullying. The district may, but is not required to, provide transportation assistance to any other student who is a victim of bullying.

However, upon parent/guardian request, the district shall provide transportation assistance to any student who is eligible for free or reduced-price meals and whose enrollment in a district school outside the student's attendance area is a result of being a victim of bullying. (Education Code 46600)

(cf. 3250 - Transportation Fees)

(cf. 3540 - Transportation)

Legal Reference:

EDUCATION CODE

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

~~48350-48361 Open Enrollment Act~~

48980 Notice at beginning of term

CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

UNITED STATES CODE, TITLE 20

6311 State plans

6313 Eligibility of schools and school attendance areas; funding allocation

7912 Transfers from persistently dangerous schools

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

Management Resources: (see next page)

BP 5116.1(g)

INTRADISTRICT OPEN ENROLLMENT (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Public School Choice FAQs

Every Student Succeeds Act - Update #8, July 14, 2017

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

Unsafe School Choice Option, May 2004

WEB SITES

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

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

U.S. Department of Education: <http://www.ed.gov>

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CSBA Sample Administrative Regulation

Students

AR 5116.1(a)

INTRADISTRICT OPEN ENROLLMENT

Note: ~~The following administrative regulation addresses intradistrict transfers for victims of a violent criminal offense and students in a "persistently dangerous" school pursuant to 20 USC 7912 and other intradistrict open enrollment options authorized by Education Code 35160.5. For interdistrict transfers under the Open Enrollment Act pursuant to Education Code 48350 48361, see BP/AR 5118 – Open Enrollment Act Transfers.~~

Transfers for Victims of a Violent Criminal Offense

Note: 20 USC 7912 requires the state to establish and implement a policy requiring that any student who becomes a victim of a violent criminal offense while on school grounds be provided an option to transfer to another district school, including a charter school; see the accompanying Board policy. 20 USC 7912 does not specify which offenses constitute a "violent criminal offense" for purposes of the victim transfer option. According to the California Department of Education (CDE), districts should consider the specific circumstances of the incident on a case-by-case basis, as specified below. The following two paragraphs are consistent with ~~the~~ CDE's guidance.

U.S. Department of Education (USDOE) Guidance, Unsafe School Choice Option, suggests that districts should notify parents/guardians of the transfer option "generally within 14 days" after the determination that the student has been a victim of a violent offense. ~~In making this offer, the Guidance encourages districts to take into account the needs and preferences of the affected student and parents/guardians.~~ A sample parent/guardian notification letter is available on ~~the~~ CDE's web site.

Within a reasonable amount of time, not to exceed 14 **calendar** days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and ~~his/her~~ parent/guardian in making the offer. If the parent/guardian elects to transfer ~~his/her child~~ **the student**, the transfer shall be completed as soon as practicable.

Transfers from a "Persistently Dangerous" School

Note: 20 USC 7912 requires the state to establish and implement a policy requiring that all students attending a "persistently dangerous" school be provided an option to transfer to a safe school within the district, including a charter school; see the accompanying Board policy. Pursuant to 5 CCR 11992 and 11993, a school is designated as "persistently dangerous" based on the number of nonstudent firearms violations and the number of student expulsions pursuant to specified Education Code sections over a period of three consecutive years.

AR 5116.1(b)

INTRADISTRICT OPEN ENROLLMENT (continued)

USDOE Guidance, Unsafe School Choice Option, provides that a district with one or more schools identified as "persistently dangerous" must, in a timely manner, notify parents/guardians about the school's designation

and offer the opportunity to transfer. **Although the law does not specify a timeline for the notice, the Guidance provides an example of 10 school days from the time the district learns of the school's identification as "persistently dangerous."**

According to the USDOE Guidance, districts should complete transfers of students as quickly as possible, and must offer students who attend persistently dangerous schools the opportunity to transfer to a safe school at least 14 calendar days before the start of the school year. Parental notification regarding the status of the school and the offer to transfer students may be made simultaneously. CDE suggests that transfers of students out of a "persistently dangerous" school generally be completed within 30 school days of notification of the school's designation. According to CDE, "timely notification" to parents/guardians should be made within 10 school days and a timely offer of transfer within 20 school days from the time the district learns of the designation, although these two notifications may be combined. Timelines in the following two optional paragraphs may **Timelines in the following section should be revised to reflect district practice.**

Upon receipt of notification from the California Department of Education (CDE) that a district school has been designated as "persistently dangerous," **the Superintendent or designee shall provide parents/guardians of students attending the school with the following notifications intradistrict transfers shall be granted as follows:**

1. **Within 10 days of receipt of the notification from CDE, the Superintendent or designee shall provide parents/guardians of students attending the school with notice of the school's designation. Along with this notification, or at least 14 calendar days before the start of the school year, the Superintendent or designee shall provide a list of other district schools to which any student of the school that is designated as persistently dangerous may transfer.**
2. **Within 20 days of receipt of the notification from CDE, notice of the option to transfer their child**

(cf. 0450 - Comprehensive Safety Plan)

2. **Parents/guardians who desire to transfer their child out of a "persistently dangerous" the school shall provide a written request response to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.**
3. **The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. The Superintendent or designee shall notify the parents/guardians of the assigned school.**

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INTRADISTRICT OPEN ENROLLMENT (continued)

4. For students whose parents/guardians accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE be made as quickly as possible. If the parents/guardians decline the assigned school, the student may remain in his/her the current school.

Note: USDOE Guidance, Unsafe School Choice Option, advises that the district can determine whether transfers will be temporary or permanent, but transfers must remain in effect as long as the student's original school is identified as persistently dangerous. The following **optional** paragraph reflects USDOE suggestions as to factors that might be considered in determining whether the transfer should be permanent and may be revised to reflect district practice.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

Note: USDOE Guidance, Unsafe School Choice Option, encourages, but does not require, districts to develop a transfer program with a neighboring district. The following paragraph is **optional**.

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

(cf. 5117 - Interdistrict Attendance)

Other Intradistrict Open Enrollment

Note: The following section provides **optional** procedures for intradistrict enrollment pursuant to Education Code 35160.5 and may be revised to reflect district practice.

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of those schools and open enrollment applications shall be available at each school site, the district office, and on the district's web site.

Note: Because Education Code 35160.5 requires the use of a lottery process, openings which occur later during the year should be filled only by applicants whose names are drawn in the lottery. Late applicants should not be added to the waiting list, but should instead wait for a subsequent lottery.

2. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a

AR 5116.1(d)

INTRADISTRICT OPEN ENROLLMENT (continued)

random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.

3. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
4. Approved applicants must confirm their enrollment within 10 school days.

Note: The Every Student Succeeds Act (P.L. 114 95) repealed 20 USC 6316 which had required districts to offer intradistrict transfers to all students in Title I schools identified for program improvement (PI). In accordance with the USDOE's Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions (May 2016) and the CDE's Every Student Succeeds Act – Update #8 any student who previously transferred under this option must be allowed to remain in the school of enrollment until he/she completes the highest grade offered in the school, as provided below.

The USDOE's Frequently Asked Questions and the CDE's transition plan provide that districts may, at their discretion, continue to offer intradistrict transfers to any additional eligible students; see the accompanying Board policy. Districts that choose to offer such transfers may revise the following paragraph to reflect district practice. The USDOE and CDE resources do not expressly address whether students who transfer in such cases must be allowed to remain in the school of enrollment until the highest grade at the school. For consistency with previous years and with provisions in 20 USC 6311 pertaining to any transfers granted to students in schools identified for "comprehensive support and improvement" beginning in the 2018-19 school year, it is recommended that districts allow any student who transfers with the opportunity to subsequently stay in the school of enrollment.

The following paragraph is for use by districts that offer intradistrict transfers to students enrolled in a school that has been identified by CDE for comprehensive support and improvement. See the accompanying Board policy.

Any student who, prior to the 2016-17 school year, was granted a transfer out of a Title I school that had been identified for program improvement **is granted a transfer out of a school that had been identified by CDE for comprehensive support and improvement** shall be allowed to remain in the school of enrollment until he/she completes **completing** the highest grade offered at that school. **(20 USC 6311)**

(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)

Note: The following paragraph is **optional**. Education Code 35160.5 makes no provision related to the duration of any transfer granted pursuant to Education Code 35160.5. Thus, it appears to be within the district's discretion to determine whether students who do not reside within a school's attendance area should be required to reapply for open enrollment each year. However, Education Code 35160.5 specifies that a student currently residing within a school's attendance area cannot be displaced by another student transferring from outside the attendance area.

AR 5116.1(e)

INTRADISTRICT OPEN ENROLLMENT (continued)

A student granted intradistrict enrollment under other circumstances shall not be required to reapply for readmission but may be subject to displacement due to excessive enrollment.

Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 35160.5, 48980)

1. All options for meeting residency requirements for school attendance

(cf. 5111.1 - District Residency)

~~*(cf. 5118 - Open Enrollment Act Transfers)*~~

2. Program options offered within local attendance areas
3. A description of any special program options available on both an interdistrict and intradistrict basis
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
5. A district application form for requesting a change of attendance
6. The explanation of attendance options under California law as provided by **the** CDE

(cf. 5145.6 - Parental Notifications)

(3/11 7/16) 12/19

Policy Reference UPDATE Service

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CSBA Sample Board Policy

Students

BP 5117(a)

INTERDISTRICT ATTENDANCE

Note: The Education Code provides a number of options under which a district may enroll a student whose parent/guardian does not reside within district boundaries. Under an "interdistrict attendance permit" or "reciprocal agreement" pursuant to Education Code 46600-46610, a student may attend school in a different district when both the district of residence and the district of proposed attendance agree (Option 1 below). Alternatively, pursuant to Education Code 48300-48317, the Governing Board may declare the district to be a "school district of choice" willing to accept a specific number of interdistrict transfers into the district through a random selection process (Option 2 below). In order to maintain the integrity of the random selection process, it is recommended that a school district of choice not also accept transfers under the interdistrict attendance permit option except when extraordinary circumstances exist, as provided in Option 2 below. Districts that wish to use both sources of authority should consult legal counsel.

In addition, pursuant to Education Code 48204, a district may authorize a student whose parent/guardian is employed within district boundaries to attend a school in the district (Allen bill transfer); see AR 5111.1 - District Residency.

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

(cf. 5111.1 - District Residency)

(cf. 5116.1 - Intradistrict Open Enrollment)

OPTION 1: Interdistrict Attendance Agreements and Permits

Note: The following section is for use by districts that have entered into an agreement with one or more other districts to accept student transfers through interdistrict attendance permits pursuant to Education Code 46600-46610. Districts selecting this option should also select Option 1 in the accompanying administrative regulation.

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

Note: Education Code 46600 requires that the interdistrict attendance agreement specify the terms and conditions under which individual permits may be granted or denied. In addition, pursuant to Education Code 46600, students who have been granted an interdistrict attendance permit must be allowed to continue to attend the school without having to reapply unless the agreement between the two districts contains specific agreed-upon standards for reapplication; see the accompanying administrative regulation. Districts also may include in the agreement the agreed-upon standards for revocation of students' interdistrict attendance. Examples of conditions that may result in revocation include falsification of information stated on the permit application, unsatisfactory attendance, continual disruption, or poor academic achievement.

BP 5117(b)

INTERDISTRICT ATTENDANCE (continued)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed ~~to~~ **upon** by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Note: Pursuant to Education Code 46600, it is the responsibility of the superintendent or designee of the district of residence, subject to board policies of the district of residence and terms of the agreement, to issue an individual permit verifying the district's approval of an interdistrict transfer out of the district. The permit shall become valid when endorsed by the board's designee in the district of proposed enrollment.

See the accompanying administrative regulation for procedures to follow when the permit is denied.

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

OPTION 2: School District of Choice Program

Note: The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300-48317. Pursuant to Education Code 48301, such a district must register as a school district of choice with the Superintendent of Public Instruction and County Board of Education before enrolling students under this option. Districts selecting this option should also select Option 2 in the accompanying administrative regulation.

The Board has designated the district as a "school district of choice" and shall accept students who reside within other California school districts who wish to attend a district school.

The Board shall, by resolution, annually establish the number of students who will be accepted into the district through this program based on recommendations by the Superintendent or designee as to the number of transfer students the district will be able to accept and the schools, grades, and programs that will be able to accept the students. Once established, the district shall accept all students who apply to transfer into the district until the district is at maximum capacity, as required pursuant to Education Code 48301.

Note: Education Code 48301 requires a random, unbiased process for selecting students who will be admitted through the school district of choice program and prohibits consideration of certain characteristics and factors in making the selections. Pursuant to Education Code 48301, family income may only be considered to the extent necessary to determine enrollment priority pursuant to Education Code 48306; see the accompanying administrative regulation.

Students shall be admitted to district schools through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a student should be enrolled based upon the student's academic or athletic performance, physical condition, proficiency in

BP 5117(c)

INTERDISTRICT ATTENDANCE (continued)

English, any of the individual characteristics set forth in Education Code 200, or family income. (Education Code 48301)

If the number of transfer applications exceeds the number of transfers the Board has elected to accept, approval for transfer shall be determined by a random drawing held in public at a regularly scheduled Board meeting. (Education Code 48301)

Note: Because the school district of choice program requires a random selection process, it is recommended that participating districts not admit students through the interdistrict attendance permit process described in Option 1 above except under extraordinary circumstances. Such circumstances might include approving interdistrict attendance permits for students who are victims of an act of bullying. Such students are given priority for interdistrict attendance permits pursuant to Education Code 46600; see the accompanying administrative regulation.

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee shall not admit students based on individual interdistrict attendance permits pursuant to Education Code 46600-46610 except under extraordinary circumstances.

The Superintendent or designee shall keep an accounting of all requests for admittance **through the school district of choice program** and a record of their disposition, including, but not limited to, all of the following: (Education Code 48313)

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial
2. The number of students transferred into and out of the district pursuant to this program
3. The race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals, and the district of residence for each student transferred into or out of the district pursuant to this program
4. The number of students transferred into or out of the district pursuant to this program who are classified as English learners or students with disabilities

Note: Education Code 48311 authorizes, but does not require, a school district of choice to provide transportation to participating students to the extent that the district provides transportation assistance to other students. See section on "Transportation" below. Item #5 may be deleted by districts that do not provide transportation.

5. As applicable, the number of students described in items #3 and 4 above who are provided transportation assistance to a district school or program, and the total number of students provided transportation assistance, pursuant to the school district of choice program

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INTERDISTRICT ATTENDANCE (continued)

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-5 above. No later than October 15 of each year, the Superintendent or designee shall provide the same information for the current school year, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, and the Superintendent of Public Instruction. (Education Code 48313)

The district's compliance with specified program requirements shall be reviewed as part of the annual district audit conducted pursuant to Education Code 41020. (Education Code 48301)

(cf. 3460 - Financial Reports and Accountability)

Transportation

Note: The following **optional** section is for use by all districts and should be revised to reflect district practice. Districts are not required to provide transportation or transportation assistance to students admitted under an interdistrict attendance permit pursuant to Education Code 46600-46610, **except that Education Code 46600, as amended by AB 1127 (Ch. 781, Statutes of 2019), requires the district of enrollment to provide transportation assistance to a student who is eligible for free or reduced price meals and is either a child of an active military duty parent/guardian or a victim of an act of bullying, as defined in Education Code 48900.**

Pursuant to Education Code 48311, a school district of choice is authorized, but not required, to provide transportation assistance to the extent that the district otherwise provides transportation assistance to students.

Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code 46600. (Education Code 46600)

(cf. 3553 - Free and Reduced Price Meals)

~~The district shall not provide transportation beyond any school attendance area. Upon~~ **In addition, upon** request of a student's parent/guardian, the Superintendent or designee may authorize transportation for ~~an~~ **any** interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

Legal Reference: (see next page)

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INTERDISTRICT ATTENDANCE (continued)

Legal Reference:

EDUCATION CODE

8151 Apprentices, exemption from interdistrict attendance agreement

41020 Annual district audits

46600-46610 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48317 Student attendance alternatives, school district of choice program

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals; enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

48985 Notices to parents in language other than English

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

CALIFORNIA CONSTITUTION

Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin

ATTORNEY GENERAL OPINIONS

~~87 Ops. Cal. Atty. Gen. 132 (2004)~~

~~84 Ops. Cal. Atty. Gen. 198 (2001)~~

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County (2011) 192 Cal.App.4th 234

Crawford v. Huntington Beach Union High School District (2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS

87 Ops. Cal. Atty. Gen. 132 (2004)

84 Ops. Cal. Atty. Gen. 198 (2001)

Management Resources:

WEB SITES

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

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

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Policy Reference UPDATE Service

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CSBA Sample Administrative Regulation

Students

AR 5117(a)

INTERDISTRICT ATTENDANCE

OPTION 1: Interdistrict Attendance Agreements and Permits

Note: The following option is for use by districts that have entered into an agreement with one or more other school districts to accept transfers through the "interdistrict attendance permit" or "reciprocal agreement" process pursuant to Education Code 46600-46610. (See Option 1 in the accompanying Board policy.) In 87 Ops.Cal.Atty.Gen. 132 (2004), the Attorney General opined that districts could not charge students a fee for processing applications for interdistrict attendance.

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student of either district to enroll in the other district may be issued upon approval of both districts.

Note: Pursuant to Education Code 46600.2, as added by AB 2826 (Ch. 550, Statutes of 2018), districts are required to post on their web sites, in a manner accessible to the public without a password, the procedures and timelines regarding a request for an interdistrict transfer permit.

The district shall post on its web site the procedures and timelines for requesting an interdistrict transfer permit, including a link to BP 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to: (Education Code 46600.1, 46600.2)

1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year
2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence
3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision
4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request
5. Applicable timelines for processing a request, including the following statements:
 - a. For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.

AR 5117(b)

INTERDISTRICT ATTENDANCE (continued)

- b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.
6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

Note: Education Code 46600 requires districts to give priority for interdistrict attendance permits to a student who is a victim of an act of bullying, as provided below. For this purpose, Education Code 48900(r) defines bullying to include, but not be limited to, bullying committed by means of an electronic act directed specifically toward the student; see AR 5144.1 - Suspension and Expulsion/Due Process.

Priority for interdistrict attendance shall be given to a student who has been determined, **through an investigation** by ~~staff of~~ either the district of residence or district of proposed enrollment, to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence. (Education Code 46600)

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5131.2 - Bullying)

Note: As amended by AB 1127 (Ch. 781, Statutes of 2019), Education Code 46600 requires districts to ensure that students who are victims of bullying or are children of active duty military parents/guardians be selected through an unbiased process that prohibits consideration of specified characteristics.

Until the district is at maximum capacity, the district shall accept any student whose interdistrict transfer application is based on being the victim of an act of bullying or a child of an active duty military parent/guardian. The district shall ensure that such students are admitted through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a student should be enrolled based on academic or athletic performance, physical condition, proficiency in English, family income, or any of the individual characteristics set forth in Education Code 220, including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status. (Education Code 46600)

In addition, the Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

Note: **Optional** items #1-11 below should be revised and/or deleted to reflect district practice.

- 1. To meet the child care needs of the student, only as long as the student's child care provider remains within district boundaries

AR 5117(c)

INTERDISTRICT ATTENDANCE (continued)

(cf. 5148 - Child Care and Development)

2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel

(cf. 6159 - Individualized Education Program)

3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance
4. To allow the student to complete a school year when the student's parents/guardians have moved out of the district during that year
5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school
6. To allow a high school senior to attend the same school attended as a junior, even if the student's family moved out of the district during the junior year
7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district
8. When the student will be living out of the district for one year or less
9. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.12 - District School Attendance Review Board)

10. When there is valid interest in a particular educational program not offered in the district of residence
11. To provide a change in school environment for reasons of personal and social adjustment

Note: In 84 Ops.Cal.Atty.Gen. 198 (2001), the Attorney General opined that a lack of school facilities is a justifiable reason for denial of the interdistrict attendance permit request. However, according to the Attorney General, once the student is admitted, the district may not later deny the student continued attendance at a district school because of overcrowding. Although Attorney General opinions are not binding on the courts, they are generally afforded deference in the court when there is no specific statutory or case law to the contrary. The following paragraph is based on this Attorney General opinion.

AR 5117(d)

INTERDISTRICT ATTENDANCE (continued)

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district shall not deny continued attendance because of overcrowded facilities at the relevant grade level.

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

Note: Education Code 46600.2, as added by AB 2826, establishes the following timelines for notifying a student's parents/guardians of the district's final decision regarding the interdistrict transfer request.

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the request, the Superintendent or designee shall notify the parent/guardian of the final decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year. (Education Code 46600.2)

Note: Education Code 46600.2, as added by AB 2826, requires a district that denies a request for an interdistrict transfer to give written notice to the parent/guardian of the right to appeal to the County Board of Education.

Pursuant to Education Code 46601, parents/guardians may submit their appeal to the County Board within 30 calendar days of the district's final denial of the permit. The County Board then has 30 calendar days, unless extended by an additional five school days for good cause, to make its determination as to whether the student should be allowed to attend the district of proposed enrollment and the applicable period of attendance. However, Education Code 46601 allows a class 1 county (i.e., a county with a 1994-95 average daily attendance (ADA) of 500,000 or more for all districts in the county), until July 1, 2023, 60 calendar days to make its determination.

Pursuant to Education Code 46602, if the County Board determines that the student should be permitted to attend the district of proposed enrollment, the district shall admit the student without delay.

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial. (Education Code 46600.2)

(cf. 5145.6 - Parental Notifications)

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

AR 5117(e)

INTERDISTRICT ATTENDANCE (continued)

Pending a decision by the two districts or by the County Board on appeal, the Superintendent or designee may provisionally admit a student who resides in another district for a period not

to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Once a student is admitted to a school on the basis of an interdistrict attendance permit, the student shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school of enrollment, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded after June 30 following a student's completion of grade 10 or for any student entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

OPTION 2: School District of Choice Program

Note: The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300-48317. (See Option 2 in the accompanying Board policy.)

The Superintendent or designee shall communicate with parents/guardians regarding transfer opportunities under the school district of choice program. Communications sent to parents/guardians shall be available in all languages for which translations are required pursuant to Education Code 48985, shall be factually accurate, and shall not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic skill or any other personal characteristic. (Education Code 48301, 48980)

The Superintendent or designee shall also make public announcements regarding district schools, programs, policies, and procedures, including transportation options if applicable, during the enrollment period. (Education Code 48312)

Note: The following **optional** paragraph reflects Education Code 48302, which encourages districts to hold informational meetings as described below, and may be revised to reflect district practice.

AR 5117(f)

INTERDISTRICT ATTENDANCE (continued)

The Superintendent or designee may hold informational meetings on the district's current educational programs, so that parents/guardians can provide input to the district on methods to

improve current programs and make informed decisions regarding their children's education. (Education Code 48302)

The process for student transfers into the district under the school district of choice program, including, but not limited to, any applicable form, the timeline for a transfer, and an explanation of the selection process, shall be posted on the district's web site. (Education Code 48301)

(cf. 1113 - District and School Web Sites)

Parents/guardians shall submit applications for interdistrict attendance to the district office before January 1 of the school year preceding the school year for which the student is requesting to be transferred. The application deadline may be waived upon agreement between the district and the student's district of residence. (Education Code 48308)

The application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48308)

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

Note: Pursuant to Education Code 48305, if the district chooses to use existing entrance criteria for specialized schools or programs, then the criteria must be uniformly applied. The following optional paragraph is for use by districts that choose to use existing entrance criteria.
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Any existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)

The district may deny a transfer into the district under the school district of choice program if the transfer would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities or an English learner. (Education Code 48303)

Whenever the number of transfer applications exceeds the number of interdistrict transfers that may be accepted as annually determined by the Governing Board, students accepted for transfer shall be selected by a random drawing held in public at a regularly scheduled Board meeting before February 15 of the school year preceding the school year for which the transfer is sought. (Education Code 48301)

Priority for transfer under the school district of choice program shall be granted as follows: (Education Code 48306)

AR 5117(g)

INTERDISTRICT ATTENDANCE (continued)

1. First priority shall be given to siblings of students already in attendance in the district.
2. Second priority shall be given to students eligible for free or reduced-price meals.

(cf. 3553 - Free and Reduced Price Meals)

3. Third priority shall be given to children of military personnel.

No later than February 15 of the school year preceding the school year for which the student is requesting to be transferred, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected or of the student's position on any waiting list. (Education Code 48308)

If a student's application for transfer is accepted, the Superintendent or designee shall so notify the student's district of residence no later than February 15 of the school year preceding the school year for which the student is requesting to be transferred. (Education Code 48308)

The number of students accepted for transfer into the district, by school and grade level, shall be reported to the district of residence on or before February 15. (Education Code 48308)

If a student's application is denied, the Superintendent or designee shall notify the student's parents/guardians that the number of students requesting to transfer exceeded the district's capacity and that the student was not selected during the random drawing. Such determination shall be accurately recorded in the minutes of the Board meeting at which the determination was made. (Education Code 48308)

(cf. 9324 - Minutes and Recordings)

For a student whose parent/guardian was relocated by the military less than 90 days prior to the submission of the application, the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon acceptance, the student may immediately enroll in a district school. (Education Code 48308)

Vacancies may be filled from the waiting list until May 1 of the school year preceding the school year for which students are requesting to be transferred. (Education Code 48308)

The final number of students enrolled in the district through the school district of choice program, by school and grade level, along with the names of the students, shall be reported to the district of residence on or before May 2. (Education Code 48308)

AR 5117(h)

INTERDISTRICT ATTENDANCE (continued)

Students admitted through the school district of choice program are deemed to have fulfilled district residency requirements pursuant to Education Code 48204. (Education Code 48301)

(cf. 5111.1 - District Residency)

(cf. 5116.1 - Intradistrict Open Enrollment)

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts. (Education Code 48308)

Note: The following paragraph may be revised by districts that do not maintain high schools.

Even if the district withdraws from participation in the program, students who attended or received a notice of acceptance into the district before the Board's resolution of withdrawal shall be permitted to attend school in the district, and admitted high school students may continue attending school in the district until they graduate from high school. (Education Code 48307, 48308)

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) the student has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)

(cf. 6146.3 - Reciprocity of Academic Credit)

The district may revoke a student's enrollment if the student is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

Transfers Out of the District

Note: The following **optional** section is for use by all districts.

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

Note: Pursuant to Education Code 46600, as amended by AB 1127, the district cannot prohibit a transfer out of the district for a victim of bullying if the district has only one school offering the student's grade level and thus is unable to grant an intradistrict transfer.

If the district is unable to provide an intradistrict transfer to a student who is a victim of an act of bullying, as defined in Education Code 46600, the district shall not prohibit

AR 5117(i)

INTERDISTRICT ATTENDANCE (continued)

the student from transferring out of the district if the district of proposed enrollment approves the application for transfer. (Education Code 46600)

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)

Note: Even if a district has not designated itself as a school district of choice, it has the authority pursuant to Education Code 48307 to limit the number of students transferring out of the district into other districts that have designated themselves as school districts of choice. A district with an ADA of more than 50,000 may annually limit the number of such transfers to one percent of its current year estimated ADA. A district with an ADA of 50,000 or less may limit the number of such transfers to three percent of its current estimated ADA and may limit the maximum number of such transfers for the duration of the program to 10 percent of the ADA for that period. In Walnut Valley Unified School District v. Superior Court of Los Angeles County, the appellate court held that the 10 percent cap on outbound transfers "for the duration of the program" should be based on the district's ADA over the entire life of the district of choice program (i.e., from the program's inception in 1994 until the present day). The district may revise item #1 to reflect the applicable percentage in Education Code 48307 based on its ADA.

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance.
2. The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

(cf. 3100 - Budget)

Note: Item #3 is **optional** and should be revised to reflect district practice. Education Code 48307 authorizes the district to prohibit a transfer out of the district under the school district of choice program if the Board determines that the transfer would negatively impact a court-ordered desegregation plan, a voluntary desegregation plan, or the racial and ethnic balance of the district. Education Code 48307 provides that denial of transfers on the basis of a voluntary desegregation plan or the racial and ethnic balance of the district must be consistent with the constitutional provisions added by Proposition 209 in 1996 (California Constitution, Article 1, Section 31). It is recommended that districts consult legal counsel before adopting policy to allow denial of transfers on either of these bases.

3. The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)
 - a. A court-ordered desegregation plan
 - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31

AR 5117(j)

INTERDISTRICT ATTENDANCE (continued)

- c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

(10/17 3/19) 12/19

Policy Reference UPDATE Service

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CSBA Sample Board Policy

Students

BP 5118(a)

OPEN ENROLLMENT ACT TRANSFERS

Note: The Open Enrollment Act (Education Code 48350-48361) provides students enrolled in one of the 1,000 "low achieving" schools identified by the Superintendent of Public Instruction with the option to enroll in a higher achieving school. However, because the Academic Performance Index has been suspended, the list of schools has not been updated since the 2015-16 school year and is based on the results of 2013 state assessments developed under prior state content standards.

The following **optional** policy and accompanying administrative regulation are for use by all districts since even districts without a school on the Open Enrollment List may receive applications from students attending a school on the list in a neighboring district.

The Governing Board desires to offer enrollment options in order to provide children with opportunities for academic achievement that meet their diverse needs. Such options shall also be provided to children who reside within another district's boundaries in accordance with law, Board policy, and administrative regulation.

Whenever a student is attending a district school on the Open Enrollment List as identified by the Superintendent of Public Instruction, he/she may transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. (Education Code 48354, 48356)

Note: It is unclear whether the Open Enrollment Act grants students who are attending an open enrollment school the right to transfer to another school within the district as well as outside of the district. In order to avoid conflict with the statute authorizing intradistrict open enrollment, the following policy and administrative regulation require students who wish to transfer to another district school to use the district's policy and procedures created pursuant to Education Code 35160.5; see BP/AR 5116.1—Intradistrict Open Enrollment. The following **optional** sentence should be modified to reflect district practice.

A parent/guardian whose child is attending a district school on the Open Enrollment List and who wishes to have his/her child attend another school within the district shall apply for enrollment using BP/AR 5116.1—Intradistrict Open Enrollment.

(cf. 5116.1—Intradistrict Open Enrollment)

(cf. 5117—Interdistrict Attendance)

Note: Education Code 48354 and 48356 require districts to establish a period of time for resident student enrollment and for accepting transfer applications. In establishing timelines for transfer applications under the Open Enrollment Act, the district should consider how these timelines will align with timelines for other student enrollment options. Education Code 48354 requires the district to give priority for enrollment to students residing in the district; thus, districts must first admit those students, as well as students applying for intradistrict transfers, before admitting students from an open enrollment school outside of the district. See BP/AR 5111—Admission, AR 5111.1—District Residency, and BP/AR 5116.1—Intradistrict Open

BP 5118(b)

OPEN ENROLLMENT ACT TRANSFERS (continued)

Enrollment. In order to accurately predict the number of slots that may be available, the timelines for accepting transfer applications under the Open Enrollment Act should also be consistent with the district's timelines for interdistrict attendance permits; see BP/AR 5117—Interdistrict Attendance.

However, the timelines specified in Education Code 48354 and 48357 for Open Enrollment Act transfers may conflict with the deadlines for these other attendance options. Education Code 48354 specifies that these transfer applications must be submitted by January 1 of the preceding school year. Education Code 48357 requires the district to notify parents/guardians within 60 days whether their application for a transfer from an open enrollment school has been accepted or rejected. Therefore, if a parent/guardian submits a transfer application on October 1, the district would need to provide notification of the application's status by December 1, even though the enrollment period for residents might still be open and the district would not yet know how many slots would be available for transfers at a specific school.

One way for a district to comply with these inconsistent statutory provisions is for the Governing Board to waive the January 1 deadline for receipt of all transfer applications, as authorized by Education Code 48354, and create an application window for submission of applications. Such an application window will result in the 60 day deadline for notification of an application's status to fall after the district's deadline by which residents need to enroll their children, allowing residents to receive enrollment priority as required by law.

Districts should specify the transfer application window, if any, in the blank provided in the following paragraph. Because Education Code 48361 specifies that a discretionary decision by the Board regarding the district's administration of the program may only be overturned if the Board acted in an arbitrary and capricious manner, these timelines should be rationally related to the timelines for other intradistrict and interdistrict transfers.

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, the Board hereby waives the January 1 deadline in Education Code 48354 for all applications for transfer from nonresident parents/guardians of children attending a school on the Open Enrollment List in another district. Transfer applications shall be submitted between _____ (*insert application window dates*) _____ of the preceding school year for which the transfer is requested.

(*cf. 5111.1 – District Residency*)

Note: Education Code 48355 authorizes the district of residence or the district of enrollment to limit the number of students transferring out of or into the district if the Board determines that the transfer would negatively impact a court ordered or voluntary desegregation plan or the racial and ethnic balance of the district. However, in *Crawford v. Huntington Beach Union High School District*, an appellate court held that a district's intradistrict enrollment policy which contained a racial and ethnic balance component pursuant to Education Code 35160.5 was unconstitutional. According to the court, the constitutional provisions added by Proposition 209 prohibit a district from adopting a policy containing different admission criteria on the basis of race. Because of the legal uncertainty surrounding this issue, the following paragraph does not reflect the provisions of Education Code 48355 relative to racial and ethnic balance. Districts should consult legal counsel as necessary. The following **optional** paragraph is for use by districts with a court-ordered or voluntary desegregation plan.

BP 5118(e)

OPEN ENROLLMENT ACT TRANSFERS (continued)

The Board may deny a transfer out of or into the district upon a determination by the Board that the transfer would negatively impact a court ordered or voluntary desegregation plan in accordance with Education Code 48355.

Standards for Rejection of Transfer Applications

Note: Education Code 48356 authorizes the district of enrollment to adopt specific written standards for rejection of a transfer application which may include a consideration of the capacity of a program, class, grade level, or school building or any adverse financial impact that may result from the transfer. The law is unclear whether a district may also consider students' discipline history when evaluating transfer applications. Districts that wish to consider disciplinary history should consult legal counsel.

Because Education Code 48361 specifies that a discretionary decision by the Board regarding the district's administration of the program may only be overturned if a court finds that the Board acted in an arbitrary and capricious manner, it is recommended that the standards be included in a Board adopted policy and be supported by data specific to the district's capacity and financial situation as well as any specific findings by the Superintendent or designee. **Items #1-2 below are examples only. The district should be careful to modify the following section to delete any standards that are not applicable and modify or add any specific district standards, as appropriate. Legal counsel should also be consulted.**

Pursuant to Education Code 48356, the Board has adopted the following standards for acceptance and rejection of transfer applications submitted by a parent/guardian of a student attending a school in another district on the Open Enrollment List. The Superintendent or designee shall apply these standards in accordance with Board policy and administrative regulation and shall ensure that the standards are applied uniformly and consistently.

As applicable, the Superintendent or designee may deny a transfer application under any of the following circumstances:

1. Upon a determination that approval of the transfer application would negatively impact the capacity of a program, class, grade level, or school building, including:
 - a. The class or grade level exceeding the district's limits pursuant to the state Class Size Reduction Program or the Morgan/Hart Class Size Reduction Program for Grades 9-12
 - b. The site, classroom, or program exceeding the maximum student teacher ratio specified in the district's collective bargaining agreement
 - c. The site or classroom exceeding the physical capacity of the facility pursuant to the district's facilities master plan or other facility planning document
 - d. The class or grade level exceeding capacity pursuant items #a-#c above in subsequent years as the student advances to other grade levels at the school

BP 5118(d)

OPEN ENROLLMENT ACT TRANSFERS (continued)

(cf. 6151 - Class Size)

(cf. 7110 - Facilities Master Plan)

2. Upon a determination that approval of the transfer application would have an adverse financial impact on the district, including:
 - a. The hiring of additional certificated or classified staff
 - b. The operation of additional classrooms or instructional facilities
 - c. Expenses incurred by the district that would not be covered by the apportionment of funds received from the state resulting in a reduction of the resources available to resident students

Appeal Process for Denials of Transfer Applications

Note: Education Code 48361 specifies that a discretionary decision by the Board regarding the district's administration of the program may be overturned if a court finds that the Board acted in an arbitrary and capricious manner. In order to help ensure that any rejection of a transfer application was not arbitrary, it is recommended that the district adopt a process that allows parents/guardians to appeal the Superintendent's or designee's denial to the Board.

The following section is **optional** and should be modified to reflect district practice.

A parent/guardian may appeal the district's denial of a transfer application to the Board by filing a written request of appeal with the Superintendent or designee within 10 days of the receipt of the written notification of denial. In addition, a parent/guardian who believes he/she has been subject to discrimination may file an appeal using the district's Uniform Complaint Procedures.

(cf. 1312.3—Uniform Complaint Procedures)

The Board shall schedule an appeal hearing as soon as practicable at a regular or special meeting of the Board. At the hearing, the parent/guardian shall have the right to present oral or written evidence, rebut district evidence, and question any district witnesses. Unless the parent/guardian requests that the hearing be held in open session, the hearing shall be held in closed session in order to protect the privacy of students in accordance with law.

(cf. 9321—Closed Session Purposes and Agendas)

The Board shall make its decision by the next regularly scheduled meeting and shall send its decision to all concerned parties. The Board's decision shall be final.

BP 5118(e)

OPEN ENROLLMENT ACT TRANSFERS (continued)

Program Evaluation

Note: Education Code 48359 encourages each district to collect data regarding the number of requests granted, denied, or withdrawn; the number of students who transfer out of and into the district; the race, ethnicity, gender, socioeconomic status, and district to and from which students are transferring; and the number of students classified as English learners or identified as individuals with disabilities transferring out of and into the district.

The following **optional** paragraph is consistent with Education Code 48359 and requires the Superintendent or designee to collect data regarding enrollment patterns to determine the space available at specific schools.

The Superintendent or designee shall collect data regarding the number of students who transfer out of the district pursuant to the Open Enrollment Act. He/she also shall collect data regarding the number of students who apply to transfer into the district, the number of requests granted, denied, or withdrawn, and the district schools and programs receiving applications.

When the Superintendent or designee anticipates that a particular school will receive a large number of transfer applications, he/she shall study the enrollment pattern at that school in order to anticipate future resident enrollment at the school and at the district schools into which those students would normally matriculate.

The Superintendent or designee shall regularly report to the Board regarding the implementation of this program.

Legal Reference: (see next page)

BP 5118(f)

OPEN ENROLLMENT ACT TRANSFERS (continued)

Legal Reference:

EDUCATION CODE

200 Prohibition of discrimination

35160.5 District policies, rules, and regulations

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance

FAMILY CODE

6500-6552 Caregivers

CODE OF REGULATIONS, TITLE 5

4700-4703 Open Enrollment Act

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

ATTORNEY GENERAL OPINIONS

87 Ops. Cal. Atty. Gen. 132 (2004)

84 Ops. Cal. Atty. Gen. 198 (2001)

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

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

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**CSBA Sample
Administrative Regulation**

Definitions

District of enrollment means the district, other than the district in which the student's parent/guardian resides, in which the parent/guardian intends to enroll his/her child. (Education Code 48352)

District of residence means the district in which the parent/guardian of a student resides and in which the student would otherwise be required to enroll pursuant to Education Code 48200. (Education Code 48352)

(cf. 5111.1—District Residency)

Open enrollment school means a "low achieving" school identified by the Superintendent of Public Instruction (SPI) pursuant to Education Code 48352 and 5 CCR 4701. (Education Code 48352; 5 CCR 4701)

Transfer Applications into a District School

Note: Education Code 48354 requires a district to give priority for enrollment to students residing in the district; see the accompanying Board policy.

Enrollment priority shall be available to students who reside within this district. No student who resides within a school's attendance area or who is currently enrolled in a school shall be displaced by a student who is transferring pursuant Education Code 48350-48361 or 5 CCR 4700-4703. (Education Code 48354, 48356)

Applications shall be submitted within the deadlines established by Board policy.

However, the application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48354)

(cf. 6173.2—Education of Children of Military Families)

The parent/guardian's application may request enrollment of his/her child in a specific school or program. Requests for admission to a magnet school or program designed to serve gifted and talented students shall be subject to the usual admission requirements established by the district for district students. Except for such specialized admission requirements, the Superintendent or designee shall not consider the student's previous academic achievement, athletic performance, physical condition, English language proficiency, family income, or any of the prohibited bases for discrimination listed in Education Code 200. (Education Code 48354, 48356)

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

(cf. 6172—Gifted and Talented Student Program)

AR 5118(b)

OPEN ENROLLMENT ACT TRANSFERS (continued)

Students applying for open enrollment transfers shall be assigned priority for approval as follows: (Education Code 48356)

1. First priority for the siblings of students who already attend the desired school
2. Second priority for students transferring from a program improvement school ranked in decile 1 on the Academic Performance Index (API)

If the number of students who request a particular school exceeds the number of spaces available at that school, the Superintendent or designee shall conduct a lottery, in the group priority order identified in items #1 and #2 above, to select students at random until all of the available spaces are filled. (Education Code 48356)

Within 60 days of receiving the application, the Superintendent or designee shall provide written notification to the parent/guardian and the student's district of residence as to whether the application has been accepted or rejected. If the application has been rejected, the notice shall state the reasons for the rejection. If the application has been approved, the notification shall specify the particular school site and the school's address to which the student has been admitted. (Education Code 48357; 5 CCR 4702)

Terms of Approval

The Superintendent or designee shall ensure that the school to which the student is transferring has a higher API than the school in which the student was previously enrolled. (Education Code 48356)

The parent/guardian shall enroll his/her child on or before the first day of instruction or within 14 calendar days of receipt of the district's notice of approval of the application, whichever is later. If the parent/guardian fails to enroll his/her child within this timeframe, the district may decline to enroll the student. (5 CCR 4703)

Upon enrollment, the district shall grant the student any credits toward graduation that he/she received from his/her district of residence. The student shall be eligible for graduation from district schools upon completion of state and district graduation requirements. (Education Code 48358)

(cf. 6143—Courses of Study)

(cf. 6146.1—High School Graduation Requirements)

(cf. 6146.5—Elementary/Middle School Graduation Requirements)

Note: 5 CCR 4702 specifies that once admitted to a school, the student shall not be required to reapply for enrollment to that school, regardless of whether his/her school of residence remains on the Open Enrollment List.

A student admitted to a district school through this process shall be deemed to have fulfilled district residency requirements pursuant to Education Code 48204 and shall not be required to reapply for enrollment in that school, regardless of whether his/her school of residence remains on the Open Enrollment List. (Education Code 48356; 5 CCR 4702)

AR 5118(e)

OPEN ENROLLMENT ACT TRANSFERS (continued)

Note: 5 CCR 4702 specifies that the district of enrollment may allow the student to matriculate to a middle or high school in the district without having to reapply, regardless of whether the middle or high school in the student's district of residence is on the Open Enrollment List. Thus, unified districts, districts with elementary and middle schools, and districts with middle and high schools should be careful to ensure that the terms of approval and notification to parents/guardians clearly specify whether the approval of the transfer application extends to other school(s) in the district to which the student would matriculate or whether the student must reapply if he/she wishes to enroll in those schools upon completion of the course of study at the school to which he/she was originally admitted. **The following optional paragraph requires the student to reapply and should be modified to reflect district practice.**

Once admitted, a transfer student who wishes to matriculate into a district middle or high school or transfer to another district school shall reapply for admission to the new school pursuant to the requirements of Board policy and administrative regulation.

Parents/guardians are responsible for transporting their children to school.

Transfers out of District Schools on the Open Enrollment List

Note: The following **optional** section is for use by districts with schools on the Open Enrollment List pursuant to Education Code 48352. **Districts without schools on the list may delete this section.**

Education Code 48354 requires the district of residence to notify parents/guardians of students attending a school on the Open Enrollment List of their option to transfer to another school within the district or to a school in another district. Pursuant to 5 CCR 4702, this notice must be provided on the first day of instruction or, if the California Department of Education has not posted the list by the first day of instruction, within 14 calendar days after the posting of the list. It is anticipated that the Open Enrollment List will be posted in September of each year. See the accompanying Exhibit for a sample notification.

Upon identification by the California Department of Education (CDE) that a district school is on the Open Enrollment List, the Superintendent or designee shall notify the parents/guardians of each student enrolled in the school of the option to transfer. This notice shall be provided by the first day of instruction. However, if the CDE has not notified the district whether a school is on the list by the first day of instruction, the notification shall be provided no later than 14 calendar days after the Open Enrollment List is posted on the CDE's web site. (Education Code 48354; 5 CCR 4702)

(cf. 5145.6 – Parental Notifications)

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Policy Reference UPDATE Service

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**CSBA Sample
Exhibit**

Students

E-5118(a)

OPEN ENROLLMENT ACT TRANSFERS

Note: Pursuant to Education Code 48354, if a school is identified by the Superintendent of Public Instruction for the Open Enrollment List, the district must notify parents/guardians of students attending the school of their option to transfer to a higher performing school. Pursuant to 5 CCR 4702, this notice must be provided on the first day of instruction or, if the California Department of Education has not posted the Open Enrollment List by the first day of instruction, within 14 calendar days of the posting of the list.

The following exhibit provides a sample parental notification when a school has been placed on the Open Enrollment List. This letter should be modified to reflect district practice.

**PARENTAL NOTIFICATION:
OPTION TO TRANSFER**

[Date]

To the parents/guardians of students at _____ School:

The purpose of this letter is to inform you that our school has been identified by the California Department of Education (CDE) as an Open Enrollment school for the _____ school year.

Why is our school on the Open Enrollment List?

The Open Enrollment Act, which became law in the spring of 2010, requires the CDE to annually create a list of 1,000 schools ranked by their Academic Performance Index (API). A school's API is a number that ranges from 200 to 1,000 and is calculated using the results for each school's students on statewide tests. The state has set 800 as the API target for all schools to meet. Schools that fall short of 800 are required to meet annual growth targets until that goal is achieved. Annual API growth targets will vary for each school.

For more information about how the Open Enrollment List is created, please visit the CDE's web site: <http://www.cde.ca.gov/sp/eo/op>.

What right does a parent have to request a transfer?

All parents/guardians of students attending a school on the Open Enrollment List have the option to request a transfer of their child to another school in this district or in another California district. The school to which your child transfers must have a higher API than the school your child is leaving. Our school's API is _____.

The following district schools are available to accept transfers: [List schools with space available and higher API scores.]

E-5118(b)

OPEN ENROLLMENT ACT TRANSFERS (continued)

If you would like to transfer your child to one of the schools listed above, please contact that school for information about applying for intradistrict open enrollment. Information about the performance and academic achievement of each available school is enclosed.

If you would like to transfer your child to a school in another district, you must contact that school district for information regarding their application procedures and timelines. To find a school with a higher API, go to the CDE's website: <http://api.cde.ca.gov/reports>.

Parents/guardians are responsible for providing transportation to and from the new school.

We will keep you updated and informed about opportunities to discuss plans for our school. If you have questions, need additional information on how you can get involved in our school improvement efforts, or would like to discuss the school's instructional program, please feel free to call me and/or visit the school.

Sincerely,

[Name of Principal]

CSBA Sample Board Policy

Students

BP 5141.21(a)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Note: The following **optional** policy and accompanying administrative regulation apply to the administration of medication to students pursuant to Education Code 49414, **49414.1**, 49414.3, 49414.5, 49423, and 49423.1 and the permissive guidelines in 5 CCR 600-611. ~~Education Code 49414.3, as added by AB 1748 (Ch. 557, Statutes of 2016), authorizes districts to make emergency naloxone hydrochloride or another opioid antagonist available to school nurses or trained personnel who have volunteered to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose.~~

~~Education Code 49414.7, which authorized trained, unlicensed school personnel to administer medication to students with epilepsy suffering from seizures, was repealed on its own terms effective January 1, 2017. Although the procedures in Education Code 49414.7 are no longer required, health providers may train unlicensed school personnel to administer medication, including emergency anti seizure medication.~~
Pursuant to the general authority in Education Code 49423 and 5 CCR 600-611, as interpreted by the California Supreme Court in American Nurses Association v. Torlakson, health providers may train unlicensed school personnel to administer medication, including emergency anti-seizure medication.

This policy and regulation do not address situations in which a district might be engaged in a collaborative arrangement with another entity for the provision of school health services to students; see BP/AR 5141.6 - School Health Services.

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should ~~have an opportunity~~ **be able** to participate in the educational program.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

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

Note: 5 CCR 604 authorizes a parent/guardian to administer medication to **his/her** a child or designate an individual to administer the medication, as specified below. In addition, California law allows students to carry and self-administer medication needed for the treatment or management of certain medical conditions, when the district has received a written request from the student's parent/guardian and written authorization from the student's authorized health care provider, as specified in the accompanying administrative regulation. Students have legal authorization to self-administer diabetes medication pursuant to Education Code 49414.5, auto-injectable epinephrine for anaphylactic reactions pursuant to Education Code 49423,

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

and inhaled asthma medication pursuant to Education Code 49423.1. Pursuant to 5 CCR 605, districts may choose to allow students to carry and self-administer other types of medication beyond those specifically authorized by the Education Code.

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parents/guardians to administer medication to his/her-~~their~~ child at school, designate other individuals to do so on his/her ~~their~~ behalf, and, with the ~~child's~~ student's authorized health care provider's approval, request the district's permission for his/her ~~child~~ **the student** to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

(cf. 1250 - Visitors/Outsiders)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 6116 - Classroom Interruptions)

The Superintendent or designee shall make ~~available~~ epinephrine auto-injectors **available** at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

Note: The following **optional** paragraph is for use by any district that, at its discretion, chooses to make emergency naloxone hydrochloride or other opioid antagonist available at its schools for the purpose of providing emergency medical aid, pursuant to Education Code 49414.3, ~~as added by AB 1748 (Ch. 557, Statutes of 2016)~~. In choosing to make such medications available, the district should be aware of the possibility of increased liability and should consult legal counsel accordingly.

The ~~Board authorizes the~~ Superintendent or designee ~~to~~ **shall** make **available** naloxone hydrochloride or another opioid antagonist **available** for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

Note: Although federal law (21 USC 812, 844) prohibits the possession of cannabis, even by medical users, state law allows persons under the age of 18 to use and possess cannabis for medical use. Pursuant to Education Code 49414.1, as added by SB 223 (Ch. 699, Statutes of 2019), the Governing Board is authorized to adopt a policy that allows parents/guardians to administer medicinal cannabis to their child at school. Education Code 49414.1 does not permit or require school personnel to administer medicinal cannabis.

Option 1 is for use by districts that choose to adopt a policy allowing parent/guardian administration of medicinal cannabis at school. Because of the conflict between state and federal law, districts considering adoption of such policy should consult legal counsel regarding possible ramifications.

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

Education Code 49414.1 authorizes the Board to subsequently amend or rescind the policy for any reason, including, but not limited to, if the district is at risk of, or has lost, federal funding as a result of the policy.

Option 2 is for use by districts that choose to prohibit the administration of medicinal cannabis at school.

OPTION 1: The parent/guardian of a student who is a qualified patient pursuant to Health and Safety Code 11362.7-11362.85 may administer medicinal cannabis, excluding medicinal cannabis or cannabis products in a smokeable or vapeable form, to the student at a school site. School personnel are not authorized to administer medicinal cannabis to a student. (Education Code 49414.1)

Note: If the Board chooses Option 1, Education Code 49414.1, as added by SB 223, mandates that the policy include the following requirements.

Before administering medicinal cannabis at a school site, the parent/guardian shall provide to the principal or designee a valid written medical recommendation for the student to be given medicinal cannabis, which shall be kept on file at the school. The parent/guardian shall sign in at the school site before administering the medication, and shall not administer the medication in a manner that disrupts the educational environment or exposes other students. After the parent/guardian administers the medication, the parent/guardian shall remove any remaining medicinal cannabis from the school site. (Education Code 49414.1)

OPTION 2: Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the Board prohibits the administration of medicinal cannabis to students on school grounds by parents/guardians or school personnel.

Note: The following **optional** paragraph may be revised to reflect district practice. The U.S. Department of Health and Human Services and the Centers for Disease Control and Prevention recommend that a district's emergency and disaster preparedness plan include procedures for dealing with medical emergencies, such as a pandemic flu outbreak or public disaster.

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Administration of Medication by School Personnel

Note: Various provisions of state law allow districts to train nonmedical district employees (i.e., those who

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

do not possess a medical license) to provide medical assistance to students at school when a credentialed school nurse or other licensed individual is unavailable. For example, Education Code 49414, 49414.3, 49414.5, 49423, and 49423.1 specifically authorize the use of trained, unlicensed school employees to administer medications to students suffering from allergic reactions, opioid overdose, severe hypoglycemia, or asthma. Moreover, in American Nurses Association v. Torlakson, the California Supreme Court held that, as with other prescription medications, state law permits trained, unlicensed school personnel to administer insulin to students where a physician has determined that unlicensed school personnel may safely and appropriately administer the medication. The medication must be administered in accordance with a written health care provider statement and parental consent.

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.3, 49414.5, 49423, 49423.1)

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Legal Reference: (see next page)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.3 Emergency medical assistance; administration of medication for opioid overdose

49414.5 Providing school personnel with voluntary emergency training

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

4119.2 Acquisition of epinephrine auto-injectors

4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist

HEALTH AND SAFETY CODE

11362.7-11362.85 Medicinal cannabis

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 21

812 Schedules of controlled substances

844 Penalties for possession of controlled substance

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. Torlakson, (2013) 57 Cal.4th 570

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

Program Advisory on Medication Administration, 2005

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

Management Resources continued: (see next page)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

Management Resources: (continued)

WEB SITES

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

American Diabetes Association: <http://www.diabetes.org>

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

National Diabetes Education Program: <http://www.ndep.nih.gov>

U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

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Policy Reference UPDATE Service

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CSBA Sample Administrative Regulation

Students

AR 5141.21(a)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Note: The following administrative regulation reflects requirements for the administration of medication to students on a continuing medication regimen or in emergency medical situations at school or a school-related activity. The district should consult legal counsel as necessary to ensure that all legal requirements are met.

~~Education Code 49414.7, which authorized trained, unlicensed school personnel to administer anti seizure medication to students with epilepsy, repealed on its own terms effective January 1, 2017. However, districts may choose to continue to train unlicensed school personnel to administer anti seizure medication under Pursuant to~~ the general authority in Education Code 49423 and 5 CCR 600-611, as interpreted by the California Supreme Court in American Nurses Association v. Torlakson, health providers may train unlicensed school personnel to administer medication, including emergency anti-seizure medication. Such administration must be contingent upon a physician's written authorization for unlicensed personnel to administer the medication to the particular student. The district may revise the following regulation to reflect any district requirements related to the administration of such medication.

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Note: Education Code 49414, as amended by AB 1386 (Ch. 374, Statutes of 2016), defines "epinephrine auto-injector" as follows:

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

AR 5141.21(b)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Note: Education Code 49414.3, as added by AB 1748 (Ch. 557, Statutes of 2016), provides the following definition of "opioid antagonist." See section "Emergency Medication for Opioid Overdose" below for requirements for districts that choose to provide opioid antagonists to school nurses or other designated school personnel to administer to persons suffering, or reasonably believed to be suffering, from an opioid overdose.

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Notifications to Parents/Guardians

Note: Pursuant to Education Code 48980, districts must notify parents/guardians, at the beginning of each school year, of their rights and responsibilities (see section "Parent/Guardian Responsibilities" below) under Education Code 49423 pertaining to the administration of medication by school employees and self-administration of epinephrine by students. Though notification is not required for self-administration of any medication other than epinephrine, it is recommended that the annual notification include other medications to facilitate implementation by school personnel.

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

AR 5141.21(c)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

Note: The following paragraph is **optional**.

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

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

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

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

Note: Education Code 49423 and 5 CCR 600 authorize districts to administer prescribed medication only upon receipt of written statements from the student's authorized health care provider and parent/guardian. Appropriate statements must be received before students are allowed to carry and self-administer diabetes medication pursuant to Education Code 49414.5, auto-injectable epinephrine pursuant to Education Code 49423, or asthma medication pursuant to Education Code 49423.1. Districts may choose to allow students to carry and self-administer other types of medication beyond those authorized by the Education Code. If so, the district should modify the following section accordingly. See the accompanying Board policy.

1. **Providing Submitting the** parent/guardian **written statement** and **the** authorized health care provider's written statements each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)

Note: Pursuant to 5 CCR 606, the district is authorized to establish rules for the delivery and storage of medication on a school site.

3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

AR 5141.21(d)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

Parent/Guardian Statement

Note: 5 CCR 603 authorizes the district to establish specific requirements regarding the parent/guardian's written statement. The following list should be modified to reflect the district's requirements.

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration
4. Contain an acknowledgment that the parent/guardian understands **the** ~~his/her~~ responsibilities ~~to enable district employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility~~ to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands ~~that he/she may~~ **the right to** terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that ~~his/her child~~ **the student** be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

AR 5141.21(e)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to **his/her child the student**, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

Health Care Provider Statement

Note: Education Code 49423 and 49423.1 and 5 CCR 602 list items that the authorized health care provider's written statement must contain, as specified in items #1-5 below. Districts that request additional information in the statement should modify the following list accordingly.

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)
2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)
4. If a parent/guardian has requested that **his/her child the student** be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)

Note: Items #6-8 below may be revised to reflect district practice.

6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation

AR 5141.21(f)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

7. Possible side effects of the medication
8. Name, address, telephone number, and signature of the student's authorized health care provider

Note: Pursuant to Education Code 49423.1, as amended by AB 743 (Ch. 101, Statutes of 2019), districts must accept a written statement pertaining to inhaled asthma medication from a physician or surgeon who is contracted with a prepaid health plan operating under the laws of Mexico that is licensed as a health care service plan in California pursuant to Health and Safety Code 1351.2 .

For self-administration of inhaled asthma medication, the district shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351.2. Such written statement shall be in English and Spanish, and shall include the name and contact information for the physician or surgeon. (Education Code 49423.1)

District Responsibilities

Note: The following section should be modified to reflect district practice.

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered

Note: 5 CCR 601 specifies items that districts may, but are not required to, include in the medication log, as provided in item #4 below.

4. Maintain for each student a medication log which may:

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

- a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
- b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication

Note: 5 CCR 601 specifies items that may be included in the medication record, as detailed below. In addition, 5 CCR 607 authorizes the district to establish policies regarding documentation of medication, including the maintenance of the medication record.

5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student

6. Ensure that student confidentiality is appropriately maintained

(cf. 5125 - Student Records)

7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

8. Report to a student's parent/guardian and the site administrator any refusal by the student to take his/her the medication

9. Keep all medication to be administered by the district in a locked drawer or cabinet

10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects

11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

Note: 5 CCR 609 authorizes the district to establish policies regarding unused, discontinued, or outdated medication.

AR 5141.21(h)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance
14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Emergency Epinephrine Auto-Injectors

Note: Education Code 49414 requires districts to provide epinephrine auto-injectors to school nurses or other employees who volunteer and receive training, which they may use to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction.

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Note: Education Code 49414 specifies topics to be included in training for employees who volunteer to be trained in the use of epinephrine auto-injectors. Education Code 49414 requires the Superintendent of Public Instruction (SPI), in consultation with specified agencies and organizations, to review the minimum standards for the training at least every five years. These standards are available on the California Department of Education's **(CDE)** web site.

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ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: Education Code 49414 specifies the type of epinephrine auto-injectors that must be provided to each school and the district personnel authorized to obtain the prescriptions. The following paragraphs may be revised to reflect the position(s) assigned to fulfill this responsibility and the grade levels maintained by the district.

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in **his/her the employee's** personnel file. (Education Code 49414)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

(cf. 3290 - Gifts, Grants and Bequests)

AR 5141.21(j)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

(cf. 3580 - District Records)

Emergency Medication for Opioid Overdose

Note: The following section is **optional**. Education Code 49414.3, as added by AB 1748 (Ch. 557, Statutes of 2016), authorizes, but does not require, districts to make emergency naloxone hydrochloride or another opioid antagonist available to school nurses or trained personnel who have volunteered to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. Districts that choose to provide the medication must meet specified requirements as provided below. Such districts may revise the following section to indicate the grade levels at which such medication will be available (e.g., at secondary schools only).

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind **his/her the** offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on **his/her the** offer to volunteer and that there will be no retaliation against any employee for rescinding **his/her the** offer to volunteer. (Education Code 49414.3)

Note: Pursuant to Education Code 49414.3, the training provided to designated school personnel must be based on standards adopted by the SPI in consultation with specified agencies and organizations. The SPI is required to review those standards at least once every five years. Required topics of the training include (1)

AR 5141.21(k)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

techniques for recognizing symptoms of an opioid overdose; (2) standards and procedures for the storage, restocking, and emergency use of the medication; (3) basic emergency follow-up procedures; and (4) recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation. In addition, the CDE is required to include on its web site a clearinghouse for best practices in training nonmedical personnel to administer an opioid antagonist to students.

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during his/her regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in his/her the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

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CSBA Sample Board Policy

Instruction

BP 6143(a)

COURSES OF STUDY

The Governing Board recognizes that a well-aligned sequence of courses fosters academic **progress** **growth** and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful ~~in school, college, and the workplace~~ **academically, professionally, and personally**.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Note: The following **optional** paragraph should be revised to reflect the grade levels offered by the district. For example, unified school districts need to be concerned about articulation of courses within the district and with postsecondary institutions, whereas elementary districts and high school districts will **also** need to address articulation with each other.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, ~~he/she also~~ **the Superintendent or designee** shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, **only utilizes prerequisites that are essential to success in a given program or course**, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The district shall not provide any course separately on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability or require or refuse participation by any of its students on any such basis. (5 CCR 4940)

(cf. 0415 - Equity)

(cf. 5145.3 - Nondiscrimination/Harassment)

Elementary Grades

Note: The following section is for use by districts offering elementary grades and may be revised to reflect district practice. Education Code 51225.4 **mandates** elementary school districts to certify to the Superintendent of Public Instruction that they have adopted a policy to implement a course of instruction that sufficiently prepares students for the secondary courses required for graduation pursuant to Education Code 51225.3.

BP 6143(b)

COURSES OF STUDY (continued)

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

Secondary Grades

Note: Education Code 51228 requires districts to offer students in grades 7-12 a course of study that fulfills the requirements and prerequisites for admission to California colleges. Education Code 51228 also requires districts to offer such students the opportunity to attain entry-level employment skills. Pursuant to Education Code 51228, districts that adopt a course of study that meets or exceeds the state model curriculum standards in career technical education will be deemed to have satisfied the requirement.

Education Code 66204 prohibits a public school from establishing any policy or practice that directs any student away from choosing programs that prepare **him/her a student** academically for college, especially for cultural or linguistic reasons.

The following paragraph is for use by districts maintaining any of grades 7-12 and should be revised to reflect the grade levels offered by the district.

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. (Education Code 51228)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6141.5 - Advanced Placement)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6178 - Career Technical Education)

Note: The remainder of this policy is for use by districts maintaining any of grades 9-12.

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years **before graduation**, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities **prior to graduation**. (Education Code 51224, 51228)

Note: Among the criteria for admission to the University of California (UC) or California State University system is a requirement that high school students satisfactorily complete 15 units of specified courses ("a-g" courses). These include a growing number of career technical education courses that connect knowledge of academic content with practical or work-related applications.

In order to qualify as an "a-g" course, the course must first be submitted to and approved by UC. Education Code 51229 requires that districts annually provide the list of certified courses to students in grades 9-12 **and their parents/guardians**; see the accompanying administrative regulation and E 5145.6 - Parental Notifications.

BP 6143(c)

COURSES OF STUDY (continued)

The Superintendent or designee shall develop a process by which courses that meet **California** college admission criteria (referred to as "a-g" course requirements) are submitted to the University of California for review and certification. **He/she The Superintendent or designee** shall maintain an accurate list of all current high school courses that have been so certified,

shall ensure that the list is provided annually to **each all** students in grades 9-12 **and their parents/guardians**, and shall make updated lists readily available. (Education Code 51229, 66204)

Legal Reference: (see next page)

BP 6143(d)

COURSES OF STUDY (continued)

Legal Reference:

EDUCATION CODE

33319.3 *Driver education; CDE materials on road rage*

33540 *Government and civics instruction in interaction with government agencies*

48980 Parental notifications
51202 Instruction in personal and public health and safety
51203 Instruction on alcohol, narcotics and restricted dangerous drugs
51204 Course of study designed for student's needs
51204.5 Social science instruction; history of California; contributions of various groups
51210-51212 Course of study for grades 1-6
51220-51229 Course of study for grades 7-12
51241 Exemption from physical education
51911-51921 Comprehensive health education
51930-51939 Comprehensive sexual health and HIV/AIDS prevention instruction
51940 Curriculum for brain and spinal cord injury prevention
60040-60052 Requirements for instructional materials
66204 Certification of high school courses as meeting university admission criteria
HEALTH AND SAFETY CODE
11032 Definitions of dangerous drugs
CODE OF REGULATIONS, TITLE 5
4940 Nondiscrimination; course access
10020-~~10049~~ **10043** Automobile driver education and training
10060 Physical education program
UNITED STATES CODE, TITLE 20
~~6101~~ **6111**-6251 School-to-Work Opportunities Act of 1994

Management Resources:

WEB SITES

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

American Health Association: <https://www.heart.org>

American Red Cross, Hands-Only CPR: <https://www.redcross.org/take-a-class>

California Career Resource Network: <http://www.californiacareers.info>

California Colleges.edu: <http://www.californiacolleges.edu>

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

California State University, Admission Requirements: http://www.csumentor.edu/planning/high_school

University of California, a-g Course Submissions: <http://www.ucop.edu/a-g>

~~Guide/ag/course_submissions~~ **<https://hs-articulation.ucop.edu/guide/update-your-a-g-list/submitting-courses>**

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements> **<https://hs-articulation.ucop.edu/agcourselist>**

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CSBA Sample Administrative Regulation

Instruction

AR 6143(a)

COURSES OF STUDY

Note: Education Code requirements for courses of study are generally classified into requirements for grades 1-6 and 7-12. Therefore, K-8 districts and high school districts need to collaborate with appropriate area districts to ensure that all required courses are offered sometime during grades 7-12.

The district should select the sections below ("Grades 1-6" and/or "Grades 7-12") that correspond with the grade levels it offers.

Grades 1-6

Note: Items #1-7 below are areas of study required by law for grades 1-6. The Governing Board may add other studies to this list.

Courses of study for grades 1-6 shall include the following:

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

(cf. 6142.92 - Mathematics Instruction)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in:
a. The history, resources, development, and government of California and the United States

Instruction shall include the early history of California and a study of the role and contributions of men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic,

AR 6143(b)

COURSES OF STUDY (continued)

political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

- b. The development of the American economic system, including the role of the entrepreneur and labor
- c. The relations of persons to their human and natural environments
- d. Eastern and western cultures and civilizations
- e. Contemporary issues
- f. The wise use of natural resources

(cf. 6142.5 - Environmental Education)

- 4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - Science Instruction)

- 5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - Visual and Performing Arts Education)

Note: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise #6a-e below to indicate topics that will be addressed in grades K-6.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

- 6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

AR 6143(c)

COURSES OF STUDY (continued)

- a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation

techniques, and cardiopulmonary resuscitation when appropriate equipment is available

(cf. 6142.8 - Comprehensive Health Education)

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)

Note: The following item is **optional** pursuant to Education Code 51202.

- f. Violence as a public health issue
7. Physical education, with emphasis on physical activities conducive to health and vigor of body and mind (Education Code 51210)

(cf. 6142.7 - Physical Education and Activity)

Note: Item #8 below is **optional**. Education Code 51210.5 authorizes age-appropriate instruction on violence awareness and prevention within any area of study listed in items #1-7 above. Pursuant to Education Code 51210.5, such instruction may include personal testimony in the form of oral or video histories that illustrate the economic and cultural effects of violence within a city, the state, and the country. See BP 6142.94 - History-Social Science Instruction.

8. Violence awareness and prevention

Note: **Optional** item #9 below is not required by state law but is a highly recommended component of school-to-career instruction.

9. Career awareness exploration

(cf. 6178 - Career Technical Education)

AR 6143(d)

COURSES OF STUDY (continued)

Grades 7-12

Note: Items #1-11 below are areas of study required by law for grades 7-12. The Board may add other studies to this list.

Courses of study for grades 7-12 shall include the following:

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

- a. The history, resources, development, and government of California and the United States, including instruction in:

- (1) The early history of California and a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5)

Note: Education Code 51221.3 and 51221.4 encourage, but do not require, instruction on the topics described in optional subitems #(2)-(4) below. These items may be modified or deleted to reflect district practice.

For districts that choose to offer such instruction, Education Code 51221.3 and 51221.4 encourage that a component be drawn from personal testimony, especially in the form of oral or video history. If oral histories are used, they must conform to the requirements of Education Code 51221.3 and 51221.4. See BP 6142.94 - History-Social Science Instruction.

- (2) World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time

AR 6143(e)

COURSES OF STUDY (continued)

- (3) The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war

(4) The Bracero program, ~~under which temporary contract laborers were imported pursuant to,~~ **in which there was** a 1942 agreement between the United States and Mexico **authorizing the temporary migration of laborers to the United States**

b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

Note: The following **optional** paragraph is for use by districts that offer a teen court or peer court program.

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

(cf. 5138 - Conflict Resolution/Peer Mediation)

c. The development of the American economic system, including the role of the entrepreneur and labor

d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

(cf. 6142.5 - Environmental Education)

e. Eastern and western cultures and civilizations

Note: Pursuant to Education Code 51220, instruction related to human rights issues, as provided in item #2f below, may include the study of the Armenian genocide. Education Code 51226.3 encourages the incorporation of oral testimony into instruction in human rights, including the Armenian, Cambodian, Darfur, and Rwandan genocides.

f. Human rights issues, with particular attention to the study of the inhumanity of genocide (which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides), slavery, and the Holocaust

g. Contemporary issues

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

AR 6143(f)

COURSES OF STUDY (continued)

3. **Foreign World** language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

(cf. 6142.2 - World/~~Foreign~~ Language Instruction)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

(cf. 6142.7 - Physical Education and Activity)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

(cf. 6142.93 - Science Instruction)

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)

(cf. 6142.92 - Mathematics Instruction)

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

(cf. 6142.6 - Visual and Performing Arts Education)

Note: The reference to "homemaking" within Education Code 51220, as amended by AB 1595 (Ch. 543, Statutes of 2019), has been changed to "family and consumer sciences."

8. Applied arts: consumer ~~and homemaking~~ **education, family and consumer sciences** education, industrial arts, general business education, or general agriculture (Education Code 51220)
9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

(cf. 6178 - Career Technical Education)

AR 6143(g)

COURSES OF STUDY (continued)

Note: Education Code 51934 requires that students be provided comprehensive sexual health and HIV prevention instruction at least once in middle school or junior high school and at least once in high school. See BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction for required components of such instruction.

Education Code 51934, as amended by AB 329 (Ch. 398, Statutes of 2015), requires that comprehensive sexual health education include information about sexual harassment, sexual assault, adolescent relationship abuse, intimate partner violence, and sex trafficking. In addition, pursuant to Education Code 51225.36, as added by SB 695 (Ch. 424, Statutes of 2015), districts that require a course in health education for high school graduation must include instruction in sexual harassment and violence with specified components.

10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Note: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise item #11 below to indicate topics that will be addressed in grades 7-12.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)

- a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (CPR) when appropriate equipment is available

Note: The following paragraph is for use by districts that require a course in health education for high school graduation; see BP 6146.1 - High School Graduation Requirements. Pursuant to Education Code 51225.6, as added by AB 1719 (Ch. 556, 2016), such districts are required to include instruction in performing compression-only cardiopulmonary resuscitation (CPR), as described below, beginning in the 2018-19 school year. Such instruction must be based on national evidence-based emergency cardiovascular care guidelines for the performance of compression-only CPR, such as those developed by the American Heart Association or the American Red Cross, and must include hands-on practice in compression-only CPR. Before the start of the 2017-18 school year, On its web site, the CDE is required to provide guidance on how to implement this requirement, including, but not limited to, who may provide instruction.

Education Code 51225.6, as added, also encourages districts to provide students with general information on the use and importance of an automated external defibrillator.

Beginning in the 2018-19 school year, instruction shall be provided in compression-only CPR based on national guidelines and shall include

AR 6143(h)

COURSES OF STUDY (continued)

hands-on practice. Such instruction shall be based on national evidence-based guidelines and shall include hands-on practice in compression-only CPR. (Education Code 51225.6)

- b. Fire prevention

- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease
- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body ~~and upon prenatal development~~

(cf. 5131.6 - Alcohol and Other Drugs)
 (cf. 6142.8 - Comprehensive Health Education)

Note: The following two items are **optional** pursuant to Education Code 51202.

- f. Prenatal care
- g. Violence as a public health issue

Note: Item #12 is **optional**. Education Code 51220.3 authorizes age-appropriate instruction on violence awareness and prevention within any area of study listed above for grades 7-12.

12. Violence awareness and prevention

Note: Item #13 is **optional**. Education Code 51226.7, ~~as added by AB 2016 (Ch. 327, Statutes of 2016), as amended by AB 114 (Ch. 413, Statutes of 2019)~~, requires the ~~SBE~~ **State Board of Education** to adopt a model curriculum in ethnic studies by March 31, ~~2020~~ **2021** and encourages districts to offer a course in ethnic studies based on that model curriculum as an elective course in social sciences or English language arts in at least one grade level during grades 9-12. At their discretion, districts may choose to offer a course in ethnic studies prior to the availability of the model curriculum.

13. Ethnic studies

Note: Education Code 51220.5 requires the equivalent content of a one-semester course in parenting skills and education in grade 7 and/or 8, subject to funding which was not subsequently appropriated; thus the following paragraph is currently **optional**.

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, including, but not limited to, child growth and development, parental

AR 6143(i)

COURSES OF STUDY (continued)

responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code 51220.5)

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

Note: The following paragraph is for use by districts that maintain high schools.

High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws
2. Proper acceptance of personal responsibility in traffic
3. Appreciation of the causes, seriousness, and consequences of traffic accidents
4. Knowledge and attitudes necessary for the safe operation of motor vehicles
5. The safe operation of motorcycles
6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle
7. The rights and duties of a motorist **pertaining as they pertain** to pedestrians and the rights and duties of pedestrians **pertaining as they pertain** to traffic laws and traffic safety

Certification of College Preparatory Courses

Note: The following **optional** section is for use by districts that maintain grades 9-12 and may be revised to reflect district practice. Among the criteria for admission to the University of California (UC) or California State University system is a requirement that students satisfactorily complete 15 units of specified courses ("a-g" courses). In order to qualify as an "a-g" course, the course must first be submitted to and approved by UC. The district or school should develop course descriptions using the templates provided by UC and submit them through UC's online system.

Education Code 51225.37 encourages districts that offer world language courses specifically designed for native speakers to submit those courses to UC for certification and addition to the school's "a-g" course list.

~~According to the Frequently Asked Questions on UC's web site, UC considers the principal to be the certifying agent of the school, although the district's curriculum coordinator or an assistant principal or head counselor from the school may be assigned this responsibility.~~ The following paragraph may be revised to reflect the position in the district or school(s) that is responsible for submitting and updating "a-g" courses.

AR 6143(j)

COURSES OF STUDY (continued)

The Superintendent or designee shall identify **district** courses **that may qualify for designation as "a-g" college preparatory courses, including courses** in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. ~~that may qualify for designation as "a-g" college preparatory courses. He/she~~ **The Superintendent or designee**

shall submit ~~course information~~ **any necessary information regarding each identified course** to the University of California (UC) for "a-g" designation. ~~including, but not necessarily limited to, the course title, subject area, grade level(s), unit value, a brief course description, prerequisites and co-requisites, texts and supplemental instructional materials used in the course, whether the school is seeking designation of the course as an honors course, and whether the course is classified as a career technical education or regional occupational program course. He/she also shall electronically submit updates to UC whenever course content changes or a course will not be offered in a particular year.~~

Notification and Information to Students in Grades 9-12

Note: The following section is for use by districts that maintain grades 9-12.

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC and the California State University (CSU)

Note: The UC maintains a searchable web site that lists certified "a-g" courses for all regular California public high schools; see the management resources in the accompanying Board policy.

2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
4. The Internet address for the portion of the CDE web site where students can learn more about career technical education
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

AR 6143(k)

COURSES OF STUDY (continued)

Note: Education Code 51225.8 requires districts, beginning with the 2020-21 school year, to provide specified information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the Dream Act application, as appropriate, at least once before grade 12. At the district's discretion, the information provided may be disseminated through in-class instruction, an existing program, family information sessions, group or individual sessions with school counselors, or other appropriate means.

The Superintendent or designee shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the Dream Act application at least once before grade 12. (Education Code 51225.8)

(cf. 5145.6 - Parental Notifications)

(cf. 6164.2 - Guidance/Counseling Services)

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Policy Reference UPDATE Service

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CSBA Sample Board Bylaw

Board Bylaws

BB 9150(a)

STUDENT BOARD MEMBERS

Note: The following ~~optional~~ Board bylaw is for use by any district maintaining one or more high schools. Pursuant to Education Code 35160, the Governing Board may, on its own authority, elect to include one or more student members on the Board. In districts that do not have a student Board member, the district's high school students may petition the Board, pursuant to Education Code 35012, to include at least one student on the Board. See section on "Petition" below for additional information regarding student petitions.

In order to enhance communication and collaboration between the Governing Board and the student body and to teach students the importance of civic involvement, the Board supports the participation of high school students in district governance.

Note: Education Code 35012 and 35120, as amended by AB 709 (Ch. 437, Statutes of 2019), authorize the Board to award elective course credit for service as a student Board member, as specified below.

Student Board members may, at the Board's discretion, receive elective course credit for service as a student Board member based on the number of equivalent daily instructional minutes for the student Board member's services provided. (Education Code 35012, 35120)

Note: Pursuant to Education Code 35012, student Board members are entitled to reimbursement for mileage expenses to the same extent as other members of the Board. This law does not address other travel expenses that may be incurred by student Board members related to training or to the performance of authorized services. As such, other travel expenses are not necessarily reimbursable for student Board members, except with prior Board approval.

Student Board member(s) shall be entitled to be reimbursed for mileage to the same extent as other members of the Board, but shall not receive **monetary** compensation for attendance at Board meetings. (Education Code 35012)

~~(cf. 3350 Travel Expenses)~~

~~(cf. 9250 Remuneration, Reimbursement and Other Benefits)~~

A student Board member shall not be liable for any acts of the Board. (Education Code 35012)

~~(cf. 9323.2 Actions by the Board)~~

Petition

Note: If petitioned by the district's high school students pursuant to Education Code 35012, the Board is required to include at least one student on the Board and, at its discretion, may include more than one student Board member. Districts that have already established student Board member position(s) should delete the following section.

BB-9150(b)

~~STUDENT BOARD MEMBERS~~ (continued)

Education Code 35012, as amended AB 261 (Ch. 257, Statutes of 2017) and SB 468 (Ch. 283, Statutes of 2017), grants preferential voting rights to student Board members without requiring students to submit a petition to the Board for such rights. See "Role and Responsibilities of Student Board Members" below for additional information regarding preferential voting.

~~High school students may submit a petition to the Board requesting the appointment of at least one student Board member. (Education Code 35012)~~

~~To qualify for Board consideration, the petition for student representation shall contain the signatures of no less than 500 regularly enrolled high school students or no less than 10 percent of the number of regularly enrolled high school students, whichever is less. (Education Code 35012)~~

~~Within 60 days of receiving a student petition, or at the next regularly scheduled Board meeting if no meeting is held within those 60 days, the Board shall order the inclusion of at least one student member on the Board. (Education Code 35012)~~

Election of Student Board Member

Note: The following section may be revised to reflect district practice. Pursuant to Education Code 35012, when student representation is established in response to a student petition, student Board members must be **elected** ~~chosen~~ by the students enrolled in **district** high school(s). It is recommended that the district apply the same process when a student Board member position is established at the Board's discretion. The following paragraph may be revised accordingly.

~~Student Board member positions shall be filled by a vote of students enrolled in the high school(s) in accordance with procedures prescribed by the Board. (Education Code 35012)~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~(cf. 5121—Grades/Evaluation of Student Achievement)~~

~~(cf. 6145—Extracurricular and Co-curricular Activities)~~

~~The term of student Board member(s) shall be one year, commencing on July 1. (Education Code 35012)~~

Role and Responsibilities of Student Board Members

~~Student Board member(s) shall have the right to attend all Board meetings except closed (executive) sessions. (Education Code 35012)~~

~~(cf. 9321—Closed Session **Purposes and Agendas**)~~

~~STUDENT BOARD MEMBERS (continued)~~

Note: Education Code 35012, as amended by SB 468 (Ch. 283, Statutes of 2017), requires that student Board members receive meeting materials and staff briefings at the same time as other Board members. Any briefings presented to the Board need to comply with Brown Act requirements.

~~Education Code 35012, as amended by AB 709, requires that student Board members also receive all non-closed session materials given to other Board members by the district between open meetings.~~

~~All materials presented to Board members, except those related to closed sessions, shall be presented to student Board members at the same time they are presented to voting other Board members. Student Board member(s) shall also be invited to attend staff briefings or be provided with a separate staff briefing within the same timeframe as the briefing of other Board members. In addition, all materials given to Board members by the district between meetings, except for materials that pertain to closed session items, shall be distributed to student Board members. (Education Code 35012)~~

~~(cf. 9322 Agenda/Meeting Materials)~~

~~Student Board member(s) shall be recognized at Board meetings as full member(s), shall be seated with other members of the Board, and shall be allowed to participate in questioning witnesses and discussing issues. (Education Code 35012)~~

Note: Education Code 35012, as amended by AB 261 (Ch. 257, Statutes of 2017) and SB 468 (Ch. 283, Statutes of 2017), grants preferential voting rights to student Board members.

~~Student Board member(s) shall be allowed to cast preferential votes on all matters except those subject to closed session discussion. Preferential voting means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board. Preferential votes shall not affect the final numerical outcome of a vote. (Education Code 35012)~~

~~(cf. 9324 Minutes and Recordings)~~

Note: Pursuant to Education Code 35012, the Board may adopt a resolution authorizing its student Board member(s) to make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. The following optional paragraph is for use by districts that have adopted a resolution granting such authority.

~~Student Board member(s) may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)~~

Note: Education Code 35012, as amended by AB 709, requires student Board members to be appointed to subcommittees of the Board in the same manner as other Board members, and as specified below.

STUDENT BOARD MEMBERS (continued)

~~Student Board members shall be appointed to subcommittees of the Board in the same manner as other Board members, be made aware of the time commitment required to participate in subcommittee meetings and work, and have the right to decline an appointment. The availability of all subcommittee members, including the availability of student Board members, may be considered when scheduling subcommittee meetings. (Education Code 35012)~~

~~(cf. 9130—Board Committees)~~

~~Note: Education Code 35012, as amended by AB 709, requires that student Board members be invited to attend functions of the Board, as provided below.~~

~~Student Board members shall be invited to attend functions of the Board, such as forums, meetings with students and parents/guardians, and other general assemblies. (Education Code 35012)~~

~~Student Board members shall not be considered members of a legislative body for purposes of the Brown Act. (Education Code 35012)~~

~~A student Board member shall not be counted in determining whether a quorum of the Board is in attendance.~~

~~A student Board member shall not be liable for any acts of the Board. (Education Code 35012)~~

~~(cf. 9323.2—Actions by the Board)~~

~~Student Board member(s) shall be entitled to be reimbursed for mileage to the same extent as other members of the Board but shall not receive compensation for attendance at Board meetings. (Education Code 35012)~~

~~(cf. 3350—Travel Expenses)~~

~~(cf. 9250—Remuneration, Reimbursement and Other Benefits)~~

Student Board Member Development Training

~~Note: The following section is **optional**. Trainings for student Board members are available through CSBA's Annual Education Conference and statewide associations such as the California Association of Student Councils and California Association of Student Leaders.~~

~~The Superintendent or designee may, at district expense, provide learning opportunities to student Board members through trainings, workshops, and conferences, such as those offered by the California School Boards Association and other organizations, to enhance their~~

BB 9150(e)

STUDENT BOARD MEMBERS (continued)

knowledge, understanding, and performance of **leadership skills and** their Board responsibilities.

(cf. 9240 – Board Training)

The Superintendent or designee may periodically provide an orientation for **information to student Board member candidates to give them an understanding of the responsibilities and expectations of Board service position. Once elected or appointed, incoming student Board members shall be provided an orientation designed to build knowledge of the district and an understanding of the responsibilities and expectations of the position.**

(cf. 9230 – Orientation)

Alternate Student Board Member

Note: Education Code 35012, as amended by AB 709, authorizes the Board to appoint a student to serve as an alternate student Board member if the Board determines that the student Board member's duties are not being fulfilled.

If the Board determines that the student Board member's duties are not being fulfilled, the Board may appoint another student to serve as an alternate student Board member. If an alternate student Board member is appointed, the Board shall suspend the prior student Board member's rights and privileges related to service on the Board. (Education Code 35012)

Elimination of Position

Note: Education Code 35012 requires a majority vote of all voting members of the Board in order to eliminate a student Board member position that was established in response to a student petition. It is recommended that the district apply the same requirement when the position is established at the Board's discretion. The following paragraph may be revised accordingly.

~~Once established, the student Board member position shall continue to exist until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. Such a motion shall be listed as a public agenda item for a Board meeting prior to the motion being voted upon. (Education Code 35012)~~

Legal Reference: (see next page)

BB 9150(f)

Legal Reference:

EDUCATION CODE

~~33000.5 Appointment of student member to State Board of Education~~

~~35012 Board members; number, election and terms; student members~~

35120 Course credit for student board members

~~35160 Authority of governing boards~~

GOVERNMENT CODE

~~3540-3549.3 Educational Employment Relations Act~~

54950-54964 Ralph M. Brown Act

Management Resources:

WEB SITES

~~CSBA: <http://www.esba.org>~~

~~California Association of Student Councils: <http://www.ease.net>~~

~~California Association of Student Leaders: <http://www.caslboard.com>~~

National School Boards Association: <http://www.nsba.org>

(12/15-12/17) 12/19

Policy Reference UPDATE Service

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HAMILTON UNIFIED SCHOOL DISTRICT
 620 Canal Street, P.O. Box 488, Hamilton City, CA 95951
 P: (530) 826-3261 F: (530) 826-0440

INCIDENT REPORT FORM

District personnel must complete this form following any safety or security incident that occurs on District property.
If you are a staff member and this is a medical incident – call MEDCOR immediately: 1-800-775-5866
Member #: HAMIUNI

Name:			Phone Number:		
School / Site Name:					
Exact Location of Incident:					
Date of Incident:			Are you an employee of the district: <input type="checkbox"/> YES <input type="checkbox"/> NO		
If you are an employee of the district, did you notify your immediate supervisor? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Time of Incident:		<input type="checkbox"/> AM <input type="checkbox"/> PM	Email:		
<i>Type of Incident (check all that apply)</i>					
<input type="checkbox"/> Accident	<input type="checkbox"/> Computer Crime:	<input type="checkbox"/> Fire/Fire Alarm	<input type="checkbox"/> Medical/Illness	<input type="checkbox"/> Theft	
<input type="checkbox"/> Assault/Battery	<input type="checkbox"/> Contraband	<input type="checkbox"/> Fight	<input type="checkbox"/> Psychological	<input type="checkbox"/> Trespass	
<input type="checkbox"/> Building Damage	<input type="checkbox"/> Drugs/Alcohol	<input type="checkbox"/> Graffiti	<input type="checkbox"/> Slip/Fall	<input type="checkbox"/> Vandalism	
<input type="checkbox"/> Burglary	<input type="checkbox"/> Fraternization	<input type="checkbox"/> Harassment	<input type="checkbox"/> Threats	<input type="checkbox"/> Vehicle Accident	
<input type="checkbox"/> Other (explain):					
Police Notified? <input type="checkbox"/> YES <input type="checkbox"/> NO Case #:			Fire Dept. Notified? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<i>Person(s) involved (use additional sheet if required)</i>					
Name:			Phone:		
Address:			Email:		
Name:			Phone:		
Address:			Email:		
<i>Describe the incident. If property is missing, include serial number if available (use additional sheet if required).</i>					
<i>If vehicle(s) involved (use additional sheet if required)</i>					
Driver's Name:			Owner's Name:		
Make:		Model:		Year:	
Plate #:		VIN:			
Insurance Agent:		Address:			
<i>Signature</i>					
Signature of Staff Member or Person Completing Report:					
Date:			Time:		



GLENN COUNTY
OFFICE of EDUCATION

Office of the Superintendent

311 S. Villa Avenue, Willows CA 95988 (530) 934-6575 ♦ FAX (530) 934-6611

www.glenncoe.org ♦ tracevquarne@glenncoe.org

Tracey J. Quarne, Superintendent

February 24, 2020

To: District Superintendents,

It's time to begin the process of selecting educators from your district for the Glenn County's Educators' Hall of Fame. Please see the attached list of those individuals who have been selected in the past.

Each district is responsible for purchasing individual recipient plaques. Glenn County Office of Education will purchase the plaque that includes all 2020 recipients to be displayed in the Chrome School on the Fairgrounds.

DEADLINE **April 10** - notify Imelda Diaz at GCOE who your recipient is.

CRITERIA Criteria for selection will be left entirely up to each district's Board of Trustees. Recipients may represent any area of education i.e. teacher, trustee, administration, secretary, custodian, etc.

SEND INFORMATION **By April 17** – send to Imelda:
 - Short biographical sketch
 - Picture of recipient for display binder
 - Name and address of recipient

NUMBER OF RECIPIENTS

- Capay School – 1
- Hamilton Unified - 2
- Lake School - 1
- Plaza School - 1
- Orland Unified - 2
- Princeton Unified - 1
- Stony Creek Unified- 1
- Willows Unified - 2
- Glenn Co. Office of Education -2

CEREMONY **Friday, May 15, 2020, 4:00 pm** at the Glenn Success Square Conference Room, located at 131 E Walker Street, Orland. In the interest of time we are asking that inductees limit their presentation to 5 minutes. Inductees will have the opportunity to ride in a Glenn County school bus in the Orland Fair Parade after the ceremony.

It is the district's responsibility to contact the recipient(s) and notify them of the award. Let the recipient(s) know that they and their relatives are invited to attend. If a recipient is deceased, please notify their relatives of the selection and the specifics of the ceremony.

Please notify my office if you do not have a recipient this year. For additional information, please let Imelda at 934-6575 ext. 3061.

Sincerely,

Tracey Quarne, Superintendent,
Glenn County Schools

HAMILTON HIGH

1979 Ella McLaughlin Barkely
1979 James Cameron
1979 Winifred Hook
1979 Hans J. Reines
1979 Fred K. Walker
1979 Thelma Ahsley Watson
1981 Donald R. Prusia
1983 Arvel V. Allread
1984 Maynard Strong
1984 Pete Panchesson
1985 Emerson Carter
1985 Neal Butler
1986 Bernice Loveall Fox
1987 Hilmer Finne
1989 Oscar Carpenter
1990 Emma Uhl Roney
1992 Charles Haines
1993 Prentice Ross
1994 Bill Rankin
1995 Patricia Kaiser
1996 Gail Zimmerman
1997 Marta Coleman
1998 Paul Houser
1999 Scott D. Johnson
2000 Hubert Lower
2001 Rae Turnbull
2002 Maxine Bigler
2003 Frederick Sturzen
2003 Jeanette Sturzen
2004 Sonya Reynier
2005 Jeannie Robinson
2006 Fred Freitas
2007 Coleen Parker
2008 Otto Lohse
2009 Jill R. Kortie
2010 Blanca Carrillo

HAMILTON ELEMENTARY

1981 Irma Stratton
1983 Ruth Reager Stanley
1986 Joe Billiou
1987 Paula James
1988 Nellie Hanks
1990 Gerald F. Tipping
1991 Chester Walker
1991 Margaret Mason
1992 Edna Curtis
1993 Dale Anderson
1994 Bryant Odom
1995 Tomasa Murgia
1996 Esther Sabin
1997 Beulah Cyr
1998 Alice Donovan
1999 Daniel O. Paul
2000 Sarah Odom
2001 Fred L. Shanks
2002 Marge Howard
2003 Sharon Talk
2004 Mike Thomas
2004 Judy Mulvany
2005 Ruthie Holland
2006 Jenell Cook
2007 John Kissam
2008 Eva Perez
2008 Pamela Radke
2009 Lili Hands
2010 Dan White

HAMILTON UNIFIED

2011 Ray Odom
2012 William (Bill) Boone
2013 Lui Tuato'o
2014 Cyndee Staley
2014 Darlene Odom
2015 Susan Lohse
2016 Ken Mason
2016 **Greg Felton**
2017 Ralph Brand Jr.
2017 Tom Conwell
2018 Keith Dietle
2018 Shelley Hutchens
2019 Leslie Anderson
2019 Marc Eddy

Bond Fund Repayment Plan

Current Balance: \$430,559	Amount from Fund 17	Fund 17 Balance after Transfer
2020-2021	\$50,000	\$380,559
2021-2022	\$50,000	\$330,559
2022-2023	\$50,000	\$280,559
2023-2024	\$50,000	\$230,559
2024-2025	\$50,000	\$180,559
2025-2026	\$50,000	\$130,559
2026-2027	\$50,000	\$80,559

I, _____, hereby certify that the foregoing is a true and correct copy of the resolution duly and regularly adopted by the Governing Board of the Hamilton Unified School District on the 26th day of February 2020.

Hubert "Wendall" Lower
Clerk
Governing Board of the Hamilton Unified
School District

2019-20 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca19assurancesoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Charles Tracy
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	06/26/2019

*****Warning*****

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

2019-20 Protected Prayer Certification

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

CDE Program Contact:

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

Protected Prayer Certification Statement

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Charles
Authorized Representative's Title	Tracy
Authorized Representative's Signature Date	06/10/2019
Comment	
If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

*****Warning*****

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2019-20 LCAP Federal Addendum Certification

CDE Program Contact:

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

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

In order to apply for funds, the LEA must certify that the 2017/18–2019/20 LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification the LEA is agreeing to submit the LCAP Federal Addendum that has been approved by the local governing board or governing body of the LEA to the California Department of Education (CDE), and acknowledging that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

<p>County Offices of Education and School Districts Enter the original approval date of the county office of education or school district 2017/18–2019/20 LCAP</p> <p>Note: For districts, the date should be the day your county office of education (COE) approved your 2017/18–2019/20 LCAP. For COEs, it should be the date the CDE approved your 2017/18–2019/20 LCAP.</p>	<p>07/30/2018</p>
<p>Charter Schools Enter the adoption date of the charter school LCAP</p>	
<p>Authorized Representative's Full Name</p>	<p>Charles Tracy</p>
<p>Authorized Representative's Title</p>	<p>Superintendent</p>

*****Warning*****

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2019-20 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

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

Date of approval by local governing board	06/26/2019
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District English Learner Advisory Committee Review

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

DELAC representative's full name (non-LEA employee)	Lenia Garcia
DELAC review date	05/05/2019
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	https://www.husdschools.org
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	The committee has already met this year and will approve this filing in October

Application for Categorical Programs

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

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant	Yes

*****Warning*****

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2019-20 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

ESEA Sec. 3102 SACS 4201	
Title IV, Part A (Student Support)	Yes
ESSA Sec. 1112(b) SACS 4127	
Title V, Part B Subpart 2 Rural and Low-Income Grant	Yes
ESSA Sec. 5221 SACS 4126	

*****Warning*****

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2019-20 Federal Transferability

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Uses of Funds Authority governed by ESEA Section 5211.

Note: Funds transferred under Title V, Part B Alternative Uses of Funds Authority are not to be included on this form.

CDE Program Contact:

Lisa Fassett, Standards Implementation Support Office, lfassett@cde.ca.gov, 916-323-4963
 Federal Programs and Reporting Office, TitleIV@cde.ca.gov, -

Title II, Part A Transfers

2019-20 Title II, Part A allocation	\$20,017
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	
Transferred to Title I, Part D	
Transferred to Title III English Learner	
Transferred to Title III Immigrant	
Transferred to Title IV, Part A	
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	
Total amount of Title II, Part A funds transferred out	\$0
2019-20 Title II, Part A allocation after transfers out	\$20,017

Title IV, Part A Transfers

2019-20 Title IV, Part A allocation	\$13,505
Transferred to Title I, Part A	
Transferred to Title I, Part C	
Transferred to Title I, Part D	
Transferred to Title II, Part A	
Transferred to Title III English Learner	
Transferred to Title III Immigrant	
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	
Total amount of Title IV, Part A funds transferred out	\$0
2019-20 Title IV, Part A allocation after transfers out	\$13,505

*****Warning*****

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2019-20 Title I, Part A LEA Allocation and Reservations

To report LEA required and authorized reservations before distributing funds to schools.

CDE Program Contact:

Sylvia Hanna, Federal Programs and Reporting Office, shanna@cde.ca.gov, 916-319-0948
 Rina DeRose, Federal Programs and Reporting Office, RDeRose@cde.ca.gov, 916-323-0472

2019-20 Title I, Part A LEA allocation (+)	\$181,903
Transferred-in amount (+)	\$0
Nonprofit private school equitable services proportional share amount (-)	\$0
2019-20 Title I, Part A LEA available allocation	\$181,903

Required Reservations

Parent and family engagement <small>(If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)</small>	\$0
School parent and family engagement	\$1,819
LEA parent and family engagement	\$1,819
* Local neglected institutions Does the LEA have local institutions for neglected children?	No
Local neglected institutions reservation	
* Local delinquent institutions Does the LEA have local institutions for delinquent children?	No
Local delinquent institutions reservation	
Direct or indirect services to homeless children, regardless of their school of attendance	\$3,638

Authorized Reservations

Public school Choice transportation	\$9,095
Other authorized activities	\$0
2019-20 Approved indirect cost rate	6.74%
Indirect cost reservation	\$11,486
Administrative reservation	\$15,799

Reservation Summary

Total LEA required and authorized reservations	\$41,837
School parent and family engagement reservation	\$1,819
Amount available for Title I, Part A school allocations	\$138,247

*****Warning*****

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2019-20 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II, Part A Supporting Effective Instruction.

CDE Program Contact:

Arianna Bobadilla (Fiscal), Division Support Office, abobadilla@cde.ca.gov, 916-319-0208

Lisa Fassett (Program), Standards Implementation Support Office, lfassett@cde.ca.gov, 916-323-4963

2019-20 Title II, Part A allocation	\$20,017
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
Allocation after transfers	\$20,017
Repayment of funds	
2019-20 Total allocation	\$20,017
Administrative and indirect costs	
Equitable services for nonprofit private schools	
2019-20 Title II, Part A adjusted allocation	\$20,017

*****Warning*****

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2019-20 Title III English Learner Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2019-20 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831
Kevin Webb, Language Policy and Leadership Office, kwebb@cde.ca.gov, 916-323-6257

Estimated Entitlement Calculation

Estimated English learner per student allocation	\$107.75
Estimated English learner student count	
Estimated English learner entitlement amount	\$0

Note: \$10,000 minimum program eligibility criteria

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

Budget

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

*****Warning*****

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

2019-20 Title III English Learner LEA Allocations and Reservations

The purpose of this data collection is to show the total allocation amount available to the LEA for Title III English Learner (EL) student program, and to report required reservations.

CDE Program Contact:

Kevin Webb, Language Policy and Leadership Office, kwebb@cde.ca.gov, 916-323-6257
 Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Total Allocation

2019-20 Title III EL student program allocation	\$18,735
Transferred-in amount	\$0
Repayment of funds	
2019-20 Total allocation	\$18,735

Allocation Reservations

Professional development activities	\$8,334
Program and other authorized activities	\$9,815
English proficiency and academic achievement	\$0
Parent, family, and community engagement	\$0
Direct administrative costs (amount cannot exceed 2% of the student program allocation plus transferred-in amount)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$586
Total allocation reservations	\$18,735

*****Warning*****

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2019-20 Title III English Learner YTD Expenditure Report, 6 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2019 through December 31, 2019.

CDE Program Contact:

Kevin Webb, Language Policy and Leadership Office, kwebb@cde.ca.gov, 916-323-6257
 Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Required and authorized Title III English Learner (EL) student program activities:

An eligible entity receiving funds under the Every Student Succeeds Acts section 3115 (c)-(d) shall use the funds for the supplementary services as part of the language instruction program for EL students.

Refer to the Program Information link above for required and authorized EL student program activities.

Refer to the Data Entry Instructions link above for Expenditure Report Instructions.

2019-20 Title III EL student program allocation	\$18,735
Transferred-in amount	\$0
2019-20 Total allocation	\$18,735
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$5,454
Direct administrative costs (amount cannot exceed 2% of the student program allocation plus transferred-in amount)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total year-to-date expenditures	\$5,454
2019-20 Unspent funds	\$13,281

*****Warning*****

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2019-20 Title III Immigrant Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2019-20 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831
Kevin Webb, Language Policy and Leadership Office, kwebb@cde.ca.gov, 916-323-6257

Estimated Entitlement Calculation

Estimated immigrant per student allocation	\$97.90
Estimated immigrant student count	
Estimated immigrant entitlement amount	\$0

Note: Eligibility criteria

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

Budget

Authorized activities	
Direct administrative costs (Amount should not exceed 2% of the estimated entitlement)	
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	
Total budget	\$0

*****Warning*****

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2019-20 Title III Immigrant LEA Allocations and Reservations

The purpose of this data collection is to show the total allocation amount available to the LEA for Title III Immigrant student program, and to report required reservations.

CDE Program Contact:

Kevin Webb, Language Policy and Leadership Office, kwebb@cde.ca.gov, 916-323-6257
 Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Total Allocation

2019-20 Title III Immigrant student program allocation	\$2,484
Transferred-in amount	\$0
Repayment of funds	
2019-20 Total allocation	\$2,484

Allocation Reservations

Authorized activities	\$2,484
Direct administrative costs (amount should not exceed 2% of the student program allocation plus transferred-in amount)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total allocation reservations	\$2,484

*****Warning*****

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2019-20 Title III Immigrant YTD Expenditure Report, 6 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2019 through December 31, 2019.

CDE Program Contact:

Kevin Webb, Language Policy and Leadership Office, kwebb@cde.ca.gov, 916-323-6257
 Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Authorized Title III Immigrant student program activities

An eligible entity receiving funds under the Every Students Succeeds Act section 3114(d)(1) shall use the funds to pay for supplemental activities that provide enhanced instructional opportunities for immigrant children and youth.

Refer to the Program Information link above for authorized Immigrant student program activities.

Refer to the Data Entry Instructions link above for Expenditure Report Instructions.

2019-20 Title III Immigrant student program allocation	\$2,484
Transferred-in amount	\$0
2019-20 Total allocation	\$2,484
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$0
Direct administrative costs (amount should not exceed 2% of the student program allocation plus transferred-in amount)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total year-to-date expenditures	\$0
2019-20 Unspent funds	\$2,484

*****Warning*****

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2019-20 Title IV, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title IV, Part A and to report reservations.

CDE Program Contact:

Federal Programs and Reporting Office, TitleIV@cde.ca.gov, -

2019-20 Title IV, Part A LEA allocation	\$13,505
Transferred-in amount	\$0
Total funds transferred out of Title IV, Part A	\$0
2019-20 Title IV, Part A LEA available allocation	\$13,505
Indirect cost reservation	\$0
Administrative reservation	\$0
Equitable services for nonprofit private schools	\$0
2019-20 Title IV, Part A LEA adjusted allocation	\$13,505

*****Warning*****

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2019-20 Consolidation of Administrative Funds

A request by the LEA to consolidate administrative funds for specific programs.

CDE Program Contact:

Arturo Ambriz, Financial Accountability and Info Srv Office, AAmbriz@cde.ca.gov, 916-323-0765

Title I, Part A Basic SACS Code 3010	No
Title I, Part C Migrant Education SACS Code 3060	No
Title I, Part D Delinquent SACS Code 3025	No
Title II, Part A Supporting Effective Instruction SACS Code 4035	No
Title III English Learner Students - 2% maximum SACS Code 4203	No
Title III Immigrant Students SACS Code 4201	No
Title IV, Part A Student Support - 2% maximum SACS Code 4127	No
Title IV, Part B 21st Century Community Learning Centers SACS Code 4124	No

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2019-20 Substitute System for Time Accounting

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

CDE Program Contact:

Arturo Ambriz, Financial Accountability and Info Srv Office, AAmbriz@cde.ca.gov, 916-323-0765

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

2019-20 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	None known

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2019-20 School Student Counts

The purpose of this data collection is to allow the LEA to enter school-level student data. The information entered will be used to calculate eligibility and ranking for Title I, Part A school allocations.

CDE Program Contact:

Rina DeRose, Federal Programs and Reporting Office, RDeRose@cde.ca.gov, 916-323-0472

School ranking options

Within the LEA

Select the highest to lowest school ranking method (Note: This selection impacts the order in which schools are displayed in the Title I, Part A School Allocations form).

Select a low income measure

FRPM

School Name	School Code	Low Grade Offered	High Grade Offered	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17
Ella Barkley High	1130053	10	12	3	14	9
Hamilton Community Day	1130111	7	12	3	0	0
Hamilton Elementary	6007447	K	8	1	417	351
Hamilton High	1133701	9	12	3	263	173

*****Warning*****

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2019-20 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

CDE Program Contact:

Jana Zhou, Federal Programs and Reporting Office, jzhou@cde.ca.gov, 916-319-0956
 Rina DeRose, Federal Programs and Reporting Office, RDeros@cd.ca.gov, 916-323-0472

LEA meets small LEA criteria.

An LEA is defined as a small LEA if, based on the school list and the data entered in School Student Counts, the LEA meets one or both of the following:
 is a single school LEA
 has enrollment total for all schools less than 1,000
 If applicable, enter a Discretion Code. Use lower case only.

Allowable Discretion Codes

- a - Below LEA average and at or above 35% student low income
- d - Waiver for a desegregation plan on file
- e - Grandfather provision
- f - Feeder pattern

Low income measure FRPM
 Ranking Schools Highest to Lowest Within the LEA
 LEA-wide low income % 76.80%
 Available Title I, Part A school allocations \$138,247
 Available parent and family engagement reservation \$1,819

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2018-19 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Hamilton Elementary	6007447	1	417	351	84.17	*	*	1	393.86	138244.86	\$0	\$1,819	140063.86	
Hamilton High	1133701	3	263	173	65.78	*	*	2	0.00	0.00			0.00	

Page 1 of 2

*****Warning*****

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2019-20 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2018-19 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Ella Barkley High	1130053	3	14	9	64.29	*	*	3	0.00	0.00			0.00	
Hamilton Community Day	1130111	3	0	0	0.00	*	*	4	0.00	0.00			0.00	

*****Warning*****

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2019-20 Title I, Part A Notification of Authorization of Schoolwide Program

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program.

CDE Program Contact:

Jana Zhou, Federal Programs and Reporting Office, lzhou@cde.ca.gov, 916-319-0956
Rina DeRose, Federal Programs and Reporting Office, RDeRose@cde.ca.gov, 916-323-0472

School Name	School Code	Authorized SWP	Low Income %	Local Board Approval Date SWP Plan (MM/DD/YYYY)	Local Board Approval Date SWP Waiver (MM/DD/YYYY)	SIG Approval Date (MM/DD/YYYY)
Ella Barkley High	1130053	N				
Hamilton Community Day	1130111	N				
Hamilton Elementary	6007447	Y	92%	06/26/2019		
Hamilton High	1133701	N				

Warning

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**HAMILTON UNIFIED SCHOOL DISTRICT
BOARD MEETING
MINUTES
Hamilton High School Library
Wednesday, February 26, 2020**

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

1.0 OPENING BUSINESS:

- a. Call to order and roll call at 5:32 p.m.

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.

- a. Government Code Section 54957 (b), Personnel Issue. To consider the employment, evaluation, reassignment, resignation, dismissal, or discipline of a classified and certificated employees.
- b. Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent Jeremy Powell regarding HTA and CSEA negotiations.
- c. 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.
- d. Government Code Section 54956.9, Subdivision (a), Pending litigation. Name of case: Goodwin v. Hamilton Unified School District, Glenn County Superior Court, Case No. 19CV02117
- e. *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: Jeremy Powell, Superintendent; Matt Juhl-Darlington, Attorney for District. Negotiating Parties: Westermann Family and Hamilton Unified School District. Under negotiation: Price and terms of payment.
- f. Ed. Code Sec. 48918, Student Expulsion. Student ID# 401041.

Report out action taken in closed session.

- i. The Board Unanimously approved a settlement agreement and accepted the resignation of a certificated employee effective June 30, 2020.*
- ii. Mr. Lower made a motion to accept the stipulated expulsion for student #401041. Mr. Odom seconded the motion. Roll call vote:*

Unanimous Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

5.0 PUBLIC SESSION/FLAG SALUTE: Lead by Mr. Reyes

6.0 ADOPT THE AGENDA: (M)

Motion to adopt the agenda by Mr. Lower. 2nd by Mr. Boone. Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

7.0 COMMUNICATIONS/REPORTS:

- a. Board Member Comments/Reports.
 - i. None
- b. ASB President and Student Council President Reports
 - i. Hamilton High School, Giovanni Martinez - Absent
 - ii. Hamilton Elementary School, Ella Mendez
 - 1. Gave a report on student leadership
 - 2. \$1,099.68 from pennies for patients was donated to Leukemia/Lymphoma Society
 - 3. Gave sports updates
- c. District Reports (written)
 - i. Technology Report by Frank James & Derek Hawley (Page 1)
 - ii. Nutrition Services Report by Sean Montgomery (Page 3)
 - iii. Operations Report by Alan Joksch (Page 5)
- d. Principal and Dean of Student Reports
 - i. Kathy Thomas, Hamilton Elementary School Principal (attached written)
 - 1. Mr. Odom asked if the SARB process was helpful
 - 2. Ms. Thomas replied that she found the process is helpful
 - ii. Maria Reyes, District Dean of Students
 - 1. Tomorrow all seniors are involved in Butte College Reg2Go
 - 2. The parent teacher conference on 2/20/20 had the best turn out
 - 3. DUI Court will be here at HHS on 3/12/20 at 10:00 a.m.
 - 4. Quarter ends 3/13/20
 - 5. Students will be going to CSUC on Caesar Chavez week
 - iii. Cris Oseguera, Hamilton High School Principal (attached written)
 - iv. Sylvia Robles, Adult School (Page 7)
- e. Chief Business Official Report by Kristen Hamman (Page 9)
- f. Superintendent Report by Jeremy Powell (Page 11)
 - i. Due to many conflicts on 3/7/20 our LCAP meeting originally scheduled for that day will be cancelled and rescheduled for 3/11/20 following the Special Board Meeting that night for the Second Interim Report.
 - ii. Special Board Meeting will be at 5:00 p.m. on 3/11/20 followed by LCAP at 6:00 p.m. Dinner and childcare will be provided.
 - iii. The LCAP meeting will be an opportunity to look at the needs and wishes of the staff and community so those can be integrated into our plan going forward.

8.0 PRESENTATIONS:

- a. None

9.0 CORRESPONDENCE:

- a. None

10.0 INFORMATIONAL ITEMS:

- a. GCOE Review of 2019-20 First Interim Report Memo (Page 19)
- b. Bond Status (Fund 21) Update (Page 23)
 - i. Mr. Lower questioned when we would receive reimbursements
 - ii. Mr. Cannon replied that we will receive reimbursement when we purchase the land and build on it.
 - iii. Mr. Lower asked if PlaceWorks and NV5 costs were reimbursable.
 - iv. Mr. Cannon replied that they are reimbursable and that most of the other items would be reimbursed at about 50%.
 - v. Mr. Odom asked when we would receive the funds.
 - vi. Mr. Cannon replied that funds would be received once the property is purchased and all the studies are complete. At that time, we can fill out the application to the State Board.
- c. HUSD Enrollment History for 5 years (Page 27)
 - i. Dr. Powell explained ADA funding versus enrollment numbers.

11.0 DISCUSSION ITEMS:

- a. Hamilton High School Site Expansion-Permitting Status Update by Mike Cannon (Page 29)
 - i. Mr. Cannon pointed out the DTSC draft final report for tonight's public hearing and indicated that public comment period is through 3/20/20.
 - ii. Public comments will be forwarded to DTSC. Expect this to be done by June.
 - iii. Working on CEQA draft now. This will also have a 30-day comment period in April or May. Mr. Cannon does not anticipate any issues and hopes this will be complete by June. There maybe be some traffic or parking mitigation.
 - iv. Ed. Spec. first meeting was 2/11/20. In process of scheduling further meetings. Should be done by April or May. This will be complete based on when public meetings can be scheduled.
 - v. Dr. Powell commented that the 1st Ed. Spec. meeting went very well.
- b. CSBA Policy Guide Sheet (for below **first readings**) (Page 31) – Dr. Powell made some comments below:
 - i. Board Policy 2121: Superintendent Contract (Page 35) – Update to policy
 - ii. Board Policy 3600: Consultants (Page 41) – new law
 - iii. Administrative Regulation 4030: Nondiscrimination in Employment (Page 44) – new law
 - iv. Board Policy 4033: Lactation Accommodation (Page 51) – new law. Dr. Powell said we are currently working on Administrative Regulation. Mr. Lower asked if this would apply to students? Dr. Powell replied yes.
 - v. Board Policies 4151, 4251, 4351: Employee Compensation (Page 57) – update
 - vi. Board Policy and Administrative Regulation 4218.1 Dismissal/Suspension/Disciplinary action (Merit System) (Page 62) – strike this
 - vii. Board Policy and Administrative Regulation 5116.1 Intradistrict Open Enrollment (Page 70) - Table this for another first reading next regular board meeting
 - viii. Board Policy and Administrative Regulation 5117: Intradistrict Attendance (Page 82) -Table this for another first reading next regular board meeting
 - ix. Board Policy Administrative Regulation and Exhibit 5118: Open Enrollment Act Transfers (Page 97) -Table this for another first reading next regular board meeting
 - x. Administrative Regulation 5125: Student Records (Page 108) – update to new law
 - xi. Board Policy and Administrative Regulation 5131.2: Bullying (Page 131) – new law
 - xii. Board Policy and Administrative Regulation 5141.21: Administering Medication and Monitoring Health Conditions (Page 144)
 1. Option 1
 2. Option 2 – Dr. Powell recommends option 2 because of conflict between state and federal laws
 - xiii. Board Policy and Administrative Regulation 6143: Course of Study (Page 161) – Recommend to strike the last optional paragraph
 - xiv. Board Policy 6154: Homework/Makeup work (Page 176) - update
 - xv. Administrative Regulation 6174: Education for English Learners (Page 180)
 - xvi. Administrative Regulation 6175: Migrant Education Program (Page 191) - update
 - xvii. ~~Board Bylaw 9150: Student Board Members (Page 200) – strike this~~

12.0 **ADJOURN TO PUBLIC HEARING at 7:15 p.m.** : Notice of preparation of a preliminary environmental assessment (PEA) for property the District wishes to acquire adjacent to Hamilton High School. Executive summary included in board packet (Page 207). Hard copies of the entire report are available at the District Office and Hamilton City Library or by request from the District Office. The entire report is also available on the school website at

<https://www.husdschools.org/>

- a. No public comments offered.
- b. Mr. Cannon commented that the report is very thorough and that essentially nothing was found that wouldn't allow the building of school. Soil samples were consistent with the area.

13.0 RE-OPEN PUBLIC SESSION at 7:18 p.m.

14.0 **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.

- a. No public comment

15.0 ACTION ITEMS:

- a. PlaceWorks CEQA Studies Contract Amendment (Page 219)
 - i. Mr. Cannon requests this contract amendment to cover additional work for CEQA study
 - ii. Dr. Powell asked how close we are to the final okay
 - iii. Mr. Cannon indicated that some of that is predicated on how soon the property is purchased.
 - iv. Initial reports say no problem with soil, water, flooding. Mr. Cannon has not heard any concerns and expects CEQA and DTSC final by end of the fiscal year.
 - v. Most of the permitting studies should be done by end of calendar year.
 - vi. Mr. Lower said that it sounds like the majority of the studies done are \$250,000 and then we have to purchase the land and then the Geo-Tech study.
 - vii. Mr. Cannon said he expects Geo-Tech will be about \$60-65,000 plus whatever we pay for property.
 - viii. Mr. Cannon said we will be asking if we can tie in the property purchase and Geo-Tech altogether.
 - ix. A public member asked what happened to the park property that was purchased for a middle school
 - x. Mr. Cannon explained that that property is in a flood plain. The new property we are looking to purchase is not in a flood plain.
 - xi. Mr. Odom said that there are going to be local fees added to the cost of purchasing the new property as it has to be annexed to Hamilton City. The Fire Department, Cal Water and the City may all attach fees later.
 - xii. Mr. Lower asked if the new site could be hooked up to septic or if we have to tie into sewer.
 - xiii. Mr. Cannon said the new site could not be on septic.
 - xiv. Mr. Boone said that we don't know when we will have a new school but that this is good opportunity to allow us to expand when we need to.

Motion to approve PlaceWorks CEQA contract amendment by Mr. Lower. 2nd by Mr. Boone. Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- b. Site Safety Plans (full plans available on <https://www.husdschools.org/>, available for review during the board meeting and by request by contacting the district Office): - Dr. Powell commented that while approving the site safety plans, the Fire Department requested that we install Knox boxes with master key for each building site in a memo to HUSD. This will be a small but necessary cost.
 - i. Hamilton Elementary School (includes Hamilton State Preschool and Hamilton Special Education) (Page 223)
 - ii. Hamilton High School (includes the District Office, Ella Barkley High School, and Hamilton Community Day School, and Hamilton Adult School). (Page 235)

Motion to approve site safety plans by Mr. Lower. 2nd by Mr. Reyes. Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- c. Resolution 19-20-104 Emergency Management Resolution – Hamilton Unified School District has implemented a School Emergency Plan for all school sites and facilities. (Page 247)

Motion to adopt Resolution 19-20-104 by Mr. Boone. 2nd by Mr. Lower. Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- d. CSBA Policy Guide Sheet (for below **2nd readings**) (Page 249) – Mr. Lower noted that it would be a cost savings to not print out then entire set of policies for a second reading in future board packets.

- i. Board Policy and Administrative Regulation 0460: Local Control and Accountability Plan (Page 253)
- ii. Board Policy 0520: Intervention for Underperforming Schools (New Policy) (Page 268)
- iii. Board Policy 0520.1: Comprehensive and Targeted Support and Improvement (New Policy) (Page 271)
- iv. Board Policy 1431: Waivers (Page 275)
- v. Board Policy and Administrative Regulation 3515: Campus Security (Page 279)
- vi. Board Policy and Administrative Regulation 4116: Probationary/Permanent Status (Page 286)
 - 1. Option 1 – Dr. Powell recommends this option
 - 2. Option 2
- vii. Board Policies 4119.22, 4219.22, 4319.22: Dress and Grooming (Page 294)
- viii. Board Policy 4216: Probationary/Permanent Status (Page 296)
- ix. Board Policy and Administrative Regulation 4218: Dismissal/Suspension/Disciplinary Action (Page 298)
- x. Board Policy 5131: Conduct (Page 309)
- xi. Board Policy 5131.8: Mobile Communication Devices (New Policy) (Page 315)
- xii. Board Policy 5132: Dress and Grooming (Page 319)
- xiii. Administrative Regulation 5141.26: Tuberculosis Testing (Page 326)
- xiv. ~~Board Policy and Administrative Regulation 5142: Safety (Page 327)~~ – Strike this policy
- xv. Board Policy and Administrative Regulation 7140: Architectural and Engineering Services (Page 339)
- xvi. Board Bylaw 9323: Meeting Conduct (Page 345) – Dr. Powell noted that this policy has a public comment period of 20 minutes but that HUSD current practice is 15 minutes. When we move to adopt this bylaw, it should be noted that our policy is 15 minutes.

Motion to approve 2nd reading policies noting option 1 selected for BP 4116, excluding BP AR 5142 and changing board bylaw 9323 to say 15 minutes by Mr. Lower. 2nd by Mr. Reyes. Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- e. Recommendation from Superintendent regarding 2018-19 Bond Transfer/Repayment Plan (Page 353)
 - i. Mr. Odom expressed concern that Fund 17 is a special savings account. We have a developer fee account that is either Fund 21 or 25 that will continue to grow as people build houses. Hoping to have some flexibility to transfer funds from the developer fee account.
 - ii. Ms. Johnson asked what replenishes Fund 17
 - iii. Mr. Odom answered that it's gone unless you put money back in it
 - iv. Dr. Powell offered to table this and bring it back next meeting.
 - v. Ms. Gonzales asked if the superintendent's suggestion is because we are in an emergency
 - vi. Dr. Powell replied that the request to replenish the bond funds came from the board.
 - vii. Mr. Odom commented that we don't want to further deplete these funds.
 - viii. Mr. Boone commented that because this money was already used, we are in less of an emergency than we would have been but that this is a way to make good on repaying that money.

Mr. Odom motioned to approve this item amended to transfer \$50,000 yearly out of either fund 17 or Developer Fee Fund at the Direction of the Board. 2nd by Mr. Reyes. Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- f. Board consideration of and action on Resolution No. 19-20-105 in the matter of non-reemployment of certain certificated employees and direction to Superintendent or designee to notify affected employees of reduction in force. (Page 355)
 - i. Mr. Odom commented that these are preliminary notices. Final notices are not until May 15th.
 - ii. Ms. Gonzales asked if there is a ratio or equal way of measuring out so that not one group is cut more than others, like admin or teachers.
 - iii. Dr. Powell commented that the Budget committee is made of teachers, classified, admin and board members who have all looked at what is essential and least impactful to the students. These positions, half of them are not direct classroom, they are supplemental.
 - iv. Mr. Langan says he understands the March 15th timeline but why are teachers targeted and not classified?

- v. Dr. Powell responded that classified positions have a 60-day notification period and that those will be brought to the next regular board meeting.
- vi. Ms. Mello asked about reassignment of some teachers and wanted to know when information would be available on that.
- vii. Dr. Powell replied that when we have the final budget and by contract people will know by May 15th. Also, we are still waiting for the Governor's budget.
- viii. Mr. Leal noted that some of these cuts might not come to fruition.
- ix. Ms. Mello asked if we are looking to get as much of our debt down as possible this year.
- x. Mr. Leal responded that our hope is to get to zero deficit for 2020-21. We don't have a choice. We have to cut. We are not the only ones. Pension costs are affecting districts everywhere.
- xi. Mr. Lower noted that the GCOE report of our district being unsatisfactory means that we need to rectify the budget now or they won't certify us. We can't stagger this. This is really hard. These cuts should have happened last year or the year before.
- xii. Ms. Gonzales commented that it feels like we are already bare bones and that we could use a third English teacher. Admins are already covering so much. Losing one position means that someone needs to step in and cover that. Are there concerns about zeroing out? Will there be a second round of cuts?
- xiii. Mr. Boone replied that the stock market and taxes are going down. 2008 could happen again.
- xiv. Mr. Mendoza asked what happens if we are not at zero.
- xv. Dr. Powell replied that in that case the State would take over and that they would make the cuts.
- xvi. Mr. Boone added that the State doesn't have the heart that we do. He also noted that there have been some raises for certificated and classified in years past.
- xvii. Mr. Odom stated that we have to adopt a budget that not only zeros out deficit but also builds a small surplus. We have to be able to address the unexpected. We can't let it get down below what it is now.
- xviii. Ms. Gonzales wondered if the past financial office knew of this serious situation as they took a hefty raise when certificated didn't get a very big raise.
- xix. Ms. Reyes asked if this sounds like a one year hit.
- xx. Dr. Powell indicated that we don't want every February meeting to be like this. We want to balance the budget and have a surplus. We need to act now. Hopefully we can reinstate some of those positions.

Mr. Boone motioned to approve Resolution No. 19-20-105. 2nd by Mr. Odom.

Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

10 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.

- a. Minutes from regular Board Meeting on January 22, 2020 (Page 357)
- b. School Plan for Student Achievement (SPSA) for Hamilton Elementary School (Page 367)
- c. Williams Quarterly January 2020 (Page 419)
- d. Hamilton Elementary School Site Council February 4, 2020 Meeting Agenda (Page 421)
- e. Hamilton Elementary School Site Council February 4, 2020 Meeting Minutes (Page 423)
- f. Hamilton Elementary School Site Council October 4, 2019 Meeting Approved Minutes (Page 425)
- g. Warrants and Expenditures. (Page 427)
- h. Interdistrict Transfers (new only; elementary students reapply annually).
 - i. Out
 - 1. Hamilton Elementary School
 - a. K x 1 (for 2020-21 school year)
 - b. 7th x 1 (for 2020-21 school year)
 - 2. Hamilton High School
 - a. none
 - ii. In
 - 1. Hamilton Elementary School
 - a. K x 1 (for 2020-21 school year)

- b. 5th x 1 (for 2020-21 school year)
- c. 4th x 1 (for 2019-20 school year)
- 2. Hamilton High School
 - a. 9thX 1 (FOR 2020-21 school year)

i. Personnel Actions as Presented:

i. New hires:

Derek Ahlswede JV Baseball Coach HHS

ii. Resignations/Retirement:

None

Mr. Odom motioned to approve the consent agenda. 2nd by Mr. Boone. Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

17.0 ADJOURNMENT: 8:25 p.m. Closed in memory of Andy Kaiser and Wendy Robinson.

X

Wendall Lower
HUSD Board Clerk

X

Jeremy Powell, Ed. D.
HUSD Superintendent

HAMILTON ELEMENTARY SCHOOL
Board Meeting on February 26, 2020
Kathryn Thomas, Principal

This week has been a tough week at the Elementary with discussions involving the possible budgetary impact of great significance to our site. I'm proud of our staff who continue to have their eyes on the prize, doing what's best for students, and supporting each other.

Attendance:

Total: 422

Areas of concern: TK = 81.3% ,K= 90.75%,8th 94.96%

K-5= 94.73%

6-8 = 96.77%

Attendance continues to be an area of concern as we aren't at our first semester numbers due to the cold/flu season. The area of chronic absenteeism, of course, is being looked at carefully due to the California Dashboard reporting. Dianna Camarena and I have met with 13 families during this first round of letters to discuss the importance of attendance and our concerns regarding academic success. We have also been conducting weekly home visits to provide resources for improved attendance. We have site contracts in place, and we are working closely with our SARB coordinator, Eddy Goines. Our area of focus will be our Kindergartners and 1st graders. We will be reaching out to PTO to help sponsor incentives for improved attendance.

Campus News:

- Kindergarten registration was a success with 53 kindergarteners registered.
- Maggie Sawyer held two mandated parent meetings for incoming Dual

Immersion students. This was well attended with 26 new interested students' families, and with the 5 siblings of current students, our count is at 31. The lottery is scheduled for 3/23 and final registration will take place at the Kindergarten Roundup on 3/26

- Last week, our Coffee with the Principal focused on our LCAP infographic and surveys.
- Our last parent breakfast was well attended. We discussed CAASPP testing, GEAR UP, and LCAP. Sra. Esquivel's DI 2nd grade class presented for the parents.
- We hosted the Sandy Hook presentation for our 6th-8th graders, Start With Hello, centered on promoting an inclusive campus and empowering students to support one another. In addition, Deputy Alves was invited to speak to our Middle School students about social media awareness in response to a recent increase in inappropriate cell phone use.
- We have an upcoming Saturday school planned, and the CJSF will also be on site doing some additional playground painting.
- Our teachers are working hard to bring life experiences that connect to academics with their many planned field trips. Last week, 4th and 5th graders went to Sacramento, and there is an upcoming 3/7 field trip sponsored by GEAR UP to Chico State for a Women in STEM conference and 40 of our middle school girls will be in attendance.
- Don't miss our Spring Book Fair which will be open next week during parent conferences.

**Hamilton High School
HUSD Board Report
February 26, 2020**

1. **Attendance/Enrollment**- Current HHS Enrollment is 266 students (9th-68; 10th- 77; 11th-72; 12th-49). This is a decrease of one (1) since the January Board meeting and an increase of three (3) at HHS since the October Board meeting. HHS, through 116 attendance days has about a 95.00% attendance rate, with December/January attendance dipping under 95% due to Winter travel plans and student illness (48 total students with at least 1 day of illness).
 - a. Combined with EBHS, there are 278 9-12th Grade students.
 - b. Projected for HHS 2020-2021 is for (conservatively) approximately 290-295 students (approximately +15 over this year's current total). Projected 9-12 enrollment for 2020-21 is expected to be 295-300.
 - c. Currently, at HHS, 42% of our students are from out-of-district!
 - d. Incoming Frosh Information Night was on Tuesday January 28th and gave an indicator of incoming numbers for the Class of 2024 – all of whom will be further invited to our HHS Open House on March 26th.

2. **Upcoming Professional Development**- On March 27, 2020, All teachers in HUSD will enjoy an inservice day of learning and interactions with their colleagues, with the set-up being conference style and led by primarily by our own staff. Our staff continues to meet for PLC meetings on our Friday afternoons.
 - a. I have had meetings with the majority of our Seniors and have met with some parents more than once to discuss their student's progress. We are also reviewing our Juniors credit levels at 3rd quarter to determine appropriate placements or needs for credits. K. Langan/M. Reyes coordinated the 2020-21 class sign-ups this week and will be continuing to assist students and parents with class/section/elective questions. We are still determining the most appropriate master schedule for the next school year.

3. **Athletic Supervision and Sportsmanship**. K.Langan/M.Reyes/E.Johnson/C.Oseguera supervise the athletic contest- all did a good amount of supervision for Winter Sports; I personally attended/supervised 33 total home/away athletic events. We will be incorporating more parent education this year and into the future as it is important for the adults at events to set the appropriate example for the student-athletes and student spectators in respecting the players, the opponents, and the officials. This is an ongoing statewide initiative and an imperative for us as well. CIF will likely pass a statewide Sportsmanship/Ejection policy which will be uniform for all the sections at the April Federated Council meeting.

4. **School Activities & Events**- It has been an eventful and sunny start to the Second Semester. Our 3rd Quarter ends on March 13th. HHS Commencement is currently scheduled for Friday June 5 at 8pm. OPEN HOUSE IS MARCH 26 at 6pm.
 - a. FFA held a teacher appreciation luncheon on Friday February 19th- thank you to our HC FFA students and advisors!
 - b. HC FFA held a Blood Drive on February 26th in our gym, with many students and staff donating blood. Thank you to Ally Vogt, our Student Blood Drive Coordinator.

- c. FFA pigs & lambs continue to gain weight here on campus in anticipation of their auction at the Glenn County Fair in May.
- d. Parent/Teacher Conferences were successfully held on February 20th - we are looking to modify the event to be teacher and parent friendlier.
- e. We have three (3) international teachers this week visiting HHS. Maral, Thao, & Bhawani are from Kazakhstan, Vietnam, and India respectively. We are proud to again be a host for international teachers.
- f. Winter Sports Season concluded for HHS yesterday- all teams made the playoffs (Girls and Boys Basketball; Girls and Boys Soccer; Wrestling students). Jose Mendez-Ruiz won the Division 3/4 title at 108 pounds at competed at Masters finishing one victory away from qualifying for the CIF State Wrestling Championships.
- g. The Winter Sports Banquet will be on Tuesday March 10th at 6:30pm.
- h. HC FFA Ag Awareness Day was held on Tuesday February 4, 2020. Our neighboring schools' 8th Graders participated and it was well attended.
- i. Our ACA Deca team successfully competed in the county competition on February 1st.
- j. HHS Sober Grad once again out sold the other three (3) schools in the Four School Sober Grad Raffle, selling 1,166 tickets (Willow=750/Orland=450/Corning=335). This will assist in a safe and sober post-graduation event. Donations are still graciously needed and accepted.
- k. Counselors will be taking a group of students to Sacramento for Steps to College soon as well as participating in UC Davis Cesar Chavez Symposium in May.
- l. Sober Grad Ticket Raffle Sales continued through February 8th.
- m. Dylan Franck, HHS Sophomore, won the Lions Club Speaker contest on February 11th! The topic was "Homelessness in California- What is the Solution?" Dylan next competes February 27th in Willows at the Zone Level contest.
- n. Butte College will be visiting with our seniors February 27th for preliminary Reg-to-go computer work.
- o. HHS will be hosting an on-site SAT test on March 4th.
- p. English Enrichment traveled to Sacramento on January 23 to watch the play "Dear Evan Hansen." It was a great experience and we had approximately 45 participants.
- q. I will be attending state CIF meetings next week.
- r. HHS will host a DUI Court in the Schools on Thursday March 12, 2020 at 10am. In late April, HHS will host a Challenge Day.
- s. March 26, 2020 is HHS Open House.

Submitted:



Cris Oseguera
Principal
Hamilton High School

**HAMILTON UNIFIED SCHOOL DISTRICT
SPECIAL BOARD MEETING
MINUTES
Hamilton High School Library
Wednesday, March 11, 2020**

5:00 p.m. Public session begins.

1.0 OPENING BUSINESS:

- a. Call to order and roll call at 5:01 p.m.

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.

- a. *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: Jeremy Powell, Superintendent; Matt Juhl-Darlington, Attorney for District. Negotiating Parties: Westermann Family and Hamilton Unified School District. Under negotiation: Price and terms of payment.
- i. Board gave direction to the superintendent regarding conference with Real Property Negotiators.

5.0 PUBLIC SESSION/FLAG SALUTE: Lead by Mr. Boone

6.0 ADOPT THE AGENDA: (M)

Mr. Lower motioned to adopt the agenda. Mr. Reyes 2nd.

Unanimous Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

7.0 PRESENTATIONS:

- a. Second Interim Report (Page 1)
- i. Ms. Hamman reviewed her summary of the 2nd Interim Report
 - ii. Mr. Odom thanked Ms. Hamman and Dr. Powell for the format of the report and explained that it is so important to receive accurate information.
 - iii. Dr. Powell commented on the plan to build back up the fund balance. His recommendation is looking at increasing unrestricted fund balance at 2.5% per year until we reach 20% reserves in unrestricted fund balance.
 - iv. Mr. Odom asked if the expenditures going from \$9.3 million to \$8.2 million assumes 11% cut in the budget.
 - v. Ms. Hamman replied that it does.
 - vi. Dr. Powell explained that the district is currently negotiating with the bargaining units and that these figures don't account for any increases.
 - vii. Dr. Powell also mentioned that the district now knows SELPA costs in advance so that they can be budgeted and accounted for in planning.
 - viii. Ms. Hamman noted that the 2nd Interim Report should get a positive certification (instead of a Qualified Certification like the 1st Interim).
 - ix. Dr. Powell expressed that Ms. Hamman is a huge asset to the District. The board agreed and shared their appreciation for her and Dr. Powell.

8.0 CORRESPONDENCE:

- a. None

9.0 INFORMATIONAL ITEMS:

- a. None

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

- a. Mr. Singh commented regarding Sacramento Park that he is interested in starting a non-profit and wants to urge the board to hold onto the park for a while longer unless it’s costing the District a lot of money. If there are grants available in the future that money can be used to build a community center and improve the park.
- b. Dr. Powell commented that he would be happy to discuss this further with him.
- c. There was further discussion by the audience regarding the Sacramento Park property.
- d. There was discussion regarding district funds received, expenditures and the impact on student programs and student services.
- e. Mr. Singh asked if the budget is taking into account possible school shut downs.
- f. Dr. Powell indicated that if the County and the State declare an emergency that there is a plan in place and that the District has been sending out updates.
- g. Mr. Singh asked if there is a plan in place so that we don’t have another budget discrepancy.
- h. Dr. Powell replied that the District has implemented monthly budget updates in the board packets. So, the board is being updated at more than just the first and second interim.
- i. Mr. Boone explained that the board hired people they can trust and expressed his confidence in the current CBO and Superintendent.

11.0 ACTION ITEMS:

- a. Second Interim Report

Mr. Odom motioned to approve 2nd Interim Report. Mr. Reyes 2nd. Unanimous Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

12.0 DISCUSSION ITEMS:

- a. Strategic Planning/LCAP Survey Results
- b. LCAP Planning
 - i. Dr. Powell lead a review of community wide survey data and began strategic planning process.
 - ii. Input was received regarding themes and ideas from the survey data and was then categorized into key topics.
 - iii. Dr. Powell indicated that there would be a future LCAP meeting in April with dates to be determined.

13.0 ADJOURNMENT: 7:50 p.m. in memory of Jim Bass

X

Wendall Lower
HUSD Board Clerk

X

Jeremy Powell, Ed. D.
HUSD Superintendent

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef		
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit BdR DD	T9MPS	Liq Amt	Net Amount	
001030/00	AHA PROCESS INC									
200315	PO-020395	12/13/2019	AHA00127917	1	01-7813-0-1110-1000-4300-000-000-00000	YN	F	154.24	137.00	
									137.00	
									9.93	
001075/00	AT&T									
	PO-000403	02/12/2020	FEB 14304424	1	01-0000-0-0000-2700-5990-000-000-00000	NN	P	0.00	110.28	
	PO-000403	02/12/2020	FEB 14305868	1	01-0000-0-0000-2700-5990-000-000-00000	NN	P	0.00	40.01	
									150.29	
000794/00	BUSWEST - NORTH									
	PO-000421	02/14/2020	XA410019354:01	1	01-0000-0-0000-3600-4300-000-000-00000	NN	P	0.00	188.74	
									188.74	
002024/00	CHICO PRINTING									
	200177	PO-020245	01/17/2020	26367-ELEM ENVELOPES	1	01-0000-0-1110-1000-4300-800-000-00000	NN	P	321.75	321.75
									321.75	
000642/00	CLAUDIA RODRIGUEZ-MOJICA PhD	567751205								
	200163	PO-020229	02/18/2020	AUG-JAN SERVICES	1	01-4203-0-1110-1000-5890-000-000-00000	NY	P	8,080.00	8,080.00
									8,080.00	
000764/00	DANIELSON CO									
	PO-000425	02/11/2020	219935	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P	0.00	32.16	
	PO-000425	02/11/2020	219999	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P	0.00	134.27	
	PO-000425	02/11/2020	219999	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	693.94	
	PO-000425	02/11/2020	219935	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	878.80	
	PO-000425	02/11/2020	220001	4	13-5320-0-0000-3700-4700-000-049-00000	NN	P	0.00	75.92	
	PO-000425	02/18/2020	220782	4	13-5320-0-0000-3700-4700-000-049-00000	NN	P	0.00	87.00	
	PO-000425	02/18/2020	220722	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P	0.00	43.94	
	PO-000425	02/18/2020	220781	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P	0.00	124.40	
	PO-000425	02/18/2020	220781	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	453.80	
	PO-000425	02/18/2020	220722	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	1,054.40	
									3,578.63	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
001042/00	EDUCATIONAL FACILITIES PROGRAM	050597395							
200156	PO-019597	02/21/2020	CLOSE BAL PER KH	1	01-6230-0-0000-8100-5890-000-000-00000	NY	C	4,060.00	0.00
			TOTAL PAYMENT AMOUNT					0.00 *	0.00
000209/00	GOLD STAR FOODS								
	PO-000415	02/12/2020	3131791	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	1,291.31
			TOTAL PAYMENT AMOUNT					1,291.31 *	1,291.31
001003/00	INFINITY COMMUNICATIONS & CONS								
200365	PO-020451	02/14/2020	10471-RFP CAT2 #0461-20C	1	01-9150-0-0000-2420-5890-000-000-00000	NN	F	4,500.00	4,500.00
			TOTAL PAYMENT AMOUNT					4,500.00 *	4,500.00
000148/00	LRT GRAPHICS								
200368	PO-020452	02/17/2020	27153-OPEN HOUSE POSTCARDS	1	01-0000-0-1110-1000-4300-100-000-00000	NN	F	305.00	324.21
			TOTAL PAYMENT AMOUNT					324.21 *	324.21
001176/00	MARISA SANDQUIST	624842120							
200356	PO-020443	02/13/2020	000009;LCAP GRAPHIC & LOGO	1	01-1100-0-1110-1000-5890-000-000-00000	NY	F	250.00	300.00
			TOTAL PAYMENT AMOUNT					300.00 *	300.00
001331/00	PARK SEED WHOLESALE INC								
200266	PO-020345	10/23/2019	CI19455310	1	01-0350-0-6000-1000-4300-000-052-00000	NN	F	52.21	50.17
			TOTAL PAYMENT AMOUNT					50.17 *	50.17
000763/00	PROPACIFIC FRESH								
	PO-000407	02/03/2020	6769106	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	456.82
	PO-000407	02/10/2020	6771254	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	668.71
	PO-000407	02/10/2020	6771230	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	385.43
	PO-000407	01/27/2020	6767380	3	13-5320-0-0000-3700-4700-000-049-00000	NN	P	0.00	289.81
	PO-000407	02/10/2020	6771234	3	13-5320-0-0000-3700-4700-000-049-00000	NN	P	0.00	228.99
	PO-000407	02/18/2020	6773049	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	514.43
	PO-000407	02/18/2020	6773135	3	13-5320-0-0000-3700-4700-000-049-00000	NN	P	0.00	166.38
	PO-000407	02/18/2020	6773187	3	13-5320-0-0000-3700-4700-000-049-00000	NN	P	0.00	612.04
			TOTAL PAYMENT AMOUNT					3,322.61 *	3,322.61

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
000312/00	SAN MATEO								
	PV-000095	02/11/2020	SC200084-SUPER CO-OP LEAD AGEN	13-5310-0-0000-3700-5890-000-000-00000	NN				86.26
			TOTAL PAYMENT AMOUNT						86.26 *
000191/00	SMALL SCHOOL DISTRICTS ASSN								
	200344	PO-020434	02/12/2020	17-02657; G REYES REGIST	1 01-0000-0-0000-7110-5200-000-000-00000	NN F		295.00	295.00
			TOTAL PAYMENT AMOUNT						295.00 *
000092/00	WOODWIND & BRASSWIND								
	CL-000053	11/20/2019	ARINV52189379	01-4128-0-1110-1000-4400-000-000-00000	NN F			309.14	246.52
			TOTAL PAYMENT AMOUNT						246.52 *
			TOTAL BATCH PAYMENT					22,872.49	***
			TOTAL USE TAX AMOUNT					0.00	
			TOTAL DISTRICT PAYMENT					22,872.49	****
			TOTAL USE TAX AMOUNT					0.00	
			TOTAL FOR ALL DISTRICTS:					22,872.49	****
			TOTAL USE TAX AMOUNT					0.00	

Number of checks to be printed: 15, not counting voids due to stub overflows. 22,872.49
 Number of zero dollar checks: 1, will be skipped.

Printed: 02/21/2020 12:02:39

<i>Chris Torres</i>	<i>2/20/20</i>
Prepared by	Date
Authorized by	Date

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef		
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit	Bdr	DD	T9MPS	Liq Amt	Net Amount

000008/00	CALIFORNIA'S VALUED TRUST H/W										
PO-000444	02/20/2020	MARCH 2020	1	01-0000-0-0000-0000-9571-000-000-000000	NN	P				0.00	31,337.59
PO-000444	02/20/2020	MARCH 2020	2	01-0000-0-0000-0000-9572-000-000-000000	NN	P			0.00	63,246.83	
PO-000444	02/20/2020	MARCH 2020	3	01-0000-0-0000-0000-9573-000-000-000000	NN	P			0.00	7,363.27	
TOTAL PAYMENT AMOUNT										101,947.69 *	101,947.69

002047/00	DANNIS WOLIVER KELLEY 943172834										
PO-000423	02/20/2020	DWK DECEMBER 2019 - 3047	1	01-0000-0-0000-7110-5815-000-000-000000	NE	P				0.00	4,629.00
TOTAL PAYMENT AMOUNT										4,629.00 *	4,629.00

000522/00	LESLIE ANDERSON-MILLS 573472011										
PO-000433	02/20/2020	MARCH - CASH IN LIEU HLTH BEN	1	01-0000-0-1110-1000-3701-000-000-000000	NY	P				791.67	791.67
TOTAL PAYMENT AMOUNT										791.67 *	791.67

TOTAL BATCH PAYMENT										107,368.36 ***	0.00	107,368.36
TOTAL DISTRICT PAYMENT										107,368.36 ****	0.00	107,368.36
TOTAL FOR ALL DISTRICTS:										107,368.36 ****	0.00	107,368.36

Number of checks to be printed: 3, not counting voids due to stub overflows. 107,368.36

<i>John T...</i>	2/20/20
Prepared by	Date
Authorized by	Date

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef		
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit	BdR	DD	T9MPS	Liq Amt	Net Amount
001084/00	AMERICAN ASSN	UNIVERSITY WOMEN									
200380	PO-020464	02/21/2020 INV#103;REG 3/7 CONF	1	01-9812-0-1110-1000-5200-000-0000-000000	NN	F				880.00	880.00
		TOTAL PAYMENT AMOUNT								880.00 *	880.00
001498/00	CHRISTY WHITE ASSOCIATES	272956198									
	PO-000446	02/19/2020 15634;18-19 DIST AUDIT	1	01-0000-0-0000-7191-5810-000-0000-000000	NN	P				0.00	1,770.00
		TOTAL PAYMENT AMOUNT								1,770.00 *	1,770.00
000753/00	GLENN COUNTY ROAD SHOP										
	PO-000436	02/19/2020 PW20-02761	2	01-0000-0-0000-3600-5630-000-0000-000000	NN	P				0.00	180.78
		TOTAL PAYMENT AMOUNT								180.78 *	180.78
000114/00	HAMILTON UNIFIED REVOLVING FND										
	PV-000096	02/21/2020 CK#1667; BULK MAIL PERMIT #1		01-0000-0-0000-2700-5990-000-0000-000000	NN						240.00
		TOTAL PAYMENT AMOUNT									240.00 *
001283/00	JOHN'S TIRE & MUFFLER SERVICE	825167211									
	PO-000410	02/18/2020 7401-UPLANDER TIRES	1	01-8150-0-0000-8100-5630-000-0000-000000	NY	P				0.00	448.87
		TOTAL PAYMENT AMOUNT								448.87 *	448.87
000349/00	LARKIN AUTO ELECTRIC	564958031									
	PO-000401	02/20/2020 0011970	1	01-8150-0-0000-8100-5630-000-0000-000000	NY	P				0.00	208.05
		TOTAL PAYMENT AMOUNT								208.05 *	208.05
000592/00	MISSION UNIFORM & LINEN										
	PO-000405	02/20/2020 511885336	1	13-5310-0-0000-3700-4300-000-0000-000000	NN	P				0.00	47.56
	PO-000405	02/20/2020 511885337	1	13-5310-0-0000-3700-4300-000-0000-000000	NN	P				0.00	77.65
		TOTAL PAYMENT AMOUNT								125.21 *	125.21

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	Fd Res Y Goal	Func Obj	Sit BGR DD T9MPS	Liq Amt	Net Amount	

000309/00	OFFICE DEPOT INC							
200341	PO-020448 02/14/2020	443666877001	1	01-1100-0-1110-1000-4300-800-000-00000	NN F	28.43	28.43	
	TOTAL PAYMENT AMOUNT					28.43 *	28.43	

000335/00	PEARSON EDUCATION							
	CM-000014 02/20/2020	CM#6001562718-SCIENCE KIT RET	01	1100-0-1110-1000-4300-000-000-00000	NN		-580.09	
200089	PO-020172 02/21/2020	CLOSE BAL; MOVE TO RS6300	1	01-0001-0-1110-1000-4200-000-000-00000	NN C	12,770.81	0.00	
200089	PO-020172 02/21/2020	7026840974	2	01-6300-0-1110-1000-4200-000-000-00000	NN F	11,743.94	11,743.94	
	TOTAL PAYMENT AMOUNT					11,163.85 *	11,163.85	

000512/00	PLATT ELECTRIC SUPPLY INC							
	PO-000432 02/13/2020	OC79506	1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00	18.06	
	TOTAL PAYMENT AMOUNT					18.06 *	18.06	

000134/00	QUILL CORPORATION							
200005	PO-020105 01/14/2020	4809068	2	01-0000-0-1110-1000-4300-000-000-00000	NN P	0.00	29.69	
200363	PO-020447 02/14/2020	4809099	1	01-1100-0-1110-1000-4300-800-000-00000	NN F	28.43	28.42	
	PV-000097 01/14/2020	4809068		01-0000-0-0000-7300-4300-000-000-00000	NN		102.70	
	TOTAL PAYMENT AMOUNT					160.81 *	160.81	

000138/00	SPORTSMAN'S DEN							
200338	PO-020423 02/20/2020	2200000172112	1	01-0000-0-1110-1000-4300-100-006-00000	NN F	579.07	579.07	
	TOTAL PAYMENT AMOUNT					579.07 *	579.07	

001383/00	SUTHERLAND LANDSCAPE CENTER							
200371	PO-020457 02/21/2020	2020-260	1	12-6105-0-1110-1000-4300-000-000-00000	NN F	342.82	342.82	
	TOTAL PAYMENT AMOUNT					342.82 *	342.82	

TOTAL BATCH PAYMENT	16,145.95 ***	0.00	16,145.95
TOTAL DISTRICT PAYMENT	16,145.95 ****	0.00	16,145.95
TOTAL FOR ALL DISTRICTS:	16,145.95 ****	0.00	16,145.95

Number of checks to be printed: 13, not counting voids due to stub overflows.
 Printed: 02/26/2020 14:39:56

Prepared by	Date
<i>Chris Davies</i>	2/26/20
Authorized by	Date

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
000884/00	AERIEBS SOFTWARE								
200316	PO-020397	03/01/2020	RW-13296	1	01-0000-0-1110-1000-5200-000-000-00000	NN	F	100.00	100.00
								TOTAL PAYMENT AMOUNT	100.00 *
000053/00	CALIFORNIA WATER SERVICE CO								
	PO-000422	02/26/2020	MARCH 7314177777	1	01-0000-0-0000-8100-5590-000-000-00000	NN	P	0.00	283.54
	PO-000422	02/26/2020	MARCH 3624177777	1	01-0000-0-0000-8100-5590-000-000-00000	NN	P	0.00	14.48
								TOTAL PAYMENT AMOUNT	298.02 *
000281/00	COLLEGE ENTRANCE EXAM BOARD								
	PV-000100	02/24/2020	382045077A-CODE#051125	01	0000-0-1110-1000-5890-100-107-00000	NN			389.00
								TOTAL PAYMENT AMOUNT	389.00 *
000764/00	DANIELSON CO								
	PO-000425	02/24/2020	221491	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P	0.00	5.35
	PO-000425	02/24/2020	221499	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P	0.00	108.55
	PO-000425	02/24/2020	221491	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	1,254.95
	PO-000425	02/24/2020	221499	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	837.05
	PO-000425	02/24/2020	221500	3	13-5320-0-0000-3700-4300-000-049-00000	NN	P	0.00	18.31
	PO-000425	02/24/2020	221500	4	13-5320-0-0000-3700-4700-000-049-00000	NN	P	0.00	209.41
								TOTAL PAYMENT AMOUNT	2,433.62 *
000327/00	EARL'S PERFORMANCE PLUMBING	680437231							
	PV-000101	02/29/2020	10019723-TANKLESS REPARIS	13	5310-0-0000-3700-5630-000-000-00000	NY			496.94
								TOTAL PAYMENT AMOUNT	496.94 *
001042/00	EDUCATIONAL FACILITIES PROGRAM	050597395							
200118	PO-020219	03/03/2020	INV#7; FEB 2018 BOND	2	21-0000-0-0000-8500-5890-000-000-00000	NY	P	4,480.00	4,480.00
								TOTAL PAYMENT AMOUNT	4,480.00 *
000209/00	GOLD STAR FOODS								
	PO-000415	02/24/2020	3199601-SUPER QTR2 STATE FEE	3	13-5310-0-0000-3700-5890-000-000-00000	NN	P	0.00	63.90
	PO-000415	02/24/2020	3200127-DEC BOX FEE-SUPER	3	13-5310-0-0000-3700-5890-000-000-00000	NN	P	0.00	11.70
	PO-000415	03/02/2020	3227227-FEB STORAGE	3	13-5310-0-0000-3700-5890-000-000-00000	NN	P	0.00	53.20

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
TOTAL PAYMENT AMOUNT					128.80 *			128.80	
000162/00	GRAINGER								
200362	PO-020449	02/19/2020	9448507609		1 01-1100-0-1110-1000-4300-800-000-00000	NN F		22.87	22.87
TOTAL PAYMENT AMOUNT					22.87 *			22.87	
000114/00	HAMILTON UNIFIED REVOLVING FND								
	PV-000099	03/01/2020	CK#1668; JR HIGH ASSIGN FEES		01-0000-0-1110-1000-5890-800-006-00000	NN			36.00
TOTAL PAYMENT AMOUNT					36.00 *			36.00	
000072/00	HILLYARD INC								
	PO-000412	02/26/2020	603773800		1 01-8150-0-0000-8100-4300-000-000-00000	NN P		0.00	444.80
TOTAL PAYMENT AMOUNT					444.80 *			444.80	
000801/00	HUNT & SONS INC		942209320						
	PO-000400	02/18/2020	447995		1 01-0000-0-0000-3600-4392-000-000-00000	NN P		0.00	1,667.87
TOTAL PAYMENT AMOUNT					1,667.87 *			1,667.87	
000973/00	JIVE COMMUNICATIONS INC		020783048						
	PO-000442	03/01/2020	MARCH 2020;IN6000634167		1 01-0000-0-0000-2700-5990-000-000-00000	NN P		0.00	1,758.93
TOTAL PAYMENT AMOUNT					1,758.93 *			1,758.93	
000524/00	MJB WELDING SUPPLY								
200142	PO-020205	02/29/2020	01285937		2 01-0350-0-6000-1000-5890-000-053-00000	NN P		9.50	9.50
TOTAL PAYMENT AMOUNT					9.50 *			9.50	
000309/00	OFFICE DEPOT INC								
200375	PO-020458	02/25/2020	447983388001		1 12-6105-0-1110-1000-4300-000-000-00000	NN P		100.93	100.93
200375	PO-020458	02/25/2020	447996472001		1 12-6105-0-1110-1000-4300-000-000-00000	NN P		53.48	53.48
TOTAL PAYMENT AMOUNT					154.41 *			154.41	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
000027/00	ORLAND HARDWARE								
PO-000417	01/28/2020	423276	1	01-8150-0-0000-8100-4300-000-000-00000	NN P			0.00	87.39
PO-000417	02/06/2020	424176	1	01-8150-0-0000-8100-4300-000-000-00000	NN P			0.00	27.55
200153	PO-020220	02/24/2020	425919	3	01-0350-0-6000-1000-4300-000-053-00000	NN P		21.99	21.99
200153	PO-020220	02/24/2020	425920	3	01-0350-0-6000-1000-4300-000-053-00000	NN P		109.97	109.97
TOTAL PAYMENT AMOUNT								246.90	246.90
000084/00	PG&E								
PO-000416	02/26/2020	FEB HS 9921774729-6	1	01-0000-0-0000-8100-5590-000-000-00000	NN P			0.00	9,568.85
PO-000416	02/28/2020	FEB ELEM 3699672995-4	1	01-0000-0-0000-8100-5590-000-000-00000	NN P			0.00	5,675.91
TOTAL PAYMENT AMOUNT								15,244.76	15,244.76
000763/00	PROPACIFIC FRESH								
PO-000407	02/24/2020	6774940	1	13-5310-0-0000-3700-4700-000-000-00000	NN P			0.00	404.37
PO-000407	02/24/2020	6775006	1	13-5310-0-0000-3700-4700-000-000-00000	NN P			0.00	1,106.01
PO-000407	02/24/2020	6775006	2	13-5310-0-0000-3700-4300-000-000-00000	NN P			0.00	62.61
TOTAL PAYMENT AMOUNT								1,572.99	1,572.99
000134/00	QUILL CORPORATION								
200137	PO-020230	02/21/2020	4939130-ELEM PAPER	1	01-0000-0-1110-1000-4300-800-000-00000	NN P		1,372.37	1,372.37
TOTAL PAYMENT AMOUNT								1,372.37	1,372.37
001510/00	RAY MORGAN COMPANY								
PO-000413	02/24/2020	MAR DIST 2883356	1	01-0000-0-0000-2700-5620-000-000-00000	NN P			0.00	166.44
PO-000413	02/24/2020	MAR HS 2883356	2	01-0000-0-1110-1000-5620-100-000-00000	NN P			0.00	370.12
PO-000413	02/24/2020	MAR ELEM 2883356	3	01-0000-0-1110-1000-5620-800-000-00000	NN P			0.00	995.19
PO-000413	02/24/2020	MAR ELLAB 2883356	4	01-0000-0-3200-1000-5620-000-000-00000	NN P			0.00	104.03
PO-000413	02/24/2020	MAR COPY EST USE 2883356	7	01-0000-0-0000-2700-4300-000-000-00000	NN P			0.00	645.64
PO-000413	02/24/2020	MAR ADULT ED 2883356	5	11-6391-0-4110-1000-5620-000-000-00000	NN P			0.00	202.58
PO-000413	02/24/2020	MAR PRESCH 2883356	6	12-6105-0-1110-1000-5620-000-000-00000	NN P			0.00	104.03
TOTAL PAYMENT AMOUNT								2,588.03	2,588.03
000087/00	SACRAMENTO VALLEY MIRROR	533423142							
PV-000098	03/01/2020	16390-LEGAL AD-BOND WORK	21	0000-0-0000-8500-5890-000-000-00000	NY				90.20
TOTAL PAYMENT AMOUNT								90.20	90.20

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount

001382/00 U S BANK CORPORATE

PO-000447	02/24/2020	CRAIGSLIST CLASS ADS	2	01-0000-0-0000-7400-5830-000-000-00000	NN P			0.00	40.00
200094	PO-020175	02/24/2020 DIST MTG SUPPLIES	2	01-0000-0-1110-1000-4300-000-000-00000	NN P			0.00	92.61
200082	PO-020213	02/24/2020 ELEM PARENT MTGS	1	01-0001-0-1110-1000-4300-000-000-00000	NN P			54.45	54.45
200151	PO-020215	02/24/2020 AIG FUEL/TRAVEL	2	01-7010-0-3800-1000-4392-000-000-00000	NN P			575.58	575.58
200313	PO-020394	02/24/2020 LEAVE VILLAGE HOTEL FOR CONF	1	01-7813-0-1110-1000-5200-000-000-00000	NN F			200.00	148.67
200342	PO-020427	02/24/2020 REALIDADES#3 REPLMNT	1	01-0000-0-1110-1000-4300-100-000-00000	NN F			100.00	111.45
200346	PO-020429	02/24/2020 HOTEL FOR CONF	1	12-6105-0-1110-1000-5200-000-000-00000	NN F			171.35	167.65
200349	PO-020431	02/24/2020 PBIS POSTERS TB	1	01-7813-0-1110-1000-4300-000-000-00000	NN F			567.85	567.86
200348	PO-020432	02/24/2020 ACCA DECA SNACKS	1	01-0000-0-1110-1000-4300-100-000-00000	NN F			60.00	57.07
200358	PO-020439	02/24/2020 HOTEL FOR WRESTLING TOUNRN	1	01-0000-0-1110-1000-5200-100-006-00000	NN F			400.00	386.60
200359	PO-020440	02/24/2020 HOTEL FOR FFA CONF	1	01-7010-0-3800-1000-5200-000-000-00000	NN F			5,587.01	5,587.01
200354	PO-020441	02/24/2020 WOOD SHRUBS-AJ	1	01-8150-0-0000-8100-4300-000-000-00000	NN F			428.46	428.46
200369	PO-020453	02/24/2020 CASBO CERT FEE; JTOWNE	1	01-0000-0-0000-7300-5890-000-000-00000	NN F			400.00	400.00
200373	PO-020459	02/24/2020 TIME DELAY RELAY	1	01-8150-0-0000-8100-4300-000-000-00000	NN F			38.02	38.02
200377	PO-020461	02/24/2020 STAFF MEAL/P&T NIGHT	1	01-0000-0-1110-1000-4300-100-000-00000	NN F			300.00	154.00
PV-000102	02/24/2020	JAN 4246044555628555		01-0000-0-0000-7110-4300-000-000-00000	NN				24.13
PV-000102	02/24/2020	JAN 4246044555628555		01-0000-0-0000-8100-4392-000-000-00000	NN				665.26
PV-000102	02/24/2020	JAN 4246044555628555		01-8150-0-0000-8100-5890-000-000-00000	NN				17.00
PV-000102	02/24/2020	JAN 4246044555628555		01-0000-0-1110-1000-4300-100-006-00000	NN				229.58
PV-000102	02/24/2020	JAN 4246044555628555		01-0000-0-0000-3600-4392-000-000-00000	NN				149.90
TOTAL PAYMENT AMOUNT									9,895.30 *

000377/00 WASTE MANAGEMENT

PO-000402	03/01/2020	MARCH ELEM MAINT	1	01-0000-0-0000-8100-5590-000-000-00000	NN P			0.00	204.92
PO-000402	03/01/2020	MARCH ELEM CAFE	1	01-0000-0-0000-8100-5590-000-000-00000	NN P			0.00	265.38
PO-000402	03/01/2020	MARCH HS CAFE	1	01-0000-0-0000-8100-5590-000-000-00000	NN P			0.00	265.38
PO-000402	03/01/2020	MARCH HS MAINT	1	01-0000-0-0000-8100-5590-000-000-00000	NN P			0.00	1,061.52
TOTAL PAYMENT AMOUNT									1,797.20 *

TOTAL BATCH PAYMENT	45,228.51 ***	0.00	45,228.51
TOTAL DISTRICT PAYMENT	45,228.51 ****	0.00	45,228.51
TOTAL FOR ALL DISTRICTS:	45,228.51 ****	0.00	45,228.51

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

Printed: 03/04/2020 16:46:37

45,228.51

Prepared by	Date
<i>Chris Garcia</i>	3/4/20
Authorized by	Date

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef			
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit	Bdr	DD	T9MPS	Liq Amt	Net	Amount
001391/00	ABSOLUTE HEATING & AIR INC	510664349										
PO-000435	03/05/2020	8731030520-SERV ROOM UNIT	1	01-8150-0-0000-8100-5630-000-000-000000	NN	P				0.00		484.00
TOTAL PAYMENT AMOUNT											484.00 *	484.00
001084/00	AMERICAN ASSN UNIVERSITY WOMEN											
200380	PO-020464	03/05/2020	INV#103;RECUT#40308825	2	01-9812-0-1110-1000-5200-000-000-000000	NN	F			440.00		440.00
TOTAL PAYMENT AMOUNT											440.00 *	440.00
000794/00	BUSWEST - NORTH											
PO-000421	02/20/2020	XA410019354;02	1	01-0000-0-0000-3600-4300-000-000-000000	NN	P				0.00		381.23
TOTAL PAYMENT AMOUNT											381.23 *	381.23
000053/00	CALIFORNIA WATER SERVICE CO											
PO-000422	02/26/2020	MARCH 6314177777	1	01-0000-0-0000-8100-5590-000-000-000000	NN	P				0.00		110.26
PO-000422	02/26/2020	MARCH 0669843652	1	01-0000-0-0000-8100-5590-000-000-000000	NN	P				0.00		1,134.58
PO-000422	02/28/2020	MARCH 4141117777	1	01-0000-0-0000-8100-5590-000-000-000000	NN	P				0.00		51.63
PO-000422	02/26/2020	MARCH 4328876467	1	01-0000-0-0000-8100-5590-000-000-000000	NN	P				0.00		89.32
PO-000422	02/28/2020	MARCH 3141117777	1	01-0000-0-0000-8100-5590-000-000-000000	NN	P				0.00		51.63
TOTAL PAYMENT AMOUNT											1,437.42 *	1,437.42
000762/00	CRYSTAL CREAMERY											
PO-000445	01/27/2020	18141631	1	13-5310-0-0000-3700-4700-000-000-000000	NN	P				0.00		113.16
PO-000445	01/30/2020	18141634	1	13-5310-0-0000-3700-4700-000-000-000000	NN	P				0.00		100.25
PO-000445	02/03/2020	18158820	1	13-5310-0-0000-3700-4700-000-000-000000	NN	P				0.00		150.48
PO-000445	02/06/2020	18158842	1	13-5310-0-0000-3700-4700-000-000-000000	NN	P				0.00		207.49
PO-000445	02/10/2020	18172351	1	13-5310-0-0000-3700-4700-000-000-000000	NN	P				0.00		169.45
PO-000445	02/13/2020	18172356	1	13-5310-0-0000-3700-4700-000-000-000000	NN	P				0.00		99.34
PO-000445	02/13/2020	18172354	1	13-5310-0-0000-3700-4700-000-000-000000	NN	P				0.00		140.97
PO-000445	02/17/2020	18184201	1	13-5310-0-0000-3700-4700-000-000-000000	NN	P				0.00		197.96
PO-000445	02/20/2020	18185027	1	13-5310-0-0000-3700-4700-000-000-000000	NN	P				0.00		169.00
PO-000445	01/30/2020	18141633	1	13-5310-0-0000-3700-4700-000-000-000000	NN	P				0.00		113.16
PO-000445	01/27/2020	18141631	2	13-5320-0-0000-3700-4700-000-049-000000	NN	P				0.00		70.49
PO-000445	02/17/2020	18184201	2	13-5320-0-0000-3700-4700-000-049-000000	NN	P				0.00		98.20
PO-000445	02/03/2020	18158820	2	13-5320-0-0000-3700-4700-000-049-000000	NN	P				0.00		74.58
PO-000445	02/10/2020	18172351	2	13-5320-0-0000-3700-4700-000-049-000000	NN	P				0.00		84.05
PO-000445	02/06/2020	18158842	2	13-5320-0-0000-3700-4700-000-049-000000	NN	P				0.00		102.89
PO-000445	02/20/2020	18185027	2	13-5320-0-0000-3700-4700-000-049-000000	NN	P				0.00		84.50
PO-000445	01/30/2020	18141633	2	13-5320-0-0000-3700-4700-000-049-000000	NN	P				0.00		56.58

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	Fd Res Y Goal Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net	Amount

TOTAL PAYMENT AMOUNT					2,032.55 *			2,032.55
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000506/00 CVS PHARMACY INC

200251 PO-020330 02/04/2020 PHOTO/SUPPLIES

1	12-6105-0-1110-1000-4300-000-000-00000	NN P	37.08	37.08
TOTAL PAYMENT AMOUNT			37.08 *	37.08

000764/00 DANIELSON CO

PO-000425 03/02/2020 222247
 PO-000425 03/02/2020 222259
 PO-000425 03/02/2020 222259
 PO-000425 03/02/2020 222247
 PO-000425 03/02/2020 222252

1	13-5310-0-0000-3700-4300-000-000-00000	NN P	0.00	89.32
1	13-5310-0-0000-3700-4300-000-000-00000	NN P	0.00	103.99
2	13-5310-0-0000-3700-4700-000-000-00000	NN P	0.00	1,029.73
2	13-5310-0-0000-3700-4700-000-000-00000	NN P	0.00	972.15
4	13-5320-0-0000-3700-4700-000-049-00000	NN P	0.00	274.77
TOTAL PAYMENT AMOUNT			2,469.96 *	2,469.96

000113/00 HAMILTON CITY COMMUNITY SVC

PO-000414 03/02/2020 MAR-APRIL HUHS2
 PO-000414 03/02/2020 MAR-APRIL HUHS2
 PO-000414 03/02/2020 MAR-APRIL HAMIE
 PO-000414 03/02/2020 MAR-APRIL ELLAB HUHS4
 PO-000414 03/02/2020 MAR-APRIL ADULT ED HUHS1
 PO-000414 03/02/2020 MAR-APRIL PRESCH HUHS3

1	01-0000-0-0000-8100-5590-000-000-00000	NN P	0.00	642.86
2	01-0000-0-0000-8100-5590-100-000-00000	NN P	0.00	964.27
3	01-0000-0-0000-8100-5590-800-000-00000	NN P	0.00	2,295.90
4	01-0000-0-3200-8100-5590-000-000-00000	NN P	0.00	76.53
5	11-6391-0-4110-8100-5590-000-000-00000	NN P	0.00	76.53
6	12-6105-0-1110-8100-5590-000-000-00000	NN P	0.00	76.53
TOTAL PAYMENT AMOUNT			4,132.62 *	4,132.62

000072/00 HILLYARD INC

PO-000412 03/06/2020 603782162

1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00	29.21
TOTAL PAYMENT AMOUNT			29.21 *	29.21

001414/00 HOLDREGE & KULL

680368331

PO-019397 03/02/2020 155013;EXPAN PROJ USD-PEA
 PO-019397 03/02/2020 155013;EXPAN PROJ USD-PEA

2	21-0000-0-0000-8500-5890-000-000-00000	NY F	4,475.12	4,475.12
3	21-0000-0-0000-8500-5890-000-000-00000	NY P	1,252.38	1,252.38
TOTAL PAYMENT AMOUNT			5,727.50 *	5,727.50

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
000592/00	MISSION UNIFORM & LINEN								
PO-000405	03/05/2020	511982771	1	13-5310-0-0000-3700-4300-000-000-00000	NN P			0.00	47.56
PO-000405	03/05/2020	511982772	1	13-5310-0-0000-3700-4300-000-000-00000	NN P			0.00	77.65
TOTAL PAYMENT AMOUNT									125.21
000524/00	MJB WELDING SUPPLY								
200142	PO-020205	03/03/2020	01286665	1	01-0350-0-6000-1000-4300-000-053-00000	NN P		0.00	21.40
200142	PO-020205	03/03/2020	01286713	1	01-0350-0-6000-1000-4300-000-053-00000	NN P		0.00	80.41
TOTAL PAYMENT AMOUNT									101.81
000864/00	MONOPRICE		567987705						
200046	PO-020134	03/06/2020	19860858	2	01-9150-0-0000-2420-4300-000-000-00000	NN P		149.10	149.10
TOTAL PAYMENT AMOUNT									149.10
000309/00	OFFICE DEPOT INC								
CM-000015	02/25/2020	448222417001-TAX REFUND		01-0000-0-0000-2700-5890-000-000-00000	NN				-21.75
PO-020100	02/28/2020	449539632001	1	01-0000-0-0000-2700-4300-000-000-00000	NN P			11.79	11.79
200085	PO-020225	02/26/2020	447973302001	1	01-0000-0-1110-1000-4300-800-000-00000	NN P		12.86	12.86
200085	PO-020225	02/25/2020	447951383001	1	01-0000-0-1110-1000-4300-800-000-00000	NN P		465.96	465.96
200375	PO-020458	02/26/2020	447996473001	1	12-6105-0-1110-1000-4300-000-000-00000	NN F		8.14	8.14
200379	PO-020463	02/25/2020	448222417001	1	01-0000-0-0000-2700-5890-000-000-00000	NN P		321.74	321.74
TOTAL PAYMENT AMOUNT									798.74
001331/00	PARK SEED WHOLESALE INC								
200268	PO-020348	02/14/2020	CI20066674	1	01-0350-0-6000-1000-4300-000-052-00000	YN F		1,347.32	1,283.91
TOTAL PAYMENT AMOUNT									1,283.91
TOTAL USE TAX AMOUNT									93.08
000763/00	PROPACIFIC FRESH								
PO-000407	03/02/2020	6777022	1	13-5310-0-0000-3700-4700-000-000-00000	NN P			0.00	853.41
PO-000407	03/02/2020	6777033	1	13-5310-0-0000-3700-4700-000-000-00000	NN P			0.00	452.04
PO-000407	03/02/2020	6777033	2	13-5310-0-0000-3700-4300-000-000-00000	NN P			0.00	33.93
PO-000407	03/02/2020	6777004	3	13-5320-0-0000-3700-4700-000-049-00000	NN P			0.00	309.61
TOTAL PAYMENT AMOUNT									1,648.99

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount

000134/00	QUILL CORPORATION								
200378	PO-020466	03/02/2020	5139132						
200378	PO-020466	02/28/2020	5133465						
								6.67	6.67
								23.93	23.93
									30.60

000137/00	SCHOOL SERVICES OF CALIF INC								
	PO-000426	03/01/2020	0124276-IN;MARCH 2020						
								0.00	305.00
									305.00

000743/00	WEST COAST PAPER								
	PO-000429	03/06/2020	11656655						
	PO-000429	03/06/2020	11658859						
								0.00	35.83
								0.00	611.80
									647.63

TOTAL BATCH PAYMENT	22,262.56 ***	0.00	22,262.56
TOTAL USE TAX AMOUNT			93.08
TOTAL DISTRICT PAYMENT	22,262.56 ****	0.00	22,262.56
TOTAL USE TAX AMOUNT			93.08
TOTAL FOR ALL DISTRICTS:	22,262.56 ****	0.00	22,262.56
TOTAL USE TAX AMOUNT			93.08

Number of checks to be printed: 19, not counting voids due to stub overflows. 22,262.56

Printed: 03/10/2020 12:03:04

<i>Chris [Signature]</i>	3/11/20
Prepared by	Date
Authorized by	Date

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount
001029/00	CAL PERS								
PO-000449	03/12/2020	PMT#1-15824885 TLEAL	1	01-0000-0-1110-1000-3702-000-000-00000	NN P			3,408.00	3,408.00
PO-000449	03/12/2020	PMT#1-15824885 LANDERSON	2	01-0000-0-1110-1000-3701-000-000-00000	NN P			7,100.00	7,100.00
PO-000449	03/12/2020	PMT#1-15824885 MMOON	3	01-0000-0-0000-3700-3702-000-000-00000	NN P			2,698.00	2,698.00
PO-000449	03/12/2020	PMT#1-15824885 LRADTKE	3	01-0000-0-0000-3700-3702-000-000-00000	NN P			5,574.00	5,574.00
PO-000449	03/12/2020	PMT#1-15824885 MEDDY	4	01-0000-0-0000-8100-3702-000-000-00000	NN P			7,136.00	7,136.00
PO-000449	03/12/2020	PMT#1-15824885 DHOLLIMAN	5	01-0000-0-0000-7300-3702-000-000-00000	NN P			9,586.00	9,586.00
TOTAL PAYMENT AMOUNT				35,502.00 *					35,502.00
000741/00	CLEARLAKE LAVA INC								
200372	PO-020460	02/29/2020	113872	1	01-8150-0-0000-8100-4300-000-000-00000	NN F		1,111.20	1,111.18
TOTAL PAYMENT AMOUNT				1,111.18 *					1,111.18
000764/00	DANIELSON CO								
PO-000425	03/09/2020	223001	1	13-5310-0-0000-3700-4300-000-000-00000	NN P			0.00	167.17
PO-000425	03/09/2020	223001	2	13-5310-0-0000-3700-4700-000-000-00000	NN P			0.00	1,065.35
PO-000425	03/09/2020	222663	2	13-5310-0-0000-3700-4700-000-000-00000	NN P			0.00	183.30
PO-000425	03/09/2020	222972	2	13-5310-0-0000-3700-4700-000-000-00000	NN P			0.00	1,442.24
PO-000425	03/09/2020	222972	1	13-5310-0-0000-3700-4300-000-000-00000	NN P			0.00	84.19
TOTAL PAYMENT AMOUNT				2,942.25 *					2,942.25
000209/00	GOLD STAR FOODS								
PO-000415	03/09/2020	3226252	1	13-5310-0-0000-3700-4300-000-000-00000	NN P			0.00	1,645.56
TOTAL PAYMENT AMOUNT				1,645.56 *					1,645.56
000801/00	HUNT & SONS INC	942209320							
PO-000400	03/03/2020	PARK FUEL;464463	2	01-0000-0-0000-8100-4392-000-000-00000	NN P			0.00	557.00
TOTAL PAYMENT AMOUNT				557.00 *					557.00
000864/00	MONOPRICE	567987705							
200046	PO-020134	03/12/2020	19875891	2	01-9150-0-0000-2420-4300-000-000-00000	NN P		94.97	214.46
TOTAL PAYMENT AMOUNT				214.46 *					214.46

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef		
Req Reference	Date	Description	Fd Res	Y Goal	Func Obj	Sit	BdR	DD	T9MPS	Liq Amt	Net Amount

000763/00	PROPACIFIC FRESH											
	PO-000407	03/09/2020	6778882	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P			0.00	686.97	
	PO-000407	03/09/2020	6779091	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P			0.00	784.09	
	PO-000407	03/09/2020	6779076	3	13-5320-0-0000-3700-4700-000-049-00000	NN	P			0.00	401.56	
	TOTAL PAYMENT AMOUNT										1,872.62 *	1,872.62

001420/00	THERAPY SHOPPE			000000000								
	200364	PO-020450	02/14/2020	350889	1	12-6105-0-1110-1000-4300-000-000-00000	YN	F		33.52	31.25	
	TOTAL PAYMENT AMOUNT										31.25 *	31.25
	TOTAL USE TAX AMOUNT											2.27

000485/00	VOLTAGE SPECIALISTS			204425558								
	200386	PO-020469	01/20/2020	13912	1	01-0000-0-0000-8100-5630-000-000-00000	NY	P		500.00	500.00	
	200386	PO-020469	02/19/2020	13953	1	01-0000-0-0000-8100-5630-000-000-00000	NY	F		562.00	475.00	
	TOTAL PAYMENT AMOUNT										975.00 *	975.00

TOTAL BATCH PAYMENT	44,851.32 ***	0.00	44,851.32
TOTAL USE TAX AMOUNT			2.27
TOTAL DISTRICT PAYMENT	44,851.32 ****	0.00	44,851.32
TOTAL USE TAX AMOUNT			2.27
TOTAL FOR ALL DISTRICTS:	44,851.32 ****	0.00	44,851.32
TOTAL USE TAX AMOUNT			2.27

Number of checks to be printed: 9, not counting voids due to stub overflows.

Printed: 03/16/2020 12:03:06

44,851.32

<i>Chris LeRies</i>	3/16/20
Prepared by	Date
<i>Walter Hamman</i>	3/16/20
Authorized by	Date