

**HAMILTON UNIFIED SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
Hamilton High School Library/Zoom/Facebook Live  
Wednesday, February 24, 2021**

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|-----------|--|
| 5:30 p.m. | Public session for purposes of opening the meeting only via Zoom:                              |
| 5:30 p.m. | Closed session to discuss closed session items listed below via Zoom (For Board Only)          |
| 6:00 p.m. | Reconvene to open session no <b>later</b> than 6:30 p.m. via Facebook Live or Zoom (see below) |
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*Hamilton Unified School District Board Meetings are open to the public. We are still adhering to social distancing for public safety so in-person seating capacity in the Hamilton High School Library is limited to thirteen attendees. As authorized by the Governor's Emergency Executive Orders issued on March 12 and 17, 2020, the Hamilton Unified School District Board of Education will continue to conduct Board of Education meetings by video conference until further notice. Please join the meeting by attending the livestream via Facebook Live on the District's Facebook page or through the below Zoom link or dial by phone as listed below:*

Join Zoom Meeting

<https://us02web.zoom.us/j/85626743829?pwd=TG1QdnN6dHdRQjJUVUMwLzBOYlQyUT09>

Meeting ID: 856 2674 3829

Passcode: board

Dial in:

+1 669 900 6833

Meeting ID: 856 2674 3829

Passcode: 329644

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**1.0 OPENING BUSINESS:**

- a. Call to order and roll call

\_\_\_\_\_ Hubert "Wendell" Lower, President  
\_\_\_\_\_ Genaro Reyes

\_\_\_\_\_ Rod Boone, Clerk  
\_\_\_\_\_ Ray Odom

\_\_\_\_\_ Gabriel Leal

**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. 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.
- e. Conference with labor Negotiator Gov. Code sec. 54957.6, subd. (a). Agency designated representative: Dr. Jeremy Powell; Employee Organization: Hamilton Teachers Association.

*Report out action taken in closed session.*

**5.0 PUBLIC SESSION/FLAG SALUTE:**

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

## 7.0 COMMUNICATIONS/REPORTS:

- a. Board Member Comments/Reports.
- b. District Reports (written)
  - i. Technology Report by Frank James & Derek Hawley (p. 5)
  - ii. Nutrition Services Report by Sean Montgomery (p. 6)
  - iii. Operations Report by Alan Joksch (p.7)
- c. Principal and Dean of Student Reports (written)
  - i. Kathy Thomas, Hamilton Elementary School Principal (p. 8)
  - ii. Maria Reyes, District Dean of Students (p. 9)
  - iii. Cris Oseguera, Hamilton High School Principal (p. 10)
  - iv. Sylvia Robles, Adult School (p. 11)
- d. Chief Business Official Report by Kristen Hamman (p. 12)
- e. Superintendent Report by Jeremy Powell (p. 13)

## 8.0 PRESENTATIONS:

- a. Teacher presentations

## 9.0 CORRESPONDENCE:

- a. None

## 10.0 INFORMATION ITEMS:

- a. Note that Agenda Item 13b “Approve Spring 2021 Schedule” on the January 20<sup>th</sup> Board Agenda has a correction: The description should have said, “During their *special* board meeting held on December 17, 2020 ...” The agenda incorrectly stating, “During their regular board meeting held on December 9, 2020 ...”
- b. Form 700 – Annual Statement of Economic Interests (p. 14)
- c. HUSD Enrollment History for 5 years (p. 18)
- d. Bond Status (Fund 21) Update (p. 20)
- e. HHS Site Expansion Permitting Status Update – Mike Cannon (p. 23)

## 11.0 DISCUSSION ITEMS:

- a. None

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. Approve Spring 2021 Instructional Schedule (p. 25)
- b. Accept HUSD Audit Report June 30, 2020 (p. 26)
- c. Accept HUSD Updated Protocols Scenarios Matrix (p. 113)
- d. Accept Local Plan Section B: Governance and Administration FY 2020-21 SELPA (p. 118)
- e. Approve COVID State Regulations Updates: (p. 167)
  - i. HUSD COVID-19 School Guidance Checklist
  - ii. HUSD CPP
- f. Approve School site Safety Plans (full plans available on <https://www.husdschools.org/> and available by request from the District Office): (p. 195)
  - i. Hamilton Elementary School (includes Hamilton State Preschool and Hamilton Special Education)
  - ii. Hamilton High School (includes District Office, Ella Barkley High School, Hamilton Community Day School and Hamilton Adult School)
- g. Adopt Resolution No. 20-21-106 Emergency Management Resolution – Hamilton Unified School District has implemented a School Emergency Plan for all school sites and facilities. (p. 215)
- h. Adopt Updates to Gamut CSBA Policy Conversion Reconciliation (p. 217)
  - i. Deletion of Board Policy BP 0520.2 – Title I Program Improvement Schools
  - ii. Deletion of Board Policy BP 0520.3 – Title I Program Improvement Schools
  - iii. Deletion of Board Policy BP 1020 – Youth Services
  - iv. Deletion of Board Policy BP 4112.24 – Teacher Qualifications Under the No Child Left Behind Act

- v. Deletion of Board Policy BP 6161.3 – Toxic Art Supplies
- vi. Deletion of Board Policy BP 6162.52 – High School Exit Examination
- vii. Renaming Board Policy BP 6146.5 – Elementary/Middle School Promotion/Graduation Requirements to Elementary/Middle School Graduation Requirements
- viii. Renaming Board Policy BP 6164.5 – Student Study Team to Student Success Teams
- ix. Renaming Board Policy BP 9240 – Board Development to Board Training
- x. Renumber Board Policy (current) BP 3541.2(a) to CSBA BP 3541.2 – Transportation for Students with Disabilities
- xi. Deletion of Administrative Regulation AR 0520.2 – Title I Program Improvement Schools
- xii. Deletion of Administrative Regulation AR 0520.3 – Title I Program Improvement Districts
- xiii. Deletion of Administrative Regulation AR 4112.24 – Teacher Qualifications Under the No Child Left Behind Act
- xiv. Deletion of Administrative Regulation AR 6162.52 – High School Exit Examination
- xv. Renaming Administrative Regulation AR 6164.5 – Student Study Team to Student Success Teams
- i. Adopt CSBA Policies for 2<sup>nd</sup> Reading Review and adoption (p. 220)
  - i. Administrative Regulation AR 0430 – Comprehensive Local Plan for Special Education
  - ii. Board Policy BP 1312.3 - Uniform Complaint Procedures
  - iii. Administrative Regulation AR 1312.3 – Uniform Complaint Procedures
  - iv. Board Policy BP 4119.25/4219.23/4319.25 – Political Activities of Employees
  - v. Administrative Regulation AR 4119.25/4219.25/4319.25 – Political Activities of Employees
  - vi. Board Policy BP 4140/4240/4340 – Bargaining Units
  - vii. Board Policy BP 5113.2 – Work Permits
  - viii. Administrative Regulation AR 5113.2 – Work Permits
  - ix. Board Policy BP 5126 – Awards for Achievement
  - x. Administrative Regulation AR 5126 – Awards for Achievement
  - xi. Board Policy BP 5141.31 – Immunizations
  - xii. Administrative Regulation AR 5441.31 – Immunizations
  - xiii. Board Policy BP 5148.3 – Preschool/Early Childhood Education
  - xiv. Administrative Regulation AR 5148.3 – Preschool/Early Childhood Education
  - xv. Board Policy BP 6146.1 – High School Graduation Requirements
  - xvi. Board Policy BP 6146.2 – Certificate of Proficiency/High School Equivalency
  - xvii. Administrative Regulation AR 6146.2 – Certificate of Proficiency/High School Equivalency
  - xviii. Exhibit E 6146.2 – Certificate of Proficiency/High School Equivalency
  - xix. Board Policy BP 6170.1 – Transitional Kindergarten
  - xx. Board Bylaw BB 9012 – Board Member Electronic Communications
  - xxi. Board Bylaw BB 9320 – Meetings and Notices
- j. Adopt California AB 908 Establishing a probationary period for students involved in extracurricular and cocurricular activities due to COVID-19 for the remainder of the 2020-21 school year. (p. 222)
- k. Waive Senior Project Graduation Requirement for Hamilton High School Class of 2021. (p. 225)
- l. Donation of Edgewater Property to Hamilton City Community Service District (p. 226)
- m. Approve change to Middle School Bell Schedule Lunch to end at 12:25 p.m. (p. 243)

**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. Minutes from Regular Board Meeting on January 20, 2021 (p. 245)
- b. Certificated and Classified Seniority Lists 2020-21 (p. 251)
- c. Williams Quarterly January 2021 (p. 253)
- d. Hamilton Elementary SSC Minutes from November 10, 2020 (p. 254)
- e. Hamilton Elementary SSC Agenda, February 9, 2021 (p. 256)
- f. Hamilton High School SSC Agenda from January 15, 2021 (p. 266)
- g. Hamilton High School SSC Minues from January 15, 2021 (p. 267)
- h. Warrants and Expenditures (p. 269)
- i. Interdistrict Transfers (new only; elementary students reapply annually).
  - i. Out
    - 1. Hamilton Elementary School

- a. K x 2 (2021-22)
  - 2. Hamilton High School
    - a. None
- ii. In
  - 1. Hamilton Elementary School
    - a. K x 2 (2021-22)
  - 2. Hamilton High School
    - a. 12<sup>th</sup> x 1 (2020-21)
    - b. 11<sup>th</sup> x 2 (2020-21)

j. Personnel Actions as Presented:

i. New hires:

Kelley Chandler	Varsity Girls Basketball Coach	HHS
Marilyn Langan	Paraeducator/Library Media Technician	HES
Doris Velazquez	Child Nutrition Assistant	HHS/HES

ii. Resignations/Retirement:

Tara Teeter	Paraeducator/Library Media Technician	HES
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**15.0 ADJOURNMENT:**

**Technology Report**  
**Board Meeting on February 24, 2021**  
**Frank James, Director of Technology**  
**Derek Hawley, Information Systems Technician**

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**Completed and in Progress Tasks – February 2021**

- **NEC Phone Project:** This Project was been completely onboarded and is up and running. We are still ironing out a few details here and there but on the whole this project is finished.
- **APC Project:** APC equipment has begun to arrive and Frank and myself are starting the process of configuring the APCs and installation plan.
- **Server Project:** The new server has arrived and we hope to get started on the configuration within the next two weeks. The install will most likely be over the summer but that is still being determined.
- **Staff Support:** January was a fairly steady month as far as tickets are concerned. We fielded 53 new requests and closed out 53 in total.

## HUSD Food Service Report

### Board Meeting on February 24, 2021

#### Sean Montgomery, Director of Nutrition and Student Welfare

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- We've added two new employees to our food service staff: Giovanni Barron & Doris Velazquez. They're both coming along great with their training, are getting to know the staff very well and are welcome additions to our department.
- At the Elementary school our numbers are pretty steady with serving on average 135 for breakfast and 275 for lunch. Compared to pre-Covid the breakfast service is about the same, with lunches about 50 meals less.
- At the High School we are averaging about 44 breakfast and nearly 40 for lunch which is down about half from pre-Covid counts
- At the State Pre-school we are delivering 8 meals Mondays and Wednesdays and 11 meals on Tuesdays and Thursdays. Pre-Covid we served about 24 students breakfast and lunch, for a total of 24 meals a day
- We are delivering two meals a day (breakfast and lunch) to an independent study student.
- We are now serving curbside pick-up lunch on Fridays at the Elementary school from 10:00 a.m.- 12:30 p.m. This time coincides with our intervention student departures, allowing students to grab a lunch on their way home from school so parents won't have to make a second trip to school to pick up a meal.
- We also serve 20 to 25 meals at the High School on Friday intervention days.

## HUSD Maintenance Report

Board Meeting on February 24, 2021

Alan Joksch, Director of Maintenance and Transportation

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### Facilities

- Our short-term custodian transferred to the Elementary School to work as a paraprofessional and part-time librarian.
- We are awaiting approval of Sophie Montgomery to fill the presently vacant short-term custodian position.
- We have fine tuned our cleaning schedules to better need meet the needs of the school sites.

### Maintenance

- With the changes in weather we are now working on weed control and other yard maintenance.
- We are mowing the football and practice fields for after-school conditioning.
- We will be striping some lines on the North field for practice plays once restrictions are removed.
- Plumbers were called to HHS on 2/12/2021 to flush the lines with a water jet to remove a sewer line blockage from the main restrooms. The issue is presently clear but a new trouble spot was found that may need repair in the future.
- We average closing 5 to 10 maintenance tickets per week. Most tickets are cleaning or supply requests.

### Transportation

- We had an air leak on Bus 5 so we were able to pull our new bus and put it into service.
- Cross Country had a track meet in Chico on Wednesday, February 17<sup>th</sup>, so we sent out our vans on the first sporting event of the season.

**HAMILTON ELEMENTARY SCHOOL**

**Board Meeting on 2/24/2021**

*Submitted by*

**Kathryn Thomas, Principal**

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**Enrollment: 421**

**Attendance: January**

<b>Grade</b>	<b>Mode</b>	<b>Percentage</b>
TK	Synchronous/Asynchronous	95.73%
K	Synchronous/Asynchronous	92.74%
1	Synchronous/Asynchronous	92.29%
2	Synchronous/Asynchronous	92.57%
3	Synchronous/Asynchronous	91.94%
4	Synchronous/Asynchronous	92.31%
5	Synchronous/Asynchronous	94.10%
6	Synchronous/Asynchronous	93.21%
7	Synchronous/Asynchronous	94.90%
8	Synchronous/Asynchronous	94.87%

**Campus News:**

- This week our ASB and leadership students are supporting Kindness Week
- Leadership and ASB students supported Valentine's Day with a goodie bag for each student
- Progress Reports mailed 2/11/2021
- Coach Nall is providing PE for Tk-5 students with rotations while teachers use the time for small group work, interventions, and/or assessment
- HES is working together with PTO to support our positive incentive program with awards for PBIS
- The School Site Council met and voted on the SARC, School Site Safety Plan, and made preliminary suggestions and actions for Title 1 funds

**Instructional News:**

- Teachers are fine-tuning their understanding of assessments with the new Illuminate/DNA and we will continue to provide time and training to support this work
- Friday interventions are continuing to be well attended and teachers are working hard to decrease learning loss
- Gear Up funds will be used to support a Science unit and professional development with a concentration on building literacy skills, specifically with our emerging bilinguals

**Coming Up:**

- SST Meetings March 10th
- Student recognition 2/25 and 2/26: Caring and Kindness (Watch for our video on social media)



**Alternative Education Report**

**Board Meeting on Wednesday February 24, 2021**

**Maria Reyes, Dean of Students**

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**Greetings from Alternative Ed!**

- The Spring semester has gone smoothly.
- Social distancing is happening on a daily basis.
- All students are screened daily at the start of each school day.
- The HUSD maintenance department is doing a great job with daily classroom cleaning.
- We will have Parent/Teacher Conferences on February 25, 2021.
- February kicks off the start of Butte College Reg2Go program and this year the process will be done virtually. Students can now go online and complete Orientation, then meet with a Butte Advising Counselor.
- Adjustment to the AM/PM schedule is going well as students continue to work on earning credits towards graduation requirements or returning to the high school.
- As needed we will continue with home visits and check in with students and families.
- Students continue to use their Chromebook devices to complete homework and online assignments.

**Enrollment:**

12<sup>th</sup> grade = 6

11<sup>th</sup> grade = 3

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**Hamilton High School**  
**HUSD Board Report**  
**February 2021**  
(created 2/16/21)

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1. **2020-21 Current Enrollment:** HHS Grades 9-12= 294; EBHS=8. Total 9-12= 302 students. (+26 increase from 2019-20)  
**2019 Enrollment:** HHS Grades 9-12= 263; EBHS=13. Total 9-12= 276  
**2021-22 Projected 9-12 Enrollment:** 290 students
  - a. Attendance continues to be solid with nearly 97% attendance for the latest attendance month! A testament to our Students and our Teachers, with great support from our Parents!
  - b. This would indicate 9-12th grades remaining roughly at 290-295 for the upcoming school year and with an expected 22-23 Frosh class of 80 (conservative), that would indicate approximately 292-297 for 9-12 in 22-23 .
  - c. Out of district families continue to choose HHS and, as we rebuild our programs we expect more growth.
2. We continue Health Screenings, conducted daily, between 7:35 and 8:10am (am group) and 11:35-12:10 (pm group), primarily in cafeteria parking lot but also near Room 1 along Road 203. Students are asked health questions in addition to a vital temperature check and then stickered so that teachers know the screening has occurred. Students and staff have been great in adherence and compliance of the safety expectations. Special Thank You to my head checkers- M. Reyes/K. Langan/E. Johnson/C. Rios who, along with myself, have helped run a smooth and efficient health screening process while ensuring our students get to class on time. Also, Special thanks to R, Dietle and L. Widener for assisting during our time of being shorthanded these past few school days as we had several staff out on quarantine.
3. We currently have nearly 95% of our 9-12<sup>th</sup> grade students back on campus in our current model! Teachers are working diligently to serve our students with grace, compassion, love and understanding as well as remaining committed to the high levels expected of each of our students within the classroom setting. In our current model, Teachers are reporting that students are able to receive more individualized attention through the set structure. I am very proud of the fantastic effort put forth by our teachers, and all staff, to ensure that our students are attended to emotionally as well as academically.
4. For HHS, the immediate PD goal is building the essential benchmarks with a new program. This is needed for data Collection that will give understanding to what potential gaps are evident in core teaching areas (Math/English/Science/History) so that we can then identify which students may be needing additional assistance through an intervention plan. By the end of March/early April, we hope to have a set intervention plan for assisting students affected by the pandemic. As is our norm here at HHS, continuing to build rapport and strong relationships, as has been exceptionally true since the beginning of the pandemic, will continue and are vital to the continuing student buy-in into all things Hamilton.
5. Ongoing Top Priority emphasized to our teachers for our HHS students continues to be the health and well-being of all of our students and their families. Teachers are asked to check-in, via various methods, with the students to see how they are doing emotionally, socially, and physically. Grace, compassion, and heart are to be exhibited to our students during this time. This is the primary concern emphasized as we try to reduce the stress and anxiety of our students- all else is secondary and I am continuing to adhere our staff to "do no harm" either socially, emotionally, or educationally. How we continue to treat and react to our students during this historic and health-concerning pandemic will be an important factor in their development. I am continuing to make home visits to our families to ensure students are attendant, engaged, and active participants and to address questions or concerns parents may have. In all, these efforts have led to increased positive appreciation of our schools, our staff, and our district so I will continue these efforts.
6. Especially thankful to our coaches (especially Andrea Jones and Aaron Elliott) for their organization and positive vibes created in the safe workouts that we will continue to conduct. We are still awaiting more updated information from the CDPH and Governor's office that may allow for interscholastic competition sooner rather than later. Our workouts have been ongoing since November and are wonderful for our students physically and have also been great for them socially and emotionally. Thankful as well to Erin Johnson for her assistance in coordinating this athletic effort.
7. Upcoming Dates/Events:
  - a. February 17- Cross Country Meet at Chico Five Mile Rec area. 4pm
  - b. February 25- Parent/Teacher Conferences, modified due to coronavirus.
  - c. February 22-26- FFA Week at HHS. Includes Blood Drive on Feb. 24<sup>th</sup>; Teacher Appreciation on Feb. 26<sup>th</sup>.
  - d. March 18- End of 3<sup>rd</sup> Quarter.
  - e. March 19- No School for Students; Teacher Inservice Day.

**Submitted:**

**Cris Oseguera**  
**Principal**  
**Hamilton High School**

**Hamilton Adult Education**  
**Board Meeting Report-February 24, 2021**  
**Silvia Robles/Director**

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**Completed and in Progress Tasks – January, 2021**

1. Enrollment and students served to date for all 2020-2021 programs:

- Citizenship.....13
- Computer Basics Spring 2021 .....12
- CPR/First Aid scheduled for March .....0
- ESL.....28
- Floral Design Feb., Mar., & April.....20
- Forklift Training starts back up in March .....24
- High School Diploma.....24
- Job Readiness scheduled for February and March....0

**TOTAL: .....121**

2. Assist participants with the barriers and challenges of distance learning
3. Call adult students to welcome them back in.
4. Check in with HSD students to notify them about their course assignment.
5. Second Quarter Data Integrity Report was submitted.
6. Class schedule for Spring Semester 2021 was sent out.
7. Enrollment-ongoing
8. Recruitment-ongoing
9. Adult Ed Teacher for Computer Basics has been hired.
10. February:
  - a. In search of an Adult Ed Teacher
  - b. Advanced ESL ongoing

**Hamilton Unified School District  
General Fund - Unrestricted and Restricted  
February 24, 2021 Board Report**

	<b>2020-21 Revised Budget First Interim</b>	<b>2020-21 Year To Date As of 2/17/21</b>	<b>2019-20 Revised Budget First Interim</b>	<b>2019-20 Year To Date As of 2/17/20</b>
<b>Revenues</b>				
LCFF Sources	\$ 7,711,013	\$ 4,444,268	\$ 7,873,467	\$ 4,398,510
All Other Federal Revenue	\$ 1,154,128	\$ 914,147	\$ 279,569	\$ 198,250
Other State Revenue	\$ 553,009	\$ 274,532	\$ 382,413	\$ 152,737
Other Local Revenue	\$ 150,442	\$ 130,484	\$ 79,577	\$ 61,058
Other Financing Sources	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 9,568,592</b>	<b>\$ 5,763,431</b>	<b>\$ 8,615,026</b>	<b>\$ 4,810,555</b>
<b>Expenditures</b>				
Certificated Personnel Salaries	\$ 3,059,086	\$ 1,782,267	\$ 3,470,510	\$ 1,912,647
Classified Personnel Salaries	\$ 1,054,399	\$ 598,584	\$ 1,191,536	\$ 692,759
Employee Benefits	\$ 1,737,160	\$ 1,021,807	\$ 1,985,517	\$ 1,094,498
Books and Supplies	\$ 929,401	\$ 533,386	\$ 447,944	\$ 228,087
Travel and Conferences	\$ 103,456	\$ 8,951	\$ 118,453	\$ 45,587
Dues and Memberships	\$ 15,920	\$ 8,546	\$ 12,000	\$ 14,843
Other Insurance	\$ 93,766	\$ 93,766	\$ 100,695	\$ 100,695
All Other Utilities	\$ 275,450	\$ 155,028	\$ 275,450	\$ 188,679
Rents/Leases/Repairs	\$ 64,745	\$ 29,345	\$ 77,099	\$ 45,203
Other Operating Expenditures	\$ 603,494	\$ 407,886	\$ 300,480	\$ 187,115
Capital Outlay	\$ 337,122	\$ 388,435	\$ 402,972	\$ 237,972
Other Outgo	\$ 1,000,084	\$ 29,229	\$ 903,813	\$ 392,678
<b>Total Expenditures</b>	<b>\$ 9,274,083</b>	<b>\$ 5,057,230</b>	<b>\$ 9,286,469</b>	<b>\$ 5,140,763</b>
<b>Net Increase (Decrease) in Fund</b>	<b>\$ 294,509</b>	<b>\$ 706,201</b>	<b>\$ (671,443)</b>	<b>\$ (330,208)</b>
Beg. Fund Bal. (2019-20 Unaudited Actuals)	\$ 887,322			
Projected End. Fund Bal.	\$ 1,181,831			

**HUSD Superintendent Report**  
**Board Meeting on February 24, 2021**  
**Jeremy Powell, Ed. D.**

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**District Target Goals:**

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

The District has continued to work through the various COVID related Academic and Social/Emotional needs with pride and an ongoing commitment to supporting our students and community. We continue to focus on the health and safety of staff and students with ongoing health screenings as students arrive daily, cleaning and disinfecting of high touch areas multiple times a day, and close communication with Glenn County Public Health as we respond to COVID related illness. While there have been cases of COVID within our District, we have no evidence of any spread while on any of our campuses.

**District Highlights for January & February:**

- On January 20th and February 17th, we have continued to have our Hamilton Unified Leadership Committee meetings via zoom. These meetings have been attended, on average, by over 45 school and District employees. This leadership committee has served primarily this school year as a place of common information in regards to State and Federal COVID updates, but also continues to serve as a forum to share academic and District-wide decision making.
- We have begun again to meet with our New School Planning Committee focused on the vision for our new high school design. The IEP2 team, once again, is working to facilitate these meetings. Our goal in the coming weeks is to meet with specific focus groups and then have a presentation to the board by early summer.
- Our COVID Independent Study Program is up and running in large part thanks to our two teachers, Jenny Firth and Lynn Larson. The Accelerate Education Platform is new to the District and, after a rocky start, feedback is coming in that the program is helping to meet the needs of our students who have requested Independent Study during this difficult time.

**Upcoming District Events:**

- 3/8 & 3/9: SSDA Virtual Conference (please let me know if you would like to register)
- 3/10: Special Board Meeting @ 6:30
  - Strategic Planning/LCAP Planning for the 2021-2022 school year & 2nd Interim Budget Report
- 3/18: End of 3rd Quarter
- 3/19: No School-Staff buyback day
- 3/24: Board Meeting 5:30 @ HHS Library
- 3/26: HHS Open House (tentative)
- 4/2-4/11: Spring Break

# Hamilton USD

## Exhibit

### Conflict Of Interest

E 9270

#### Board Bylaws

#### RESOLUTION 18-19-104 ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Hamilton Unified School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Hamilton Unified School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Hamilton Unified School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 26 day of September, 2018 at a meeting, by the following vote:

AYES: 5 NOES: 0 ABSENT: 0

Attest:  9.26.18  
Secretary/President

## Conflict of Interest Code of the

### Hamilton Unified School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/ Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

## APPENDIX

### Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
- b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. Category 2: A person designated Category 2 shall disclose:

- a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
- b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Full Disclosure: Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
- b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

### Designated Positions

#### Designated Position Disclosure Category

Governing Board Members 1

District Superintendent/Principal Alternative Education 1

Chief Business Official 1

District Accounts Clerk 1

Principal, Hamilton High School 2

Principal, Hamilton Elementary School 2

Assistant Principal, Hamilton Elementary School 2



Director of Maintenance, Operations and Transportation 2

Dean of Students 2

Director of Technology 2

Director of Nutrition and Student Welfare 2

Activities Director 2

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

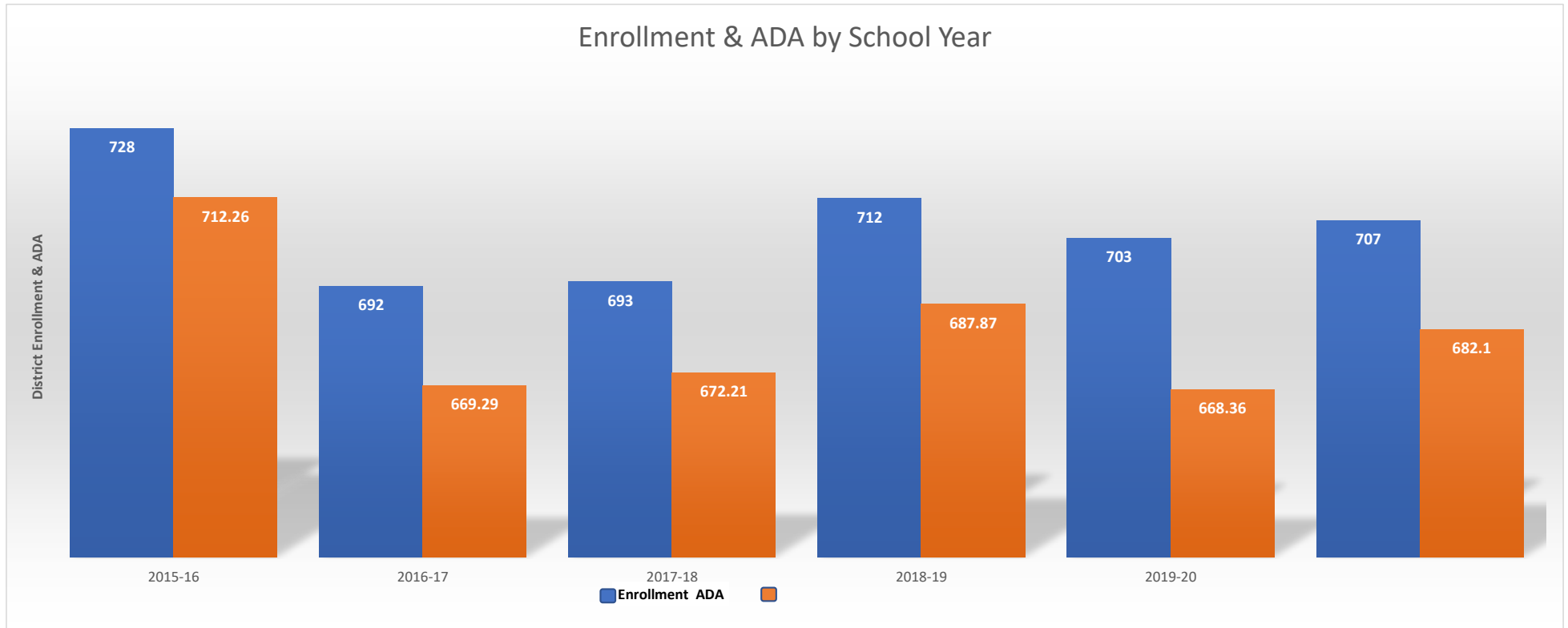
1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18701)

# HUSD ENROLLMENT OVER SIX YEARS 2015-2021

1	2	3	4	5	6
<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
304 HHS 9 EBHS 415 K-5 6-8	264 HHS 14 EBHS 414 K-5 6-8	269 HHS 12 EBHS 279 K-5 133 6-8	286 HHS 9 EBHS 292 K-5 125 6-8	265 HHS 13 EBHS 272 K-5 153 6-8	289 HHS 8 EBHS 264 K-5 146 6-8
<b>728 ENROLLMENT</b>	<b>692 ENROLLMENT</b>	<b>693 ENROLLMENT</b>	<b>712 ENROLLMENT</b>	<b>703 ENROLLMENT</b>	<b>707 ENROLLMENT</b>
<b>712.26 ADA</b>	<b>669.29 ADA</b>	<b>672.21 ADA</b>	<b>687.87 ADA</b>	<b>668.36 ADA</b>	<b>682.1 ADA</b>

Enrollment and ADA totals above are based on P2 Data Reporting except current year based on current reporting  
2020-21 ADA based on Month 6 report (12/28/2020-1/22/2021)



# HUSD ENROLLMENT OVER SIX YEARS 2015-2021

2020-21 8/11-8/17/20		ADA
#STU	GRADE	
13	TK	
42	K	
41	1	
47	2	
40	3	
42	4	
50	5	
41	6	
60	7	
44	8	
74	9	
65	10	
80	11	
74	12	
<b>713 TOTAL</b>		

2020-21 8/05-8/30/20		ADA
#STU	GRADE	
13	TK	12.11
42	K	41.11
40	1	40.53
45	2	43.11
40	3	37.84
42	4	40.11
49	5	48.05
41	6	39.21
59	7	59.68
44	8	43.05
76	9	73.68
66	10	62.63
79	11	76.85
74	12	70.57
<b>710 TOTAL</b>		<b>688.53</b>

2020-21 09/07-10/02		ADA
#STU	GRADE	
13	TK	12.08
43	K	41.30
40	1	40.16
43	2	42.95
40	3	38.14
42	4	40.51
48	5	47.81
41	6	39.78
60	7	59.54
44	8	43.32
77	9	74.35
67	10	63.62
77	11	77.41
74	12	72.13
<b>709 TOTAL</b>		<b>693.1</b>

2020-21 11/2-11/27		ADA
#STU	GRADE	
13	TK	11.93
41	K	35.59
40	1	38.14
43	2	41.11
40	3	37.34
42	4	39.70
48	5	46.21
39	6	39.21
60	7	59.61
43	8	42.23
78	9	75.15
68	10	64.46
77	11	75.94
73	12	70.94
<b>705 TOTAL</b>		<b>677.56</b>

2020-21 11/2-12/25		ADA
#STU	GRADE	
13	TK	11.91
41	K	39.40
40	1	38.05
44	2	41.08
40	3	37.44
42	4	39.79
49	5	46.21
40	6	38.95
61	7	59.59
43	8	42.91
78	9	75.56
68	10	64.97
77	11	76.04
73	12	70.51
<b>709 TOTAL</b>		<b>682.41</b>

2020-21 12/28-1/22/2021		ADA
#STU	GRADE	
13	TK	11.96
40	K	39.29
41	1	37.97
42	2	41.13
39	3	37.38
41	4	39.68
48	5	46.2
41	6	38.87
61	7	59.43
44	8	42.74
80	9	75.69
70	10	65.17
73	11	73.67
74	12	72.92
<b>707 TOTAL</b>		<b>682.1</b>

2020-21 01/25-2/19/2021		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
<b>0 TOTAL</b>		<b>0</b>

2020-21 3/22-4/16/2021		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
<b>0 TOTAL</b>		<b>0</b>

2020-21 4/19-5/14/2021		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
<b>0 TOTAL</b>		<b>0</b>

2020-21 5/17-6/11/2021		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
<b>0 TOTAL</b>		<b>0</b>

**Building Fund 21 (Bond) Expenditures for 2020-21  
For February 24, 2021 HUSD Board Meeting  
Total Expenditures through February 17, 2021**

<b>PO #</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
PV 1	7/22/2020	Bank of New York Mellon	Paying Agent Fee; RE: Election of 2018, GO Bonds, Series A	\$ 750.00
423	9/23/2020	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 490.50
423	10/21/2020	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 2,256.00
423	12/2/2020	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 90.00
423	12/9/2020	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 12,913.50
423	2/3/2021	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 3,598.50
PV 12	10/7/2020	Department of Toxic Substances Control - DTSC	Property purchase testing	\$ 577.58
21-150	8/19/2020	Educational Facilities Program Management LLC	Program Management Services	\$ 3,360.00
21-150	9/16/2020	Educational Facilities Program Management LLC	Program Management Services	\$ 4,480.00
21-150	10/14/2020	Educational Facilities Program Management LLC	Program Management Services	\$ 3,920.00
21-150	11/10/2020	Educational Facilities Program Management LLC	Program Management Services	\$ 4,200.00
21-150	12/9/2020	Educational Facilities Program Management LLC	Program Management Services	\$ 2,520.00
21-150	1/13/2021	Educational Facilities Program Management LLC	Program Management Services	\$ 1,120.00
21-150	2/10/2021	Educational Facilities Program Management LLC	Program Management Services	\$ 1,120.00
PV 32	11/10/2020	Hamilton Unified Revolving Fund for Glenn County	File a parcel map in Glenn County	\$ 1,136.00
19-515	11/10/2020	Placeworks Inc.	CEQA Study/Expansion	\$ 2,097.38
19-515	11/10/2020	Placeworks Inc.	CEQA Study/Expansion	\$ 2,186.63
21-152	8/19/2020	Robertson Erickson Inc	Final survey and map package for county recorder	\$ 1,650.00
21-152	10/21/2020	Robertson Erickson Inc	Final survey and map package for county recorder	\$ 740.00
21-152	12/16/2020	Robertson Erickson Inc	Final survey and map package for county recorder	\$ 540.00
21-152	12/16/2020	Robertson Erickson Inc	Final survey and map package for county recorder	\$ 1,105.00
21-152	2/3/2021	Robertson Erickson Inc	Final survey and map package for county recorder	\$ 180.00
448	9/2/2020	Sacramento Valley Mirror	Legal ad for public hearing related to high school expansion	\$ 82.00
<b>Total expenditures through 2/17/2021</b>				<b>\$ 51,113.09</b>

**Building Fund 21 (Bond) Expenditures for 2019-20  
For HUSD Board Meeting August 26, 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
423	5/6/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 754.50
423	5/20/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 1,833.50
423	6/24/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 1,194.50
423	6/30/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 2,179.50
423	6/30/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 9,317.00
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
19397	3/18/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 4,475.12
19397	3/18/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 1,252.38
19397	6/17/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 1,366.98
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
19515	6/17/2020	Placeworks Inc.	CEQA Review; expansion project	\$ 15,933.69
19515	6/30/2020	Placeworks Inc.	CEQA Review; expansion project	\$ 430.49
19515	6/30/2020	Placeworks Inc.	CEQA Review; expansion project	\$ 9,341.19
19515	6/30/2020	Placeworks Inc.	CEQA Review; expansion project	\$ 2,588.26
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
20219	4/15/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 5,320.00
20219	5/20/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 3,920.00
20219	6/17/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 4,200.00
20219	6/30/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 5,180.00
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
20287	6/30/2020	Robertson Erickson Inc.	Survey for land	\$ 3,250.00
20495	6/30/2020	Integrated Educational Planning & Programming	Building/Expansion Project	\$ 4,800.00
PV 98	3/11/2020	Sacramento Valley Mirror	Legal Ad - Notice of Prep. of a Prelim. Environmental Assess.	\$ 90.20
PV 119	6/17/2020	Sacramento Valley Mirror	Legal Ad - Expansion Project	\$ 139.40
<b>Total expenditures through 6/30/2020</b>				<b>\$ 193,861.54</b>

## 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

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

**February 24, 2021**

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

**CDE SITE PERMITTING REQUIREMENTS**

**DEPARTMENT OF TOXIC SUBSTANCES CONTROL (NV5)**

- Final PEA 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. No adverse comments from DTSC received; No Further Action (Final Approval Letter) from DTSC (see attached) received 4/29/2020. No further action required by the District; requirements completed.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (PLACEWORKS)**

- CEQA Final Report now completed; Initial Study/Mitigated Negative Declaration on District Agenda for review 4/22/2020 (see separate Agenda item). Notice of Intent to Adopt and 30 Public Comment period from 4/20/2020 through 5/20/2020; no public comments received to date. Board adoption and final Notice of Determination on August 26, 2020 Board Agenda for approval. Final Notices of Determination filed with Glenn County Planning Commission and California Office of Planning and Research. CEQA requirements completed.

**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; focus group meetings now being scheduled for site faculty, support staff, administrators, parents, students and community members in late March 2021.

**GEOLOGICAL HAZARDS STUDIES (EFPM/LLC)**

- Geological Hazards Study completed by EFPM/LLC after consultation with Department of Education/Facilities Division. Now in review at CDE.

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

**February 24, 2021**

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**FINAL SITE SURVEY**

- Fieldwork for final site survey for escrow closure and recording completed by Robertson Erickson Surveying & Engineering in August 2020; final report now being held pending final resolution of specified metes & bounds.

**PLANNING COMMISSION SUBMITTAL (EFPM/LLC)**

- Request for Glenn County Planning Commission review (per Section 21151.2. Public Resources Code) submitted on 6/10/2020, with a requested return within 45 days. Public hearing and comments by Planning Commission at its August 19, 2020 Commission Meeting (see attached Glenn County Planning Commission Staff Report). Planning Commission submission requirement completed.

**WILLIAMSON ACT FILINGS (EFPM/LLC)**

- Initial Williamson Act abatement filings to County Planning Office and State Department of Conservation reviewed by District Legal Counsel and submitted to the State Department of Conservation and the Glenn County Planning Commission on 6/15/2020. Approval by Department of Conservation on 7/23/2020; review and comment by Glenn County Planning Commission at its August 19, 2020 Commission Meeting (see above). Department must file copy of final executed purchase agreement with Department of Conservation.

**DEPARTMENT OF EDUCATION FILINGS**

- CDE Initial Filings & SFPD 4.03 now being completed, including all completed studies/documents noted above.



## HAMILTON UNIFIED SCHOOL DISTRICT

<b>Agenda Item Number: 13a</b>	<b>Date: 2/24/2021</b>
<b>Agenda Item Description:</b> Approve Spring 2021 Instructional Schedule	
<b>Background:</b> During the regular board meeting held on January 20, 2020 the HUSD Board approved a return to school in an AM/PM model for K-12 education with a review to be held on February 24, 2021 of returning to full in-person instruction March 1, 2021. During this time, new guidance for the State of California Department of Public Health (January 14, 2021) and CDC (February 14, 2021) have been released with further operational strategies regarding safety protocols, student distancing, testing, and vaccinations. The District has also conducted surveys of staff and parents regarding their feelings of a return to full in person school (see handouts for CDC and Survey Findings).	
<b>Status:</b> For Discussion and vote	
<b>Fiscal Impact:</b> None	
<b>Educational Impact:</b> If students were allowed to return full time, five days a week, they would be in class for a longer period of time.	
<b>Recommendation:</b> HUSD should follow both the CDPH and CDC's most recent recommendations for TK-12 schools and open fully 1) if the District is able to maintain the minimum of 4' distance between student seating and 2) when Glenn County has reached the Moderate Transmission Level (Yellow) defined in the CDC's Operational Strategy for K-12 Schools as: Total new cases per 100,000 person in the past 7 days at the moderate level (10%-49%) and Percentage of Positive tests in the past 7 days at the moderate level (5-7.9%). The District will use the Blueprint for a Safer Economy for this data: <a href="https://covid19.ca.gov/safer-economy/#track-data">https://covid19.ca.gov/safer-economy/#track-data</a>	

## HAMILTON UNIFIED SCHOOL DISTRICT

<b>Agenda Item Number: 13b</b>	<b>Date: 2/24/2021</b>
<b>Agenda Item Description:</b> Approval of June 30, 2020 Audit Report for 2019-20	
<b>Background:</b> An annual independent financial audit is required of all K-12 local educational agencies in California. Audits of the prior fiscal year must be filed with the California Department of Education, the State Controller's Office, and the local County Superintendent by December 15 each year. Due to the COVID-19 pandemic, the audit deadline has been extended until March 31, 2021. The 2019-20 independent audit is being brought to the February board meeting for approval. The auditors believe the financial statements present fairly, in all material aspects, the financial position of the district as of June 30, 2020. We had three non-financial audit findings. One finding dealt with internal controls, another was related to Classroom Teacher Salaries and the last for Instructional Materials. For further details please see pages 72-74 of the Audit Report. The district has already addressed the findings noted in the report and made the necessary changes to ensure compliance going forward.	
<b>Status:</b> Pending board approval.	
<b>Fiscal Impact:</b> There were no financial statement audit findings. As a result, there was no fiscal impact to the 2019-20 Unaudited Actuals that were previously presented.	
<b>Educational Impact:</b> None	
<b>Recommendation:</b> Recommend board approve the June 30, 2020 Audit Report for 2019-20.	

January 25, 2021

Board of Education  
Hamilton Unified School District  
Hamilton, CA

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Hamilton Unified School District (the "District") for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 25, 2021. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Matters

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2020. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of depreciation of capital assets is based on historical estimates of each capitalized item's useful life. We evaluated the key factors and assumptions used to develop the depreciation of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of total other postemployment benefits (OPEB) obligation is based on an actuarial valuation. We evaluated the key factors and assumptions used to develop the total OPEB obligation in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the net pension liability and related deferred outflows of resources and deferred inflows of resources are based on actuarial valuations and pension contributions made during the year. We evaluated the key factors, assumptions, and proportionate share calculations used to develop the net pension liability and related deferred outflows of resources and deferred inflows of resources in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of capital assets in Note 4 to the financial statements is based on historical information which could differ from actual useful lives of each capitalized item.

The disclosure of other postemployment benefits and the total OPEB obligation in Note 10 to the financial statements represents management's estimate based on an actuarial valuation. Actual results could differ depending on the key factors and assumptions used for the actuarial valuation.

The disclosure of the pension plans, net pension liability and related deferred outflows of resources and deferred inflows of resources in Note 11 to the financial statements represents management's estimates based on actuarial valuations and pension contributions made during the year. Actual results could differ depending on the key factors, and assumptions and proportionate share calculations used to develop the net pension liability and related deferred outflows of resources and deferred inflows of resources.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated January 25, 2021.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis, and the required supplementary information section, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information section, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of Board of Education and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in blue ink that reads "Christy White, Inc." in a cursive style.

Christy White, Inc.

# HAMILTON UNIFIED SCHOOL DISTRICT

AUDIT REPORT  
JUNE 30, 2020



**HAMILTON UNIFIED SCHOOL DISTRICT  
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JUNE 30, 2020**

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## FINANCIAL SECTION

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**INDEPENDENT AUDITORS' REPORT**

Governing Board  
Hamilton Unified School District  
Hamilton City, California

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Hamilton Unified School District, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Hamilton Unified School District's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Hamilton Unified School District, as of June 30, 2020, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the required supplementary information, such as management's discussion and analysis, budgetary comparison information, schedule of changes in total OPEB liability and related ratios, schedules of proportionate share of net pension liability, and schedules of District contributions for pensions be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Hamilton Unified School District's basic financial statements. The supplementary information listed in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated January 25, 2021 on our consideration of Hamilton Unified School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Hamilton Unified School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Hamilton Unified School District's internal control over financial reporting and compliance.

*Christy White, Inc.*

San Diego, California  
January 25, 2021

# HAMILTON UNIFIED SCHOOL DISTRICT MANAGEMENT'S DISCUSSION AND ANALYSIS

## INTRODUCTION

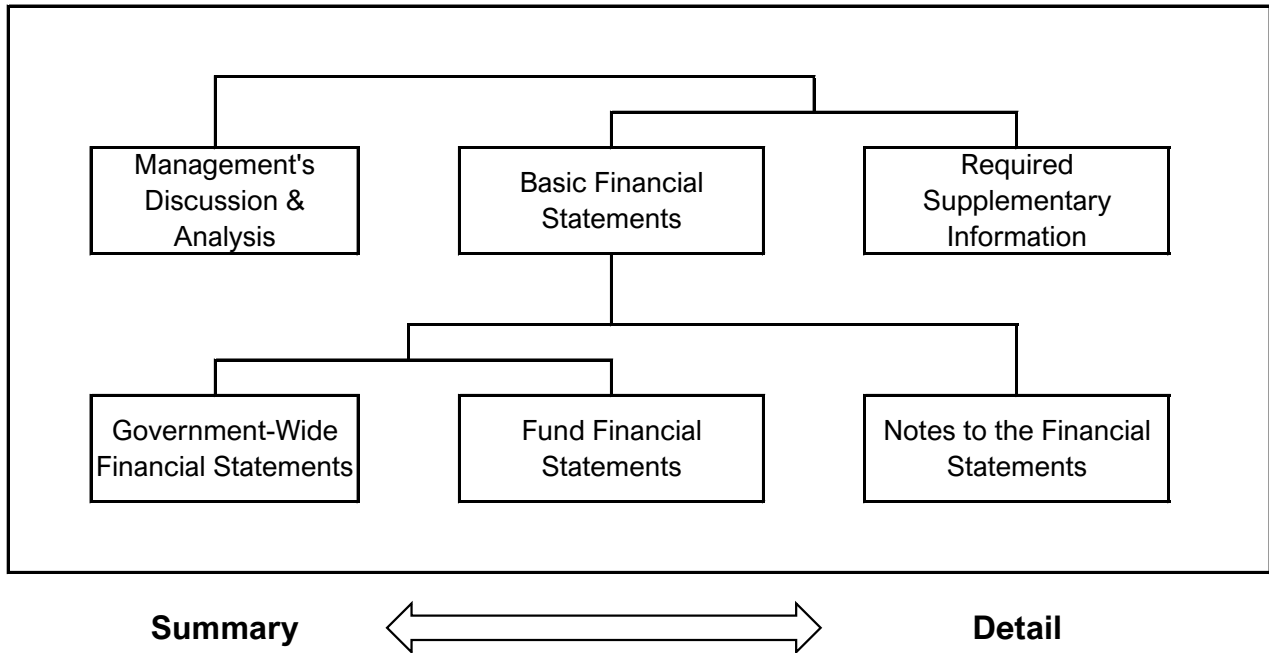
Our discussion and analysis of Hamilton Unified School District's (District) financial performance provides an overview of the District's financial activities for the fiscal year ended June 30, 2020. It should be read in conjunction with the District's financial statements, which follow this section.

## FINANCIAL HIGHLIGHTS

- The District's net position was \$(870,322) at June 30, 2020. This was a decrease of \$733,834 from the prior year.
- Overall revenues were \$10,137,958 which were exceeded by expenses of \$10,871,792.

## OVERVIEW OF FINANCIAL STATEMENTS

### Components of the Financial Section



**HAMILTON UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued  
FOR THE YEAR ENDED JUNE 30, 2020**

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**OVERVIEW OF FINANCIAL STATEMENTS (continued)**

**Components of the Financial Section (continued)**

This annual report consists of three parts – Management's Discussion and Analysis (this section), the basic financial statements, and required supplementary information. The three sections together provide a comprehensive overview of the District. The basic financial statements are comprised of two kinds of statements that present financial information from different perspectives:

- ▶ **Government-wide financial statements**, which comprise the first two statements, provide both short-term and long-term information about the entity's overall financial position.
  
- ▶ **Fund financial statements** focus on reporting the individual parts of District operations in more detail. The fund financial statements comprise the remaining statements.
  - ▶ **Governmental Funds** provide a detailed *short-term* view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.
  
  - ▶ **Fiduciary Funds** report balances for which the District is a custodian or *trustee* of the funds, such as Associated Student Bodies and pension funds.

The financial statements also include notes that explain some of the information in the statements and provide more detailed data. The basic financial statements are followed by a section of required and other supplementary information that further explain and support the financial statements.

**Government-Wide Statements**

The government-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities, regardless of when cash is received or paid.

The two government-wide statements report the District's net position and how it has changed. Net position is one way to measure the District's financial health or position. Over time, increases or decreases in the District's net position are an indicator of whether its financial health is improving or deteriorating, respectively.

The government-wide financial statements of the District include governmental activities. All of the District's basic services are included here, such as regular education, food service, maintenance and general administration. Local control formula funding and federal and state grants finance most of these activities.

**HAMILTON UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued  
FOR THE YEAR ENDED JUNE 30, 2020**

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**FINANCIAL ANALYSIS OF THE ENTITY AS A WHOLE**

**Net Position**

The District's net position was \$(870,322) at June 30, 2020, as reflected in the table below. Of this amount, \$(7,235,952) was unrestricted. Restricted net position is reported separately to show legal constraints from debt covenants and enabling legislation that limit the Governing Board's ability to use that net position for day-to-day operations.

	<b>Governmental Activities</b>		
	<b>2020</b>	<b>2019</b>	<b>Net Change</b>
<b>ASSETS</b>			
Current and other assets	\$ 5,259,148	\$ 4,588,165	\$ 670,983
Capital assets	6,653,569	6,369,309	284,260
<b>Total Assets</b>	<b>11,912,717</b>	<b>10,957,474</b>	<b>955,243</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<b>3,646,748</b>	<b>2,830,221</b>	<b>816,527</b>
<b>LIABILITIES</b>			
Current liabilities	1,757,208	590,219	1,166,989
Long-term liabilities	14,122,604	12,844,025	1,278,579
<b>Total Liabilities</b>	<b>15,879,812</b>	<b>13,434,244</b>	<b>2,445,568</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>549,975</b>	<b>489,939</b>	<b>60,036</b>
<b>NET POSITION</b>			
Net investment in capital assets	5,386,483	5,186,646	199,837
Restricted	979,147	981,695	(2,548)
Unrestricted	(7,235,952)	(6,304,829)	(931,123)
<b>Total Net Position</b>	<b>\$ (870,322)</b>	<b>\$ (136,488)</b>	<b>\$ (733,834)</b>

**HAMILTON UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued  
FOR THE YEAR ENDED JUNE 30, 2020**

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**FINANCIAL ANALYSIS OF THE ENTITY AS A WHOLE (continued)**

**Changes in Net Position**

The results of this year's operations for the District as a whole are reported in the Statement of Activities. The table below takes the information from the Statement and rearranges it slightly, so you can see our total revenues, expenses, and special items for the year.

	<b>Governmental Activities</b>		
	<b>2020</b>	<b>2019</b>	<b>Net Change</b>
<b>REVENUES</b>			
Program revenues			
Charges for services	\$ 68,682	\$ 49,318	\$ 19,364
Operating grants and contributions	1,382,546	1,452,921	(70,375)
General revenues			
Property taxes	1,964,159	1,630,983	333,176
Unrestricted federal and state aid	6,572,355	6,370,423	201,932
Other	150,216	168,079	(17,863)
<b>Total Revenues</b>	<b>10,137,958</b>	<b>9,671,724</b>	<b>466,234</b>
<b>EXPENSES</b>			
Instruction	5,310,653	5,971,168	(660,515)
Instruction-related services	1,555,152	1,343,398	211,754
Pupil services	1,286,584	1,222,649	63,935
General administration	907,990	796,973	111,017
Plant services	873,456	969,560	(96,104)
Debt service	61,616	58,010	3,606
Other outgo	876,341	1,034,742	(158,401)
<b>Total Expenses</b>	<b>10,871,792</b>	<b>11,396,500</b>	<b>(524,708)</b>
<b>Change in net position</b>	<b>(733,834)</b>	<b>(1,724,776)</b>	<b>990,942</b>
<b>Net Position - Beginning</b>	<b>(136,488)</b>	<b>1,588,288</b>	<b>(1,724,776)</b>
<b>Net Position - Ending</b>	<b>\$ (870,322)</b>	<b>\$ (136,488)</b>	<b>\$ (733,834)</b>

The cost of all our governmental activities this year was \$10,871,792 (refer to the table below). The amount that our taxpayers ultimately financed for these activities through taxes was only \$1,964,159 because the cost was paid by other governments and organizations who subsidized certain programs with grants and contributions.

**HAMILTON UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued  
FOR THE YEAR ENDED JUNE 30, 2020**

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**FINANCIAL ANALYSIS OF THE ENTITY AS A WHOLE (continued)**

**Changes in Net Position (continued)**

In the table below, we have presented the net cost of each of the District's functions. Net cost shows the financial burden that was placed on the District's taxpayers by each of these functions. Providing this information allows our citizens to consider the cost of each function in comparison to the benefits they believe are provided by that function.

	<b>Net Cost of Services</b>	
	<b>2020</b>	<b>2019</b>
Instruction	\$ 4,665,751	\$ 5,277,344
Instruction-related services	1,391,564	1,185,121
Pupil services	659,998	675,348
General administration	895,284	751,285
Plant services	870,010	942,651
Debt service	61,616	58,010
Transfers to other agencies	876,341	1,004,502
<b>Total Expenses</b>	<b>\$ 9,420,564</b>	<b>\$ 9,894,261</b>

**FINANCIAL ANALYSIS OF THE DISTRICT'S MAJOR FUNDS**

The financial performance of the District as a whole is reflected in its governmental funds as well. As the District completed this year, its governmental funds reported a combined fund balance of \$3,959,406, which is less than last year's ending fund balance of \$4,203,601. The District's General Fund had \$355,464 less in operating revenues than expenditures for the year ended June 30, 2020. The District's Building Fund had \$151,671 less in operating revenues than expenditures for the year ended June 30, 2020.

**CURRENT YEAR BUDGET 2019-2020**

During the fiscal year, budget revisions and appropriation transfers are presented to the Board for their approval on a regular basis to reflect changes to both revenues and expenditures that become known during the year. In addition, the Board of Education approves financial projections included with the Adopted Budget, First Interim, and Second Interim financial reports. The Unaudited Actuals reflect the District's financial projections and current budget based on State and local financial information.



**HAMILTON UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued  
FOR THE YEAR ENDED JUNE 30, 2020**

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**CAPITAL ASSETS AND LONG-TERM LIABILITIES**

**Capital Assets**

By the end of 2019-2020 the District had invested \$6,653,569 in capital assets, net of accumulated depreciation.

	<b>Governmental Activities</b>		
	<b>2020</b>	<b>2019</b>	<b>Net Change</b>
<b>CAPITAL ASSETS</b>			
Land	\$ 315,267	\$ 293,887	\$ 21,380
Construction in progress	252,138	1,150,401	(898,263)
Land improvements	604,362	604,362	-
Buildings & improvements	10,349,441	9,278,697	1,070,744
Furniture & equipment	2,058,340	1,629,370	428,970
Accumulated depreciation	(6,925,979)	(6,587,408)	(338,571)
<b>Total Capital Assets</b>	<b>\$ 6,653,569</b>	<b>\$ 6,369,309</b>	<b>\$ 284,260</b>

**Long-Term Liabilities**

At year-end, the District had \$14,122,604 in long-term liabilities, a 9.95% increase from last year – as shown in the table below. (More detailed information about the District's long-term liabilities is presented in footnotes to the financial statements.)

	<b>Governmental Activities</b>		
	<b>2020</b>	<b>2019</b>	<b>Net Change</b>
<b>LONG-TERM LIABILITIES</b>			
Total general obligation bonds	\$ 2,687,734	\$ 2,768,326	\$ (80,592)
Capital leases	13,344	-	13,344
Early retirement incentive	442,831	525,610	(82,779)
Compensated absences	39,761	34,918	4,843
Total OPEB liability	2,511,352	1,139,051	1,372,301
Net pension liability	8,847,000	8,534,686	312,314
Less: current portion of long-term liabilities	(419,418)	(158,566)	(260,852)
<b>Total Long-term Liabilities</b>	<b>\$ 14,122,604</b>	<b>\$ 12,844,025</b>	<b>\$ 1,278,579</b>

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

At the time these financial statements were prepared and audited, the District was aware of several circumstances that could affect its future financial health.

According to the UCLA Anderson Forecast, the U.S. economy is in a "depression-like crisis" and it will take at least three years before its GDP and unemployment rate return to the levels it saw before the COVID-19 pandemic struck. Between February 2020 and April 2020, California lost 2.56 million nonfarm payroll jobs, a 15% drop that is nearly double the job loss during the Great Recession in 2008 and 2009.

Fiscal policy for the funding of public education changes annually based on fluctuations in State revenues. Governor Gavin Newsom and the State Legislature provided resources and support beyond the Proposition 98 requirement in 2020–21, giving one-time federal resources and pension rate relief and promising more than the minimum guarantee in 2021–22.

**HAMILTON UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued  
FOR THE YEAR ENDED JUNE 30, 2020**

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**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES (continued)**

Landmark legislation passed in Year 2013 reformed California school district finance by creating the Local Control Funding Formula (LCFF). The LCFF is designed to provide a flexible funding mechanism that links student achievement to state funding levels. The LCFF provides a per-pupil base grant amount, by grade span, that is augmented by supplemental funding for targeted student groups in low income brackets, those that are English language learners and foster youth.

Factors related to LCFF that the District is monitoring include: (1) estimates of funding in the next budget year and beyond; (2) the Local Control and Accountability Plan (LCAP) that aims to link student accountability measurements to funding allocations; (3) ensuring the integrity of reporting student data through the California Longitudinal Pupil Achievement Data System (CALPADs); and, (4) meeting annual compliance and audit requirements.

The District participates in state employee pensions plans, California State Teachers' Retirement System (CalSTRS) and California Public Employees' Retirement System (CalPERS) and both are underfunded. The District's proportionate share of the liability is reported in the Statement of Net Position as of June 30, 2020. The amount of the liability is material to the financial position of the District. In response to the ongoing pandemic, the 2020-21 State Budget reduced employer contribution rates in 2020-21 and 2021-22. This will reduce the CalSTRS employer rate from 18.4% to approximately 16.15% in 2020-21 and from 18.2% to 16.02% in 2021-22. The CalPERS employer contribution rate will be reduced from CalPERS recently set rate for 2020-21 of 22.68% to 20.7% and 2021-22 estimated rate of 24.6% to 22.84%. Despite this reduction in the planned rate increases, the projected increased pension costs to school employers remain a significant fiscal factor.

Enrollment can fluctuate due to factors such as population growth, competition from private, parochial, inter-district transfers in or out, economic conditions and housing values. Losses in enrollment will cause a school district to lose operating revenues without necessarily permitting the district to make adjustments in fixed operating costs.

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law. The CARES Act provides California K-12 education with \$1.65 billion in Elementary and Secondary School Emergency Relief (ESSER) Funds, \$355 million in Governor's Emergency Education Relief (GEER) Funds, and \$4.4 billion in Coronavirus Relief Funds (CRF). Collectively, GEER Funds, CRF, and \$540 million in state General Fund (GF) contributions are known as Learning Loss Mitigation Funding (LLMF). CARES Act funds will be apportioned in 2020-21, however, ESSER and GEER are to be used on eligible expenditures beginning March 13, 2020 through September 30, 2022, GF is to be used on eligible expenditures beginning March 1, 2020 through June 30, 2021, and CRF is to be used on eligible expenditures beginning March 1, 2020 through December 30, 2020. On December 27, 2020, the President signed the Consolidated Appropriations Act which extended the CRF spending deadline to December 30, 2021.

All of these factors were considered in preparing the District's budget for the 2020-21 fiscal year.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, students, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need any additional financial information, contact the District's Business Office, Hamilton Unified School District, 620 Canal Street, PO Box 488; Hamilton City, CA 95951.

**HAMILTON UNIFIED SCHOOL DISTRICT  
STATEMENT OF NET POSITION  
JUNE 30, 2020**

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	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and investments	\$ 3,857,170
Accounts receivable	1,397,233
Inventory	4,745
Capital assets, not depreciated	567,405
Capital assets, net of accumulated depreciation	<u>6,086,164</u>
<b>Total Assets</b>	<u>11,912,717</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows related to pensions	2,383,079
Deferred outflows related to OPEB	<u>1,263,669</u>
<b>Total Deferred Outflows of Resources</b>	<u>3,646,748</u>
<b>LIABILITIES</b>	
Deficit cash	21,944
Accrued liabilities	1,061,541
Unearned revenue	254,305
Long-term liabilities, current portion	419,418
Long-term liabilities, non-current portion	<u>14,122,604</u>
<b>Total Liabilities</b>	<u>15,879,812</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows related to pensions	<u>549,975</u>
<b>Total Deferred Inflows of Resources</b>	<u>549,975</u>
<b>NET POSITION</b>	
Net investment in capital assets	5,386,483
Restricted:	
Capital projects	184,004
Debt service	450,960
Educational programs	260,525
All others	83,658
Unrestricted	<u>(7,235,952)</u>
<b>Total Net Position</b>	<u>\$ (870,322)</u>

**HAMILTON UNIFIED SCHOOL DISTRICT  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2020**

Function/Programs	Expenses	Program Revenues		Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	
<b>GOVERNMENTAL ACTIVITIES</b>				
Instruction	\$ 5,310,653	\$ 35,754	\$ 609,148	\$ (4,665,751)
Instruction-related services				
Instructional supervision and administration	2,336	-	-	(2,336)
Instructional library, media, and technology	333,785	19,618	2,932	(311,235)
School site administration	1,219,031	377	140,661	(1,077,993)
Pupil services				
Home-to-school transportation	187,274	739	165,032	(21,503)
Food services	590,503	12,159	434,121	(144,223)
All other pupil services	508,807	-	14,535	(494,272)
General administration				
All other general administration	907,990	33	12,673	(895,284)
Plant services	873,456	2	3,444	(870,010)
Interest on long-term debt	61,616	-	-	(61,616)
Other outgo	876,341	-	-	(876,341)
<b>Total Governmental Activities</b>	<b>\$ 10,871,792</b>	<b>\$ 68,682</b>	<b>\$ 1,382,546</b>	<b>(9,420,564)</b>
General revenues				
Taxes and subventions				
Property taxes, levied for general purposes				1,618,406
Property taxes, levied for debt service				345,753
Federal and state aid not restricted for specific purposes				6,572,355
Interest and investment earnings				97,463
Interagency revenues				14,269
Miscellaneous				38,484
<b>Subtotal, General Revenue</b>				<b>8,686,730</b>
<b>CHANGE IN NET POSITION</b>				<b>(733,834)</b>
<b>Net Position - Beginning</b>				<b>(136,488)</b>
<b>Net Position - Ending</b>				<b>\$ (870,322)</b>

The accompanying notes are an integral part of these financial statements.

**HAMILTON UNIFIED SCHOOL DISTRICT  
GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2020**

	General Fund	Building Fund	Non-Major Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and investments	\$ 1,538,948	\$ 1,433,916	\$ 884,306	\$ 3,857,170
Accounts receivable	1,248,665	14,193	134,375	1,397,233
Due from other funds	19,118	-	874	19,992
Stores inventory	-	-	4,745	4,745
<b>Total Assets</b>	<b>\$ 2,806,731</b>	<b>\$ 1,448,109</b>	<b>\$ 1,024,300</b>	<b>\$ 5,279,140</b>
<b>LIABILITIES</b>				
Deficit cash	\$ -	\$ -	\$ 21,944	\$ 21,944
Accrued liabilities	997,546	14,117	11,830	1,023,493
Due to other funds	41	-	19,951	19,992
Unearned revenue	253,907	-	398	254,305
<b>Total Liabilities</b>	<b>1,251,494</b>	<b>14,117</b>	<b>54,123</b>	<b>1,319,734</b>
<b>FUND BALANCES</b>				
Nonspendable	10,000	-	4,745	14,745
Restricted	119,021	1,433,992	898,174	2,451,187
Committed	-	-	67,258	67,258
Assigned	654,573	-	-	654,573
Unassigned	771,643	-	-	771,643
<b>Total Fund Balances</b>	<b>1,555,237</b>	<b>1,433,992</b>	<b>970,177</b>	<b>3,959,406</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 2,806,731</b>	<b>\$ 1,448,109</b>	<b>\$ 1,024,300</b>	<b>\$ 5,279,140</b>

**HAMILTON UNIFIED SCHOOL DISTRICT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET  
POSITION  
JUNE 30, 2020**

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**Total Fund Balance - Governmental Funds** \$ 3,959,406

Amounts reported for assets and liabilities for governmental activities in the statement of net position are different from amounts reported in governmental funds because:

Capital assets:

In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation:

Capital assets	\$ 13,579,548	
Accumulated depreciation	<u>(6,925,979)</u>	6,653,569

Unmatured interest on long-term debt:

In governmental funds, interest on long-term debt is not recognized until the period in which it matures and is paid. In the government-wide statement of activities, it is recognized in the period that it is incurred. The additional liability for unmatrued interest owing at the end of the period was:

(38,048)

Long-term liabilities:

In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

Total general obligation bonds	\$ 2,687,734	
Capital leases	13,344	
Early retirement incentive	442,831	
Compensated absences	39,761	
Total OPEB liability	2,511,352	
Net pension liability	<u>8,847,000</u>	(14,542,022)

Deferred outflows and inflows of resources relating to pensions:

In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions are reported.

Deferred outflows of resources related to pensions	\$ 2,383,079	
Deferred inflows of resources related to pensions	<u>(549,975)</u>	1,833,104

Deferred outflows and inflows of resources relating to OPEB:

In governmental funds, deferred outflows and inflows of resources relating to OPEB are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to OPEB are reported.

Deferred outflows of resources related to OPEB	\$ 1,263,669	1,263,669
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**Total Net Position - Governmental Activities** \$ (870,322)

**HAMILTON UNIFIED SCHOOL DISTRICT  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2020**

	General Fund	Building Fund	Non-Major Governmental Funds	Total Governmental Funds
<b>REVENUES</b>				
LCFF sources	\$ 7,839,810	\$ -	\$ 53,000	\$ 7,892,810
Federal sources	237,411	-	421,413	658,824
Other state sources	910,013	-	379,198	1,289,211
Other local sources	211,771	42,190	389,437	643,398
<b>Total Revenues</b>	<b>9,199,005</b>	<b>42,190</b>	<b>1,243,048</b>	<b>10,484,243</b>
<b>EXPENDITURES</b>				
Current				
Instruction	4,885,743	-	233,246	5,118,989
Instruction-related services				
Instructional supervision and administration	2,336	-	-	2,336
Instructional library, media, and technology	276,375	-	-	276,375
School site administration	1,010,613	-	103,418	1,114,031
Pupil services				
Home-to-school transportation	281,654	-	-	281,654
Food services	14,956	-	476,492	491,448
All other pupil services	474,378	-	-	474,378
General administration				
All other general administration	758,018	-	8,557	766,575
Plant services	969,963	-	24,582	994,545
Facilities acquisition and maintenance	-	193,861	-	193,861
Transfers to other agencies	880,433	-	-	880,433
Debt service				
Principal	-	-	76,500	76,500
Interest and other	-	-	70,657	70,657
<b>Total Expenditures</b>	<b>9,554,469</b>	<b>193,861</b>	<b>993,452</b>	<b>10,741,782</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>(355,464)</b>	<b>(151,671)</b>	<b>249,596</b>	<b>(257,539)</b>
<b>Other Financing Sources (Uses)</b>				
Other sources	13,344	-	-	13,344
<b>Net Financing Sources (Uses)</b>	<b>13,344</b>	<b>-</b>	<b>-</b>	<b>13,344</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(342,120)</b>	<b>(151,671)</b>	<b>249,596</b>	<b>(244,195)</b>
Fund Balance - Beginning	1,897,357	1,585,663	720,581	4,203,601
Fund Balance - Ending	\$ 1,555,237	\$ 1,433,992	\$ 970,177	\$ 3,959,406

The accompanying notes are an integral part of these financial statements.

**HAMILTON UNIFIED SCHOOL DISTRICT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2020**

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**Net Change in Fund Balances - Governmental Funds** \$ (244,195)

Amounts reported for governmental activities in the statement of activities are different from amounts reported in governmental funds because:

Capital outlay:

In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets are allocated over their estimated useful lives as depreciation expense. The difference between capital outlay expenditures and depreciation expense for the period is:

Expenditures for capital outlay:	\$	637,901	
Depreciation expense:		(353,641)	284,260

Debt service:

In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions of liabilities. Expenditures for repayment of the principal portion of long-term debt were: 76,500

Debt proceeds:

In governmental funds, proceeds from debt are recognized as Other Financing Sources. In the government-wide statements, proceeds from debt are reported as increases to liabilities. Amounts recognized in governmental funds as proceeds from debt, net of issue premium or discount, were: (13,344)

Unmatured interest on long-term debt:

In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statement of activities, it is recognized in the period it is incurred. Unmatured interest owing at the end of the period, less matured interest paid during the period but owing from the prior period, was: 9,041

Compensated absences:

In governmental funds, compensated absences are measured by the amounts paid during the period. In the statement of activities, compensated absences are measured by the amount earned. The difference between compensated absences paid and compensated absences earned, was: (4,843)

Other expenditures relating to prior periods:

Certain expenditures recognized in governmental funds relate to prior periods. Typical examples are payments on structured legal settlements or retirement incentives paid over time. These expenditures are recognized in the government-wide statement of activities in the period in which the obligations were first incurred, so they must not be recognized again in the current period. Expenditures relating to prior periods were: 82,779

*(continued on next page)*



**HAMILTON UNIFIED SCHOOL DISTRICT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES, continued  
FOR THE YEAR ENDED JUNE 30, 2020**

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Postemployment benefits other than pensions (OPEB):

In governmental funds, OPEB expenses are recognized when employer OPEB contributions are made. In the statement of activities, OPEB expenses are recognized on the accrual basis. This year, the difference between OPEB expenses and actual employer OPEB contributions was: (203,945)

Pensions:

In governmental funds, pension costs are recognized when employer contributions are made. In the government-wide statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual-basis pension costs and employer contributions was: (724,179)

Amortization of debt issuance premium or discount:

In governmental funds, if debt is issued at a premium or at a discount, the premium or discount is recognized as an Other Financing Source or an Other Financing Use in the period it is incurred. In the government-wide statements, the premium or discount is amortized over the life of the debt. Amortization of premium or discount for the period is: 4,092

<b>Change in Net Position of Governmental Activities</b>		<b>\$ (733,834)</b>
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**HAMILTON UNIFIED SCHOOL DISTRICT  
 FIDUCIARY FUNDS  
 STATEMENT OF NET POSITION  
 JUNE 30, 2020**

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	<u>Trust Fund</u> <u>Private-Purpose</u> <u>Trust Fund</u>	<u>Agency Fund</u> <u>Student Body</u> <u>Fund</u>
<b>ASSETS</b>		
Cash and investments	\$ 31,040	\$ 143,589
<b>Total Assets</b>	<u>31,040</u>	<u>\$ 143,589</u>
<b>LIABILITIES</b>		
Due to student groups	-	\$ 143,589
<b>Total Liabilities</b>	<u>-</u>	<u>\$ 143,589</u>
<b>NET POSITION</b>		
Restricted	31,040	
<b>Total Net Position</b>	<u>\$ 31,040</u>	

**HAMILTON UNIFIED SCHOOL DISTRICT  
 FIDUCIARY FUNDS  
 STATEMENT OF CHANGES IN NET POSITION  
 FOR THE YEAR ENDED JUNE 30, 2020**

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	<u>Trust Fund</u> <u>Private-Purpose</u> <u>Trust Fund</u>
<b>ADDITIONS</b>	
Contributions	\$ 6,644
<b>Total Additions</b>	<u>6,644</u>
 <b>DEDUCTIONS</b>	
Other trust activities	<u>6,700</u>
<b>Total Deductions</b>	<u>6,700</u>
 <b>CHANGE IN NET POSITION</b>	 (56)
<b>Net Position - Beginning</b>	<u>31,096</u>
<b>Net Position - Ending</b>	<u>\$ 31,040</u>

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2020**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Financial Reporting Entity**

The Hamilton Unified School District (the "District") accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

The District operates under a locally elected Board form of government and provides educational services to grades K-12 as mandated by the state. A reporting entity is comprised of the primary government, component units, and other organizations that are included to ensure the financial statements are not misleading. The primary government of the District consists of all funds, departments and agencies that are not legally separate from the District. For the District, this includes general operations, food service, and student-related activities.

**B. Component Units**

Component units are legally separate organizations for which the District is financially accountable. Component units may also include organizations that are fiscally dependent on the District in that the District approves their budget, the issuance of their debt or the levying of their taxes. In addition, component units are other legally separate organizations for which the District is not financially accountable but the nature and significance of the organization's relationship with the District is such that exclusion would cause the District's financial statements to be misleading or incomplete. The District has no such component units.

**C. Basis of Presentation**

**Government-Wide Statements.** The statement of net position and the statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenue, and other non-exchange transactions.

The statement of activities presents a comparison between direct expenses and program revenue for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reserved for the statement of activities. Program revenues include charges paid by the recipients of the goods or services offered by the programs and grants and contributions that are restricted to meeting of operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program or business segment is self-financing or draws from the general revenues of the District.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**C. Basis of Presentation (continued)**

**Fund Financial Statements.** The fund financial statements provide information about the District's funds, including its fiduciary funds. Separate statements for each fund category – governmental and fiduciary – are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as non-major funds.

Governmental funds are used to account for activities that are governmental in nature. Governmental activities are typically tax-supported and include education of pupils, operation of food service and child development programs, construction and maintenance of school facilities, and repayment of long-term debt.

Fiduciary funds are used to account for assets held by the District in a trustee or agency capacity for others that cannot be used to support the District's own programs.

**Major Governmental Funds**

**General Fund:** The General Fund is the main operating fund of the District. It is used to account for all activities except those that are required to be accounted for in another fund. In keeping with the minimum number of funds principle, all of the District's activities are reported in the General Fund unless there is a compelling reason to account for an activity in another fund. A District may have only one General Fund.

**Building Fund:** This fund exists primarily to account separately for proceeds from the sale of bonds (*Education Code Section 15146*) and may not be used for any purposes other than those for which the bonds were issued. Other authorized revenues to the Building Fund are proceeds from the sale or lease-with-option-to-purchase of real property (*Education Code Section 17462*) and revenue from rentals and leases of real property specifically authorized for deposit into the fund by the governing board (*Education Code Section 41003*).

**Non-Major Governmental Funds**

**Special Revenue Funds:** Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The District maintains the following special revenue funds:

**Adult Education Fund:** This fund is used to account separately for federal, state, and local revenues for adult education programs. Money in this fund shall be expended for adult education purposes only. Moneys received for programs other than adult education shall not be expended for adult education (*Education Code Sections 52616[b]* and *52501.5[a]*).

**Child Development Fund:** This fund is used to account separately for federal, state, and local revenues to operate child development programs. All moneys received by the District for, or from the operation of, child development services covered under the Child Care and Development Services Act (*Education Code Section 8200 et seq.*) shall be deposited into this fund. The moneys may be used only for expenditures for the operation of child development programs. The costs incurred in the maintenance and operation of child development services shall be paid from this fund, with accounting to reflect specific funding sources (*Education Code Section 8328*).

HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation (continued)

Non-Major Governmental Funds (continued)

**Special Revenue Funds (continued):**

**Cafeteria Special Revenue Fund:** This fund is used to account separately for federal, state, and local resources to operate the food service program (*Education Code Sections 38090–38093*). The Cafeteria Special Revenue Fund shall be used only for those expenditures authorized by the governing board as necessary for the operation of the District's food service program (*Education Code Sections 38091 and 38100*).

**Deferred Maintenance Fund:** This fund is used to account separately for state apportionments and the District's contributions for deferred maintenance purposes (*Education Code Sections 17582–17587*). In addition, whenever the state funds provided pursuant to *Education Code Sections 17584 and 17585* (apportionments from the State Allocation Board) are insufficient to fully match the local funds deposited in this fund, the governing board of a school district may transfer the excess local funds deposited in this fund to any other expenditure classifications in other funds of the District (*Education Code Sections 17582 and 17583*).

**Capital Project Funds:** Capital project funds are established to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

**Capital Facilities Fund:** This fund is used primarily to account separately for moneys received from fees levied on developers or other agencies as a condition of approving a development (*Education Code Sections 17620–17626*). The authority for these levies may be county/city ordinances (*Government Code Sections 65970–65981*) or private agreements between the District and the developer. Interest earned in the Capital Facilities Fund is restricted to that fund (*Government Code Section 66006*).

**Debt Service Funds:** Debt service funds are established to account for the accumulation of resources for and the payment of principal and interest on general long-term debt.

**Bond Interest and Redemption Fund:** This fund is used for the repayment of bonds issued for the District (*Education Code Sections 15125–15262*). The board of supervisors of the county issues the bonds. The proceeds from the sale of the bonds are deposited in the county treasury to the Building Fund of the District. Any premiums or accrued interest received from the sale of the bonds must be deposited in the Bond Interest and Redemption Fund of the District. The county auditor maintains control over the District's Bond Interest and Redemption Fund. The principal and interest on the bonds must be paid by the county treasurer from taxes levied by the county auditor-controller.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**C. Basis of Presentation (continued)**

**Non-Major Governmental Funds (continued)**

**Fiduciary Funds**

**Trust and Agency Funds:** Trust and agency funds are used to account for assets held in a trustee or agent capacity for others that cannot be used to support the District's own programs. The key distinction between trust and agency funds is that trust funds are subject to a trust agreement that affects the degree of management involvement and the length of time that the resources are held.

**Private-Purpose Trust Fund:** The Private-Purpose Trust Fund is a scholarship trust fund, and consists only of accounts such as cash and balancing net position accounts.

**Student Body Fund:** The Student Body Fund is an agency fund and, therefore, consists only of accounts such as cash and balancing liability accounts, such as due to student groups. The student body itself maintains its own general fund, which accounts for the transactions of that entity in raising and expending money to promote the general welfare, morale, and educational experiences of the student body (*Education Code Sections 48930–48938*).

**D. Basis of Accounting – Measurement Focus**

**Government-Wide and Fiduciary Financial Statements**

The government-wide and fiduciary fund financial statements are reported using the economic resources measurement focus. The government-wide and fiduciary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

Net Position equals assets and deferred outflows of resources minus liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. The net position should be reported as restricted when constraints placed on its use are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. The net position restricted for other activities results from special revenue funds and the restrictions on their use.

**Governmental Funds**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Governmental funds use the modified accrual basis of accounting.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**D. Basis of Accounting – Measurement Focus (continued)**

**Revenues – Exchange and Non-Exchange Transactions**

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. Generally, "available" means collectible within the current period or within 60 days after year-end. However, to achieve comparability of reporting among California school districts and so as not to distort normal revenue patterns, with specific respect to reimbursements grants and corrections to State-aid apportionments, the California Department of Education has defined available for school districts as collectible within one year.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from the grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Eligibility requirements include timing requirements, which specify the year when the resources are to be used or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

**Unearned Revenue**

Unearned revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the District prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

Certain grants received that have not met eligibility requirements are recorded as unearned revenue. On the governmental fund financial statements, receivables that will not be collected within the available period are also recorded as unearned revenue.

**Expenses/Expenditures**

On the accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.



**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position**

**Cash and Cash Equivalents**

The District’s cash and cash equivalents consist of cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

**Investments**

Investments with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost. Fair values of investments in county and State investment pools are determined by the program sponsor.

**Inventories**

Inventories are valued at historical cost using the first-in/first-out (FIFO) method. The costs of governmental fund-type inventories are recorded as expenditures when consumed rather than when purchased.

**Capital Assets**

The accounting and reporting treatment applied to the capital assets associated with a fund is determined by its measurement focus. Capital assets are reported in the governmental activities column of the government-wide statement of net position, but are not reported in the fund financial statements.

Capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their fair acquisition value as of the date received. The District maintains a capitalization threshold of \$5,000. The District does not own any infrastructure as defined in GASB Statement No. 34. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset’s life are not capitalized. All reported capital assets, except for land and construction in progress, are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets.

Depreciation is computed using the straight-line method over the following estimated useful lives:

<b><u>Asset Class</u></b>	<b><u>Estimated Useful Life</u></b>
Buildings and Improvements	25 – 50 years
Furniture and Equipment	15 – 20 years
Vehicles	8 years

**Interfund Balances**

On fund financial statements, receivables and payables resulting from short-term interfund loans are classified as "Due from other funds/Due to other funds." These amounts are eliminated in the governmental activities columns of the statement of net position.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position (continued)**

**Compensated Absences**

Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the government-wide financial statements. For governmental funds, the current portion of unpaid compensated absences is recognized upon the occurrence of relevant events such as employee resignations and retirements that occur prior to year-end that have not yet been paid with expendable available financial resource. These amounts are recorded in the fund from which the employees who have accumulated leave are paid.

Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken because such benefits do not vest, nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

**Accrued Liabilities and Long-Term Obligations**

All payables, accrued liabilities, and long-term obligations are reported in the government-wide financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the funds.

**Postemployment Benefits Other Than Pensions (OPEB)**

For purposes of measuring the total OPEB liability, deferred outflows of resources related to OPEB and deferred inflows of resources related to OPEB, and OPEB expense have been determined by an independent actuary. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms.

Generally accepted accounting principles require the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	July 1, 2019
Measurement Date	June 30, 2019
Measurement Period	July 1, 2018 to June 30, 2019

Gains and losses related to changes in total OPEB liability are recognized in OPEB expense systematically over time. The first amortized amounts are recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense. The amortization period differs depending on the source of gain or loss. The difference between projected and actual earnings is amortized on a straight-line basis over five years. All other amounts are amortized on a straight-line basis over the average expected remaining service lives of all members that are provided with benefits (active, inactive, and retired) at the beginning of the measurement period.

**Premiums and Discounts**

In the government-wide financial statements, long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position (continued)**

**Deferred Outflows/Deferred Inflows of Resources**

In addition to assets, the District will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the District will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

**Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the defined benefit pension plans (the Plans) of the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the Plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Fund Balance**

Fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

*Nonspendable* - The nonspendable fund balance classification reflects amounts that are not in spendable form. Examples include inventory, prepaid items, the long-term portion of loans receivable, and nonfinancial assets held for resale. This classification also reflects amounts that are in spendable form but that are legally or contractually required to remain intact, such as the principal of a permanent endowment.

*Restricted* - The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation.

*Committed* - The committed fund balance classification reflects amounts subject to internal constraints self-imposed by formal action of the Governing Board. The constraints giving rise to committed fund balance must be imposed no later than the end of the reporting period. The actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements. In contrast to restricted fund balance, committed fund balance may be redirected by the government to other purposes as long as the original constraints are removed or modified in the same manner in which they were imposed, that is, by the same formal action of the Governing Board.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position (continued)**

**Fund Balance (continued)**

*Assigned* - The assigned fund balance classification reflects amounts that the government *intends* to be used for specific purposes. Assignments may be established either by the Governing Board or by a designee of the governing body, and are subject to neither the restricted nor committed levels of constraint. In contrast to the constraints giving rise to committed fund balance, constraints giving rise to assigned fund balance are not required to be imposed, modified, or removed by formal action of the Governing Board. The action does not require the same level of formality and may be delegated to another body or official. Additionally, the assignment need not be made before the end of the reporting period, but rather may be made any time prior to the issuance of the financial statements.

*Unassigned* - In the General Fund only, the unassigned fund balance classification reflects the residual balance that has not been assigned to other funds and that is not restricted, committed, or assigned to specific purposes. However, deficits in any fund, including the General Fund that cannot be eliminated by reducing or eliminating amounts assigned to other purposes are reported as negative unassigned fund balance.

The District applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

**F. Interfund Activity**

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented in the financial statements. Interfund transfers are eliminated in the governmental activities columns of the statement of activities.

**G. Estimates**

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

**H. Budgetary Data**

The budgetary process is prescribed by provisions of the California Education Code and requires the governing board to hold a public hearing and adopt an operating budget no later than July 1 of each year. The District governing board satisfied these requirements. The adopted budget is subject to amendment throughout the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption with the legal restriction that expenditures cannot exceed appropriations by major object account.

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**H. Budgetary Data (continued)**

The amounts reported as the original budgeted amounts in the budgetary statements reflect the amounts when the original appropriations were adopted. The amounts reported as the final budgeted amounts in the budgetary statements reflect the amounts after all budget amendments have been accounted for. For purposes of the budget, on-behalf payments have not been included as revenue and expenditures as required under generally accepted accounting principles.

**I. Property Tax**

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County Auditor-Controller bills and collects the taxes on behalf of the District. Local property tax revenues are recorded when received.

**J. New Accounting Pronouncements**

**GASB Statement No. 84** – In January 2017, GASB issued Statement No. 84, *Fiduciary Activities*. This standard's primary objective is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The statement was postponed by GASB Statement No. 95 and is effective for periods beginning after December 15, 2019. The District has not yet determined the impact on the financial statements.

**GASB Statement No. 87** – In June 2017, GASB issued Statement No. 87, *Leases*. This standard's primary objective is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. The statement was postponed by GASB Statement No. 95 and is effective for periods beginning after June 15, 2021. The District has not yet determined the impact on the financial statements.

**GASB Statement No. 91** – In May 2019, GASB issued Statement No. 91, *Conduit Debt Obligations*. This standard's primary objectives are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. The statement was postponed by GASB Statement No. 95 and is effective for periods beginning after December 15, 2021. The District has not yet determined the impact on the financial statements.

**GASB Statement No. 92** – In January 2020, GASB issued Statement No. 92, *Omnibus 2020*. This standard's primary objectives are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. A portion of this statement was effective upon issuance, while the majority of this statement was postponed by GASB Statement No. 95 and is effective for periods beginning after June 15, 2021. The District has implemented the requirements that were effective upon issuance but has not yet determined the impact on the financial statements for the requirements of this statement that are not yet effective.

**HAMILTON UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS, continued  
 JUNE 30, 2020**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**J. New Accounting Pronouncements (continued)**

**GASB Statement No. 95** – In May 2020, GASB issued Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*. This standard’s primary objective is to provide temporary relief to governments and other stakeholders in light of the COVID-19 pandemic by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018, and later. The statement is effective immediately. The District has implemented GASB Statement No. 95.

**NOTE 2 – CASH AND INVESTMENTS**

**A. Summary of Cash and Investments**

	<u>Governmental Activities</u>	<u>Fiduciary Funds</u>
Investment in county treasury*	\$ 3,820,226	\$ -
Cash on hand and in banks	5,000	174,629
Cash in revolving fund	10,000	-
<b>Total</b>	<u>\$ 3,835,226</u>	<u>\$ 174,629</u>

\*Amount does not include deficit cash of \$21,944.

**B. Policies and Practices**

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the state; U.S. Treasury instruments; registered state warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; collateralized mortgage obligations; and the County Investment Pool.

**Investment in County Treasury** – The District maintains substantially all of its cash in the County Treasury in accordance with *Education Code Section 41001*. The Glenn County Treasurer’s pooled investments are managed by the County Treasurer who reports on a monthly basis to the board of supervisors. In addition, the function of the County Treasury Oversight Committee is to review and monitor the County’s investment policy. The committee membership includes the Treasurer and Tax Collector, the Auditor-Controller, Chief Administrative Officer, Superintendent of Schools Representative, and a public member. The fair value of the District’s investment in the pool is based upon the District’s pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 2 – CASH AND INVESTMENTS (continued)**

**C. General Authorizations**

Except for investments by trustees of debt proceeds, the authority to invest District funds deposited with the county treasury is delegated to the County Treasurer and Tax Collector. Additional information about the investment policy of the County Treasurer and Tax Collector may be obtained from its website. The table below identifies the investment types permitted by California Government Code.

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U. S. Treasury Obligations	5 years	None	None
U. S. Agency Securities	5 years	None	None
Banker’s Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

**D. Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Treasury. The District maintains a pooled investment with the County Treasury with a fair value of approximately \$3,824,584 and an amortized book value of \$3,820,226.

**E. Credit Risk**

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The investments in the County Treasury are not required to be rated. As of June 30, 2020, the pooled investments in the County Treasury were not rated.

**HAMILTON UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS, continued  
 JUNE 30, 2020**

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**NOTE 2 – CASH AND INVESTMENTS (continued)**

**F. Custodial Credit Risk – Deposits**

This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law. The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2020, the District's bank balance was not exposed to custodial credit risk.

**G. Fair Value**

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices (unadjusted) in active markets for identical assets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, either directly or indirectly.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the Glenn County Treasury Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The District's fair value measurements at June 30, 2020 were as follows:

	<b><u>Uncategorized</u></b>
Investment in county treasury	<u>\$ 3,824,584</u>
<b>Total</b>	<b><u>\$ 3,824,584</u></b>



**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

**NOTE 3 – ACCOUNTS RECEIVABLE**

Accounts receivable at June 30, 2020 consisted of the following:

	General Fund	Building Fund	Non-Major Governmental Funds	Governmental Activities
Federal Government				
Categorical aid	\$ 12,113	\$ -	\$ 115,991	\$ 128,104
State Government				
Apportionment	1,153,082	-	-	1,153,082
Categorical aid	3,476	-	8,201	11,677
Lottery	36,015	-	-	36,015
Local Government				
Other local sources	43,979	14,193	10,183	68,355
<b>Total</b>	<b>\$ 1,248,665</b>	<b>\$ 14,193</b>	<b>\$ 134,375</b>	<b>\$ 1,397,233</b>

**NOTE 4 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2020 was as follows:

	Balance July 01, 2019	Additions	Deletions	Balance June 30, 2020
<b>Governmental Activities</b>				
Capital assets not being depreciated				
Land	\$ 293,887	\$ 21,380	\$ -	\$ 315,267
Construction in progress	1,150,401	172,481	1,070,744	252,138
Total Capital Assets not Being Depreciated	1,444,288	193,861	1,070,744	567,405
Capital assets being depreciated				
Land improvements	604,362	-	-	604,362
Buildings & improvements	9,278,697	1,070,744	-	10,349,441
Furniture & equipment	1,629,370	444,040	15,070	2,058,340
Total Capital Assets Being Depreciated	11,512,429	1,514,784	15,070	13,012,143
Less Accumulated Depreciation				
Land improvements	475,780	17,243	-	493,023
Buildings & improvements	4,912,286	287,205	-	5,199,491
Furniture & equipment	1,199,342	49,193	15,070	1,233,465
Total Accumulated Depreciation	6,587,408	353,641	15,070	6,925,979
<b>Governmental Activities</b>				
<b>Capital Assets, net</b>	<b>\$ 6,369,309</b>	<b>\$ 1,355,004</b>	<b>\$ 1,070,744</b>	<b>\$ 6,653,569</b>

Depreciation expense is allocated to governmental functions as follows:

Instruction	\$ 218,373
Home-to-school transportation	64,562
Food services	25,367
All other pupil services	7,456
All other general administration	10,923
Plant services	26,960
<b>Total Depreciation Expense</b>	<b>\$ 353,641</b>

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

**NOTE 5 – INTERFUND TRANSACTIONS**

Individual interfund receivable and payable balances at June 30, 2020 were as follows:

	Due From Other Funds		
	General Fund	Non-Major Governmental Funds	Total
<b>Due To Other Funds</b>			
General Fund	\$ -	\$ 41	\$ 41
Non-Major Governmental Funds	19,118	833	19,951
<b>Total</b>	<b>\$ 19,118</b>	<b>\$ 874</b>	<b>\$ 19,992</b>
Due from the General Fund to the Non-Major Adult Education Fund for sales tax.			\$ 41
Due from the Non-Major Adult Education Fund to the General Fund for indirect costs.			8,606
Due from the Non-Major Adult Education Fund to the Non-Major Child Development Fund for sales tax.			816
Due from the Non-Major Child Development Fund to the General Fund for salaries and travel expenses.			10,512
Due from the Non-Major Child Development Fund to the Non-Major Cafeteria Special Revenue Fund for sales tax.			17
<b>Total</b>			<b>\$ 19,992</b>

**NOTE 6 – ACCRUED LIABILITIES**

Accrued liabilities at June 30, 2020 consisted of the following:

			Non-Major Governmental Funds		Governmental Activities	
	General Fund	Building Fund	District-Wide	District-Wide	District-Wide	District-Wide
Payroll	\$ 189,705	\$ -	\$ 6,016	\$ -	\$ -	\$ 195,721
Vendors payable	499,962	14,117	5,814	-	-	519,893
Unmatured interest	-	-	-	38,048	-	38,048
Due to grantor government	307,879	-	-	-	-	307,879
<b>Total</b>	<b>\$ 997,546</b>	<b>\$ 14,117</b>	<b>\$ 11,830</b>	<b>\$ 38,048</b>	<b>\$ -</b>	<b>\$ 1,061,541</b>

**NOTE 7 – UNEARNED REVENUE**

Unearned revenue at June 30, 2020 consisted of the following:

			Non-Major Governmental Funds		Governmental Activities	
	General Fund	Building Fund	District-Wide	District-Wide	District-Wide	District-Wide
Federal sources	\$ 15,680	\$ -	\$ -	\$ -	\$ -	\$ 15,680
State categorical sources	238,227	-	398	-	-	238,625
<b>Total</b>	<b>\$ 253,907</b>	<b>\$ -</b>	<b>\$ 398</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 254,305</b>

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

**NOTE 8 – LONG-TERM LIABILITIES**

A schedule of changes in long-term liabilities for the year ended June 30, 2020 consisted of the following:

	Balance July 01, 2019	Additions	Deductions	Balance June 30, 2020	Balance Due In One Year
<b>Governmental Activities</b>					
General obligation bonds	\$ 2,625,100	\$ -	\$ 76,500	\$ 2,548,600	\$ 285,800
Unamortized premium	143,226	-	4,092	139,134	4,092
Total general obligation bonds	2,768,326	-	80,592	2,687,734	289,892
Capital leases	-	13,344	-	13,344	4,930
Early retirement incentive	525,610	-	82,779	442,831	124,596
Compensated absences	34,918	4,843	-	39,761	-
Total OPEB liability	1,139,051	1,372,301	-	2,511,352	-
Net pension liability	8,534,686	312,314	-	8,847,000	-
<b>Total</b>	<b>\$ 13,002,591</b>	<b>\$ 1,702,802</b>	<b>\$ 163,371</b>	<b>\$ 14,542,022</b>	<b>\$ 419,418</b>

- Payments for general obligation bonds are made in the Bond Interest and Redemption Fund.
- Payments for capital lease obligations are made in the General Fund.
- Payments for early retirement incentive are made in the General Fund.
- Payments for compensated absences are typically liquidated in the General Fund and the Non-Major Governmental Funds.

**A. Bonded Debt**

Series	Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds			Bonds Outstanding June 30, 2020
					Outstanding July 01, 2019	Additions	Deductions	
2011 Refunding	August 30, 2011	August 1, 2023	4.30%	\$ 886,200	\$ 425,100	\$ -	\$ 76,500	\$ 348,600
Election 2018, Series 2019A	June 5, 2019	August 1, 2053	4.00%	2,200,000	2,200,000	-	-	2,200,000
					<b>\$ 2,625,100</b>	<b>\$ -</b>	<b>\$ 76,500</b>	<b>\$ 2,548,600</b>

**Election 1998**

In an election held April 14, 1998, the voters authorized the District to issue and sell \$1,340,000 of principal amount of general obligation bonds. These bonds were issued for the purpose of constructing and acquiring a new library and classrooms for Hamilton High School.

There was one issuance under this election, Series 1998, which was issued on August 6, 1998 with interest rates ranging from 3.90% to 4.70%. The original issuance consisted of \$430,000 in current interest serial bonds and \$910,000 in current interest term bonds. Interest accrues from August 1, 1998 and is payable semi-annually on February 1 and August 1 of each year, commencing February 1, 1999. Principal is payable annually on August 1, commencing August 1, 2000 through the final maturity date of August 1, 2023. On August 30, 2011, the District issued Refunding Notes to redeem the outstanding bonds.

**2011 Refunding Notes**

On August 30, 2011, the District issued \$886,200 of refunding notes. The notes were issued to redeem the outstanding Election 1998, Series 1998 bonds. The bonds were issued as current interest serial bonds and carry interest of 4.30%. The transaction resulted in an economic gain (difference between the present value of debt service on the old bonds and the new notes) of \$30,720. The principal balance outstanding on June 30, 2020 amounted to \$348,600.

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 8 – LONG-TERM LIABILITIES (continued)**

**A. Bonded Debt (continued)**

**Election 2018**

In an election held November 6, 2018, the voters authorized the District to issue and sell \$7,000,000 of principal amount of general obligation bonds. These bonds were issued to finance the acquisition, construction, furnishing and equipping of District facilities.

There has been one issuance under this election, Series 2019A, which was issued on June 5, 2019 with a stated interest rate of 4.00%. The original issuance consisted of \$645,000 in current interest serial bonds and \$1,555,000 in current interest term bonds. Interest on the bonds is payable on February 1 and August 1 of each year, commencing February 1, 2020. Principal is payable annually on August 1, commencing August 1, 2020 through the final maturity date of August 1, 2053.

**B. Debt Service Requirements to Maturity – Bonds**

The bonds mature through 2054 as follows:

<u>Year Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 285,800	\$ 102,164	\$ 387,964
2022	235,100	86,486	321,586
2023	89,300	79,736	169,036
2024	93,400	75,808	169,208
2025	-	73,800	73,800
2026 - 2030	-	369,000	369,000
2031 - 2035	90,000	361,400	451,400
2036 - 2040	200,000	333,000	533,000
2041 - 2045	355,000	278,500	633,500
2046 - 2050	555,000	188,100	743,100
2051 - 2054	645,000	53,900	698,900
<b>Total</b>	<b>\$ 2,548,600</b>	<b>\$ 2,001,894</b>	<b>\$ 4,550,494</b>

**C. Capital Lease**

The District entered into a capital lease for bus air conditioning, with annual payments in September of each year, with principal maturing through 2023. Future minimum lease payments are as follows:

<u>Year Ended June 30,</u>	<u>Lease Payment</u>
2021	\$ 4,930
2022	4,930
2023	4,890
Total minimum lease payments	14,750
Less amount representing interest	(1,406)
Present value of minimum lease payments	<u>\$ 13,344</u>

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 8 – LONG-TERM LIABILITIES (continued)**

**D. Early Retirement Incentives**

The District entered into a supplementary retirement plan with the California State Teachers' Retirement System (CalSTRS) whereby 10 employees (2 in the 2010-11 fiscal year, 2 in the 2011-12 fiscal year, 4 in the 2014-15 fiscal year, and 2 in the 2018-19 fiscal year) of the District elected to take early retirement in exchange for supplementary retirement benefits.

The District entered into a supplementary retirement plan with the California Public Employees' Retirement System (CalPERS) whereby 7 employees (1 in the 2014-15 fiscal year and 6 in the 2018-19 fiscal year) of the District elected to take early retirement in exchange for supplementary retirement benefits.

Future payments for the early retirement plans are as follows:

<u>Year Ended June 30,</u>	<u>Lease Payment</u>
2021	\$ 124,596
2022	121,111
2023	114,781
2024	92,530
2025	55,786
2026 - 2027	36,842
Total minimum lease payments	545,646
Less amount representing interest	(102,815)
Present value of minimum lease payments	<u>\$ 442,831</u>

**E. Compensated Absences**

Total unpaid employee compensated absences as of June 30, 2020 amounted to \$39,761. This amount is included as part of long-term liabilities in the government-wide financial statements.

**F. Other Postemployment Benefits**

The District's beginning total OPEB liability was \$1,139,051 and increased by \$1,372,301 during the year ended June 30, 2020. The ending total OPEB liability at June 30, 2020 was \$2,511,352. See Note 10 for additional information regarding the total OPEB liability.

**G. Net Pension Liability**

The District's beginning net pension liability was \$8,534,686 and increased by \$312,314 during the year ended June 30, 2020. The ending net pension liability at June 30, 2020 was \$8,847,000. See Note 11 for additional information regarding the net pension liability.

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

**NOTE 9 – FUND BALANCES**

Fund balances were composed of the following elements at June 30, 2020:

	General Fund	Building Fund	Non-Major Governmental Funds	Total Governmental Funds
Non-spendable				
Revolving cash	\$ 10,000	\$ -	\$ -	\$ 10,000
Stores inventory	-	-	4,745	4,745
Total non-spendable	10,000	-	4,745	14,745
Restricted				
Educational programs	119,021	-	141,504	260,525
Capital projects	-	1,433,992	184,004	1,617,996
Debt service	-	-	489,008	489,008
All others	-	-	83,658	83,658
Total restricted	119,021	1,433,992	898,174	2,451,187
Committed				
Other commitments	-	-	67,258	67,258
Total committed	-	-	67,258	67,258
Assigned				
Postemployment benefits	216,610	-	-	216,610
Other assignments	437,963	-	-	437,963
Total assigned	654,573	-	-	654,573
Unassigned	771,643	-	-	771,643
<b>Total Fund Balance</b>	<b>\$ 1,555,237</b>	<b>\$ 1,433,992</b>	<b>\$ 970,177</b>	<b>\$ 3,959,406</b>

The District is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. The District’s Minimum Fund Balance Policy requires a Reserve for Economic Uncertainties, consisting of unassigned amounts, equal to no less than 4 percent of General Fund expenditures and other financing uses.

**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)**

**A. Plan Description**

The Hamilton Unified School District administers a single employer defined benefit OPEB plan that provides medical, dental and vision insurance benefits to eligible retirees. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement 75.

**B. Benefits Provided**

The District provides postemployment health care benefits based on the age and the years of service. District-paid benefits are subject to a cap and paid until age 65. The District provides medical, dental, and vision benefits to eligible retirees up to an annual cap of \$11,370.

Employee Group	Age for Eligibility	Years for Eligibility
Certificated	55	15
Classified and Classified Management	55	15
Classified Confidential	50	10
Superintendent	55	5

**HAMILTON UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS, continued  
 JUNE 30, 2020**

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**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)**

**C. Contributions**

For the measurement period, the District contributed \$45,447 to the Plan, all of which was used for current premiums.

**D. Plan Membership**

Membership of the Plan consisted of the following:

	<u>Number of participants</u>
Inactive employees receiving benefits	4
Inactive employees entitled to but not receiving benefits*	-
Participating active employees	<u>77</u>
<b>Total number of participants**</b>	<u>81</u>

\*Information not provided

\*\*As of the July 1, 2019 valuation date

**E. Total OPEB Liability**

The Hamilton Unified School District’s total OPEB liability of \$2,511,352 was measured as of June 30, 2019 and was determined by an actuarial valuation as of July 1, 2019.

**F. Actuarial Assumptions and Other Inputs**

The total OPEB liability as of June 30, 2020 was determined by an actuarial valuation as of July 1, 2019 using the following actuarial assumptions and other inputs, applied to all periods included in the measurement.

**Assumptions:**

Salary increases	3.00%
Inflation rate	3.00%
Healthcare cost trend rate	6.00% for 2019; 5.90% for 2020; 5.80% for 2021; and decreasing 0.10% per year to an ultimate rate of 5.00% for 2029 and later years

Pre-retirement mortality rates were based on the RP-2014 Employee Mortality Table for Males or Females, as appropriate, without projection. Post-retirement mortality rates were based on the RP-2014 Health Annuitant Mortality Table for Males or Females, as appropriate, without projection.

The actuarial assumptions used in the July 1, 2019 valuation were based on a review of plan experience during the period July 1, 2017 to June 30, 2019.

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)**

**G. Changes in Total OPEB Liability**

	<u>June 30, 2020</u>
<b>Total OPEB Liability</b>	
Service Cost	\$ 136,970
Interest on total OPEB liability	45,377
Difference between expected and actual experience	1,092,942
Changes of assumptions	142,459
Benefits payments	<u>(45,447)</u>
Net change in total OPEB liability	1,372,301
Total OPEB liability - beginning	<u>1,139,051</u>
Total OPEB liability - ending	<u>\$ 2,511,352</u>
Covered-employee payroll	\$ 4,699,030
District's total OPEB liability as a percentage of covered-employee payroll	53.4%

**H. Sensitivity of the Total OPEB Liability to Changes in the Discount Rate**

The following presents the total OPEB liability of the Hamilton Unified School District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.13 percent) or one percentage point higher (4.13 percent) than the current discount rate:

	<b>1% Decrease (2.13%)</b>	<b>Valuation Discount Rate (3.13%)</b>	<b>1% Increase (4.13%)</b>
Net OPEB liability	\$ 2,705,140	\$ 2,511,352	\$ 2,332,032

**I. Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rate**

The following presents the total OPEB liability of the Hamilton Unified School District, as well as what the District's total OPEB liability would be if it were calculated using a healthcare cost trend rate that is one percentage point lower (4.00 percent) or one percentage point higher (6.00 percent) than the current healthcare cost trend rate:

	<b>1% Decrease (4.00%)</b>	<b>Valuation Trend Rate (5.00%)</b>	<b>1% Increase (6.00%)</b>
Net OPEB liability	\$ 2,276,138	\$ 2,511,352	\$ 2,782,497



**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)**

**J. OPEB Expense and Deferred Outflows and Deferred Inflows of Resources Related to OPEB**

For the year ended June 30, 2020, the Hamilton Unified School District recognized OPEB expense of \$312,390. At June 30, 2020, the Hamilton Unified School District reported deferred outflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>
Differences between expected and actual experience	\$ 977,895
Changes in assumptions	127,463
District contributions subsequent to the measurement date	<u>158,311</u>
<b>Total</b>	<u>\$ 1,263,669</u>

The \$158,311 reported as deferred outflows of resources related to OPEB resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ended June 30, 2021. The remaining \$1,105,358 reported as deferred outflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows of Resources</u>
2021	\$ 130,043
2022	130,043
2023	130,043
2024	130,043
2025	130,043
Thereafter	<u>455,143</u>
<b>Total</b>	<u>\$ 1,105,358</u>

**NOTE 11 – PENSION PLANS**

Qualified employees are covered under multiple-employer contributory retirement plans maintained by agencies of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS), and classified employees are members of the California Public Employees' Retirement System (CalPERS). The District reported its proportionate share of the net pension liabilities, pension expense, deferred outflow of resources, and deferred inflow of resources for each of the above plans as follows:

	<u>Net pension liability</u>	<u>Deferred outflows related to pensions</u>	<u>Deferred inflows related to pensions</u>	<u>Pension expense</u>
STRS Pension	\$ 5,660,584	\$ 1,619,445	\$ 517,904	\$ 746,578
PERS Pension	3,186,416	763,634	32,071	843,884
<b>Total</b>	<u>\$ 8,847,000</u>	<u>\$ 2,383,079</u>	<u>\$ 549,975</u>	<u>\$ 1,590,462</u>

**NOTE 11 – PENSION PLANS (continued)**

**A. California State Teachers' Retirement System (CalSTRS)**

**Plan Description**

The District contributes to the California State Teachers' Retirement System (CalSTRS); a cost-sharing multiple employer public employee retirement system defined benefit pension plan administered by CalSTRS. The plan provides retirement and disability benefits and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalSTRS annual financial report may be obtained from CalSTRS, 7919 Folsom Blvd., Sacramento, CA 95826.

**Benefits Provided**

The CalSTRS defined benefit plan has two benefit formulas:

1. CalSTRS 2% at 60: Members first hired on or before December 31, 2012, to perform service that could be creditable to CalSTRS. CalSTRS 2% at 60 members are eligible for normal retirement at age 60, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service. Early retirement options are available at age 55 with five years of credited service or as early as age 50 with 30 years of credited service. The age factor for retirements after age 60 increases with each quarter year of age to 2.4 percent at age 63 or older. Members who have 30 years or more of credited service receive an additional increase of up to 0.2 percent to the age factor, known as the career factor. The maximum benefit with the career factor is 2.4 percent of final compensation.
2. CalSTRS 2% at 62: Members first hired on or after January 1, 2013, to perform service that could be creditable to CalSTRS. CalSTRS 2% at 62 members are eligible for normal retirement at age 62, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service. An early retirement option is available at age 55. The age factor for retirement after age 62 increases with each quarter year of age to 2.4 percent at age 65 or older.

**Contributions**

Active plan CalSTRS 2% at 60 and 2% at 62 members are required to contribute 10.25% and 10.205% of their salary for fiscal year 2020, respectively, and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by CalSTRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2020 was 18.13% of annual payroll reduced to 17.10% pursuant to California Senate Bill 90 (SB 90). The contribution requirements of the plan members are established by state statute. Contributions to the plan from the District were \$597,873 for the year ended June 30, 2020.

**On-Behalf Payments**

The District was the recipient of on-behalf payments made by the State of California to CalSTRS for K-12 education. These payments consist of state general fund contributions of approximately \$430,778 to CalSTRS.

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 11 – PENSION PLANS (continued)**

**A. California State Teachers’ Retirement System (CalSTRS) (continued)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2020, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability that was associated with the District were as follows:

District's proportionate share of the net pension liability	\$	5,660,584
State's proportionate share of the net pension liability associated with the District		<u>3,088,251</u>
<b>Total</b>	<b>\$</b>	<b><u>8,748,835</u></b>

The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2018 and rolling forward the total pension liability to June 30, 2019. The District’s proportion of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. At June 30, 2019, the District’s proportion was 0.006 percent, which did not change from its proportion measured as of June 30, 2018.

For the year ended June 30, 2020, the District recognized pension expense of \$746,578. In addition, the District recognized pension expense and revenue of \$84,493 for support provided by the State. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between projected and actual earnings on plan investments	\$ -	\$ 218,047
Differences between expected and actual experience	14,290	159,509
Changes in assumptions	715,940	-
Changes in proportion and differences between District contributions and proportionate share of contributions	291,342	140,348
District contributions subsequent to the measurement date	<u>597,873</u>	<u>-</u>
<b>Total</b>	<b>\$ 1,619,445</b>	<b>\$ 517,904</b>

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 11 – PENSION PLANS (continued)**

**A. California State Teachers’ Retirement System (CalSTRS) (continued)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued)**

The \$597,873 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
2021	\$ 268,055	\$ 104,133
2022	268,055	255,512
2023	220,101	106,267
2024	220,289	17,855
2025	37,591	17,601
2026	7,481	16,536
<b>Total</b>	<b>\$ 1,021,572</b>	<b>\$ 517,904</b>

**Actuarial Assumptions**

The total pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2018, and rolling forward the total pension liability to June 30, 2019 using the following actuarial assumptions, applied to all periods included in the measurement:

Consumer Price Inflation	2.75%
Investment Rate of Return*	7.10%
Wage Inflation	3.50%

\* Net of investment expenses, but gross of administrative expenses.

CalSTRS uses custom mortality tables to best fit the patterns of mortality among its members. These custom tables are based on MP-2016 series tables adjusted to fit CalSTRS experience.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period July 1, 2010–June 30, 2015.

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

**NOTE 11 – PENSION PLANS (continued)**

**A. California State Teachers’ Retirement System (CalSTRS) (continued)**

**Actuarial Assumptions (continued)**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best-estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant (Pension Consulting Alliance–PCA) as an input to the process. The actuarial investment rate of return assumption was adopted by the board in February 2017 in conjunction with the most recent experience study. For each future valuation, CalSTRS consulting actuary (Milliman) reviews the return assumption for reasonableness based on the most current capital market assumptions. Best estimates of 20-year geometrically-linked real rates of return and the assumed asset allocation for each major asset class for the year ended June 30, 2019, are summarized in the following table:

<b>Asset Class</b>	<b>Assumed Asset Allocation</b>	<b>Long-Term Expected Real Rate of Return*</b>
Global Equity	47%	4.80%
Fixed Income	12%	1.30%
Real Estate	13%	3.60%
Private Equity	13%	6.30%
Risk Mitigating Strategies	9%	1.80%
Inflation Sensitive	4%	3.30%
Cash/Liquidity	2%	-0.40%
	100%	

\*20-year geometric average

**Discount Rate**

The discount rate used to measure the total pension liability was 7.10 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at statutory contribution rates in accordance with the rate increases per AB 1469. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.10 percent) and assuming that contributions, benefit payments, and administrative expense occur midyear. Based on those assumptions, the Plan’s fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the District’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the District’s proportionate share of the net pension liability calculated using the discount rate of 7.10 percent, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.10 percent) or 1-percentage-point higher (8.10 percent) than the current rate:

	<b>1% Decrease (6.10%)</b>	<b>Current Discount Rate (7.10%)</b>	<b>1% Increase (8.10%)</b>
District's proportionate share of the net pension liability	\$ 8,429,078	\$ 5,660,584	\$ 3,364,975

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 11 – PENSION PLANS (continued)**

**A. California State Teachers' Retirement System (CalSTRS) (continued)**

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued CalSTRS financial report.

**B. California Public Employees' Retirement System (CalPERS)**

**Plan Description**

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS); a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Laws. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95811.

**Benefits Provided**

The benefits for the defined benefit plan are based on members' years of service, age, final compensation, and benefit formula. Benefits are provided for disability, death, and survivors of eligible members or beneficiaries. Members become fully vested in their retirement benefits earned to date after five years of credited service.

**Contributions**

Active plan members who entered into the plan prior to January 1, 2013, are required to contribute 7.0% of their salary. The California Public Employees' Pension Reform Act (PEPRA) specifies that new members entering into the plan on or after January 1, 2013, shall pay the higher of fifty percent of normal costs or 7.0% of their salary. Additionally, for new members entering the plan on or after January 1, 2013, the employer is prohibited from paying any of the employee contribution to CalPERS unless the employer payment of the member's contribution is specified in an employment agreement or collective bargaining agreement that expires after January 1, 2013.

The District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for fiscal year 2020 was 20.733% of annual payroll reduced to 19.721% pursuant to California Senate Bill 90 (SB 90). Contributions to the plan from the District were \$268,410 for the year ended June 30, 2020.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2020, the District reported a liability of \$3,186,416 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2018 and rolling forward the total pension liability to June 30, 2019. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. At June 30, 2019, the District's proportion was 0.011 percent, which did not change from its proportion measured as of June 30, 2018.

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

**NOTE 11 – PENSION PLANS (continued)**

**B. California Public Employees’ Retirement System (CalPERS) (continued)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued)**

For the year ended June 30, 2020, the District recognized pension expense of \$843,884. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between projected and actual earnings on plan investments	\$ -	\$ 29,555
Differences between expected and actual experience	231,462	-
Changes in assumptions	151,683	-
Changes in proportion and differences between District contributions and proportionate share of contributions	112,079	2,516
District contributions subsequent to the measurement date	268,410	-
<b>Total</b>	<u>\$ 763,634</u>	<u>\$ 32,071</u>

The \$268,410 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
2021	\$ 291,407	\$ 31,200
2022	142,809	(57,783)
2023	57,278	(8,831)
2024	3,730	67,485
<b>Total</b>	<u>\$ 495,224</u>	<u>\$ 32,071</u>

**Actuarial Assumptions**

The total pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2018, and rolling forward the total pension liability to June 30, 2019 using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Discount Rate	7.15%
Salary Increases	Varies by Entry Age and Service

CalPERS uses custom mortality tables to best fit the patterns of mortality among its members. These custom tables are derived using CalPERS’ membership data for all funds. The table includes 15 years of mortality improvements using the Society of Actuaries Scale 90% of scale MP 2016.

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 11 – PENSION PLANS (continued)**

**B. California Public Employees’ Retirement System (CalPERS) (continued)**

**Actuarial Assumptions (continued)**

The actuarial assumptions used in the June 30, 2018, valuation were based on the results of an actuarial experience study for the period from 1997 to 2015.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, both short-term and long-term market return expectations as well as the expected pension fund cash flows were taken into account. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds’ asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

<b>Asset Class</b>	<b>Assumed Asset Allocation</b>	<b>Real Return Years 1 – 10*</b>	<b>Real Return Years 11+**</b>
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28.0%	1.00%	2.62%
Inflation Assets	0.0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Estate	13.0%	3.75%	4.93%
Liquidity	1.0%	0.0%	-0.92%
	100.0%		

\*An expected inflation of 2.00% used for this period.

\*\*An expected inflation of 2.92% used for this period.

**Discount Rate**

The discount rate used to measure the total pension liability was 7.15 percent. A projection of the expected benefit payments and contributions was performed to determine if assets would run out. The test revealed the assets would not run out. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability for the Schools Pool. The results of the crossover testing for the Schools Pool are presented in a detailed report that can be obtained at CalPERS’ website.



**HAMILTON UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS, continued  
 JUNE 30, 2020**

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**NOTE 11 – PENSION PLANS (continued)**

**B. California Public Employees’ Retirement System (CalPERS) (continued)**

**Sensitivity of the District’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the District’s proportionate share of the net pension liability calculated using the discount rate of 7.15 percent, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.15 percent) or 1-percentage-point higher (8.15 percent) than the current rate:

	<b>1% Decrease (6.15%)</b>	<b>Current Discount Rate (7.15%)</b>	<b>1% Increase (8.15%)</b>
District's proportionate share of the net pension liability	\$ 4,593,010	\$ 3,186,416	\$ 2,019,550

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan’s fiduciary net position is available in the separately issued CalPERS financial report.

**NOTE 12 – COMMITMENTS AND CONTINGENCIES**

**A. Grants**

The District received financial assistance from federal and state agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2020.

**B. Litigation**

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all other litigation pending is not expected to have a material adverse effect on the overall financial position of the District at June 30, 2020.

**C. Construction Commitments**

As of June 30, 2020, the District had no construction commitments with respect to unfinished capital projects.

**NOTE 13 – PARTICIPATION IN JOINT POWERS AUTHORITIES**

The District is a member of two joint powers authorities (JPAs). The first is the California’s Valued Trust to provide health and welfare benefits, and the other is the Golden State Risk Management Authority to provide property and liability insurance and workers’ compensation insurance. The relationship is such that the JPAs are not component units of the District for financial reporting purposes.

**NOTE 14 – DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

**A. Pension Plans**

Pursuant to GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, the District recognized deferred outflows of resources related to pensions and deferred inflows of resources related to pensions in the District-wide financial statements. Further information regarding the deferred outflows of resources and deferred inflows of resources can be found at Note 11. At June 30, 2020, total deferred outflows related to pensions was \$2,383,079 and total deferred inflows related to pensions was \$549,975.

**B. Other Postemployment Benefits**

Pursuant to GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, the District recognized deferred outflows of resources related to other postemployment benefits and deferred inflows of resources related to other postemployment benefits in the District-wide financial statements. Further information regarding the deferred outflows of resources and deferred inflows of resources can be found at Note 10. At June 30, 2020, total deferred outflows related to other postemployment benefits was \$1,263,669.

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## **REQUIRED SUPPLEMENTARY INFORMATION**

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**HAMILTON UNIFIED SCHOOL DISTRICT  
GENERAL FUND – BUDGETARY COMPARISON SCHEDULE  
FOR THE YEAR ENDED JUNE 30, 2020**

	Budgeted Amounts		Actual* (Budgetary Basis)	Variances - Final to Actual
	Original	Final		
<b>REVENUES</b>				
LCFF sources	\$ 7,980,647	\$ 7,873,467	\$ 7,892,810	\$ 19,343
Federal sources	254,861	279,569	315,268	35,699
Other state sources	195,102	386,640	479,235	92,595
Other local sources	69,840	79,577	118,156	38,579
<b>Total Revenues</b>	<b>8,500,450</b>	<b>8,619,253</b>	<b>8,805,469</b>	<b>186,216</b>
<b>EXPENDITURES</b>				
Certificated salaries	3,452,793	3,470,510	3,490,940	(20,430)
Classified salaries	1,193,213	1,191,536	1,188,677	2,859
Employee benefits	1,985,570	1,985,519	1,961,387	24,132
Books and supplies	498,894	449,144	314,170	134,974
Services and other operating expenditures	796,286	887,203	876,765	10,438
Capital outlay	-	402,972	419,876	(16,904)
Other outgo				
Excluding transfers of indirect costs	773,732	868,599	880,433	(11,834)
Transfers of indirect costs	(17,786)	(17,786)	(8,557)	(9,229)
<b>Total Expenditures</b>	<b>8,682,702</b>	<b>9,237,697</b>	<b>9,123,691</b>	<b>114,006</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>(182,252)</b>	<b>(618,444)</b>	<b>(318,222)</b>	<b>300,222</b>
<b>Other Financing Sources (Uses)</b>				
Transfers out	(53,000)	(53,000)	(53,000)	-
<b>Net Financing Sources (Uses)</b>	<b>(53,000)</b>	<b>(53,000)</b>	<b>(53,000)</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(235,252)</b>	<b>(671,444)</b>	<b>(371,222)</b>	<b>300,222</b>
<b>Fund Balance - Beginning</b>	<b>1,258,543</b>	<b>1,258,543</b>	<b>1,258,543</b>	<b>-</b>
<b>Fund Balance - Ending</b>	<b>\$ 1,023,291</b>	<b>\$ 587,099</b>	<b>\$ 887,321</b>	<b>\$ 300,222</b>

\* The actual amounts reported on this schedule do not agree with the amounts reported on the Statement of Revenues, Expenditures, and Changes in Fund Balance for the following reasons:

- On-behalf payments of \$430,778 are not included in the actual revenues and expenditures reported in this schedule.
- Capital lease in the amount of \$13,344 is not included in the actual other financing sources reported in this schedule.
- Actual amounts reported in this schedule are for the General Fund only, and do not agree with the amounts reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances because the amounts on that schedule include the financial activity of the Special Reserve Fund for Other Than Capital Outlay Projects and the Special Reserve Fund for Postemployment Benefits, in accordance with the fund type definitions promulgated by GASB Statement No. 54.
- Actual amounts reported in this schedule do not agree with the amounts reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances because the amounts on that schedule include federal revenues for the Medi-Cal Administrative Activities program that have been reclassified as local revenues.

**HAMILTON UNIFIED SCHOOL DISTRICT  
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS  
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>
<b>Total OPEB Liability</b>			
Service Cost	\$ 136,970	\$ 59,372	\$ 57,643
Interest on total OPEB liability	45,377	34,889	35,569
Difference between expected and actual experience	1,092,942	(36,932)	-
Changes of assumptions	142,459	-	-
Benefits payments	<u>(45,447)</u>	<u>(65,379)</u>	<u>(163,783)</u>
Net change in total OPEB liability	1,372,301	(8,050)	(70,571)
Total OPEB liability - beginning	<u>1,139,051</u>	<u>1,147,101</u>	<u>1,217,672</u>
Total OPEB liability - ending	<u>\$ 2,511,352</u>	<u>\$ 1,139,051</u>	<u>\$ 1,147,101</u>
Covered-employee payroll	\$ 4,699,030	\$ 4,907,547	\$ 4,720,386
District's total OPEB liability as a percentage of covered-employee payroll	53.4%	23.2%	24.3%

**HAMILTON UNIFIED SCHOOL DISTRICT  
SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - CALSTRS  
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
District's proportion of the net pension liability	0.006%	0.006%	0.006%	0.006%	0.006%	0.006%
District's proportionate share of the net pension liability	\$ 5,660,584	\$ 5,724,627	\$ 5,517,090	\$ 4,929,244	\$ 4,289,136	\$ 3,454,068
State's proportionate share of the net pension liability associated with the District	3,088,251	3,277,633	3,263,891	2,806,545	2,268,474	2,085,715
<b>Total</b>	<u>\$ 8,748,835</u>	<u>\$ 9,002,260</u>	<u>\$ 8,780,981</u>	<u>\$ 7,735,789</u>	<u>\$ 6,557,610</u>	<u>\$ 5,539,783</u>
District's covered payroll	\$ 3,394,579	\$ 3,327,082	\$ 3,193,611	\$ 3,041,124	\$ 2,952,115	\$ 2,632,667
District's proportionate share of the net pension liability as a percentage of its covered payroll	166.8%	172.1%	172.8%	162.1%	145.3%	131.2%
Plan fiduciary net position as a percentage of the total pension liability	72.6%	71.0%	69.5%	70.0%	74.0%	76.5%

The amounts presented for each fiscal year were determined as of the year-end that occurred one year prior.

**HAMILTON UNIFIED SCHOOL DISTRICT  
SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - CALPERS  
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
District's proportion of the net pension liability	0.011%	0.011%	0.009%	0.009%	0.009%	0.009%
District's proportionate share of the net pension liability	\$ 3,186,416	\$ 2,810,059	\$ 2,255,628	\$ 1,829,810	\$ 1,380,963	\$ 1,064,892
District's covered payroll	\$ 1,512,968	\$ 1,393,304	\$ 1,207,955	\$ 1,113,685	\$ 1,030,826	\$ 984,697
District's proportionate share of the net pension liability as a percentage of its covered payroll	210.6%	201.7%	186.7%	164.3%	134.0%	108.1%
Plan fiduciary net position as a percentage of the total pension liability	70.0%	70.8%	71.9%	73.9%	79.4%	83.4%

The amounts presented for each fiscal year were determined as of the year-end that occurred one year prior.

**HAMILTON UNIFIED SCHOOL DISTRICT  
SCHEDULE OF DISTRICT CONTRIBUTIONS - CALSTRS  
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Contractually required contribution	\$ 597,873	\$ 568,939	\$ 480,098	\$ 400,723	\$ 327,759	\$ 262,013
Contributions in relation to the contractually required contribution*	(597,873)	(568,939)	(480,098)	(400,723)	(327,759)	(262,013)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	\$ 3,520,694	\$ 3,394,579	\$ 3,327,082	\$ 3,193,611	\$ 3,041,124	\$ 2,952,115
Contributions as a percentage of covered payroll	16.98%	16.76%	14.43%	12.55%	10.78%	8.88%

\*Amounts do not include on-behalf contributions



**HAMILTON UNIFIED SCHOOL DISTRICT  
SCHEDULE OF DISTRICT CONTRIBUTIONS - CALPERS  
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Contractually required contribution	\$ 268,410	\$ 273,239	\$ 216,394	\$ 167,570	\$ 131,477	\$ 121,898
Contributions in relation to the contractually required contribution*	(268,410)	(273,239)	(216,394)	(167,570)	(131,477)	(121,898)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	\$ 1,363,897	\$ 1,512,968	\$ 1,393,304	\$ 1,207,955	\$ 1,113,685	\$ 1,030,826
Contributions as a percentage of covered payroll	19.68%	18.06%	15.53%	13.87%	11.81%	11.83%

\*Amounts do not include on-behalf contributions

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2020**

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**NOTE 1 – PURPOSE OF SCHEDULES**

**Budgetary Comparison Schedule**

This schedule is required by GASB Statement No. 34 as required supplementary information (RSI) for the General Fund and for each major special revenue fund that has a legally adopted annual budget. The budgetary comparison schedule presents both (a) the original and (b) the final appropriated budgets for the reporting period as well as (c) actual inflows, outflows, and balances, stated on the District's budgetary basis. A separate column to report the variance between the final budget and actual amounts is also presented, although not required.

**Schedule of Changes in Total OPEB Liability and Related Ratios**

This 10-year schedule is required by GASB Statement No. 75 for all sole and agent employers that provide other postemployment benefits (OPEB). Until a full 10-year trend is compiled, the schedule will only show those years under which GASB Statement No. 75 was applicable. The schedule presents the sources of change in the total OPEB liability, and the components of the total OPEB liability and related ratios, including the total OPEB liability as a percentage of covered-employee payroll.

**Changes in Benefit Terms**

There were no changes in benefit terms since the previous valuation for OPEB.

**Changes in Assumptions**

There discount rate changed from 3.62% to 3.13% since the previous valuation for OPEB.

**Schedule of the District's Proportionate Share of the Net Pension Liability**

This 10-year schedule is required by GASB Statement No. 68 for each cost-sharing pension plan. Until a full 10-year trend is compiled, the schedule will only show those years under which GASB Statement No. 68 was applicable. The schedule presents the District's proportion (percentage) of the collective net pension liability, the District's proportionate share (amount) of the collective net pension liability, the District's covered payroll, the District's proportionate share (amount) of the collective net pension liability as a percentage of the employer's covered payroll, and the pension plan's fiduciary net position as a percentage of the total pension liability.

**Changes in Benefit Terms**

There were no changes in benefit terms since the previous valuations for CalSTRS and CalPERS.

**Changes in Assumptions**

There were no changes in economic assumptions since the previous valuations for CalSTRS and CalPERS.

**Schedule of District Contributions**

This 10-year schedule is required by GASB Statement No. 68 for each cost-sharing pension plan. Until a full 10-year trend is compiled, the schedule will only show those years under which GASB Statement No. 68 was applicable. The schedule presents the District's statutorily or contractually required employer contribution, the amount of contributions recognized by the pension plan in relation to the statutorily or contractually required employer contribution, the difference between the statutorily or contractually required employer contribution and the amount of contributions recognized by the pension plan in relation to the statutorily or contractually required employer contribution, the District's covered payroll, and the amount of contributions recognized by the pension plan in relation to the statutorily or contractually required employer contribution as a percentage of the District's covered payroll.

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION, continued  
FOR THE YEAR ENDED JUNE 30, 2020**

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**NOTE 2 – EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

For the year ended June 30, 2020, the District incurred an excess of expenditures over appropriations in individual major funds presented in the Budgetary Comparison Schedule by major object code, as follows:

	<b>Expenditures and Other Uses</b>		
	<b>Budget</b>	<b>Actual</b>	<b>Excess</b>
General Fund			
Certificated salaries	\$ 3,470,510	\$ 3,490,940	\$ 20,430
Capital outlay	\$ 402,972	\$ 419,876	\$ 16,904
Other outgo			
Excluding transfers of indirect costs	\$ 868,599	\$ 880,433	\$ 11,834
Transfers of indirect costs	\$ (17,786)	\$ (8,557)	\$ 9,229

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## **SUPPLEMENTARY INFORMATION**

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**HAMILTON UNIFIED SCHOOL DISTRICT  
SCHEDULE OF AVERAGE DAILY ATTENDANCE (ADA)  
FOR THE YEAR ENDED JUNE 30, 2020**

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	<b>Second Period Report</b>	<b>Annual Report</b>
	<b>Certificate No. 6BF39A72</b>	<b>Certificate No. 3855E4FD</b>
SCHOOL DISTRICT		
TK/K through Third		
Regular ADA	171.62	171.62
Total TK/K through Third	<u>171.62</u>	<u>171.62</u>
Fourth through Sixth		
Regular ADA	144.04	144.04
Total Fourth through Sixth	<u>144.04</u>	<u>144.04</u>
Seventh through Eighth		
Regular ADA	88.80	88.80
Total Seventh through Eighth	<u>88.80</u>	<u>88.80</u>
Ninth through Twelfth		
Regular ADA	262.35	262.35
Total Ninth through Twelfth	<u>262.35</u>	<u>262.35</u>
TOTAL SCHOOL DISTRICT	<u>666.81</u>	<u>666.81</u>

**HAMILTON UNIFIED SCHOOL DISTRICT  
SCHEDULE OF INSTRUCTIONAL TIME  
FOR THE YEAR ENDED JUNE 30, 2020**

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<b>Grade Level</b>	<b>Minutes Requirement</b>	<b>2019-20 Planned Instructional Minutes</b>	<b>2019-20 Planned Number of Days</b>	<b>2019-20 Actual Instructional Minutes</b>	<b>2019-20 Actual Number of Days</b>	<b>Instructional Minutes Closed due to COVID-19</b>	<b>Number of Days Certified Closed due to COVID-19*</b>	<b>Status</b>
Kindergarten	36,000	53,200	180	37,870	129	15,330	51	Complied
Grade 1	50,400	53,200	180	37,870	129	15,330	51	Complied
Grade 2	50,400	53,200	180	37,870	129	15,330	51	Complied
Grade 3	50,400	53,200	180	37,870	129	15,330	51	Complied
Grade 4	54,000	54,300	180	38,670	129	15,630	51	Complied
Grade 5	54,000	54,300	180	38,670	129	15,630	51	Complied
Grade 6	54,000	62,621	180	44,798	129	17,823	51	Complied
Grade 7	54,000	62,624	180	44,801	129	17,823	51	Complied
Grade 8	54,000	62,621	180	44,798	129	17,823	51	Complied
Grade 9	64,800	65,360	180	46,895	129	18,465	51	Complied
Grade 10	64,800	65,360	180	46,895	129	18,465	51	Complied
Grade 11	64,800	65,360	180	46,895	129	18,465	51	Complied
Grade 12	64,800	65,360	180	46,895	129	18,465	51	Complied

\*On December 17, 2020 the District certified that all schools were closed from March 17, 2020 to June 5, 2020 for a total of 51 instructional days due to COVID-19.

**HAMILTON UNIFIED SCHOOL DISTRICT  
SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2020**

	2021 (Budget)	2020	2019	2018
General Fund - Budgetary Basis**				
Revenues And Other Financing Sources	\$ 8,008,777	\$ 8,805,469	\$ 8,768,795	\$ 7,991,664
Expenditures And Other Financing Uses	8,075,796	9,176,691	9,457,335	8,713,858
Net change in Fund Balance	\$ (67,019)	\$ (371,222)	\$ (688,540)	\$ (722,194)
Ending Fund Balance	\$ 820,302	\$ 887,321	\$ 1,258,543	\$ 1,947,083
Available Reserves*	\$ 705,592	\$ 758,300	\$ 1,308,367	\$ 1,532,032
Available Reserves As A Percentage Of Outgo	8.74%	8.26%	13.83%	17.58%
Long-term Liabilities	\$ 14,122,604	\$ 14,542,022	\$ 13,002,591	\$ 9,589,121
Average Daily Attendance At P-2	667	667	688	672

The General Fund balance has decreased by \$1,059,762 over the past two years. The fiscal year 2020-21 budget projects a decrease of \$67,019. For a District this size, the State recommends available reserves of at least 4% of General Fund expenditures, transfers out, and other uses (total outgo).

The District has incurred operating deficits in each of the past three years and anticipates incurring an operating deficit during the 2020-21 fiscal year. Total long-term obligations have increased by \$4,952,901 over the past two years.

Average daily attendance has decreased by 5 ADA over the past two years. No change is anticipated during the 2020-21 fiscal year.

\*Available reserves consist of all unassigned fund balance within the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects.

\*\*The actual amounts reported in this schedule are for the General Fund only, and do not agree with the amounts reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances because the amounts on that schedule include the financial activity of the Special Reserve Fund for Other Than Capital Outlay Projects and Special Reserve Fund for Postemployment Benefits, in accordance with the fund type definitions promulgated by GASB Statement No. 54.

On-behalf payments of \$430,778 are not included in the actual revenues and expenditures reported in this schedule.

Capital lease amount of \$13,344 is not included in the actual revenues and other financing sources reported in this schedule.

**HAMILTON UNIFIED SCHOOL DISTRICT  
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT WITH AUDITED FINANCIAL  
STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2020**

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	<b>General Fund</b>	<b>Special Reserve Fund for Other Than Capital Outlay Projects</b>	<b>Special Reserve Fund for Postemployment Benefits</b>
June 30, 2020, annual financial and budget report fund balance	\$ 887,321	\$ 437,962	\$ 216,610
Adjustments and reclassifications:			
Increase (decrease) in total fund balances:			
Fund balance transfer (GASB 54)	654,572	(437,962)	(216,610)
To record capital lease	13,344	-	-
Net adjustments and reclassifications	<u>667,916</u>	<u>(437,962)</u>	<u>(216,610)</u>
June 30, 2020, audited financial statement fund balance	<u>\$ 1,555,237</u>	<u>\$ -</u>	<u>\$ -</u>



**HAMILTON UNIFIED SCHOOL DISTRICT  
COMBINING BALANCE SHEET  
JUNE 30, 2020**

	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Capital Facilities Fund	Bond Interest and Redemption Fund	Non-Major Governmental Funds
<b>ASSETS</b>							
Cash and investments	\$ 137,514	\$ 12,497	\$ 2,500	\$ 67,089	\$ 182,259	\$ 482,447	\$ 884,306
Accounts receivable	21,742	169	103,919	169	1,745	6,631	134,375
Due from other funds	41	816	17	-	-	-	874
Stores inventory	-	-	4,745	-	-	-	4,745
<b>Total Assets</b>	<b>\$ 159,297</b>	<b>\$ 13,482</b>	<b>\$ 111,181</b>	<b>\$ 67,258</b>	<b>\$ 184,004</b>	<b>\$ 489,078</b>	<b>\$ 1,024,300</b>
<b>LIABILITIES</b>							
Deficit cash	\$ -	\$ -	\$ 21,944	\$ -	\$ -	\$ -	\$ 21,944
Accrued liabilities	10,530	396	834	-	-	70	11,830
Due to other funds	9,422	10,529	-	-	-	-	19,951
Unearned revenue	-	398	-	-	-	-	398
<b>Total Liabilities</b>	<b>19,952</b>	<b>11,323</b>	<b>22,778</b>	<b>-</b>	<b>-</b>	<b>70</b>	<b>54,123</b>
<b>FUND BALANCES</b>							
Non-spendable	-	-	4,745	-	-	-	4,745
Restricted	139,345	2,159	83,658	-	184,004	489,008	898,174
Committed	-	-	-	67,258	-	-	67,258
<b>Total Fund Balances</b>	<b>139,345</b>	<b>2,159</b>	<b>88,403</b>	<b>67,258</b>	<b>184,004</b>	<b>489,008</b>	<b>970,177</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 159,297</b>	<b>\$ 13,482</b>	<b>\$ 111,181</b>	<b>\$ 67,258</b>	<b>\$ 184,004</b>	<b>\$ 489,078</b>	<b>\$ 1,024,300</b>

**HAMILTON UNIFIED SCHOOL DISTRICT  
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2020**

	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Capital Facilities Fund	Bond Interest and Redemption Fund	Non-Major Governmental Funds
<b>REVENUES</b>							
LCFF sources	\$ -	\$ -	\$ -	\$ 53,000	\$ -	\$ -	\$ 53,000
Federal sources	20,390	-	401,023	-	-	-	421,413
Other state sources	209,205	139,007	28,704	-	-	2,282	379,198
Other local sources	3,222	274	12,608	414	20,545	352,374	389,437
<b>Total Revenues</b>	<b>232,817</b>	<b>139,281</b>	<b>442,335</b>	<b>53,414</b>	<b>20,545</b>	<b>354,656</b>	<b>1,243,048</b>
<b>EXPENDITURES</b>							
Current							
Instruction	94,424	138,822	-	-	-	-	233,246
Instruction-related services							
School site administration	103,418	-	-	-	-	-	103,418
Pupil services							
Food services	-	-	476,492	-	-	-	476,492
General administration							
All other general administration	8,557	-	-	-	-	-	8,557
Plant services	459	459	-	23,664	-	-	24,582
Debt service							
Principal	-	-	-	-	-	76,500	76,500
Interest and other	-	-	-	-	-	70,657	70,657
<b>Total Expenditures</b>	<b>206,858</b>	<b>139,281</b>	<b>476,492</b>	<b>23,664</b>	<b>-</b>	<b>147,157</b>	<b>993,452</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>25,959</b>	<b>-</b>	<b>(34,157)</b>	<b>29,750</b>	<b>20,545</b>	<b>207,499</b>	<b>249,596</b>
<b>Fund Balance - Beginning</b>	<b>113,386</b>	<b>2,159</b>	<b>122,560</b>	<b>37,508</b>	<b>163,459</b>	<b>281,509</b>	<b>720,581</b>
<b>Fund Balance - Ending</b>	<b>\$ 139,345</b>	<b>\$ 2,159</b>	<b>\$ 88,403</b>	<b>\$ 67,258</b>	<b>\$ 184,004</b>	<b>\$ 489,008</b>	<b>\$ 970,177</b>

**HAMILTON UNIFIED SCHOOL DISTRICT  
 LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE  
 JUNE 30, 2020**

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The Hamilton Unified School District was established on July 1, 2009 upon the unification of Hamilton High School District and Hamilton Elementary School District. The boundaries of the former districts changed in accordance with the approved plan of unification. The District is located in Glenn County and is currently operating one high school, one elementary school, two community day schools, one continuation high school, one preschool, and an adult education program.

**GOVERNING BOARD**

<b>Member</b>	<b>Office</b>	<b>Term Expires</b>
Gabriel Leal	President	December 2020
Hubert "Wendall" Lower	Clerk	December 2020
Rod Boone	Member	December 2020
Ray Odom	Member	December 2022
Genaro Reyes	Member	December 2022

**DISTRICT ADMINISTRATORS**

Jeremy Powell, Ed.D.  
*Superintendent*

Kristen Hamman  
*Chief Business Official*

**HAMILTON UNIFIED SCHOOL DISTRICT  
NOTES TO SUPPLEMENTARY INFORMATION  
JUNE 30, 2020**

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**NOTE 1 – PURPOSE OF SCHEDULES**

**Schedule of Average Daily Attendance (ADA)**

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

**Schedule of Instructional Time**

This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the provisions of *Education Code Sections 46200 through 46208*.

**Schedule of Financial Trends and Analysis**

This schedule discloses the District's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period of time.

**Reconciliation of Annual Financial and Budget Report with Audited Financial Statements**

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Annual Financial and Budget Report Unaudited Actuals to the audited financial statements.

**Combining Statements – Non-Major Funds**

These statements provide information on the District's non-major funds.

**Local Education Agency Organization Structure**

This schedule provides information about the District's boundaries and schools operated, members of the governing board, and members of the administration.

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**OTHER INDEPENDENT AUDITORS' REPORTS**

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER  
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**Independent Auditors' Report

Governing Board  
Hamilton Unified School District  
Hamilton City, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Hamilton Unified School District, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Hamilton Unified School District's basic financial statements, and have issued our report thereon dated January 25, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Hamilton Unified School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hamilton Unified School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Hamilton Unified School District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. . We did identify certain deficiencies in internal control, described in the accompanying Schedule of Audit Findings and Questioned Costs that we consider to be significant deficiencies. (Finding #2020-001).

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Hamilton Unified School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Hamilton Unified School District's Response to Findings**

Hamilton Unified School District's response to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. Hamilton Unified School District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Christy White, Inc.*

San Diego, California  
January 25, 2021

**REPORT ON STATE COMPLIANCE**Independent Auditors' Report

Governing Board  
Hamilton Unified School District  
Hamilton City, California

**Report on State Compliance**

We have audited Hamilton Unified School District's compliance with the types of compliance requirements described in the *2019-2020 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, California Code of Regulations, section 19810, that could have a direct and material effect on each of Hamilton Unified School District's state programs for the fiscal year ended June 30, 2020, as identified below.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Hamilton Unified School District's state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2019-2020 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, California Code of Regulations, section 19810. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on the state programs noted below occurred. An audit includes examining, on a test basis, evidence about Hamilton Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance with the requirements referred to above. However, our audit does not provide a legal determination of Hamilton Unified School District's compliance with those requirements.

***Opinion on State Compliance***

In our opinion, Hamilton Unified School District complied, in all material respects, with the types of compliance requirements referred to above that are applicable to the state programs noted in the table below for the year ended June 30, 2020.



**Other Matters**

The results of our auditing procedures disclosed instances of noncompliance, which are described in the accompanying schedule of findings and questioned costs as Findings #2020-002, #2020-003. Our opinion on state compliance is not modified with respect to these matters.

Hamilton Unified School District’s response to the noncompliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs and corrective action plan. Hamilton Unified School District’s response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

**Procedures Performed**

In connection with the audit referred to above, we selected and tested transactions and records to determine Hamilton Unified School District’s compliance with the state laws and regulations applicable to the following items:

<b>PROGRAM NAME</b>	<b>PROCEDURES PERFORMED</b>
<b>Local Education Agencies Other Than Charter Schools</b>	
Attendance	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Independent Study	Not Applicable
Continuation Education	No
Instructional Time	Yes
Instructional Materials	Yes
Ratios of Administrative Employees to Teachers	Yes
Classroom Teacher Salaries	Yes
Early Retirement Incentive	Not Applicable
Gann Limit Calculation	Yes
School Accountability Report Card	Yes
Juvenile Court Schools	Not Applicable
Middle or Early College High Schools	Not Applicable
K-3 Grade Span Adjustment	Yes
Transportation Maintenance of Effort	Yes
Apprenticeship: Related and Supplemental Instruction	Not Applicable
Comprehensive School Safety Plan	Yes
District of Choice	Not Applicable
<b>School Districts, County Offices of Education, and Charter Schools</b>	
California Clean Energy Jobs Act	Yes
After/Before School Education and Safety Program	Not Applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not Applicable

*(Continued on the next page)*

**Procedures Performed (continued)**

**Charter Schools**

Attendance; for charter schools	Not Applicable
Mode of Instruction; for charter schools	Not Applicable
Nonclassroom-Based Instruction/Independent Study; for charter schools	Not Applicable
Determination of Funding for Nonclassroom-Based Instruction; for charter schools	Not Applicable
Annual Instructional Minutes – Classroom Based; for charter schools	Not Applicable
Charter School Facility Grant Program	Not Applicable

We did not perform testing for continuation education because total reported ADA was not material.

*Christy White, Inc.*

San Diego, California  
January 25, 2021

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## **SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

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**HAMILTON UNIFIED SCHOOL DISTRICT  
SUMMARY OF AUDITORS' RESULTS  
FOR THE YEAR ENDED JUNE 30, 2020**

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**FINANCIAL STATEMENTS**

Type of auditors' report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>Yes</u>
Non-compliance material to financial statements noted?	<u>No</u>

**FEDERAL AWARDS**

*The District was not subject to Uniform Guidance Single Audit for the year ended June 30, 2020 because federal award expenditures did not exceed \$750,000.*

**STATE AWARDS**

Internal control over state programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>Yes</u>
Type of auditors' report issued on compliance for state programs:	<u>Unmodified</u>

**HAMILTON UNIFIED SCHOOL DISTRICT  
FINANCIAL STATEMENT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2020**

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**FIVE DIGIT CODE**

20000  
30000

**AB 3627 FINDING TYPE**

Inventory of Equipment  
Internal Control

**FINDING #2020-001: INTERFUND ACTIVITY (30000)**

**Criteria:** Education Code Section 42603 allows the governing board to authorize the temporary borrowing of monies held in any fund to another fund for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds and shall not be available for apportionment or be considered income to the borrowing fund. Amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year.

**Condition:** Through review of interfund borrowing transaction detail it was apparent that prior year interfund payable and receivable was not properly repaid to the respective fund. The uncleared interfund activity consisted of a \$10,000 payable from the Child Development Fund to the General Fund for repayment of loan for completion of preschool project.

**Effect:** Interfund borrowing activities are not being properly monitored and cleared as required by Education Code Section 42603.

**Cause:** Lack of oversight during the year and closing procedures.

**Repeat Finding:** No, this is not a repeat finding.

**Recommendation:** We recommend the District implement proper controls to ensure interfund payables and receivables are cleared within the same fiscal year or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year.

**Corrective Action Plan:** This issue is related to a interfund temporary borrowing that occurred in 2012-13. In the future, during the closing process, the District will review all interfund payable and receivable accounts to ensure they are cleared in a timely manner as required by Education Code Section 42603.

**HAMILTON UNIFIED SCHOOL DISTRICT  
STATE AWARD FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2020**

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**FIVE DIGIT CODE**

10000  
40000  
42000  
43000  
60000  
61000  
62000  
70000  
71000  
72000

**AB 3627 FINDING TYPE**

Attendance  
State Compliance  
Charter School Facilities Programs  
Apprenticeship: Related and Supplemental Instruction  
Miscellaneous  
Classroom Teacher Salaries  
Local Control Accountability Plan  
Instructional Materials  
Teacher Misassignments  
School Accountability Report Card

**FINDING #2020-002: CLASSROOM TEACHER SALARIES (61000)**

**Criteria:** As set forth in California Education Code section 41372, a unified school district should expend a minimum of 55% of the District's current expenses of education towards salaries of classroom teachers.

**Condition:** In the 2019-20 fiscal year, the District did not meet the minimum percentage requirement of 55% for a unified school district. The District spent 52.80% on classroom teacher salaries resulting in a shortfall of 2.20%.

**Effect:** The District's current expense of education for the year ended June 30, 2020 was \$7,490,225 and the total salaries and benefits for classroom teachers was \$3,954,866. The District was below the minimum required percentage of 55% by 2.2% which calculates out to a deficiency of \$164,785.

**Cause:** The deficiency was due to hardship during 2019-20.

**Questioned Costs:** The questioned costs are the deficiency of \$164,785.

**Repeat Finding:** No, this is not a repeat finding.

**Recommendation:** We recommend that the District submit an application for exemption with the County.

**Corrective Action Plan:** The District submitted an application for exemption with the County which was approved. The District is striving to meet the minimum percentage requirement for future years.

**HAMILTON UNIFIED SCHOOL DISTRICT  
STATE AWARD FINDINGS AND QUESTIONED COSTS, continued  
FOR THE YEAR ENDED JUNE 30, 2020**

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**FINDING #2020-003: INSTRUCTIONAL MATERIALS (70000)**

**Criteria:** Per Education Code Section 60119, the public hearing for instructional materials must occur on or before the end of the eighth week from the first day pupils attended school for that year.

**Condition:** The District's did not hold a public hearing regarding the sufficiency of instructional materials prior to the adoption of the resolution on August 28, 2019.

**Cause:** There were changes in personnel during this time which contributed to the oversight of requirements.

**Effect:** The District is not in compliance with California Education Code Section 60119.

**Questioned Costs:** Funding for this program has ended, thus there are no questioned costs related to instructional materials.

**Repeat Finding:** No, this not a repeat finding.

**Recommendation:** We recommend that the District comply with Education Code Section 60119 in the future and ensure that the public hearing for instructional materials occurs on or before the end of the eighth week from the first day pupils attended school for that year.

**Corrective Action Plan:** The District was going through several personnel changes during the time of the oversight. Personnel has been stable over the last year and is anticipated to continue. The District has also put procedures in place to ensure compliance with Education Code Section 60119.

**HAMILTON UNIFIED SCHOOL DISTRICT  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2020**

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*There were no prior audit findings or questioned costs for the year ended June 30, 2019.*



## HAMILTON UNIFIED SCHOOL DISTRICT

<b>Agenda Item Number: 13c</b>	<b>Date: 2/24/2021</b>
<b>Agenda Item Description:</b> Accept HUSD Updated Protocols Matrix	
<b>Background:</b> CDPH revised recommended close contact quarantine period from 14 days to 10 days in a memo dated December 14, 2020. As a result, we have updated our HUSD Protocols Matrix to reflect these changes.	
<b>Status:</b> Pending board acceptance	
<b>Fiscal Impact:</b> None	
<b>Educational Impact:</b> None	
<b>Recommendation:</b> Recommend board accept HUSD Updated Protocols Matrix.	

# COVID-19 Case Process for Hamilton Unified School District

Adapted from Shasta County Protocols

SCENARIO #1	IMMEDIATE ACTIONS	COMMUNICATION
<p>A student or staff member either -answers “yes” to a health screening question</p> <p><b>-OR-</b></p> <p>Exhibits the following COVID-19 <a href="#">symptoms</a>:</p> <p><b>Students:</b> Fever of 100.4 degrees or higher; Sore throat; <b>New</b> uncontrolled cough that causes difficulty breathing; Diarrhea, vomiting, or abdominal pain; <b>New</b> onset of severe headache, especially with a fever.</p>	<p style="text-align: center;"><u>School site will remain open</u></p> <ul style="list-style-type: none"> <li>• Student/staff are isolated at the site until they can be sent home or to a healthcare facility per <a href="#">CDPH</a> guidance</li> <li>• If student/staff tests positive, see Scenario 3.</li> <li>• If student/staff tests negative, see Scenario 4.</li> <li>• In addition, the individual may have a medical note by a physician that clears student to return to school. The individual may also return to school after 24-hours fever free (without the use of fever-reducing medicine) and improvement in other symptoms.</li> </ul>	<p><b>Site:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">COVID-19 symptoms</a> letter provided to individual or individual’s guardian</li> </ul>
SCENARIO #2	IMMEDIATE ACTIONS	COMMUNICATION
<p>A family member or someone in close contact with a student or staff member (<b>outside the school community</b>) tests positive for COVID-19</p>	<p style="text-align: center;"><u>School site will remain open</u></p> <ul style="list-style-type: none"> <li>• Student/staff sent home</li> <li>• District Office notified</li> <li>• Student/staff instructed to quarantine and monitor for symptoms, even if they test negative, <b>for a full 10 days after:</b> The date of last exposure to a COVID-19 positive non-household contact</li> </ul> <p style="text-align: center;"><b>-OR-</b></p> <p>The date COVID-19 positive household member completes their isolation If student/staff begin to show COVID-19 like symptoms, it is recommended to be tested.</p> <ul style="list-style-type: none"> <li>• If student/staff test positive, see Scenario 3</li> </ul> <p>No action is required by individuals that have not had direct contact with the confirmed COVID-19 case.</p>	<p><b>Student (Guardian) or Staff:</b> Immediately notify the District Office if they are a close contact of a confirmed case and provide the Quarantine Dates listed on the Public Health Order</p> <p><b>District Office:</b> Inform Glenn County Public Health that student/staff is on Quarantine/Isolation per Public Health</p>

SCENARIO #3	IMMEDIATE ACTIONS	COMMUNICATION
<p>A student or staff member tests positive for COVID-19</p>	<p style="text-align: center;"><b><u>School site will remain open/Cohort may close for 14 days</u></b></p> <ul style="list-style-type: none"> <li>• Student/staff sent home, if not already at home</li> <li>• School administration and District Administration notified</li> <li>• Glenn County Public Health notified</li> <li>• Close off and clean any areas used by the person who tested positive, per <a href="#">CDPH</a> and <a href="#">CDC</a> guidance.</li> <li>• <b><u>Student/staff that tested positive:</u></b> Can return to school after isolating for 10 days after symptom onset and at least 24-hours fever free (without fever-reducing medication) and symptoms have improved or 10 days since test date</li> <li>• <b><u>School-based close contacts:</u></b> identified and instructed to self-quarantine and monitor symptoms for <b>10</b> days. Close contacts are identified as: <ul style="list-style-type: none"> <li>○ In stable elementary classroom cohorts: entire cohort</li> <li>○ In other settings: use seating chart, consult with teacher/staff</li> </ul> </li> <li>• If close contacts begin to show COVID-19 like symptoms, it is recommended to be tested. Testing does <b>not</b> shorten <b>10</b>-day quarantine</li> </ul> <p>No action is required by individuals that have not had direct contact with the confirmed COVID-19 case.</p>	<p><b>COVID-19 positive Individual:</b> Immediately notify school administration and/or District Office of positive result and Isolation Dates.</p> <p><b>District Office:</b></p> <ul style="list-style-type: none"> <li>• Contact Glenn County Public Health</li> <li>• <a href="#">Close Contact letter</a> and Self-Quarantine Instructions sent to school close contacts within 48 hours.</li> <li>• <a href="#">Confirmed COVID-19 case notification</a> sent to school community</li> </ul>
SCENARIO #4	IMMEDIATE ACTIONS	COMMUNICATION
<p>A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)</p>	<p style="text-align: center;"><b><u>School site will remain open</u></b></p> <p>Student/staff may return to school after at least 24-hours with no fever (and no fever reducing medications) AND improvement in other symptoms.</p>	<p>Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed.</p>
SCENARIO #5	IMMEDIATE ACTIONS	COMMUNICATION
<p>A student or staff member tests negative after Scenario 2 (close contact)</p>	<p style="text-align: center;"><b><u>School site will remain open</u></b></p> <ul style="list-style-type: none"> <li>• Student/staff must remain in quarantine <b>for a full 10 days</b></li> </ul> <p style="text-align: center;">1) The date of last exposure to COVID-19 positive non-household contact.</p> <p style="text-align: center;">-OR-</p> <p style="text-align: center;">2) The date that COVID-19 positive household member completes their isolation</p> <p style="text-align: center;"><a href="https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-Quarantine.aspx">https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-Quarantine.aspx</a></p>	<p>No action is needed</p> <p style="text-align: right;">Updated 1/27/2021</p>



State of California—Health and Human Services Agency  
**California Department of Public Health**



**GAVIN NEWSOM**  
 Governor

**Sandra Shewry**

*Acting Director*

**Erica S. Pan, MD, MPH**

*Acting State Health Officer*

December 14, 2020

**TO:** California Local Health Departments

**SUBJECT:** COVID-19 Quarantine Guidance

- All asymptomatic close contacts (within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period) may discontinue quarantine after Day 10 from the date of last exposure with or **without** testing.
- During critical staffing shortages when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories are not prohibited from returning after **Day 7** from the date of last exposure if they have received a negative PCR test result from a specimen collected after Day 5:
  - Exposed asymptomatic health care workers; and
  - Exposed asymptomatic emergency response and social service workers who work face to face with clients in the child welfare system or in assisted living facilities.
- **All exposed asymptomatic contacts permitted to reduce the quarantine period to less than 14 days must:**
  - Adhere strictly to all recommended non-pharmaceutical interventions, including wearing face coverings at all times, maintaining a distance of at least 6 feet from others and the interventions required below, through Day 14.
  - Use surgical face masks at all times during work for those returning after Day 7 and continue to use face coverings when outside the home through Day 14 after last exposure.
  - Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.

**Context and Considerations**

- Local health jurisdictions may be more restrictive than the above guidance.
- Health care employers with critical staffing shortages and lacking the staff to provide safe patient care may use Contingency Capacity Strategies as described by CDC where asymptomatic healthcare personnel (including in skilled nursing facilities during an outbreak when all staff are considered potentially exposed) are allowed to work with a surgical mask or respirator, but still report temperature and absence of symptoms each day until 14 days after exposure.
- Persons who reside or work in a high-risk congregate living setting (e.g. skilled nursing facilities, prisons, jails, shelters) or persons residing or working with severely immunosuppressed persons (eg. Bone marrow or solid organ transplants, chemotherapy) should still quarantine for 14 days in the absence of staffing shortages.

**Background**

The Centers for Disease Control and Prevention (CDC) and California Department of Public Health (CDPH) currently still recommend a quarantine period of 14 days after COVID-19 exposure, based on estimates of the upper bounds of the COVID-19 incubation period. However, a 14-day quarantine can impose burdens that may affect physical and mental health as well as cause economic hardship that may reduce compliance. In addition, the prospect of quarantine may also dissuade recently diagnosed persons from naming contacts and may dissuade contacts from responding to contact tracer outreach if they perceive quarantine as onerous. In settings with critical staffing shortages of health care personnel, for example, the inability to provide adequate staffing for safe patient care due to quarantine is another consideration impacting health outcomes.

Therefore, on December 2, 2020, CDC posted options to reduce quarantine for contacts of persons with SARS-CoV-2 infection.

Based on modeling data demonstrating the residual post-quarantine transmission risk if quarantine were discontinued early, CDC provided two shorter quarantine options. These options were presented with the recognition that any quarantine shorter than 14 days balances a reduced burden of quarantine and the potential for increased compliance against a small possibility of increasing the spread of the virus. In both options, additional criteria (e.g., continued symptom monitoring and use of face coverings through Day 14) must be met.

Other persons can also continue to be quarantined for 14 days without a requirement for a negative test result per existing recommendations. This option maximally reduces risk of post-quarantine transmission risk and is the strategy with the greatest collective experience at present. The residual post-quarantine transmission risk for a 10-day quarantine is estimated to be about 1% with an upper limit of about 10%. The residual post-quarantine transmission risk for a 7-day quarantine with a negative test at 5-7 days is estimated to be about 5% with an upper limit of about 12%. Testing for the purpose of earlier discontinuation of quarantine should be considered only if it will have no impact on community diagnostic testing. Testing of symptomatic persons seeking evaluation for infection must be prioritized.

California Department of Public Health  
 PO Box, 997377, MS 0500, Sacramento, CA 95899-7377  
 Department Website (cdph.ca.gov)





**TOMÁS J. ARAGÓN, M.D.,  
Dr.P.H.**  
State Public Health Officer &  
Director

State of California—Health and Human Services Agency  
**California Department of Public Health**



**GAVIN NEWSOM**  
Governor

January 6, 2021

**TO:** All Californians

**SUBJECT:** Travel Advisory

**Travel Advisory**

**Updated January 6, 2021**

The incidence of COVID-19 is increasing in many states and countries, even as California continues to grapple with its own surge of COVID-19 cases. Persons arriving in California from other states or Californians returning from other states or countries could introduce new sources of infection (potentially including new strains of the SARS-CoV-2 virus) to California. Intra-state travel, likewise threatens to exacerbate community spread within California—particularly because travel itself (especially the use of shared conveyances in air, bus, or rail travel) can increase a person's chance of spreading and getting COVID-19. Postponing travel and staying home is the best way to protect yourself and others from COVID-19.

Amid the current COVID-19 surge, it is imperative that California take steps necessary to curb the spread of COVID-19 and contain new sources of infection. The State is issuing the following recommendations, which supercede the Travel Advisory issued on November 13, 2020 and shall apply prospectively from January 6, 2021:

**Non-Essential Travel [i]**

1. Except in connection with essential travel, Californians should avoid non-essential travel to any part of California more than 120 miles from one's place of residence, or to other states or countries. Avoiding travel reduces the risk of virus transmission, including by reducing the risk that new sources of infection and, potentially, new virus strains will be introduced to California.
2. Non-essential travelers from other states or countries are strongly discouraged from entering California, and should adhere to the quarantine procedures set forth in Paragraph 3.

**Quarantine Post-Travel**

3. All persons arriving in or returning to California from other states or countries, should self-quarantine for 10 days [ii] after arrival, except as necessary to meet urgent critical healthcare staffing needs or to otherwise engage in emergency response. Additionally, this recommendation does not apply to individuals who routinely cross state or country borders for essential travel [iii].

A Local Health Officer may determine if and when the situation within the Local Health Officer's jurisdiction warrants measures that are more restrictive than this statewide order, and retains authority to implement such measures.

i "Non-essential travel" includes travel that is considered tourism or recreational in nature.

ii The quarantine period was updated consistent with emerging science and the CDC's latest recommendations.

iii "Essential travel" is travel associated with the operation, maintenance, or usage of critical infrastructure or otherwise required or expressly authorized by law (including other applicable state and local public health directives), including work and study, critical infrastructure support, economic services and supply chains, health, immediate medical care, and safety and security.

California Department of Public Health  
PO Box, 997377, MS 0500, Sacramento, CA 95899-7377  
Department Website (cdph.ca.gov)



## HAMILTON UNIFIED SCHOOL DISTRICT

<b>Agenda Item Number: 13d</b>	<b>Date: 2/24/2021</b>
<b>Agenda Item Description:</b> Accept Local Plan Section B: Governance and Administration FY 2020-21 SELPA	
<b>Background:</b> Last board meeting, the Board was presented and reviewed the Local Plan Selection B: Governance and Administration FY 2020-2021 SLEPA. This document outlines services provided by the District by our local SELPA (managed through Glenn County Office of Education).	
<b>Status:</b> Pending board acceptance	
<b>Fiscal Impact:</b> None	
<b>Educational Impact:</b> Provides Special Education services to our students in need of services.	
<b>Recommendation:</b> Recommend board accept Local Plan Section B: Governance and Administration FY 2020-21 SELPA.	

**LOCAL PLAN**  
**Section B: Governance and Administration**  
**SPECIAL EDUCATION LOCAL PLAN AREA**



California Department of Education

Special Education Division

January 2020

SELPA

Fiscal Year

**B. Governance and Administration**

California *Education Code (EC)* sections 56195 et seq. and 56205

**Participating Local Educational Agencies**

Participating local educational agencies (LEAs) included in the Special Education Local Plan Area (SELPA) local plan must be identified in Attachment I.

**Special Education Local Plan Area—Local Plan Requirements**

- 1. Describe the geographic service area covered by the local plan:

The Glenn County SELPA's geographic service area is the geographic boundaries of the following school districts:  
Capay Joint Union School District  
Glenn County Office of Education  
Hamilton Unified School District  
Lake Elementary School District  
Orland Unified School District  
Plaza Elementary School District  
Princeton Unified School District  
Stony Creek Joint Unified School District  
Willows Unified School District

- 2. Describe the SELPA regional governance and administrative structure of the local plan. Clearly define the roles and structure of a multi-LEA governing body, or single LEA administration as applicable:

2.1 Governing Body  
The governing body of the SELPA is the Governance Committee. Members of the Governance Committee include the superintendent of each school district, the county superintendent of



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schools, and the SELPA Director. The SELPA Director is a non-voting member.

### 2.1.1 Procedure for Change to LEA Membership

2.1.2 Addition of an LEA or Charter LEA -A request by a charter school to participate as an LEA in the Glenn County SELPA will not be treated differently from a similar request made by a school district. For more information, see the SELPA's Policies and Procedures, for the Charter School policy and procedure. In reviewing and approving such a request, the following requirements shall apply:

The new LEA shall participate in state and federal funding for special education and will receive the funding in the same manner as other LEAs of the SELPA as specified in the SELPA funding allocation plan.

The new LEA shall participate in the governance of the SELPA in the same manner as other LEAs of the SELPA.

### 2.1.2 Procedure for Change to LEA Membership

Addition of an LEA - Any LEA in Glenn County may request to join the Glenn County SELPA. The procedures for such action follow:

The Superintendent/director of the LEA requesting to join must submit written notice to the SELPA Administrator on or before September 1 of the school year preceding the school year in which the LEA anticipates adding  
The SELPA Director will notify the SELPA Governance Committee  
The SELPA Governance Committee will take action to approve or disapprove the LEA joining the SELPA within 100 days of application  
If approved, the new LEA will become a voting member effective on July 1 of the next fiscal year

Withdrawal of an LEA - Any LEA in Glenn County SELPA may request to withdraw from the Glenn County SELPA. The procedures for such action follow:

The Superintendent of the LEA requesting withdrawal must submit written notice to the SELPA Administrator on or before September 1 of the school year preceding the school year in which the LEA anticipates withdrawing  
The SELPA Director will notify the SELPA Governance Committee  
The SELPA Governance Committee will take action to approve or disapprove the LEA withdrawing from the SELPA within 100 days of application  
If approved, the withdrawal will become effective on July 1 of the next fiscal year

## 2.2 Governance Structure and Administrative Support

The Glenn County SELPA's legal status is that of an unincorporated association. Each LEA shall be responsible for adoption and implementation of the Local Plan as outlined.

The LEAs within the Glenn County SELPA join together to assure access to special education

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and services for all eligible individuals who reside in the geographic area served by these agencies. In adopting the Local Plan, each participating agency agrees to carry out the duties and responsibilities assigned to it within the Local Plan (See Education Code Section 56205.) Participating agencies may enter into additional contractual arrangements to meet the requirements of applicable Federal and State law.

### 2.3 Responsibilities of Participating Agencies

In adopting the Local Plan, each participating local education agency (LEA) agrees to carry out the duties and responsibilities assigned to it within the plan. LEAs are responsible for the identification, referral, evaluation and IEP development for students residing within their attendance areas. LEAs will employ a student study team process (SST) to ensure that the resources of the general education program have been considered and, where appropriate, utilized prior to referring students for a special education evaluation.

All LEAs will retain primary responsibility for the education of individuals with exceptional needs residing in their respective boundaries, including students attending charter schools where an LEA of the SELPA has granted that charter, and will participate in all meetings to develop, review, and/or revise the individualized education programs for such students, including such meetings conducted by other agencies which are providing services to such students. LEAs may either provide services directly or through agreement with a program operator within the SELPA, a public agency other than a public school or a non-public school or agency. In addition, each agency shall cooperate to the maximum extent possible with other agencies to serve disabled individuals who cannot be served in the LEA of residence programs. Such cooperation ensures that a range of program options is available throughout the Glenn County SELPA.

### 2.4 Implementation of Administrative Functions

The Glenn County Office of Education shall serve as the responsible local Administrative Unit (AU) for the SELPA to perform functions such as receipt and distribution of funds, provision of administrative support, and coordination of the implementation of the Local Plan.

## 3. Describe the SELPA's regional policy making process. Clearly define the roles of a multi-LEA governing body, or single LEA administration as applicable related to the policy making process for coordinating and implementing the local plan:

3.1 Policy Development: Each district Governing Board and the County Superintendent of Schools, in adopting this Local Plan, adopt the SELPA policies and procedures contained herein. District Governing Boards also participate in the governance of the Glenn County SELPA through their designated representative to the Governance Committee. The governing boards provide the Governance Committee with the authority to act as the Board designee to

approve and amend policies as necessary.

Individual LEAs may elect to utilize alternative procedures to meet their specific needs provided that they consult with the SELPA Director to assure their compliance with federal and state laws and their conformity with the general intent of the SELPA’s procedural framework.

### 3.2 SELPA Governance Committee

The Governance Committee serves as the decision making body for the SELPA. The membership of the Governance Committee shall include a superintendent, or designee, from each of the participating LEAs and the Glenn County Superintendent of Schools.

Superintendents must notify the SELPA Director prior to a meeting when appointing a designee in their absence. When possible, notification should be at least 24 hours prior to the meeting. Superintendents may appoint a designee for a period of up to one school year. Appointments for extended periods of time must be submitted in writing to the SELPA Director prior to the date of the first meeting the designee is scheduled to attend. The SELPA Director as a non-voting member shall assist in the preparation of agendas, gather special education program information, and complete other duties as requested by the Governance Committee.

The Governance Committee meets monthly during the school year to implement the business of the SELPA and to provide the necessary direction and guidance to the SELPA Director with regard to SELPA related issues. The Committee may meet more or less often depending on the needs of the SELPA, but no less than 4 times per year. All meetings shall comply with Brown Act requirements and be posted accordingly. Summary minutes of each meeting shall be distributed to each superintendent at least 3 calendar days prior to the next Governance Committee meeting.

Voting in the Governance Committee shall be on a one agency-one vote system. A two thirds vote of the total number of eligible voting members of the Governance Committee, including at least one vote from each of the following, a unified school district, a joint unified school district and an elementary school district, is required in order to approve an action item. Two thirds of the voting members, including at least one representative from each of the following, a unified school district, a joint unified school district and an elementary school district, must be present to constitute a quorum. If a school district is without a superintendent, either the person designated to act as temporary superintendent or a person designated by the district governing board will be considered a valid voting member of the Governance Committee until the permanent superintendent is available.

Unless otherwise agreed upon, the Governance Committee shall annually elect one of the members to act as chairperson which will be voted on at the February SELPA Governance meeting with the term beginning July of the current year. If the chairperson is unable to attend a Committee meeting, the chairperson will appoint a substitute from among the remaining Committee members to act as chairperson for the meeting. Examples of the duties of the chairperson include the following:

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- Review and become familiar with agenda items prior to each meeting
- Consult with the SELPA Director as appropriate regarding agenda items
- Facilitate the meeting process

The duties of the Governance Committee include but are not limited to the following:

- Establish policies and procedures for the implementation of the local plan.
- Approve SELPA financial actions including distribution of special education funding, development of cost containment agreements and procedures, and review the budgets of the AU and other program operators
- Monitor the appropriate use of State, Federal, and local funds allocated for special education programs. Annually reviews the prior year expenditures and the proposed budgets of the SELPA AU and the LEAs providing special education programs and services, regionalized services, and program specialist services
- Review and approve needed modifications, and adopt amendments to the permanent portion of the Local Plan.
- Approve the SELPA-wide annual service and budget plans, and subsequent modifications as needed.
- Approve operation manuals and handbooks to assist in the implementation of the Local Plan.
- Establishes operational procedures and renders decisions regarding the administration, implementation, and operation of special education programs and services in accordance with the Local Plan
- Approve the type, number, location and relocation of special education programs and services with consideration of recommendations from the Advisory Cabinet.
- Review in-service/staff development programs, including parent education activities developed by the Advisory Cabinet.
- Consider recommendations from the SELPA Director
- At the request of any LEA, reviews administrative decisions or recommendations made by the SELPA Director
- Provides for public input at each meeting

In addition to carrying out the responsibilities identified in the Local Plan, the SELPA Governance Committee may form specific subcommittees to focus on special issues. Such subcommittees shall report to the SELPA Governance Committee. Agenda items for the Governance Committee may originate from the Governance Committee, the Advisory Cabinet, another subcommittee appointed by the Governance Committee or from individual members of these

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groups.

### 3.3 Policy and Procedure Adoption

Policies and procedures are formulated and refined by the aforementioned committees. Policies and procedures may originate at the Governance Committee or Advisory Cabinet level. Once a program policy or procedure is approved through the Advisory Cabinet, it moves forward to the Governance Committee for final approval. Once approved by the Governance Committee policies and procedures must be implemented by each participating member of the SELPA. Individual LEAs may develop additional policies and procedures provided they are consistent with those adopted by the SELPA.

### 4. Clearly define the roles of the County Office of Education (COE) as applicable, and/or any other administrative supports necessary to coordinate and implement the local plan:

#### 4.1 Responsibilities of District Governing Boards, the County Board of Education and the County Superintendent of Schools

The Governing Board for each participating school district, the County Board of Education and the County Superintendent of Schools have overall responsibility for the development, implementation, and operation of the Local Plan, which assures access to special education and services for all disabled individuals, birth to age 22 years, residing in the geographic region served by the Local Plan. Responsibilities for governing board members and the County Superintendent of Schools include the following:

4.2 Plan Adoption: The Governing Board of each participating school district and the Glenn County Office of Education have individual responsibility for approving and adopting this Local Plan and any significant revisions thereto.

This Local Plan shall be considered the general policy under which school districts and the county office of education, as participants in the Local Plan and members of the Glenn County SELPA, share in the management and operation of special education programs and services to meet their shared responsibility for providing a free appropriate public education for individuals with exceptional needs.

The respective Governing Boards shall have input into the development or significant revision of a Local Plan through their appointments to the Community Advisory Committee, their administrative representation on the Governance Committee, and their individual approval/ adoption process.

Adoption of this Local Plan, and any substantive revision thereto, shall be the final step in the policy making process for the management of the SELPA. Thus, the District Governing Boards and the County Superintendent of Schools serve as approval agencies, reviewing and adopting the Local Plan and, thereby, continuing their individual commitments to the implementation of

the Local Plan.

Proposed additions to, or modifications of, existing policies concerning the management of the SELPA may originate at any administrative level, from site administrator to Governing Board member, or through recommendation of the Community Advisory Committee. The development of such additions or modifications shall be the responsibility of the SELPA Advisory Cabinet (see Section 1.10 of the local plan) with the assistance of the SELPA Director. Approval of such additions or modifications shall be the responsibility of the SELPA Governance Committee (see Section 1.9 of the local plan) with the assistance of the SELPA director. If such additions or modifications are of a significant nature, they must also be considered a revision of the Local Plan and would be, therefore, subject to the Local Plan approval process.

The Governing Board of each school district and the County Superintendent of Schools, in adopting this Local Plan also adopt the organizational structure, the governance mechanism, the operational agreements, and the coordinated identification, referral, assessment, instructional planning, implementation, and review framework contained herein. Any substantive revisions to these elements will be subject to the Local Plan approval process.

4.3 Program Operation: The Governing Board of each school district and the County Superintendent of Schools has the responsibility to operate those programs which have been assigned to them through the annual budget and service plans developed for the Local Plan Area. Each school district and the county office of education will retain control over the recruitment and hiring of personnel necessary to staff the programs they respectively operates.

4.4 Fiscal Authority: The Governing Board of each school district and the County Superintendent of Schools will retain authority over the budgets for the special education programs which they operate. However, special education program budgets shall be made available for review upon the request of the SELPA Governance Committee. The special education budget for each program operator shall be developed and reviewed utilizing procedures established by the SELPA.

The individual school districts and the county office of education will also adopt fiscal and budgetary procedures that assure funds apportioned to their respective LEAs under Part 30 of the Education Code and Part B of the Individuals with Disabilities Education Act are expended exclusively for the purposes for which they were intended.

#### 4.5 Responsibilities of District and County Program Administrators

District and county administrators of special education are responsible for the coordination of special education services and programs within their agencies and for the implementation of the policies and procedures contained in the Local Plan.

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5. Describe the policies and procedures of the SELPA that allow for the participation of charter schools in the local plan:

5.1 Charter Schools (E.C. 56207.5 (a-c))

It shall be the policy of this SELPA that a request by a charter school to participate as a local educational agency in a special education local plan area may not be treated differently from a similar request made by a school district.

6. Identify and describe the representation and participation of the SELPA community advisory committee (CAC) pursuant to EC Section 56190 in the development of the local plan:

6.1 Community Advisory Committee:

Each district Governing Board and the County Board of Education shall appoint representatives to the Community Advisory Committee as specified elsewhere in this Local Plan. The appointing boards will solicit nominees for these appointments from the representative groups, including School Site Councils, and will invite periodic reports from their appointees.

Involvement of parents and community in the local education process is a goal of high importance to the Glenn County SELPA. The involvement of special and general education teachers is of equally high value. It is expected that this goal will be facilitated through the CAC. The CAC of Glenn County is formed to advise Districts, County Offices of Education, and the SELPA Director on matters pertaining to the local plan and planning and implementation of special education programs and services throughout the Glenn County SELPA.

6.2 Membership

All parents are encouraged to participate in the CAC. The composition of the voting members of the CAC will be determined by the SELPA Director according to EC 56191 and 56192. Voting members will be appointed by their respective school district or county office governing board. Members shall be appointed for at least 2 years with appointments annually staggered to ensure that no more than half of the membership serves the first year of the term in any one year.

All District and County Boards are encouraged to have at least one representative at all times. As a group, parents shall be a majority of the total committee with the parents of children with disabilities comprising the majority of parents. Members of local PTA/PTO's, education specialist teachers, general education classroom teachers and school personnel, students with disabilities, representatives of related public and private agencies, and other persons concerned with the needs of children with disabilities may also be represented. All members of

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CAC shall be charged with the responsibility of serving the SELPA region as a whole.

7. Describe the SELPA's process for regular consultations regarding the plan development with representative of special education and regular education teachers, and administrators selected by the groups they represent and parent members of the CAC:

### 7.1 Responsibilities

The SELPA has established the CAC to serve in an advisory capacity to the SELPA. The CAC will have the opportunity to review and provide input on policy and budget development matters prior to action by the Governance Committee. Special education teachers, general education teachers, administrators, and parent members of the CAC shall participate in regular consultations regarding policy and budget development. The CAC meets regularly during the school year. The bylaws for the CAC are on file at the SELPA Office. The responsibilities of the CAC include, but are not limited to, the following:

- Advise the SELPA Director, the Superintendent of the AU, the Governance Committee and Superintendent's Council regarding the development, amendment and review of the Local Plan, programs, and services.
- Inform and advise Special Education Local Plan Area staff regarding community conditions, aspirations, and goals for children with disabilities.
- Make recommendations for annual priorities to be addressed by the SELPA.
- Assist in parent education and in recruiting parents, volunteers, and agencies that may contribute to the implementation of the Local Plan.
- Encourage community awareness and involvement in the development and review of the Local Plan.
- Support activities on behalf of children with disabilities.
- Facilitate communication between schools, parents, and community.
- Assist in parent awareness of the importance of regular school attendance.

8. Identify and describe the responsible local agency (RLA), Administrative Unit (AU), or other agency who is responsible for performing tasks such as the receipt and distribution of funds, provision of administrative support, and coordination and implementation of the plan:

### 8.1 FISCAL RESPONSIBILITIES

All Federal and State special education funds shall be allocated to the GCOE for distribution to



the LEAs according to an approved Special Education Funding Allocation Plan. Any changes to the allocation of Federal and State special education funds shall be made by the Governance Committee.

#### 8.2 Responsibilities for Distribution of State and Federal Funds

The governing boards of the local education agencies participating in the SELPA have agreed that students with disabilities will be provided with appropriate special education services. The Governance Committee has been designated the authority to determine the distribution of all federal and state special education funds in order for local education agencies to carry out their responsibilities. The GCOE shall be responsible for the distribution of special education funds according to an approved Local Special Education Funding Allocation Plan.

#### 8.3 Provision of Special Education Services to Students with Disabilities

It is the intention of the SELPA to provide a full continuum of services to students with disabilities, including students in charter schools, throughout the geographic region of the SELPA. Access to services is through each of the local education agencies. The referral, assessment and IEP process is utilized to identify the needs of each individual student with disabilities. The local education agencies are committed to policies and procedures to assure that students have access to appropriate services provided in the least restrictive environment.

The SELPA Director in collaboration with program specialists, administrators of special education, the Advisory Cabinet and Governance Committee will identify, on a regular basis, any unmet needs of students within the SELPA. With the assistance of the SELPA Director, LEAs will identify resources that could provide the appropriate services within the SELPA. When services are required beyond the programs and services being provided by any LEA or the County Office, the Advisory Cabinet shall develop a plan for consideration by the Governance Committee.

The Advisory Cabinet will annually review the continuum of services and delivery model for all special education services provided within the SELPA and report their findings and recommendations to the Governance Committee.

#### 8.4 Preparation of Program and Fiscal Reports

The SELPA Director and the CBO of the GCOE, or designee, shall be responsible to prepare all program and fiscal reports required of the SELPA by the state. LEAs shall provide information as necessary in order to compile reports.

Annual Budget Plan - The SELPA Director and the CBO of the GCOE, or designee, shall develop the annual budget plan for review and approval by the Governance Committee. Adoption of the annual budget plan will follow a 15-day posting of a public hearing notice and Brown Act rules as applied to public meetings and agendas. The annual budget plan will be

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adopted according to timelines provided by the CDE.

Annual Service Plan – The SELPA Director shall develop the annual service plan for review and approval by the Governance Committee. Adoption of the annual service plan will follow a 15-day posting of a public hearing notice and Brown Act rules as applied to public meetings and agendas. The annual service plan will be adopted according to timelines provided by the CDE.

Amendments to the Annual Service and Budget Plans - The governing boards of the local education agencies agree to designate authority to the Governance Committee to approve the SELPA-wide annual service and budget plans and any subsequent modifications.

8.5 Joint Fiscal Oversight Committee: The Joint Fiscal Oversight Committee will have a Superintendent as Chair that reports back to the SELPA Governance. Positions to be included in the Committee are:

- 3 Superintendents from the following types of districts: Elementary, Unified, and Joint as defined by the Local Plan voting structure.
- 2 Chief Business Officers, with one of the CBO's being from the same district as the Chair Superintendent if possible.
- CBO from County Office of Education
- Director of Special Education Glenn County Office of Education
- The SELPA Director as an ex-facto member

The SELPA governing committee shall appoint by unanimous decision the Chair person, the Superintendents, and the CBO's.

Purpose and responsibility of Joint Fiscal Oversight Committee:

- Coordinate timely submission of data for fiscal reporting purposes
- Coordinate timely submission of fiscal reports
- Review and recommend budget priorities to the Governance Committee
- Submits to the Governance Committee an Annual list of required fiscal reports and dates due
- Shall submit all agenda and minutes of each committee meeting to Governance Committee
- Shall meet prior to each SELPA Governance Committee Meeting

The committee will be consistent with Brown Act Regulations: postings, agenda, minutes and

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monthly reporting to the SELPA governance committee.

Appointments for membership will be made in April with July 1 membership for three year staggered terms: with initial appointments being made with three members: one person nominated for a one-year term, one for two-year term, and one for three-year term. The initial chair will be the nominee for the two-year term.

Meeting Frequency: Minimum of 3 times per year to be aligned with fiscal cycles.

9. Describe the contractual agreements and the SELPA's system for determining the responsibility of participating agency for the education of each student with special needs residing within the geographical area served by the plan:

Local educational agencies (LEAs) are responsible for the students ages 3 to 22 within the geographical area consistent with California education code.

For children from Birth to age 3 will be served by Glenn County Office of Education Early Start program. Far Northern Regional Center also provides for services for children from birth to three as outlined in the Local Intera-agency Agreement between Far Northern Regional Center and GCOE.

10. For multi-LEA local plans, specify:

a. The responsibilities of each participating COE and LEA governing board in the policymaking process:

Each participating LEA's governing board has the responsibilities outlined below. The LEA governing boards designate authority to the Superintendents' Council to approve SELPA-wide policies and procedures, Annual Budget and Service plans and any subsequent modifications. As it is not a participating member, the COE does not participate in the policy making process.

- Approve the Local Plan.
- Implement policies and procedures approved by the Superintendents' Council. The Governing Board may appeal unacceptable provisions as prescribed in the appeals policies.
- Appoint members to the Special Education Community Advisory Committee (CAC) in accordance with CAC bylaws and LEA policies. Encourage parental involvement through the members of CAC, receive and consider requests and recommendations from their CAC representatives and other parent groups.
- Review formal complaints forwarded by the respective LEA Superintendents as outlined in the LEA's Uniform Complaint Procedures.

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- Address questions and concerns of the public, including parents or guardians of students with disabilities who are receiving services under the Local Plan.
- Notify the California Department of Education, impacted LEAs, SELPAs and participating county offices of education of the intent to elect an alternative option from those specified in California Code, Section 56195.1, at least one year in advance.

Exercise authority over the programs they directly maintain consistent with the Local Plan for the SELPA and individual LEA policies. Such programs may include students with disabilities who reside in other LEAs or SELPAs.

b. The responsibilities of the superintendents of each participating LEA and COE in the implementation of the local plan:

Each Superintendent, as chief administrative officer of the participating LEA and the COE, is responsible for implementation of the local plan in that LEA. The COE also serves a role as the AU.

Superintendents of the participating LEAs are responsible for serving on the SELPA Governance Committee for the SELPA which instructs the SELPA Administrator regarding the implementation of the local plan. Under the direction of the SELPA Governance, the SELPA Administrator develops, implements, and administers the SELPA budget for the establishment of designated services. The SELPA Administrators serves as an ex-officio member of all committees.

Each LEA Director, or the person performing these duties, is to provide leadership in the development, implementation, evaluation and improvement of special education programs and services within the LEA.

c. The responsibilities of each LEA and COE for coordinating the administration of the local plan:

The role of each LEA and the COE for coordinating the administration of the local plan includes:

Individual LEAs' are responsible for:

- Exercising authority over the programs they directly maintain consistent with the local plan and individual LEA policies (may include students with disabilities who reside in other LEAs or SELPAs)
- Developing, implementing, and evaluating, and improving of special education programs and services within the LEA
- Gathering, interpreting, and reporting special education program data and annual performance plan indicators, regarding current program operations and effectiveness
- Cooperating among LEAs pertaining to the implementation, administration and operation of the local plan
- Recommending allocation of resources within the SELPA in accordance with the local plan and the Glenn County SELPA Allocation Plan
- Establishing, modifying, and implementing procedures for the operations of the local plan
- Establishing and implementing guidelines and procedures to ensure that students with disabilities have access to appropriate programs and services regardless of his/his district of special education accountability

The SELPA Administrator is responsible to plan, organize, coordinate, direct and manage program

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activities and services related to the local plan implementation. They are also responsible for providing leadership on legislative issues impacting the SELPA programs.

11. Identify the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA related to:

a. The hiring, supervision, evaluation, and discipline of the SELPA administrator and staff employed by the AU in support of the local plan:

11a.1 SELPA ADMINISTRATION

LEA Governing Boards agree that the Governance Committee shall identify the need for and designate the positions necessary for the operation of SELPA functions.

11a.2 Administrative Unit

The Glenn County Office of Education serves as the AU for the Glenn County SELPA. The AU is responsible for but not limited to the following functions:

- Coordinates the governance, administration, and implementation of this Local Plan
- Receive funds that fall under SELPA authority
- Distributes federal local assistance funds and state aid funds to assist LEAs to provide special education services and programs in accordance with the Annual Budget Plan and Annual Service Plan.
- Provides regionalized programs and services and program specialist services
- Directly operates special education programs and services as determined by the SELPA governance
- Monitors the use of special education funds including maintenance of effort requirements.

The County Superintendent of Schools shall be designated as the Superintendent of the Administrative Unit. SELPA staff shall be employed by the Administrative Unit and supervised by the SELPA Director according to the Administrative Unit's policy and practices. The SELPA Director shall use a selection process that includes representation from appropriate members of the educational community. Evaluations will be conducted according to the policies of the Administrative Unit.

11a.3 SELPA Director

The SELPA Director provides assistance and serves as a special education administrative resource to all the participating LEAs. The fundamental role of the SELPA Director is to provide leadership and facilitate the decision making process. The SELPA Director's role includes the

provision of information, consultation, technical assistance, leadership and mediation. It is the SELPA Director's responsibility to represent the interests of the SELPA as a whole without promoting any particular local education's interest over the interest of any other LEAs. In the event there are differences of opinions and/or positions on issues, it is the SELPA Director's responsibility to attempt to assist the LEAs with reaching a mutually agreeable resolution of the issue(s).

The Governance Committee shall participate in the selection, direction, discipline and annual evaluation of the SELPA Director. The governance committee shall appoint two of its members, one program operator and one non-program operator, to assist the County Superintendent in the selection and annual evaluation of the SELPA Director. Selection, evaluation and discipline of the SELPA Director will be according to the Glenn County Office of Education HR procedures and timelines. The evaluation process will include input from other Governance Committee members as appropriate. As an employee of the County Superintendent of Schools, the SELPA Director is subject to the policies and procedures of the Administrative Unit and the County Superintendent for daily direction relative to his/her duties.

#### 11a.4 Responsibilities of the SELPA Director

The duties of the SELPA Director include but are not limited to the following:

- Formulates SELPA policy recommendations for governance committee review and approval.
- Serves as liaison between the SELPA's member agencies and the Office of Special Education of the California State Department of Education, other public agencies, and other SELPAs.
- Administers the implementation of the Local Plan, the provision of regionalized services, and the delivery of program specialist services.
- With input from the SELPA Advisory Cabinet, develops and provides forms and procedures manuals that will assist the Districts in complying with procedural safeguards.
- Provides the Advisory Cabinet and the Governance Committee with ongoing fiscal and programmatic "state of the SELPA" reports including the identification of any needs or revisions to which those bodies should attend.
- Assists the State Department of Education in conducting investigations of complaints including conducting local investigations, or assisting therein, when so requested by the Department and/or the local education agency under investigation.
- Facilitates the implementation of due process procedures throughout the SELPA.
- Assists LEAs in identifying non-compliant practices and procedures and in developing

action plans to correct findings of non-compliance;

- Monitors the SELPA and coordinates the provision of services to assure that all individuals with exceptional needs have equitable access to all programs and services in the Glenn County SELPA regardless of where they reside in the County.
- Provides LEAs with advice and consultation so as to assist them in providing FAPE and in utilizing compliant practices and procedures throughout the referral/assessment/IEP development/service delivery process.

#### 11a.5 Regionalized Services

The SELPA shall assure that all functions as listed below are performed in accordance with the governance structure and processes as described in the Local Plan:

- Coordination and implementation of the SELPA's Local Plan.
- Assist LEAs in the development/implementation of policies and procedures to assure procedural safeguards for individuals with exceptional needs and their parents including:
  - o Assurance of equal access to all programs and services in the SELPA region;
  - o Advice to parents on the availability of free or low cost legal services and sources from which independent assessments can be obtained;
  - o The development of resolution processes for complaints and the correction of identified compliance concerns; and,
  - o The implementation of due process procedures;
- Develop and facilitate the implementation of coordinated systems for identifying, referring, and assessing individuals with exceptional needs, determining eligibility for the provision of special education services, developing individualized education programs for those found eligible for special education services, determining appropriate educational placements for such individuals, and reviewing the progress of such individuals in those programs and placements;
- Implement a coordinated system of personnel development, including parent education programs;
- Implement a coordinated system of curriculum development and alignment with the respective areas of the core curriculum;
- Implement a coordinated system of internal program review including the coordination of the SELPA's self-review for compliance with state and federal special education requirements;

- Implement a coordinated system of data collection and maintenance of management information;
- Implement a coordinated system for the evaluation of the Local Plan's effectiveness;
- Coordinate interagency agreements;
- Coordinate services to medical facilities, licensed children's institutions, and family foster homes;
- Coordinate services provided by certified non-public schools and agencies;
- Coordinate services provided to students who have been placed in private schools by their parents;
- Serve as liaison to the State Department of Education and prepare program and fiscal reports required of the SELPA;
- Fund the incidental expenses of and provide logistical support to the Community Advisory Committee;
- Coordinate the specialized transportation within the SELPA;
- Assure a full educational opportunity for all disabled children birth to 22 years of age;
- Receives and distributes funds for the support of special education programs and services;
- Coordination of career and vocational education and transition services
- Through the use of program specialists and other support personnel provide direct instructional program support to staff

#### 11a.6 Program Specialists

The governing boards of the local education agencies and the SELPA recognize the importance of program specialists to provide unique and necessary services to agencies, staff and pupils within the Glenn County SELPA. Program specialist services include, but are not limited to, the following:

- Observes the instruction of individuals with exceptional needs, advises teachers on techniques of instruction for such students, providing demonstration teaching as necessary and, at the request of administration, assists special education teaching personnel in the improvement of their instructional performance
- Plans programs, coordinate curricular resources and participate in the evaluation of the



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effectiveness of programs for children with disabilities.

- Assists with local education agency staff development, program development and innovation of special methods and approaches.
- Provides coordination, consultation and program development in one or more specialized areas of expertise.
- Upon request, participates in IEP/IFSP team meetings where technical assistance is needed
- Provides LEAs with advice and consultation so as to assist them in providing FAPE and in utilizing compliant practices and procedures throughout the referral/assessment/IEP development/service delivery process
- Assists in developing training for parents and members of the Community Advisory Committee.
- Provides staff development and technical assistance for general and special education teachers, administrators, support staff, and parents
- Assists as a liaison to various community agencies such as Department of Health Services, Department of Human Services, Regional Centers, California Children's Services, Department of Rehabilitation, and Probation Department.
- Reviews and disseminates current research relating to special education programs, practices and curriculum.

b. The local method used to distribute federal and state funds to the SELPA RLA/AU and to LEAs within the SELPA:

11b.1 Responsibilities for Distribution of State and Federal Funds

The governing boards of the local education agencies participating in the SELPA have agreed that students with disabilities will be provided with appropriate special education services. The Governance Committee has been designated the authority to determine the distribution of all federal and state special education funds in order for local education agencies to carry out their responsibilities. The GCOE shall be responsible for the distribution of special education funds according to an approved Local Special Education Funding Allocation Plan.

c. The operation of special education programs:

11c.1 LEAs shall operate special education programs and services as specified in the Local Plan. Programs will be assigned or re-assigned pursuant to Section 56207 of the California Education Code and local SELPA policy. The annual service plan provides a list of authorized program operators and the special education programs and services provided by each.

LEAs that operate special programs, including the Glenn County Office of Education shall:

- Operate programs under the guidelines established by the Local Plan Policies and Procedures.
- Provide ongoing instructional and procedural support to special education staff
- Conduct referral, identification, and placement of special education students in accordance with applicable State and Federal requirements and policies and procedures of the Local Plan
- Assure equal access to all programs and services operated by the District/County Office.
- Follow procedural safeguards in accordance with State and Federal laws and regulations.
- Utilize the same management information forms, procedures, and system.
- Follow interagency agreements between the State Department of Education and other State Public Agencies, as well as agreements between the SELPA and other local Public Agencies.
- Assume responsibility for any unfunded deficits associated with the operation of special education programs subject to SELPA funding policies.
- Recruit, employ, evaluate and, when appropriate, dismiss staff.

Program operators who operate regional programs/services and/or provide special education services to students from other school districts will involve LEAs when reviewing the efficacy of programs and when changing the nature and availability of programs. Prior to eliminating or re-designating any program or service, program operators will inform the Governance Committee of their intentions.

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d. Monitoring the appropriate use of federal, state, and local funds allocated for special education programs:

**11d.1 Monitoring the Use of Special Education Funds**

It is the intent of the SELPA that the needs of students with disabilities, as identified in the IEP/IFSP, shall be met. Funds allocated for special education programs shall be used for services to students with disabilities.

**11d.2 Federal funds under Parts B and C of IDEA may be used for the following activities:**

For the costs of special education, related services, and supplementary aids and services provided in the general education class or other education-related setting for a student with a disability in accordance with the IEP, even if one or more non-disabled children benefit from these services.

For the development and implementation of a fully integrated and coordinated services system.

For the provision of applicable services and activities to infants and toddlers (birth-36 months) and their families who are eligible for early intervention services under Part C, as defined in State and Federal law.

**11d.3** The Governance Committee is responsible for the fiscal review of all special education programs provided in the SELPA. The SELPA Director and CBO of the GCOE, or designee, shall be responsible for monitoring annually the appropriate use of all funds allocated for special education programs through the Annual Budget process and maintenance of effort requirements. LEAs shall provide fiscal reports as requested by the Governance Committee. Final determination and action regarding the appropriate use of special education funds shall be made by the Governance Committee after consideration of recommendations from the SELPA Director and CBO.

12. Describe how specialized equipment and services will be distributed within the SELPA in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environments:

**12.1 DISTRIBUTION OF SPECIALIZED EQUIPMENT AND MATERIALS**

Funding for specialized books, materials and equipment and funding for specialized services for identified special education students with low incidence disabilities shall be made available through the SELPA. The use of funds must relate to the unique educational needs resulting from a student's low incidence disability. The SELPA Director shall allocate funds for specialized books, materials, equipment and services to low incidence students enrolled

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in public special education and general education classrooms, enrolled in non-public and private schools by a public school, or served in the student's home pursuant to an approved IEP. The primary goal for the use of these funds is to serve students in the least restrictive environment.

**Policies, Procedures, and Programs**

Pursuant to *EC* sections 56122 and 56205(a), the SELPA ensures conformity with Title 20 *United States Code (USC)* and in accordance with Title 34 *Code of Federal Regulations (CFR)* Section 300.201 and has in effect policies, procedures, and programs. For each of the following 23 areas, identify whether, or not each of the following provisions of law are adopted as stated. If the policy is not adopted as stated, briefly describe the SELPA's policy for the given area. In all cases, provide the SELPA policy and procedure numbers; the document title; and the physical location where the policy can be found.

**1. Free Appropriate Public Education: 20 USC Section 1412(a)(1)**

Policy/Procedure Number:   
Document Title:   
Document Location:

"It shall be the policy of this LEA that a free appropriate public education is available to all children with disabilities residing in the LEA between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school." The policy is adopted by the SELPA as stated:

Yes     No

**2. Full Educational Opportunity: 20 USC Section 1412(a)(2)**

Policy/Procedure Number:   
Document Title:   
Document Location:

"It shall be the policy of this LEA that all children with disabilities have access to educational programs, non-academic programs, and services available to non-disabled children." The policy is

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adopted by the SELPA as stated:

Yes  No

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**3. Child Find: 20 USC Section 1412(a)(3)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, who are in need of special education and related services, are identified, located, and evaluated. A practical method has been developed and implemented to determine which children with disabilities are currently receiving needed special education and related services." The policy is adopted by the SELPA as stated:

Yes  No

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**4. Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP): 20 USC Section 1412(a)(4)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that an IEP, or an IFSP that meets the requirements of 20 USC Section 1436 (d), is developed, implemented, reviewed, and revised for each child with a disability who requires special education and related services in accordance with 20 USC Section 1414 (d). It shall be the policy of this LEA that an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions." The policy is adopted by the SELPA as stated:

Yes  No

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**5. Least Restrictive Environment: USC Section 1412(a)(5)**

Policy/Procedure Number:

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Document Title:

Document Location:

"It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the general educational environment, occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily." The policy is adopted by the SELPA as stated:

Yes  No

**6. Procedural Safeguards: 20 USC Section 1412(a)(6)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards according to state and federal laws and regulations." The policy is adopted by the SELPA as stated:

Yes  No

**7. Evaluation: 20 USC Section 1412(a)(7)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that a reassessment of a child with a disability shall be conducted at least once every three years or more frequently, if appropriate." The policy is adopted by the SELPA as stated:

Yes  No

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**8. Confidentiality: 20 USC Section 1412(a)(8)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that the confidentiality of personally identifiable data, information, and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

Yes  No

**9. Part C to Part B Transition: 20 USC Section 1412(a)(9)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that children participating in early intervention programs under the Individuals with Disabilities Education Act (IDEA), Part C, and who will participate in preschool programs, experience a smooth and effective transition to preschool programs in a manner consistent with 20 USC Section 1437(a)(9). The transition process shall begin prior to the child's third birthday."The policy is adopted by the SELPA as stated:

Yes  No

**10. Private Schools: 20 USC Section 1412(a)(10)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their

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parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents." The policy is adopted by the SELPA as stated:

Yes  No

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**11. Local Compliance Assurances: 20 USC Section 1412(a)(11)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that the local plan shall be adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs, and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws and regulations, including compliance with the IDEA; the Federal Rehabilitation Act of 1973, Section 504 of Public Law; and the provisions of the California EC, Part 30." The policy is adopted by the SELPA as stated:

Yes  No

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**12. Interagency: 20 USC Section 1412(a)(12)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for free appropriate public education are provided, including the continuation of services during an interagency dispute resolution process." The policy is adopted by the SELPA as stated:

Yes  No

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**13. Governance: 20 USC Section 1412(a)(13)**

Policy/Procedure Number:



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Document Title:

Document Location:

"It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the local plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Education Agency." The policy is adopted by the SELPA as stated:

Yes  No

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**14. Personnel Qualifications**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to ensure that personnel providing special education related services are appropriately and adequately prepared and trained, and that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications." The policy is adopted by the SELPA as stated:

Yes  No

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**15. Performance Goals and Indicators: 20 USC Section 1412(a)(15)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE." The policy is adopted by the SELPA as stated:

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Yes  No

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**16. Participation in Assessments: 20 USC Section 1412(a)(16)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs described in 20 USC Subsection 6311. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments where necessary and as indicated in their respective Reps.." The policy is adopted by the SELPA as stated:

Yes  No

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**17. Supplementation of State, Local, and Federal Funds: 20 USC Section 1412(a)(17)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA, and will be used to supplement and not to supplant state, local, and other federal funds." The policy is adopted by the SELPA as stated:

Yes  No

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**18. Maintenance of Effort: 20 USC Section 1412(a)(18)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds

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and/or combined level of local and state funds expended for the education of children with disabilities except as provided in federal laws and regulations." The policy is adopted by the SELPA as stated:

Yes  No

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**19. Public Participation: 20 USC Section 1412(a)(19)**

Policy/Procedure Number:

Policy/Procedure Title:

Document Location:

"It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comments are available to the general public, including individuals with disabilities and parents of children with disabilities, and are held prior to the adoption of any policies and/or regulations needed to comply with Part B of the IDEA." The policy is adopted by the SELPA as stated:

Yes  No

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**20. Suspension and Expulsion: 20 USC Section 1412(a)(22)**

Policy/Procedure Number:

Document Title:

Document Location:

"The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures, and practices related to the development and implementation of the IEPs will be revised." The policy is adopted by the SELPA as stated:

Yes  No

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**21. Access to Instructional Materials: 20 USC Section 1412(a)(23)**

Policy/Procedure Number:

Document Title:

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Document Location:

"It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state-adopted National Instructional Materials Accessibility Standard." The policy is adopted by the SELPA as stated:

Yes  No

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**22. Over-identification and Disproportionality: 20 USC Section 1412(a)(24)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to prevent the inappropriate over-identification or disproportionate representation by race and ethnicity of children as children with disabilities." The policy is adopted by the SELPA as stated:

Yes  No

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**23. Prohibition on Mandatory Medicine: 20 USC Section 1412(a)(25)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substances Act as a condition of attending school or receiving a special education assessment and/or services." The policy is adopted by the SELPA as stated:

Yes  No

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**Administration of Regionalized Operations and Services**

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Pursuant to *EC* sections 56195.7(c), 56205(a)(12)(B), 56368, and 56836.23, describe the regionalized operation and service functions. Descriptions must include an explanation of the direct instructional support provided by program specialists; and the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA. Information provided should include the reference number, document title, and the location (e.g., SELPA office) for each function:

1. Coordination of the SELPA and the implementation of the local plan:

Reference Number:	<input type="text" value="1"/>
Document Title:	<input type="text" value="Local Plan, Section B Governance and Administration"/>
Document Location:	<input type="text" value="Policy and Procedure Manual available at the SELPA Office and each LEA District Office"/>
Description:	<p>Direct Instructional support provided by program specialists: Not Applicable Role of the RLA/AU: The RLA/AU is responsible for the receipt and distribution of special education funds to LEAs and SELPA accounts for the operation of special education programs and services, providing for administrative support, and employment of SELPA staff to coordinate implementation of the plan. Role of the Administrator of the SELPA: The SELPA Administrator will ensure that the local plan is implemented and will make recommendations to the Superintendents' Council when revisions are needed. They will facilitate the review, revision, and administration of the local plan. They will also facilitate development and approval of SELPA policies and procedures necessary to implement the local plan. Role of the individual LEAs: The individual LEAs ensure a full continuum of services are available in order to provide a free and appropriate public education to all students with disabilities for whom they are responsible. The individual LEAs, through the representative to the Superintendents' Council, will approve any policies and procedures needed to implement the local plan. Each LEA will approve and implement the local plan as well as any LEA policies and procedures needed to implement the plan. The LEAs through their representative to the Superintendents' Council directs the SELPA Director regarding the implementation, administration and operation of the local plan. The Special Education Directors provide input on the modification and implementation procedures for the operation of the local plan.</p>

2. Coordinated system of identification and assessment:

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Reference Number:

Document Title:

Document Location:

Description:

3. Coordinated system of procedural safeguards:

Reference Number:

Document Title:

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Document Location:

Description:

4. Coordinated system of staff development and parent and guardian education:

Reference Number:

Document Title:

Document Location:

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Description:

development, and innovation of special methods and approaches.  
Role of the RLA/AU: Not applicable.  
Role of the Administrator of the SELPA: On an annual basis input is collected from the Special Education Directors from member LEAs to determine the staff development needs that the SELPA is requested to provide for teachers, administrators, volunteers, CAC members, and district governing board members. On an annual basis, the Community Advisory Committee will provide input on the parent and guardian education needs. The SELPA Administrator, or designee, will provide for needed training and supports as determined appropriate. The SELPA Administrator may also provide technical assistance to individual LEAs regarding staff development and parent and guardian education.  
Role of the individual LEAs: Individual LEAs will determine their staff development and parent and guardian education, based on their local needs. They will also provide input to the SELPA Administrator for any regional staff development needs. Consistent with education code requirements, they will assist in coordinating with other staff development programs in the LEAs.

5. Coordinated system of curriculum development and alignment with the core curriculum:

Reference Number:

Document Title:

Document Location:

Description:

Direct Instructional support provided by the program specialist: The program specialists and others that are assigned to carry out these duties, whether they are employed by the SELPA or the LEA, coordinate curricular resources for students with disabilities, as requested.  
Role of the RLA/AU: Not applicable.  
Role of the Administrator of the SELPA: The SELPA Administrator, or designee, will provide technical assistance and staff development on curriculum develop and alignment with the common core, as determined appropriate.  
Role of the individual LEAs: LEAs will determine their needs for curriculum development and alignment with the core curriculum, based on their local needs. They ensure that each student with a disability has full access to the required core curriculum, any alternative curriculum and textbooks, and supplementary curriculum and textbooks as



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6. Coordinated system internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system:

Reference Number:

Document Title:

Document Location:

Description:

7. Coordinated system of data collection and management:

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Reference Number:	<input type="text" value="7"/>
Document Title:	<input type="text" value="Local Plan, Section B Governance and Administration"/>
Document Location:	<input type="text" value="Policy and Procedure Manual available at the SELPA Office and each LEA District Office"/>
Description:	<p>Direct Instructional support provided by the program specialist: Not applicable.</p> <p>Role of the RLA/AU: Enter into any requested contracts on behalf of the SELPA to ensure a coordinated system of data collection and management.</p> <p>Role of the Administrator of the SELPA: The SELPA Administrator will approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission of each member LEA as required by the California Department of Education. The SELPA Administrator, or designee, will provide technical assistance and staff development to LEAs as requested and/or deemed necessary by the SELPA.</p> <p>Role of the individual LEAs: Individual LEAs are responsible for data entry, accuracy, and integrity. The LEAs gather, interpret, and report special education program data and quality indicators regarding current program operations and effectiveness. The LEAs will approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission as required by the California Department of Education.</p>

8. Coordination of interagency agreements:

Reference Number:	<input type="text" value="8"/>
Document Title:	<input type="text" value="Local Plan, Section B Governance and Administration"/>
Document Location:	<input type="text" value="Policy and Procedure Manual available at the SELPA Office and each LEA District Office"/>
Description:	<p>Direct Instructional support provided by the program specialist: Not applicable.</p> <p>Role of the RLA/AU: Not applicable. Role of the Administrator of the SELPA: The SELPA Administrator, or designee, will serve on committees as interagency agreements are being reviewed, revised, or developed. The SELPA Administrator will ensure that interagency agreements are in place as required by California Education Code, and provide technical assistance and dispute resolution as needed.</p> <p>Role of the individual LEAs: Through their representative to the</p>

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Superintendents' Council, the LEAs will approve interagency agreements. Each individual LEA is responsible for implementing approved interagency agreements, as appropriate.

9. Coordination of services to medical facilities:

Reference Number:

Document Title:

Document Location:

Description:

10. Coordination of services to licensed children's institutions and foster family homes:

Reference Number:

Document Title:

Document Location:

Direct Instructional support provided by the program specialist: The program specialists and others that are assigned to carry out these duties, whether they are employed by the SELPA or the LEA, assure pupils have a full educational opportunity regardless of the district of special education accountability.

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Description:

Role of the RLA/AU: Not applicable.  
Role of the Administrator of the SELPA: The SELPA Administrator, or designee, will facilitate the coordination of these services by the designated LEAs and provide technical assistance to the licensed children’s institutions and foster family homes and LEAs as appropriate.  
Role of the individual LEAs: Special education services for students with disabilities residing in foster family homes or licensed children’s institutions shall be the responsibility of the district in which the foster family home or the licensed children’s institution is located, unless based on education code there is another district of special education accountability which would be responsible.

11. Preparation and transmission of required special education local plan area reports:

Reference Number:

Document Title:

Document Location:

Description:

Direct Instructional support provided by the program specialist: Not applicable.  
Role of the RLA/AU: The RLA/AU reviews, sign and submit as appropriate any required special education local plan area reports.  
Role of the Administrator of the SELPA: The SELPA Administrator will ensure timely transmission of required reports and provide technical assistance to LEAs in completing those reports.  
Role of the individual LEAs: Individual LEAs will submit required accurate data in order for the SELPA to submit timely reports. The LEAs gather, interpret, and report special education program data and quality indicators regarding current program operations and effectiveness.

12. Fiscal and logistical support of the CAC:

Reference Number:

Document Title:

Document Location:

Direct Instructional support provided by the program specialist: Not applicable.

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Description:

Role of the RLA/AU: Not applicable.  
Role of the Administrator of the SELPA: The SELPA Administrator, or designee, will provide fiscal and logistical support CAC meetings, events, and trainings that are approved by the Superintendents' Council.  
Role of the individual LEAs: The LEA through their representative to the Superintendents' Council will ensure the SELPA has sufficient resources to provide fiscal and logistical support for the CAC. LEA Directors shall facilitate communication between their CAC representative from the LEA. Each LEA is responsible to appoint members to the CAC in accordance with CAC bylaws and LEA policies. Each LEA's governing board encourages parental involvement through the members of CAC, receives and consider requests and recommendations from their CAC representatives and other parent groups.

13. Coordination of transportation services for individuals with exceptional needs:

Reference Number:

Document Title:

Document Location:

Description:

Direct Instructional support provided by the program specialist: The program specialists and others that are assigned to carry out these duties, whether they are employed by the SELPA or the LEA, provides staff development as requested by the LEAs.  
Role of the RLA/AU: Not applicable.  
Role of the Administrator of the SELPA: The SELPA Administrator, or designee, will provide technical assistance, training and support in coordinating transportation as requested by the LEAs.  
Role of the individual LEAs: Each member LEA is responsible for providing transportation for their students with disabilities as determined by their IEP teams.

14. Coordination of career and vocational education and transition services:

Reference Number:

Document Title:

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Document Location:

Description:

Direct Instructional support provided by the program specialist: The program specialists and others that are assigned to carry out these duties, whether they are employed by the SELPA or the LEA, support staff development, program development, and innovation of special methods and approaches.  
Role of the RLA/AU: Not applicable.  
Role of the Administrator of the SELPA: The SELPA Administrator, or designee, will provide technical assistance and staff development as needed. The SELPA Administrator, or designee, may provide targeted or intensive support to LEAs based on identified needs in the Annual Performance Report and assist LEAs in completing any monitoring activities required by the CDE. The SELPA Administrator, or designee, will serve on committees as interagency agreements that address this area as they are being reviewed, revised, or developed. The SELPA Administrator will ensure that interagency agreements are in place as required by California Education Code, and provide technical assistance and dispute resolution as needed.  
Role of the individual LEAs: Each LEA will provide appropriate career and vocational education and transition services as required under state and federal laws. They may also provide staff development in this area. Additionally, through their representative to the Superintendents' Council, the LEAs will approve interagency agreements. Each individual LEA is responsible for implementing approved interagency agreements, as appropriate.

15. Assurance of full educational opportunity:

Reference Number:

Document Title:

Document Location:

Direct Instructional support provided by program specialist: The program specialists and others that are assigned to carry out these duties, whether they are employed by the SELPA or the LEA assure pupils have a full educational opportunity regardless of the district of special education accountability.  
Role of the RLA/AU: Not applicable.  
Role of the Administrator of the SELPA: Through approval of the Annual Services Plan the SELPA Administrator will ensure that the full continuum of services is provided. The SELPA Administrator will be

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responsible. The SELPA Administrator, or designee, will assist with intra- and inter-SELPA Transfers, as needed. Additionally, professional development and technical assistance is available upon request or as determined to be needed by the SELPA to LEAs and/or nonpublic schools.  
Role of the individual LEAs: Each LEA, through their representative to the Superintendents' Council will determine the regional programs needed to meet the needs of the students with disabilities within the SELPA. Additionally, each LEA is responsible for providing a full continuum of services for students for whom they are the district of special education accountability.

16. Fiscal administration and the allocation of state and federal funds pursuant to *EC* Section 56836.01—The SELPA Administrator's responsibility for the fiscal administration of the annual budget plan; the allocation of state and federal funds; and the reporting and accounting of special education funding.

Reference Number:

Document Title:

Document Location:

Description:

Direct Instructional support provided by the program specialist: Not applicable.  
Role of the RLA/AU: The role of the RLA/AU is to receive federal and state funds on behalf of the SELPA, and distribute the funds as determined by the Superintendents' Council.  
Role of the Administrator of the SELPA: The SELPA Administrator will facilitate the distribution of funds in accordance to the funding allocation plan approved by the Superintendents' Council. The SELPA Administrator will also facilitate the Annual Budget Plan.  
Role of the individual LEAs: Each LEA through their representative to the Superintendents' Council, determines and approves the distribution allocation of funds to the member LEAs and the Annual Budget Plan. The LEAs will also submit required fiscal reports as required by state and federal laws.

17. Direct instructional program support that maybe provided by program specialists in accordance with *EC* Section 56368:

Reference Number:

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Document Location:

Description:



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- Design and implement alternative dispute resolution strategies
  - Coordinate mediation and due process issues for LEAs as requested
  - Serve as liaison with other public agencies (such as: San Diego Regional Center, San Diego County Health and Human Services)
  - Provide support to LEAs in the area of positive behavior intervention
  - Coordinate program reviews and the effectiveness of the Local Plan
  - Assist in the preparation, implementation and follow-up of reviews by the state including those that are part of the Focused Monitoring and the Quality Assurance Process
  - Conduct audits or reviews for the LEAs as requested
- Role of the RLA/AU: The RLA/AU will hire staff to perform these duties upon request of the Superintendents' Council.
- Role of the Administrator of the SELPA: The SELPA Administrator, or designee, will hire, supervise, evaluate, and discipline the program specialists who are employed by the SELPA, and provide technical support needed for the implementation of the duties above for those carrying out these functions regardless of their employer. The SELPA Administrator will annually request an allocation for the services of the staff required to provide the function in EC 56836 to serve SELPA-wide needs from the Superintendents' Council.
- Role of the individual LEAs: Each LEA individually decides on its allocation of staff who perform the duties of programs specialists listed above. LEAs may request to enter into an MOU with the SELPA on an individual basis for the services of a program specialist within their LEA. The individual LEAs will select, direct the work, supervise, evaluate and discipline staff that they employ to carry out these functions.
- Individual LEAs, through their representative to the Superintendents' Council, determine annually the allocation the services of the staff required to provide the functions in EC 56836 to serve SELPA-wide needs.

**Special Education Local Plan Area Services**

1. A description of programs for early childhood special education from birth through five years of age:

Reference Number:

Document Title:

Document Location:

Section B: Governance and Administration

SELPA

Fiscal Year

Description:

and preschool children by member local educational agencies (LEAs) through the following ways. For children from Birth to age 3 will be served by Glenn County Office of Education Early Start program. Far Northern Regional Center also provides for services for children from birth to three as outlined in the Local Intera-agency Agreement between Far Northern Regional Center and GCOE.

For students ages three through five, each LEA is responsible for providing services to eligible students for whom they are the district of special education accountability. This can be accomplished through LEA programs, intra- or inter-SELPA transfers.

2. A description of the method by which members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the local plan, may address questions or concerns to the SELPA governing body or individual administrator:

Reference Number:

Document Title:

Document Location:

Description:

Members of the public, including parents or guardians of students with disabilities who are receiving services under the local plan, may address questions or concerns to the SELPA governing body or individual administrator through:

- Contacting their school of attendance to communicate with the site administrator
- Contacting their LEA to communicate with a district administrator
- Contacting the SELPA office to request communication with the SELPA Administrator
- Contacting their LEA governing board as they are responsible to address questions and concerns of the public, including parents or guardians of students with disabilities who are receiving services under the Local Plan
- Providing public comment at the SELPA Governance Committee meeting

3. A description of a dispute resolution process, including mediation and final and binding arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan:

Reference Number:

Section B: Governance and Administration

SELPA

Fiscal Year

Document Title:

Document Location:

Description:

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Fiscal Year

present the issue in writing to the SELPA Administrator who unless a longer time is agreed upon, will attempt to resolve the problem within. Two weeks. The written correspondence should specify the nature of the complaint and the requests action, if any. The Superintendents (Or Assistant Superintendent) shall be kept informed of resolution efforts by their respective Director in writing.  
If this course of action fails, either Superintendent, or designated Assistant Superintended, may present a written request to the SELPA Director or SELPA Governance Committee chair for placement of the issue on the SELPA Governance Committee agenda.  
The Chair of the SELPA Governance Committee shall place the item on the next SELPA Governance Committee agenda. If the nature of the conflict requires immediate resolution, the Chair of the SELPA Governance Committee will call a special Superintendents' Council meeting.  
The SELPA Governance Committee may resolve the disagreement or refer the parties to the appeals process delineated in the local plan. If the conflict involves a parental complaint, the parents may address the SELPA Governance Committee.

4. A description of the process being used to ensure a student is referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized:

Reference Number:

Document Title:

Document Location:

Description:

5. A description of the process being used to oversee and evaluate placements in nonpublic, nonsectarian schools and the method of ensuring that all requirements of each student's individualized education program are being met. The description shall include a method for

Section B: Governance and Administration

SELPA

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evaluating whether the student is making appropriate educational progress:

Reference Number:

Document Title:

Document Location:

Description:

6. A description of the process by which the SELPA will fulfill the obligations to provide free and appropriate public education (FAPE) to a student age 18 to 21 (or age 22 under the circumstances described in *EC 56026(c)(4)*) who has been incarcerated in a county jail and remains eligible for special education services:

The obligation to make FAPE available extends to those otherwise-eligible adults in county jail, age 18 to 21, who: (a) had been identified as a child with a disability and had received services in accordance with an IEP, but left school prior to their incarceration; or (b) did not have an IEP in their last educational setting, but had actually been identified as a child with a disability. (*EC Section 56040*)

It is the responsibility of the district of residence (DOR) to provide special education services and related services to an adult student in county jail who remains eligible for these services and wishes to receive them. The DOR is the district in which the student's parents resided when the student turned 18, unless and until the parents move to a new DOR. For conserved students, the DOR is based on the residence of the conservator. (*EC Section 56041*)

Reference Number:

Document Title:

Document Location:

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SELPA

Fiscal Year

Description:

The SELPA will provide technical support to any districts identified as the DOR for students age 18 to 21 who are incarcerated in a county jail and remaining eligible for special education to assist in meeting their obligation. The SELPA may facilitate collaboration with the county jails as requested.

## HAMILTON UNIFIED SCHOOL DISTRICT

<b>Agenda Item Number: 13e</b>	<b>Date: 2/24/2021</b>
<b>Agenda Item Description:</b> Approve COVID-19 State Regulations Updates: <ul style="list-style-type: none"><li>● HUSD COVID-19 School Guidance Checklist</li><li>● HUSD CPP</li></ul>	
<b>Background:</b> Per new guidance that was issued by the Governor on January 14, 2021 in the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 School in California, 2020-2021 School Year the District was required to complete the COVID-19 School Guidance Checklist and, in accordance to CAL OSHA, the COVID-19 Cal/OSHA Prevention Program (CPP) to remain open for student attendance.	
<b>Status:</b> Pending board approval	
<b>Fiscal Impact:</b> None	
<b>Educational Impact:</b> None	
<b>Recommendation:</b> Recommend board approve COVID Funds/State Regulations Updates	

# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



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

# 2021 COVID-19 School Guidance Checklist

**Name of Local Educational Agency or Equivalent:** Hamilton Unified School District

Number of schools: 4

Enrollment: 713

Superintendent (or equivalent) Name: Dr. Jeremy Powell

Address: 620 Canal Street, PO Box 488,  
Hamilton City, Ca. 95951

Phone Number: 530-826-3261

Date of proposed reopening:

Email: jpowell@husdschools.org

- Reopened to K-2 on: 10/12/2020
- Reopened to 3-5 on: 10/26, 2020
- Reopened to 6-12 on: 11/16/2020

Grade Level (check all that apply)

County: Glenn County

TK 2<sup>nd</sup> 5<sup>th</sup> 8<sup>th</sup> 11<sup>th</sup>

Current Tier: Purple(*please indicate  
Purple, Red, Orange or Yellow*)

K 3<sup>rd</sup> 6<sup>th</sup> 9<sup>th</sup> 12<sup>th</sup>

Type of LEA: Public School

1<sup>st</sup> 4<sup>th</sup> 7<sup>th</sup> 10<sup>th</sup>

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

## **For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

I, Dr. Jeremy Powell, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

**Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

- How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)
- If you have departmentalized classes, how will you organize staff and students in stable groups?
- If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

*Instruction:*

- Hamilton Elementary School will implement a hybrid model reducing the class sizes in half by meeting with half of the class enrollment each day using an AM/PM in-person instructional model. Based on square footage and desk size, social distancing will be maximized to the extent possible with fewer students in the room plus the teacher and at times, an aide.
- Small group work will not be assigned until social distancing is no longer necessary.

*Lunch:*

- Lunch and breakfast will be provided in a "grab and go" manner. AM students will eat breakfast in their classroom and grab their lunch on the way out the door. PM students will eat lunch in their classrooms and grab their next day breakfast on the way home.

*Recess:*

- There will be no mass recess scheduled during the hybrid schedule. Recess will be broken down by grade level, and classes, as allowed by supervision.

*Library & Media Lab:*

- The library and media lab will remain closed to students during the hybrid schedule.

### *School Bus:*

- Parents will be directed to screen their students for any COVID symptoms before allowing students to ride on the bus. Parents will be encouraged to transport their children to school if possible - reducing the number of riders on each bus.
- Parents should have their children wash their hands before heading to the bus stop.
- Drivers will meet students outside of the bus.
- Before entry on the bus, students will have a temperature check (must be below 100.4); have a visual/verbal check for illness by bus driver; be provided hand sanitizer as they enter the bus; and be offered a mask if they do not have one.
- Windows will be open as weather allows to circulate fresh air through the bus.
- Enhanced disinfection—drivers will sanitize the bus on return to the District and will thoroughly clean and sanitize the bus at the end of the day.
- Extra cleaning will be focused on high-touch surfaces including seats, windows, floors, and fixtures such as the pass scanner.
- Drivers and aides will be required to wear a mask and gloves.
- Parents will be required to wait at the bus stop and not leave until the student has entered the bus.
  - If no parent is available, the bus driver will contact school and school will contact parent/guardian.
  - School bus will wait until the parent arrives OR the school administrator arrives at the bus stop.
  - Bus privileges will be revoked if a parent is not available.
- If a student has a temperature over 100.3 or is showing any signs of illness, they will not be allowed on the bus. Students will be required to wear a mask at the bus stop and on the bus.
- Students should be at their stop five minutes before the bus is scheduled to arrive.
- Students should maintain six feet of distance from one another at the bus stop and while loading and exiting the bus.
- If a seat is marked with an X, it is not available to sit in.
- First students on the bus must take a seat in the rear then others load from back to front. Riders may not change seats and must sit with their bottoms on the seat, facing forward.
- Riders should exit the bus one at a time from the front to back, maintaining six feet of distance from one another.

### *Other notable exceptions:*

- No whole school assemblies until allowed by public health.
- No band/choir classes will be held.
- No field trips will be taken until allowed by public health.
- No access to water fountains, students need to bring refillable water bottles (water bottles can be provided).
- Sports are postponed until further notice.
- Classroom volunteers will not be approved.

**Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- Access to District schools and sites by nonessential visitors will be limited.

- Access to the campus will be minimized to faculty, staff, students and essential personnel. There will be no access to non-essential visitors and volunteers.
- All faculty, staff, students and visitors will be required to participate in pre-screening upon arrival at the point of entry.
- Masks will be required upon entry of either location and hand sanitizing stations will be established to be compliant with hygiene requirements.
- Signage will be provided in walkways throughout the campus to reinforce social distancing.
- Parents will be encouraged to remain in their vehicles during drop off and pick up.
- Parents that need to escort younger children will be required to wear a mask and practice physical distancing.
- Parents and students will be assigned an access point to campus. Parents of multiple children at one site will drop all their students at the gate where the oldest student is assigned to enter.
- Student Entry to Campus:
  - HES: K-2 enter through North Gate/Playground area; 3-5 enter through front of school by office, 6-8 enter near cafeteria
  - HHS: Students will enter campus and be screened in the Library Parking Lot and/or the Front of the Administrative Office off of Canal Street. Physical Barriers or Chalk will be used to identify entry areas
  - All entry points will be attended by Administrators, clerical staff, or para-professionals
  - All students must wear mask
  - No Visitors will be allowed on campus before school
  - Health Screening with Temperature check, verbal/visual check will be conducted.
    - If a student has COVID symptoms, they will be taken to office or returned to their parents.
  - Portable carts with extra masks and hand sanitizer will be at each entry point.

**Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Face Coverings:

- All staff and students in 3rd grade and above will be required to wear a cloth face covering, mask, or face shield while at school or on a school bus.
- Students in 2nd grade and below are strongly encouraged to wear a face covering, mask, or face shield, while at school or on a school bus.

Protective Equipment:

- Access and availability of protective equipment that complies with CDPH/CDE/local public health department guidance for schools. The following will be provided at each Elementary School:
  - Surgical masks, face shields, disposable gloves for screenings
  - Face coverings and disposable gloves for front office and food service employees PPE for staff engaged in deep cleaning and disinfecting following Cal/OSHA standards
  - Plan for continuity of supply for protective equipment is on file at the district office.
  - Thermometers have been purchased for temperature screening.
  - Requirements for different populations (e.g., students with disabilities, and individuals with medical, toileting, lifting, and/or mobility assistance needs) may be modified on a case by case basis.

- Appropriate hand-washing, sneezing, face covering use, and other safe hygiene practices will be taught and encouraged throughout the 2020-2021 school year.
- Sharing of belongings is discouraged, and sharing of supplies will be minimized to the extent possible and practicable. Where sharing occurs, cleaning and disinfecting between uses is strongly encouraged.
- Individual plexiglass barriers that will accommodate ½ of student population at a time have been purchased.

### **Health Screenings for Students and Staff:** How students and staff will be

screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

- Any student or staff exhibiting a fever of greater than 100.3 or other symptoms while on District premises during school operation hours will be immediately sent home. The District will also encourage students and/or staff to stay home if anyone in their household is exhibiting any COVID-19 symptoms.
- The District will consult with local health authorities to determine whether surveillance testing may be implemented based on local disease trends. Staff may be tested periodically as testing capacity and as practicable. Additional COVID-19 prevention measures may be implemented pending further state and/or local guidance, resources, and/or technical assistance for COVID-19 investigations in school settings. Encourage screening at home (e.g., parents, older siblings, employees themselves) The district will establish and communicate appropriate hand-washing, sneezing, and face covering use techniques, sanitizing practices/requirements for students, families, and staff, face mask/covering policy, limit avoid sharing of materials, health office triage plan and transportation practices.
- Parents/guardians will be educated on the screening criteria prior to in-person learning. This training will occur via recorded videos and pushed out through emails. Parents must sign-off that they have watched the videos before their child will be allowed to return to in-person learning.
- Each morning, prior to dropping child(ren) off at school or getting on the bus, parents/guardians will screen their child for the following criteria:
  - Fever greater than 100.3 or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headaches, sore throat, congestion, or runny nose, recent loss of smell or taste and diarrhea.
- Active monitoring/screening at school sites: The district will provide prior to opening school all of the following: Hygiene training for staff, Sufficient equipment for training, Proper disinfecting and disposing of screening items, Isolation area(s) for suspected symptomatic individuals which must be sufficiently large for social distancing within the area(s). At all points of entry established on each Elementary campus, symptom screening/questioning will be conducted for anyone entering the campus.
- Becoming Ill at School - Should either student or staff become ill during the school day, they will be separated from the class and sent home immediately.
- The district will recommend anyone who screens with symptoms, fever, or becomes sick to get a COVID-19 test with their healthcare provider or at a community testing site.

sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

- Students will be educated frequently on the importance of hygiene and respiratory etiquette.
- Hand sanitizer stations will be positioned in every classroom, common areas and building entrance.
- Students will wash their hands anytime they use the restroom.
- Staff will model proper handwashing techniques and reinforce handwashing throughout the day.
- Four Additional Hand Washing Stations will be installed in high traffic areas.

**Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

- The district administrator, administrative assistant, and the district nurse will be the designated staff to support local contact tracing.
- The District nurse will be the contact person for the local health department to contact regarding COVID-19.
- The district nurse will assist in the documentation and tracking of potential exposure. When warranted, local public health officials will be notified along with parents.

**Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 12 feet

Minimum: 6 feet.

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

- The number of individuals on campus will be limited to half the student enrollment in the AM/PM sessions thereby creating class sizes half of the regular class sizes.
- Adults will maintain six feet from one another and six feet away from children, while students should maintain six feet of distance from one another as practicable during school activities.
- Appropriate signage and barriers to direct traffic and daily reminders to socially distance while at school during normal school/business hours.
- Large gatherings of over 16 people will be delayed until the schools reopen fully.
- Privacy boards/clear screens will be installed in office and classrooms when social distance can't be met.

- "Grag and Go" food service periods establishing physical barriers at appropriate areas, signage to ensure physical distancing, cleaning and trash removal plans
- Transportation will distance students as much as possible, and assign seats to limit cohort mixing.

**Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

- As outlined in Cleaning and Disinfecting, staff will participate in training specific to safety and hygiene regarding the Coronavirus. Staff will be provided with educational materials for implementing protocols in their classrooms and with students.
- Families will have access to the Hamilton Unified School District Reopening of Schools Framework and Safety Plan through the school office and website.
- COVID-19 resources are posted on the district website.
- Hand washing instructions provided to every student to share at home.

**Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

- 
- All Staff are required to test for COVID-19 every two months.
  - Staff are recommended to use: Optium Testing Service--Orland Memorial Hall, 320 3rd Street, Orland, Ca. 95963 but may use any COVID-19 testing service.
  - If a student, teacher or staff member is exhibiting COVID symptoms, they are sent home and it is recommended they seek testing.
  - When a student, teacher or staff member is a contact of someone infected with COVID or is diagnosed with COVID-19 the District will consult with Glenn County Public Health.

**Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

- 
- If a student, teacher or staff member is exhibiting COVID symptoms, they are sent home and it is recommended they seek testing.
  - When a student, teacher or staff member is a contact of someone infected with COVID or is diagnosed with COVID-19 the District will consult with Glenn County Public Health.

	Student or Staff with:	Action	Communication
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines <a href="https://files.ovid19.ca.gov/pdf/liquidance-schools.opdf">https://files.ovid19.ca.gov/pdf/liquidance-schools.opdf</a>	<ol style="list-style-type: none"> <li>1. Send home</li> <li>2. Recommend testing (If positive, see #3, if negative, see #4)</li> <li>3. School/classroom remain open</li> </ol>	No Action needed
2	Close contact (*) with a confirmed COVID19 case	<ol style="list-style-type: none"> <li>1. Send home</li> <li>2. Quarantine for 14 days from last exposure Recommend testing (but will not shorten 14 day quarantine)</li> <li>3. School/classroom remain open</li> </ol>	Consider school community notification of a known contact
3	Confirmed COVID-19 case infection	<ol style="list-style-type: none"> <li>1. Notify the local public health department</li> <li>2. Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>3. Identify contacts (*), quarantine &amp; exclude exposed contacts (likely entire cohort (**)) for 14 days after the last date the case was present at school while infectious</li> <li>4. Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>5. Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>6. School remains open</li> </ol>	School community notification of a known case
	Tests negative after symptoms	<ol style="list-style-type: none"> <li>1. May return to school 3 days after symptoms resolve</li> <li>2. School/classroom remain open</li> </ol>	Consider school community notification is prior awareness of testing

- (\*) A contact is defined as a person who is <6 feet from a case for > 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.
- (\*\*) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.



and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

- All confirmed positive and suspected cases in students, staff and employees will be reported to our school nurse and response will be consistent with current reporting requirements.

**Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

The following guidance to staff and parents will be provided prior to returning to in-person learning:

- It is necessary for us to communicate when there are confirmed positive COVID-19 cases at any throughout the Hamilton Unified School District. There is a fine line between keeping our school community informed and protecting an individual's privacy. The purpose of this communication is to share with you how, and when, we plan to communicate COVID-19 information involving Hamilton Unified students and staff.
- First, let's define our terms. Confirmed positive cases (verified by any County Public Health Department) are "Positive". People who are "Positive" are isolated in their home by Public Health request.
- A person who has been in contact with a confirmed "Positive", within 6-feet or less, for 15 minutes or more (with or without a mask) will be referred to as a "Close Contact". People identified, by Public Health, as "Close Contacts" are quarantined to their home and advised by public health to get tested. Public Health will direct the "Close Contacts" as to if, or how long, they should self quarantine.
- Someone who is in contact with a "Close Contact" is referred to as a "Secondary Contact". "Secondary Contacts" are to monitor their symptoms and can continue going to school or work. If they become symptomatic, they should contact public health and their health care provider.
- When we become aware of a confirmed "Positive" case, either from the employee, student's family, or the public health officials directly, we will be in contact with public health for contact tracing and next steps. We will supply Glenn County Public Health with contact tracing information relative to our site. Health officials will interview, reach out, and provide assistance directly to individuals with an elevated risk of exposure who may have been in recent close contact with the student or staff member. We will communicate confirmed positive cases districtwide in a general sense informing stakeholders that a staff member, or student, tested positive. We will not state the person's name and be very nondescript about their role or position.
- We are all asked to please respect everyone's privacy during this time. If you suspect you have had Close Contact with someone who later was confirmed Positive, call Glenn County Public Health at 530.934.6588. You do not need to wait for the Contact Tracers to call you.

The Centers for Disease Control and Prevention (CDC) recommends contacting your doctor if you believe you have been exposed to COVID-19 and develop a fever and other symptoms, such as coughing or difficulty breathing. Thank you for your continued support toward our collective purpose of slowing the spread of COVID-19, ensuring the health and safety of our students and staff, maintaining relationships, and facilitating student learning.

By working together, we will meet the challenges of these unprecedented **Page 177**

times.

**This Section is not Applicable to HUSD as we have been open:**

- Reopened to K-2 on: 10/12/2020
- Reopened to 3-5 on: 10/26, 2020
- Reopened to 6-12 on: 11/16/2020

**Consultation: (For schools not previously open)** Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

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

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

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

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

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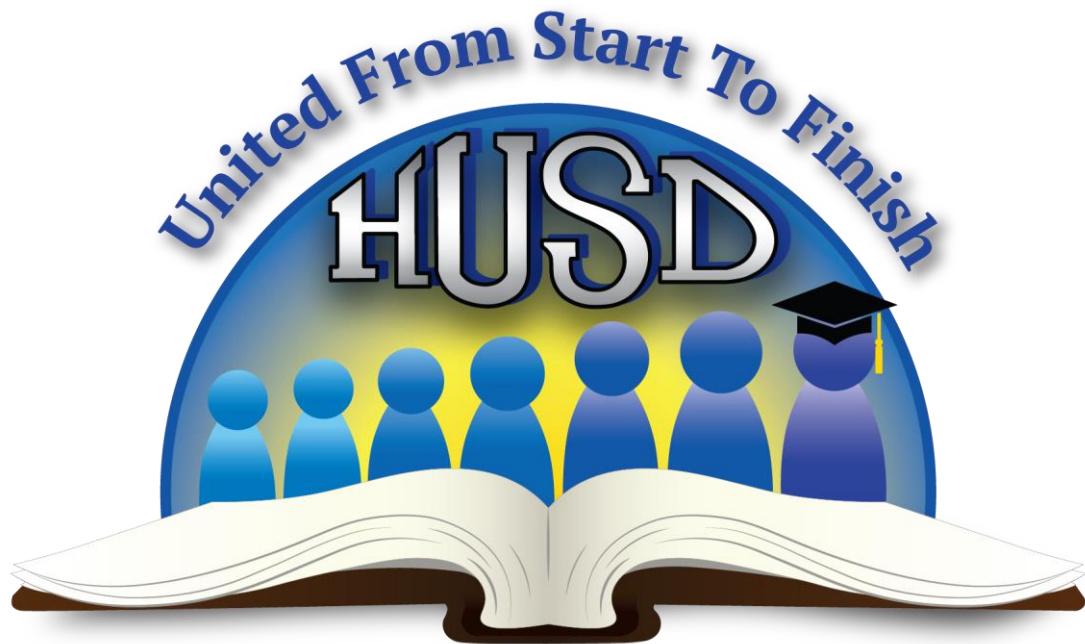
**For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

**Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_. County has certified and approved the CRP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)



**Hamilton Unified School District**

**COVID 19 Prevention Program (CPP)**

January 30,2021

## COVID-19 Prevention Program (CPP) for Hamilton Unified School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date: February 1, 2021**

### Authority and Responsibility

The District Superintendent has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any conditions or situations considered hazardous by any employee. The report of these conditions or situations will be investigated by the district's administrative team, and evaluated to correct the condition or situation, if it is deemed that any exist.

### Employee screening

We screen our employees by:

- Upon arrival on campus or worksite, employees will need to check-in with your administrator or direct supervisor to verify these questions and then have a temperature check.
- Daily health self assessments must be conducted by each employee from home and verify immediately upon reporting to the worksite.
- Once on site, staff is to check in with their site administrator or direct supervisor each day upon arrival to their school site.
- Staff Self-Assessment and On-Site Screening:
  - Please answer the following with a Yes/No, if any responses are Yes, please contact your direct supervisor immediately.
  - Are you experiencing any symptoms such as current or recent fever (100.40 or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, sudden lack of taste or smell, sudden onset of unexplained gastrointestinal illness?
  - Have you been in close contact with anyone who has been diagnosed with COVID-19 or who is experiencing symptoms of COVIDS-19?
  - Have you traveled outside of the continental United States within the past 10 days? Upon arrival on campus or worksite, you will need to check-in with your administrator or direct supervisor to verify these questions and then have a temperature check.

- Contact the Human Resources Department for further instructions

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows: Inspections will be conducted bimonthly to survey for any unreported potentially unsafe or unhealthy conditions. Once an unsafe or unhealthy work condition, practice or procedure is reported to the administration, a member of the administration team will assess the issue for severity and report to the superintendent the result. If the situation calls for instant resolve, the administrative investigator will make the executive decision to correct the situation immediately, and report to the superintendent after immediate correction. If the situation requires immediate attention within the working day, the administrative investigator will contact the superintendent, reporting the results and requesting a decision be made to implement correction. The administrative investigator will then oversee and/or enact the correction. If the situation requires attention but does not reflect an unsafe or hazardous work condition, the administrative investigator will review the condition and report it to the superintendent. The administration will meet within 72 hours to establish a plan of action for correction, and the original administrative investigator will oversee correction of the situation.

### **Control of COVID-19 Hazards**

#### **Physical Distancing**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

#### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Face coverings are provided to all students, staff, visitors, contractors, and anyone else requiring entrance to the campus. These face coverings are readily available and free of charge to the person requiring the face covering. These face coverings are new when provided and disposable, as to lessen exposure to potential contact with the virus. When employees recognize a non-employee not wearing a mask or face covering, the person(s) is advised that face coverings are required while on the campus, and the person(s) will be provided a face covering immediately.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at

least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Desks have been removed from classrooms to allow for 6' distance between students
- Solid individual partitions are installed on all student and teacher work stations.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- The District has purchased and installed Rabbit HEPA Air Filtration systems in all classrooms and common areas throughout the District.
- Ensuring our HVAC system is regularly maintained in all occupied buildings.
- Ensuring the MOT staff continues to monitor the efficiency and effectiveness of the units. Ensuring HVAC filters are changed as necessary and within the specified time frame before the life of the filter is extended past the appropriate time frame.
- Monitor MOT records that reflect the usage of efficient and up to date filtration within the ventilation system.
- When feasible, windows and doors are open to allow for cross-ventilation.

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- All necessary cleaning and disinfecting supplies are ordered in a timely manner and to the best of our ability and supply ability.
- All necessary cleaning and disinfecting supplies are made available to all appropriate staff for use.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- Daily cleaning and disinfection by custodial staff using products approved for use against COVID-19 on the EPA-approved list.
- Cleaning between AM/PM sessions of all high touch areas throughout the District.
- Ensuring MOT and related staff are trained on current and best practices for cleaning and disinfecting to prevent the spread of COVID-19.
- Administration will continually update staff about current frequency and scope of cleaning and disinfecting procedures as new procedures become available.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- The area used by the COVID-19 case will be closed off from use.
- Doors and windows will be opened, if possible, to increase air circulation.
- The affected area will be left vacant for a minimum of 24 hours before cleaning.
- All areas used by the COVID-19 case will be cleaned and disinfected.
- Only disinfecting products approved for use against COVID-19 on the EPA-approved list will be used.
- Soft surfaces will be misted using an electrostatic sprayer.
- If more than seven days since the COVID-19 case visited or used the affected area, additional cleaning and disinfection is not necessary.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

- Use of a cleaning/sanitizing crew daily
- Using EPA-approved products to disinfect shared items and workspaces
- Using hand sanitizer before and after each use.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, the District will:

- Install hand sanitizing stations in all classrooms and common areas.
- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage staff to wash hands as frequently as possible.
- Provide employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

### **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be excluded from the worksite and interviewed to establish:

- Dates they have been at the work site
- Dates COVID-19 case tested positive or first experiences symptoms
- With whom they have been in contact

The District will respond to COVID-19 cases by:

- Notifying all staff who have been at the worksite with the qualified individual during the infectious period
- Encouraging COVID-19 testing to exposed employees, provided at no cost to the employee and during working hours
- Investigating whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what can be done to reduce exposure
- Cleaning and disinfecting all areas the qualified individual has been to help prevent the spread of the virus
- Notifying Glenn County Public Health, if applicable
- Notifying Cal/OSHA, if applicable
- All employee COVID-19 cases will be reported to workers' compensation claims department

### **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how
  - Employees should report COVID-19 symptoms to the administration immediately, as well as any possible hazards to be investigated. Reporting can be done through any medium and will be kept

as anonymous as reasonably possible.

- That employees can report symptoms and hazards without fear of reprisal
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing employees are encouraged to test at any time they see fit even if not required. Information about where to test as well as other health resources can be referenced by the employee at any time by calling the information hotline phone number listed on the back of their insurance card.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. This required testing will be at no cost to the employee, and the employee will be referred to call the information hotline listed on the back of their insurance card in order to obtain information regarding where they will be able to obtain a test at no cost to the employee. If the employee cannot access the insurance hotline or insurance is unavailable to the employee, the employee will be provided a list of community testing sites available at no cost to them. This list will be provided by the district administration's human resources representative during normal business hours. The affected employees will not have any portion of their leave balance deducted for testing of COVID-19 in response to a potential exposure or outbreak.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

After a confirmed COVID-19 case has been identified, the District will provide a written notice, within one business day, to all employees, and employers of subcontracted employees, who were on the premises as the qualifying individual within the infectious period that they may have been exposed to COVID-19, in a manner the employer normally uses to communicate employment-related information, typically via email.

Notification must include information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws:

- Available sick leave/paid time off
- Negotiated Provisions
- Workers Compensation

Notification must include information on the disinfection and safety plan that the District plans to implement and complete per the guidelines of the federal Centers for Disease Control and also working closely with Glenn County Public Health as soon as the District is notified of a positive case.

#### **Confidentiality:**

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. The District will ensure that all employee COVID-19 medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace. Exceptions to this include: Unredacted medical records shall be provided to Glenn County Public Health, CDPH, Cal/OSHA or as otherwise required by law immediately upon request.

This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

#### **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.



- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facecoverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

#### **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days (or current accepted timeframe following Glenn County Public Health recommendation) after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

#### **Reporting, Recordkeeping, and Access**

It is our policy to:

- Email our JPA within 3 business days when it is known by administrative or HR staff that an employee has tested positive for COVID-19 (to assist the district in tracking and determine if an outbreak has occurred).
  - Include information such as: the date the employee's COVID-19 test was taken, the address(s) or locations where the employee worked during the 10 days prior to the date the test was taken and whether or not the employee believes their positive test was work related.
- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise

required by law, with personal identifying information removed.

**Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - COVID-19 symptoms have improved.
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective or accepted timeframe following Glenn County Public Health or California Department of Public Health recommendation.
- 

Superintendent

Title of Owner or Representative



Signature

February 1, 2021

Date

**Appendix A: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:**

**Date:**

**Name(s) of employee and authorized employee representative that participated:**

<b>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</b>	<b>Places and times</b>	<b>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</b>	<b>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</b>

**Appendix B: COVID-19 Inspections**

**Date:**

**Name of person conducting the inspection:**

**Work location evaluated:**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

**Appendix C: Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees’ medical records will also be kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of person conducting the investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>			

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

**Appendix D: COVID-19 Training Roster**

**Date:**

**Person that conducted the training:**

Employee Name	Signature

## Additional Consideration #1

### Multiple COVID-19 Infections and COVID-19 Outbreaks

**This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:



- Moving indoor tasks outdoors or having them performed remotely.
- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

**Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

**This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

## HAMILTON UNIFIED SCHOOL DISTRICT

<b>Agenda Item Number: 13f</b>	<b>Date: 2/24/2021</b>
<b>Agenda Item Description:</b> Approve School Site Safety Plans	
<b>Background:</b> These are the annual required Safety Plans for our District schools. We must review and approve annually. The District has worked to update these plans to meet the changing safety needs of our students.	
<b>Status:</b> Pending board approval	
<b>Fiscal Impact:</b> None	
<b>Educational Impact:</b> None	
<b>Recommendation:</b> Recommend board approve school site safety plans.	

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

1

Goal #1

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

2

Goal #2

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

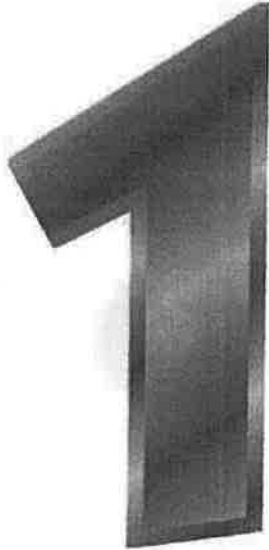
Note: Action steps must be reviewed and updated annually. Site Council Approval: 2/9/2021

Updated and reported to school board: 2/24/2021

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

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

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



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

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

Objective 3: Hamilton Elementary Staff will be continuously trained on safety protocols and procedures.

Note: Action steps must be reviewed and updated annually. Site Council Approval: 2/9/2021  
Updated and reported to school board: 2/24/2021

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

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

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

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

Hamilton Unified School District

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

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

Hamilton Unified School District

Objective 3: Hamilton Elementary Staff will be continuously trained on safety protocols and procedures.

<u>Action Step</u>	<u>Resources</u>	<u>Validation Criteria</u>	<u>Parties Responsible</u>	<u>Start Date</u>	<u>End Date</u>
<u>Hamilton Elementary School's administration will provide strategies to obtain "muscle memory" on safety procedures once a month at staff meetings.</u>	<u>Site Administration; Counselors; Staff; Law Enforcement; Fire Dept.</u>	<u>Agendas/Strategies Taught</u>	<u>School Staff</u>	<u>At implementation of plan</u>	<u>On-going</u>
<u>Hamilton Elementary School Staff will practice "What If?" Scenarios at Monthly Staff Meetings.</u>	<u>Site Administration; Counselors; Staff; Law Enforcement; Fire Dept.</u>	<u>Agendas/Strategies Taught</u>	<u>School Staff</u>	<u>At implementation of plan</u>	<u>On-Going</u>
<u>Hamilton Elementary School will periodically complete the Safe School Self-Assessment in order to practice safety protocols and procedures.</u>	<u>School Administration; Safe School Self-Assessment Form</u>	<u>Safe School Self-Assessment Form</u>	<u>Administration; School Staff</u>	<u>"</u>	<u>"</u>
<u>Hamilton Elementary School will notify community and staff when student or school safety is a concern in accordance with HIPPA, and other privacy rules and regulations in coordination with Law Enforcement.</u>		<u>Written communications</u>	<u>Superintendent; Law Enforcement; Fire Dept.</u>	<u>"</u>	<u>"</u>



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

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

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



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

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

Note: Action steps must be reviewed and updated annually. Site Council Approval 2/9/2021

Hamilton Unified School District

Hamilton Elementary School’s Safe School Action Plan

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

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

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

Hamilton Unified School District

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

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton Elementary School shall identify students who display gang association, gang membership or are involved in any gang activity.	Law Enforcement; Probation, Administration, Counselors	Individual Identifications	Site Administration; Law Enforcement	At implementation of plan	On- going
Hamilton Elementary School's staff shall contact the counselor or the school psychologist when it is reported to a staff member that a student has discussed the possibility of suicide.	Counselor Dept.; School Psychologist; Mental Health Dept., GCOE	Individual Referrals	Staff, Administration	"	"
<u>Hamilton Elementary School will utilize the District SAS Team (SMART and Safe) to respond to students who exhibit anti-social behavior.</u>	<u>Counselors; Glenn County Mental Health; GCOE; Case Manager/Parent/Family Coordinator</u>	<u>Individual Referrals</u>	<u>Staff, Administration</u>	"	"


Hamilton Unified School District


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

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


**Hamilton High School  
Safety Plan Signature Page**

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

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

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

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

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

## **Annual Safety Goals**

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

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

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

Data may be more valuable if disaggregated by gender, age, zip code, ethnicity, etc. Current trends should be reviewed as well by February 1st of each school year.

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

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

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

1

Goal #1

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

2

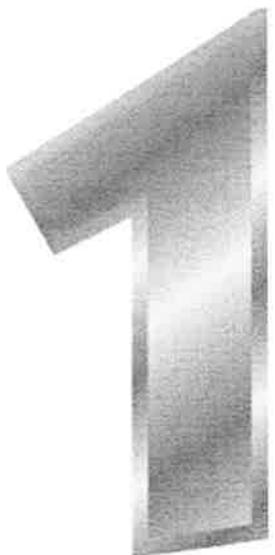
Goal #2

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

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

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

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



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

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



Hamilton Unified School District

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

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

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

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

Hamilton Unified School District

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

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

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

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

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



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

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

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

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

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

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

Hamilton Unified School District

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

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

Hamilton Unified School District

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

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

## HAMILTON UNIFIED SCHOOL DISTRICT

<b>Agenda Item Number: 13g</b>	<b>Date: 2/24/2021</b>
<b>Agenda Item Description:</b> Adopt Resolution No. 20-21-106 Emergency Management Resolution	
<b>Background:</b> This is an annual resolution ensuring that the District has School Safety Plans in place for all school sites and facilities and those plans are in accordance with local, state, and federal laws.	
<b>Status:</b> Pending board approval	
<b>Fiscal Impact:</b> None	
<b>Educational Impact:</b> None	
<b>Recommendation:</b> Recommend board adopt Resolution No. 20-21-106 Emergency Management Resolution.	

**RESOLUTION NO. 20-21-106**  
February 24, 2021 Regular Board Meeting

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

**EMERGENCY MANAGEMENT**

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

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Governing board of the Hamilton Unified School District of the County of Glenn, State of California, does hereby support the School Emergency Operations Plan.

APPROVED, PASSED and ADOPTED by the Governing Board of the Hamilton Unified School District this 24<sup>th</sup> day of February 2021 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

Attest:

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Hubert “Wendell” Lower, President  
Governing Board of Hamilton Unified School District

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Jeremy Powell Ed., D., Superintendent  
Hamilton Unified School District



## GAMUT CONVERSION RECONCILIATION CHECKLIST

**Please return this completed checklist with approval dates within 45 days of receipt.**

CSBA Consultant: Greg Francis | [gfrancis@csba.org](mailto:gfrancis@csba.org) | 916.669.3287

District: <b>Hamilton USD</b>	District Contact: <b>Tiffany Wilhelm</b>
Contact Phone: (530) 826-3261	Contact Email: <a href="mailto:twilhelm@hudschools.org">twilhelm@hudschools.org</a>

**Instructions:**

- 1) Read through each category of changes below.
- 2) Add the changes that must be reviewed by the board to the agenda of an upcoming board meeting. You can usually bundle these as one item on the agenda. Depending on your local process, you may need a first reading and a second reading. The final approval can usually be included in a consent agenda.
- 3) Once all changes have been made, enter the dates of approval in the final column.
- 4) Return this completed checklist to [gfrancis@csba.org](mailto:gfrancis@csba.org). CSBA will then finalize your GAMUT Policy Plus site.

**CHANGES THAT MUST BE REVIEWED AND APPROVED BY THE BOARD**

**1) Policies and Bylaws to Delete**

Several policies in your manual are no longer relevant due to changes in governing laws and regulations. **Please bring the following policies to your board for deletion. Enter the date when the board approved deletion in the final column.**

**REQUESTED ACTION: Board approves deletion of these policies**

POLICY CODE	DISTRICT POLICY TITLE	REASON	DATE OF BOARD APPROVAL
BP 0520.2	Title I Program Improvement Schools	Policy deleted 10/17 as the federal program improvement requirements have been replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.	
BP 0520.3	Title I Program Improvement Schools	Policy deleted 10/17 as the federal program improvement requirements have been replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.	
BP 1020	Youth Services	Policy deleted 7/18 and key concepts moved to BP 1400 - Relations Between Other Governmental Agencies And The Schools.	
BP 4112.24	Teacher Qualifications Under The No Child Left Behind Act	Policy deleted 5/16 since federal law P.L. 114-95 repealed requirements that teachers meet criteria of “highly qualified” teachers, as defined.	
BP 6161.3	Toxic Art Supplies	Policy deleted 5/18 and key concepts incorporated into BP 3514.1 - Hazardous Substances.	

**GAMUT CONVERSION RECONCILIATION CHECKLIST**  
**Hamilton Unified School District**

<b>POLICY CODE</b>	<b>DISTRICT POLICY TITLE</b>	<b>REASON</b>	<b>DATE OF BOARD APPROVAL</b>
BP 6162.52	High School Exit Examination	Policy deleted 12/17 due to repeal of requirement to pass high school exit exam as condition of graduation.	

**2) Policies and Bylaws to Rename**

Several policies in your manual have slightly different titles than the ones in our coding system. Formally changing the title of a policy is not a substantive change, but it does require formal board approval. **Please bring the following policies to your board for renaming. Enter the date when the board approved renaming in the final column.**

**REQUESTED ACTION: Board approves renaming of these policies**

<b>POLICY CODE</b>	<b>DISTRICT POLICY TITLE</b>	<b>REASON</b>	<b>DATE OF BOARD APPROVAL</b>
BP 6146.5	Elementary/Middle School Promotion/Graduation Requirements	Policy title mismatch. CSBA title is <b>Elementary/Middle School Graduation Requirements</b>	
BP 6164.5	Student Study Team	Policy title mismatch. CSBA title is <b>Student Success Teams</b>	
BB 9240	Board Development	Board Bylaw title mismatch. CSBA title is <b>Board Training</b>	

**3) Policy to Renumber**

Ask your board to renumber your current **BP 3541.2(a) Transportation For Students With Disabilities** to CSBA’s number for this policy, which is simply **BP 3541.2**.

**CHANGES THAT DO NOT REQUIRE BOARD REVIEW**

In addition to changes to board policies and bylaws, we found several administrative regulations and exhibits that need to be changed. Since these elements are under managerial discretion, these changes do not need board approval, although we highly recommend sharing them with your board as courtesy.

**1) Regulations and Exhibits to Delete**

Several regulations (and exhibits) in your manual are no longer relevant due to changes in governing laws and regulations. **Please ask your superintendent to approve deletion of these regulations. Enter the date when the superintendent approved deletion in the final column.**

**GAMUT CONVERSION RECONCILIATION CHECKLIST**  
**Hamilton Unified School District**

<b>POLICY CODE</b>	<b>DISTRICT POLICY TITLE</b>	<b>REASON</b>	<b>DATE OF SUPERINTENDENT APPROVAL</b>
AR 0520.2	Title I Program Improvement Schools	Regulation deleted 10/17 as the federal program improvement requirements have been replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.	
AR 0520.3	Title I Program Improvement Districts	Regulation deleted 7/16 (and policy deleted 10/17) as the federal program improvement requirements have been replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.	
AR 4112.24	Teacher Qualifications Under The No Child Left Behind Act	Regulation deleted 5/16 since federal law P.L. 114-95 repealed requirements that teachers meet criteria of “highly qualified” teachers, as defined.	
AR 6162.52	High School Exit Examination	Regulation deleted 12/17 due to repeal of requirement to pass high school exit exam as condition of graduation.	

**2) Regulations and Exhibits to Rename**

Several regulations (and exhibits) in your manual have slightly different titles than the ones in our coding system. **Please ask your superintendent to approve renaming of these regulations. Enter the date when the superintendent approved renaming in the final column.**

<b>POLICY CODE</b>	<b>DISTRICT POLICY TITLE</b>	<b>REASON</b>	<b>DATE OF SUPERINTENDENT APPROVAL</b>
AR 6164.5	Student Study Team	Regulation title mismatch. CSBA title is <b>Student Success Teams</b>	

## CSBA MANUAL MAINTENANCE SERVICE CHECKLIST – December 2020

District Name: Hamilton Unified School District

Contact Name: Tiffany Wilhelm Phone 530-826-3261 Email: twilhelm@husdschools.org

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
AR 0430	Comprehensive Local Plan for Special Education	New Law	
BP 1312.3	Uniform Complaint Procedures	New Federal Regulation	
AR 1312.3	Uniform Complaint Procedures	<p><b>Fill in Blanks</b></p> <hr/> Superintendent PO Box 488 Hamilton City, CA 95951	
		<b>OPTION 1: ■</b>	
BP 4119.25 4219.25 4319.25	Political Activities of Employees	Policy Update	
AR 4119.25 4219.25 4319.25	Political Activities of Employees	Policy Update	
BP 4140 4240 4340	Bargaining Units	Policy Update	
BP 5113.2	Work Permits	New Law	
AR 5113.2	Work Permits	New Law	
BP 5126	Awards for Achievement	Policy Update	
AR 5126	Awards for Achievement	Policy Update	
BP 5141.31	Immunizations	New Law	
AR 5141.31	Immunizations	New Law	
BP 5148.3	Preschool/Early Childhood Education	New State Regulation	

# CSBA MANUAL MAINTENANCE SERVICE CHECKLIST – December 2020

District Name: Hamilton Unified School District

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POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
AR 5148.3	Preschool/Early Childhood Education	New Law	
BP 6146.1	High School Graduation Requirements	<p><b>Fill in Blanks</b></p> <p>_____</p> <p>(list course projects if any)</p> <p>_____</p> <p>_____</p>	
BP 6146.2	Certificate of Proficiency/High School Equivalency	Policy Update	
AR 6146.2	Certificate of Proficiency/High School Equivalency	Policy Update	
E 6146.2	Certificate of Proficiency/High School Equivalency	<b>NEW EXHIBIT</b>	
BP 6170.1	Transitional Kindergarten	New Law	
BB 9012	Board Member Electronic Communications	New Law	
BB 9320	Meetings and Notices	<p><b>Fill in Blanks</b></p> <p>The board shall hold one regular meeting per month. Regular meetings shall be held at 6:00 p.m. on the 4<sup>th</sup> Wednesday of the month in the Hamilton High School Library unless otherwise noted on the agenda.</p>	

## HAMILTON UNIFIED SCHOOL DISTRICT

<b>Agenda Item Number: 13j</b>	<b>Date: 02/24/2021</b>
<b>Agenda Item Description:</b> Adopt California AB 908. Establish a probationary period for students involved in extracurricular and cocurricular activities due to COVID-19 for the remainder of the 2020-21 school year.	
<b>Background:</b> AB 908 was passed by the California Assembly to allow School Districts to establish a policy regarding participation in extracurricular and cocurricular activities by pupils in those grades as a condition for the receipt of specified school funding allocations. Existing law requires the policy to condition pupil participation in extracurricular and cocurricular activities upon satisfactory educational progress in the previous grading period. Existing law authorizes the governing board of each school district to adopt, as part of the policy, provisions that would allow a pupil who does not achieve satisfactory educational progress in the previous grading period to remain eligible to participate in extracurricular and cocurricular activities during a probationary period that does not exceed one semester in length. Existing law prohibits a pupil who does not achieve satisfactory educational progress during the probationary period from participating in extracurricular and cocurricular activities in the subsequent grading period. This bill would authorize the governing board of each school district to adopt a policy that would allow a probationary period to exceed one semester in length through the completion of the 2020–21 school year due to the impact of COVID-19.	
<b>Status:</b> Pending board adoption.	
<b>Fiscal Impact:</b> none	
<b>Educational Impact:</b> Adopting AB908 for this school year would be in concert with previous HUSD school board adoptions regarding student participation in extracurricular and cocurricular activities due to COVID-19 effects on student educational opprotunities.	
<b>Recommendation:</b> Recommend board adopt California AB 908.	

CONCURRENCE IN SENATE AMENDMENTS  
AB 908 (O'Donnell)  
As Amended August 1, 2020  
2/3 vote. Urgency

**SUMMARY:**

Authorizes a school district to extend a pupil's probationary period to demonstrate satisfactory progress, for purposes of extracurricular and cocurricular activities, through the conclusion of the 2020-21 school year; authorizes documentation required for purposes of pupil work permits to be submitted electronically during an extended school closure due to a natural disaster, pandemic, or other emergency; and, prohibits a work permit from being denied based on a pupil's grades, grade point average, or school attendance when the pupil's school has been physically closed for an extended time due to natural disaster, pandemic, or other emergency.

**The Senate Amendments:**

Delete the Assembly version of this bill and instead:

- 1) Authorize the governing board of each school district to adopt a policy that would allow a probationary period to exceed one semester in length through the completion of the 2020-21 school year due to the impact of COVID-19.
- 2) Authorize the documentation required for purposes of work permits to be collected electronically during an extended school closure due to a natural disaster, pandemic, or other emergency.
- 3) Prohibit the denial of a work permit based on a pupil's grades, grade point average, or school attendance when the pupil's school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency.
- 4) Prohibit, specifically, the denial of a full-time work permit for pupils ages 14 and 15 on the basis of failing to appear before the person authorized to issue the work permit if all of the following apply:
  - a) The minor's school is physically closed for an extended period of time because of a natural disaster, pandemic, or other emergency.
  - b) The minor's application is complete and has been successfully submitted electronically.
  - c) The minor, accompanied by the minor's parent or guardian, has attended a video conference with the person issuing the work permit.
- 5) Provide that it is an urgency statute to alleviate the hardships to pupils due to COVID-19.

**COMMENTS:**

*Extracurricular activities.* Existing law requires that a pupil demonstrates satisfactory educational progress by maintaining at least a 2.0 grade point average in all enrolled courses on a 4.0 scale, and minimum progress toward meeting the high school graduation requirements prescribed by the governing board in order to participate in extracurricular activities. Existing

law also authorizes the governing board of a school district, in its adopted policy, a probationary period not to exceed one semester when a pupil does not achieve satisfactory educational progress in the previous grading period.

The impact of COVID-19 on the educational system, particularly in the spring of 2020, but also moving into the 2020-2021 school year, creates a unique situation. In the spring of 2020, students and teachers were thrust into impromptu distance learning, which varied greatly across the state. Some local educational agencies implemented a pass/fail grading system, while others reinstated grading at various points. Some even held grades harmless. Given the uncertainty due to COVID-19, when athletics do return to our schools, it is necessary to allow school districts the ability to afford students a probationary period that extends through the end of the 2020-2021 school year, should they so choose.

*Work permits.* This bill requires that any documentation related to work permits, including signatures, may be collected electronically during extended school closures related to natural disasters, pandemics, or other emergencies. This will ensure that students are able to receive the necessary authorization to secure much needed employment, particularly in times when so many families are struggling financially.

In addition, schools consider student grades and attendance in determining whether to issue a work permit, and these requirements have also been impacted during the COVID pandemic. This bill prohibits the denial of a work permit based on a pupil's grades, grade point average, or school attendance when the pupil's school has been closed for an extended time due to a natural disaster, pandemic or other emergency.

**According to the Author:**

"The COVID pandemic and related school closures have impacted the lives of students in numerous ways. This bill deals with two such issues, the ability of students to participate in extracurricular activities, as well as their ability to be authorized to hold a job outside of school hours. The bill clarifies that student attendance and grades during extended school closures should not be determining factors in denying students the right to participate in extracurricular activities, or to hold a job outside of school hours. The bill also authorizes schools to accept documentation related to work permits in electronic formats."

**Arguments in Support:**

Los Angeles Unified School District supports the bill and argues, "While most government offices have moved applications and enrollment paperwork online, it seems logical that there should also be an online option for student work permits during this time. Students should not have to risk their health and safety to provide documentation in person, especially for our most vulnerable and under-served students who will have the greatest challenges with transportation."

California Interscholastic Federation (CIF) supports the bill and argues, "CIF supports the section of AB 908 that would provide local districts with the ability to adopt a policy to grant additional academic probationary periods in the 2020-21 school year due to the impact of COVID-19. Current law allows for a probationary period of no more than one semester if a student does not meet academic eligibility criteria; AB 908 acknowledges the unique educational circumstances of the current health pandemic and grants districts with additional flexibility to allow students to participate in school-based athletics."



## HAMILTON UNIFIED SCHOOL DISTRICT

<b>Agenda Item Number: 13k</b>	<b>Date: 02/24/2021</b>
<b>Agenda Item Description:</b> Waive Senior Project Graduation Requirement for Hamilton High School Class of 2021.	
<b>Background:</b>  Due to the coronavirus pandemic and subsequent state and school Stay at Home, lockdown, and other safety orders, mentors have not been able to have our students work alongside them as part of any Senior Project components. This has been since March 17, 2020 when Stay at Home orders, and ensuing school closures first occurred. The Class of 2021 has not and will not have the benefit of any work shadow, mentoring, or interview component times due to the ongoing restrictions in place by the state, county, and local agencies relative to the coronavirus. Therefore, in order to cause no harm to Class of 2021 seniors, the Senior Project Graduation Requirement should be waived for the 2020-21 school year.	
<b>Status:</b> Pending board waiver.	
<b>Fiscal Impact:</b> none	
<b>Educational Impact:</b> Will allow Class of 2021 students the opportunity to continue focusing on other graduation requirements.	
<b>Recommendation:</b> Recommend board waive Senior Project Graduation Requirement for Hamilton High School Class of 2021	

## HAMILTON UNIFIED SCHOOL DISTRICT

<b>Agenda Item Number: 13I</b>	<b>Date: 2/24/2021</b>
<b>Agenda Item Description:</b> Donation of Edgewater Property to Hamilton City Community Service District	
<b>Background:</b> This agreement with the Hamilton City Community Service District and the Hamilton Unified School District would allow the Hamilton City Community Service District to be the sole owner of the Edgewater Park Property. This would allow for additional improvement grants to develop and renovate Edgewater Park.	
<b>Status:</b> For Discussion and vote	
<b>Fiscal Impact:</b> The District currently spends \$8,000-\$10,000 annually maintaining this property.	
<b>Educational Impact:</b> None	
<b>Recommendation:</b> Approve HUSD Donation of Edgewater Park Property to Hamilton City Community Service District	



Glenn County Title - Willows Office  
250 W. Sycamore Street  
P.O. Box 187  
Willows, CA 95988  
Phone: (530) 934-3338 Fax: (530) 934-5206  
[www.glenncountytitle.com](http://www.glenncountytitle.com)

**GLENN COUNTY TITLE COMPANY**

Please Deliver the following Pages to:

Attention: Cheryl Robbins / Jose Puente  
Company: \_\_\_\_\_

From: Glenn County Title Company - Gema

We are transmitting a total of 13 pages including this cover page.

Date & Time: 10/23/07

Subject/Client: \_\_\_\_\_

Our Order No.: \_\_\_\_\_

Your Order No.: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Copy of recorded Deed & Easement.

Customer's Fax Number: 826/0419 / 826-0351

Willows Office: (530) 934-3338  
Fax: (530) 934-5206

Orland Office: (530) 865-8978  
Fax: (530) 865-8992

RECORDING REQUESTED BY  
Glenn County Board of Education

AND WHEN RECORDED MAIL TO

Name Hamilton Union Elementary School District  
Address P. O. Box 277  
City, State, & Zip Hamilton City, CA 95951

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**INDIVIDUAL GRANT DEED**

A.P.N: 032-240-014-9

The undersigned grantor(s) declare(s):

Documentary transfer tax is NONE

computed on full value of property conveyed, or

computed on full value less value of liens and encumbrances remaining at time of sale.

Unincorporated area:  City Willows

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged.

Glenn County Board of Education, a California Public Entity and Glenn County Superintendent of Schools, a California Public Entity, as to the Fee Estate

hereby GRANT(S) to Hamilton Union Elementary School District, a California Public Entity

the following described real property in the , County of Glenn, State of California:

See Exhibit "A" attached hereto and made a part hereof

This conveyance is in complete satisfaction and cancellation of the Lease/Purchase Agreement evidenced by the Abstract of Lease, recorded on September 20, 1998 as Instrument No. 98-5676 of Official Records.

This Deed is a correction to the legal description of that certain deed recorded on October 8, 2003 as Instrument No. 2003-7143 of Official Records.

Dated: October 12, 2007

STATE OF CALIFORNIA  
COUNTY OF Glenn

} SS.

Glenn County Board of Education, a California Public Entity

On October 18, 2007 before me, G. Villicana, Notary Public, personally appeared Arturo Barrera personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument

*Julia Larson*  
By: Julia Larson, President

Glenn County Superintendent of Schools, a California Public Entity

*Arturo Barrera*  
By: Arturo Barrera, Superintendent

WITNESS my hand and official seal.

Signature *G. Villicana*



MAIL TAX

STATEMENTS TO: ISAME AS ABOVE

NAME

ADDRESS

CITY, STATE & ZIP

Recording Requested by:

When Recorded Mail To:  
Hamilton Union Elementary School District  
P. O. Box 277  
Hamilton City, CA 95951

CONFORMED COPY  
COPY of Document Recorded  
on 10/22/2007 02:55P as 2007  
-6433  
Glenn County Clerk-Recorder

This Space for Recorder's Use Only

## Access and Utility Easement

This Page Added to Provide Adequate Space for Recording Information  
(Additional recording fee applies)

## ACCESS AND UTILITY EASEMENT (Sewer, Water, Electricity)

The HAMILTON UNION ELEMENTARY SCHOOL DISTRICT, ~~the GLENN COUNTY OFFICE OF EDUCATION, and the GLENN COUNTY BOARD OF EDUCATION~~ ("Grantors") do hereby grant to the HAMILTON CITY COMMUNITY SERVICES DISTRICT ("Grantee") a permanent easement over and along the full width and length of the premises (the "Premises"), as described in exhibits A and B, attached for the construction and installation of sewer, water and electricity utility infrastructure to service a structure ("utilities" or "utility") including but not limited to laying of the pipeline, hereinafter described.

The Parties agree as follows:

1. ~~Title to the Premises is uncertain.~~ Each of the Grantors ~~may or may not~~ have the sole right to enter into this Agreement. However, each of the Grantors agrees that the easement described herein should be granted to the Grantee according to the conditions and terms described herein.
2. For the rights granted herein, Grantee agrees to record this Agreement with the County of Glenn and to pay all fees and costs charged by the County of Glenn associated with said recording. Grantee also agrees to forward file stamped copies of the recorded Agreement to all signators as soon as recording is completed.
3. The easement shall include the right of Grantee to excavate for and to construct, place, operate, maintain, repair, replace, relocate, inspect, and remove all utilities with all appurtenances incident thereto or necessary therewith, including but not limited to manholes for the purpose of conveying sewage waste under said premises, together with the sole obligation of Grantee to place, excavate, replace, repair, install, maintain, operate, inspect, and relocate utility infrastructure and necessary appurtenances, and make excavations therefore from time to time, in, under, and through the above-described premises within said easement, and to cut and remove from said easement any trees and other obstructions which may endanger the safety or interfere with the use of said utilities or appurtenances attached to or connected therewith; and the right of ingress and egress to and over said above-described premises at any and all times for the purpose of repairing, renewing, excavating, replacing, inspecting, maintaining the number of utilities and appurtenances, and for doing anything necessary, useful, or convenient for the enjoyment of the easement hereby granted. No building shall be constructed over the utility easement and no earthfill or embankment shall be placed within this easement, nor over the utilities without a specific written agreement between Grantee and ~~whichever~~ Grantor ~~is determined by agreement or by court order to be~~ the owner of the Premises (the "Ultimate Grantor") or the Ultimate Grantor's successors or assigns. Such an agreement shall include the conditions under which such fill or embankment may be placed, including a stipulation that all risks of damage to the utilities shall be assumed by Grantee, its successors, or assigns.
4. Grantee agrees that the utilities shall be installed to run along as close as reasonably possible to the property line designated partially or fully as S63°24'00"E on Exhibit B.
5. Grantee shall indemnify, defend and hold harmless the ~~Ultimate~~ Grantor, its successors and assigns in perpetuity, from claims of injury to person property as a result of the negligence of Grantee, its agents, or employees in the construction, operation, or maintenance of said

utilities. This instrument, and the covenants and agreements contained in this instrument, shall inure to the benefit of and be binding and obligatory upon the administrators, successors, and assigns of the respective parties. Grantee, upon the initial installation, and upon each and every occasion that the same be repaired, replaced, renewed, added to, or removed, shall restore the premises of Grantor, and any improvements disturbed by Grantee, to the same condition as they were prior to any such installation or work, including but not limited to the restoration of any topsoil, lawn and/or asphalt.

- 6. Should the Grantee dissolve, become insolvent or otherwise stop operating, all rights granted herein shall revert to the ~~Ultimate~~ Grantor. Grantee agrees to obtain and/or maintain an insurance policy to indemnify, defend and hold harmless the ~~Ultimate~~ Grantor for any monetary or legal liability that exists or can be foreseen at the time the rights granted herein revert back to the ~~Ultimate~~ Grantor. Proof of such insurance shall be provided to the ~~Ultimate~~ Grantor annually.
- 7. The parties agree that Grantee shall have the right to allow any employee of a public utility company access to the property in order to fulfill the purposes described herein, including but not limited to utility installation, maintenance and/or repair.
- 8. Grantee agrees that, should a school be built appurtenant to the building/structure that the utilities described in this agreement are intended to service, that the Grantee will take steps to separate said building/structure from the school site in order to protect student safety.
- 9. The parties agree that the public shall have access via the area currently designated as a parking lot to the building/structure that the utilities described in this agreement are intended to service during hours designated by the Grantee.
- 10. Should any part of this Agreement be deemed invalid or void by any legal authority with jurisdiction over this Agreement, the Parties agree that the Agreement as a whole will be void.
- 11. The Parties agree that this Agreement is the entire agreement between the parties pertaining to the Premises superseding all other oral or written agreements pertaining to the Premises and that this Agreement can be modified changed only through a writing signed and dated by the Grantee and the ~~Ultimate~~ Grantor.
- 12. The Parties agree that this Agreement may be executed in identical counterparts, with each counterpart composing the entire agreement.
- 13. The signators to this Agreement warrant that they have the authority to enter into this Agreement.

  
 \_\_\_\_\_ Hector Gonzalez  
 For the HAMILTON ELEMENTARY  
 UNION SCHOOL DISTRICT

Dated: 9-25-07

For the GLENN COUNTY OFFICE OF  
EDUCATION

Dated: //////////

~~For the GLENN COUNTY BOARD OF EDUCATION~~

Dated: / \_\_\_\_\_

Jose I Puente Jose I Puente  
For the HAMILTON CITY COMMUNITY SERVICES DISTRICT

Dated: 10-18-07

**CERTIFICATE OF ACCEPTANCE**

I, JOSE PUENTE, General Manager for the Hamilton City Community Services District, do hereby certify that the real property interest in those certain strips of land as described in Exhibit "A" as attached, offered for dedication for public road purposes are hereby accepted .

9-18-07  
Date

Jose Puente  
Jose Puente, General Manager  
Hamilton City Community Services District  
Glenn County, California

STATE OF CALIFORNIA )  
  ) SS.  
COUNTY OF GLENN )

On 09-18-07, before me, Roseann Ocampo, personally appeared Jose Puente, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

Witness my hand and official seal.

Signature Roseann Ocampo





### ACKNOWLEDGMENT

State of California  
County of Glenn

On 10/18/07 before me, H. Sutiliff  
(here insert name and title of the officer)

personally appeared Hector Gonzalez  
\_\_\_\_\_  
\_\_\_\_\_

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature H. Sutiliff



(Seal)

### ACKNOWLEDGMENT

State of California  
County of Glenn

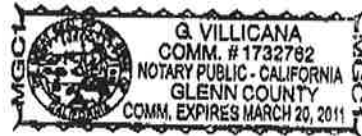
On October 18, 2007 before me, G. Villicana, Notary Public  
(here insert name and title of the officer)

personally appeared Jose I. Puente

personally known to me (or proved to me on the basis of satisfactory evidence) to be  
the person(s) whose name(s) is/are subscribed to the within instrument and  
acknowledged to me that he/she/they executed the same in his/her/their authorized  
capacity(ies), and that by his/her/their signature(s) on the instrument the person(s),  
or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature *G. Villicana*



(Seal)

**EXHIBIT "A"**

All that real property being a portion of that parcel of land as shown on that certain Record of Survey as such map is recorded in Book 11 of Maps and Surveys at page 94, as said map is recorded in Glenn County, California, described as follows:

Beginning at the northeast corner of the Townsite of Hamilton marked by a Granite monument as shown on that certain Record of Survey recorded in Book 11 of Maps and Surveys at page 94; thence South 20°32'00" East, 60.00 feet to the northwest corner of the above noted Parcel of Land as shown on noted Record of Survey; thence continuing South 20°32'00" East, along the Easterly line of Sacramento Avenue, 1784.20' feet to the TRUE POINT OF BEGINNING of the Southerly line of a 60 foot wide easement for ingress, egress and public utilities. Thence South 63°24'00" East, 210.00 feet to the westerly line of that certain parcel of land described in document number 98-5677, Glenn County Records. The northerly line of said 60 foot wide easement is to be lengthened or shortened so as to begin on the easterly line of Sacramento Avenue and end on said westerly line of said parcel of land described in said document number 98-5677, Glenn County Records.

**END OF DESCRIPTION**



### ACKNOWLEDGMENT

State of California  
County of Glenn

On October 19 2007 before me, G. Villicana  
(here insert name and title of the officer)

personally appeared Julia Larson

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature *G. Villicana*



(Seal)

# Hamilton Union Elementary School

## Resolution 061103 A Resolution of Acceptance

**WHEREAS:** Hamilton Union Elementary School District needed to borrow \$230,000 from the Glenn County Office of Education in order to purchase the property on Sacramento Ave. for a new school site.

**WHEREAS:** The Glenn County Office of Education retained title to the property as collateral for the loan.


**WHEREAS:** The Hamilton Union Elementary School District has repaid the entire amount of the loan plus interest charges.

**THEREFORE IT IS HEREBY RESOLVED:** That the interest in the real property described as 8.7 acres located adjacent to Sacramento Ave. in Hamilton City referred to as the new middle school site is hereby ACCEPTED by ORDER of the Board of Trustees and consents to recordation thereof by its duly authorized officer.

This Resolution was passed by the Board of Trustees of the Hamilton Union Elementary School District at a regular meeting thereof held on June 11, 2003 by the following vote:

Ayes:     All    

Nays:     None    

Approved:   
Daniel O. Paul, President

Date:     June 11, 2003

**EXHIBIT "A"****(Description of School Property)**

All that real property being a portion of that parcel of land as shown on that certain Record of Survey as such map is recorded in Book 11 of Maps and Surveys at page 94, as said map is recorded in Glenn County, California, described as follows:

Beginning at the northeast corner of the Townsite of Hamilton City marked by Granite monument as shown on that certain Record of Survey recorded in Book 11 of Surveys at page 94; thence South 20 degrees 32'00" East, 60.00 feet to the northwest of the above noted Parcel of Land as shown on noted Record of Survey; thence continuing South 20 degrees 32'00" East, along the East line of Sacramento Avenue, 1360.00 feet to the TRUE POINT OF BEGINNING; thence North 69 degrees 28' 00" East, 710.00 feet; thence South 20 degrees 32'00" East, 40.00 feet; thence North 69 degrees 28'00" East, 249.82 feet, to the East line of noted parcel; thence South 13 degrees 20'02" East, along noted East line, 285.61 feet; thence South 69 degrees 28' 00" West, 462.03 feet; thence South 20 degrees 32'00" East, 120 feet; thence South 69 degrees 28'00" West, 132.32 feet; thence South 52 degrees 32'10" West, 49.22 feet; thence South 26 degrees 36'00" West 177.00 feet to the southwest line of noted parcel; thence North 63 degrees 24'00" West 210.00 feet, to a point on the east line of Sacramento Avenue; thence North 20 degrees 32'00" West, along the east line of Sacramento Avenue, 424.19 feet to the TRUE POINT OF BEGINNING.

APN: 32-240-002-9 (portion)



**Arturo Barrera**  
Superintendent

Board of Education

Ray Gollnick  
Orland Area

Catherine Hanes  
Elk Creek Area

Linda Miller  
Willows Area

James Mason  
Princeton Area

Julia Larson  
Hamilton Area

**Programs**

Administrative Services

Adult Education

Business Services

Child & Family Services

Curriculum & Instruction

Facilities

Human Resources

Regional Occupational Programs

Senior Nutrition

Student Services

Technology

William Finch Charter School

Glenn County Office of Education

311 S. Villa Avenue

Willows, CA 95988

530-934-6575

FAX 530-934-6576

Glenn County Learning

Center - North

P.O. Box 817

607 E. Tehama St.

Orland, CA 95963

530-865-1683

FAX 530-865-1688

Glenn County Learning

Center - South

451 S. Villa Avenue

Willows, CA 95988

530-934-6320

FAX 530-934-6325

Orland Administration Office

P.O. Box 817

676 E. Walker Street

Orland, CA 95963

530-865-1267

FAX 530-865-1276

*Recorded incorrectly*

**FAX TRANSMISSION COVER SHEET**

**HUMAN RESOURCES**

Fax No. (530) 934-6694

Phone No. (530) 934-6575 Ext. \_\_\_\_\_

TO: *Hector Gonzalez*

FROM: *Arturo Barrera*

DATE: *10-11-07* TIME: \_\_\_\_\_

SUBJECT: *Hamilton Property*

Total Number of Pages Including This Cover Sheet: *3*

If you did not receive all the pages, please call us as soon as possible.

Thank you!

COMMENTS/MESSAGE: *After a preliminary search it appears according to Rick Thomas Glenn County Title - 934-3338 - that the property was officially recorded on 10-08-03 to Hamilton Elementary - see fax attachment*



COPIES ENCLOSED

RECORDING REQUESTED BY

Glenn County Title Company  
Escrow No. 00059356 Order No. 59356

AND WHEN RECORDED MAIL TO  
Name Hamilton Union Elementary School District  
Address P. O. Box 277  
City, State, & Zip Hamilton City, CA 95951

2003-7143  
Recorded at the request of  
GLENN COUNTY TITLE CO  
10/08/2003 02:58P  
Fee: 0.00 No of Pages:2

OFFICIAL RECORDS  
Vince T Minto Clerk-Recorder  
Glenn County, CA

*Originals recorded.*  
SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT DEED

A.P.N. 032-240-014-9

The undersigned grantor(s) declare(s):  
Documentary transfer tax is \$0.00

- computed on full value of property conveyed, or
- computed on full value less value of liens and encumbrances remaining at time of sale.
- Unincorporated area:  City of \_\_\_\_\_, and \_\_\_\_\_

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged.  
Glenn County Board of Education, a California Public Entity and Glenn County Superintendent of Schools, a California Public Entity, as to the Fee Estate

hereby GRANT(S) to Hamilton Union Elementary School District, a California Public Entity

the following described real property in the Unincorporated Area, County of GLENN, State of California:

See exhibit "A" attached hereto and made a part hereof.

Dated: September 18, 2003

STATE OF CALIFORNIA  
COUNTY OF Glenn

} SS.

Glenn County Board of Education, a California Public Entity

On September 24, 2003 before me, The Undersigned, Notary Public, personally appeared Bonnie Pieper  
Joni Samples

*Bonnie Pieper*  
by: Bonnie Pieper, President

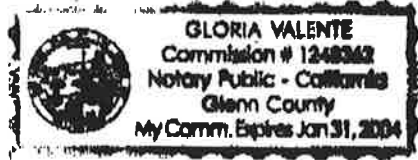
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument

Glenn County Superintendent of Schools, a California Public Entity

*Joni Samples*  
by: Joni Samples, Superintendent

WITNESS my hand and official seal.

Signature: *Gloria Valente*



MAIL TAX

STATEMENTS TO: SAME AS ABOVE

NAME

ADDRESS

CITY, STATE & ZIP



*just placement*

EXHIBIT A

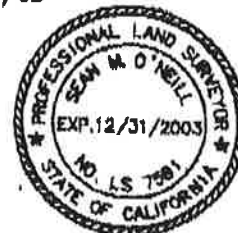
ALL THAT REAL PROPERTY BEING A PORTION OF THAT REAL PROPERTY AS CONTAINED IN AMENDED JUDGMENT OF CONDEMNATION ENTITLED HAMILTON UNION ELEMENTARY SCHOOL DISTRICT, PLAINTIFF V. MTG CORPORATION, ET AL DEFENDANTS, RECORDED SEPTEMBER 30, 1998 AS GLENN COUNTY RECORDER'S INSTRUMENT No. 98-5874, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF ABOVE NOTED PROPERTY, SAID CORNER LYING SOUTH 20°32'00" EAST, 1420.00 FEET FROM A GRANITE MONUMENT MARKING THE NORTHEAST CORNER OF THE HAMILTON CITY TOWNSITE; THENCE FROM POINT OF BEGINNING NORTH 69°28'00" EAST, ALONG THE NORTH LINE OF ABOVE NOTED PROPERTY, 710.00 FEET; THENCE SOUTH 20°32'00" EAST, ALONG NORTHEAST LINE OF ABOVE NOTED PROPERTY, 38.99 FEET TO A POINT ON A CURVE, CONCAVE TO THE NORTHWEST WITH A RADIUS OF 50.00 FEET, RADIUS POINT OF SAID CURVE LIES NORTH 32°04'13" WEST FROM PREVIOUSLY NOTED POINT; THENCE ALONG SAID CURVE TO THE WEST, THROUGH A CENTRAL ANGLE OF 38°48'11", A DISTANCE OF 33.86 FEET, TO A POINT OF REVERSE CURVATURE ON A CURVE WITH A RADIUS OF 40.00 FEET; THENCE ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 27°15'58", A DISTANCE OF 19.04 FEET; THENCE SOUTH 69°28'00" WEST, PARALLEL TO NORTH LINE OF ABOVE NOTED PROPERTY, 638.77 FEET, TO THE BEGINNING OF A CURVE, CONCAVE TO THE SOUTHEAST, WITH A RADIUS OF 20.00 FEET; THENCE ALONG SAID CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 90°00'00", A DISTANCE OF 31.42 FEET TO A POINT ON THE WEST LINE OF ABOVE NOTED PROPERTY, SAID POINT ALSO BEING ON THE EAST RIGHT OF WAY OF SACRAMENTO AVENUE; THENCE NORTH 20°32'00" WEST, ALONG WEST LINE OF ABOVE NOTED PROPERTY, AND EAST LINE OF SACRAMENTO AVENUE, 50.00 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIPTION IS INTENDED TO ENCOMPASS THE SOUTH HALF OF THE FUTURE "PARK AVENUE" AS IT WILL LIE ON THE NORTH SIDE OF THE PROPERTY PRESENTLY OWNED BY THE HAMILTON CITY UNION ELEMENTARY SCHOOL.



SEAN M. O'NEILL  
LS 7581  
EXP 12/31/05



2003-7143  
Pg: 2/2

## HAMILTON UNIFIED SCHOOL DISTRICT

<b>Agenda Item Number: 13m</b>	<b>Date: 2/24/2021</b>
<b>Agenda Item Description:</b> Approve change to Middle School Bell Schedule Lunch to end at 12:25 p.m.	
<b>Background:</b>  Hamilton Elementary Bell schedule was approved on 12/17/2021 with lunch end time at 12:25 p.m. The Middle School lunch was typed as ending at 12:20 p.m. In order to be in accordance with the Elementary Bell schedule, the Middle School Bell schedule needs to have a lunch end time of 12:25 p.m.	
<b>Status:</b> Pending board approval.	
<b>Fiscal Impact:</b> None	
<b>Educational Impact:</b> None	
<b>Recommendation:</b> Recommend approving change to Middle School Bell Schedule Lunch to end at 12:25 p.m.	

## HES (K-5)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:10-11:00	Morning A Cohort				Intervention Schedule
11:00-11:50	<b>Teacher Prep Period</b>				
11:50-12:25	<b>Teacher Lunch</b>				
12:25-3:05	Afternoon B Cohort				

## HMS (6-8)

Morning AM Cohort			
Monday/Wednesday		Tuesday/Thursday	
Period 1	8:10-9:00 (50)	Period 3	8:10-9:00 (50)
Passing	9:00-9:07 (7)	Passing	9:00-9:07 (7)
Period 2	9:07-9:57 (50)	Period 4	9:07-9:57 (50)
Passing	9:57-10:04 (7)	Passing	9:57-10:04 (7)
Period 5/7	10:04-11:00 (56)	Period 6/8	10:04-11:00 (56)
<b>Teacher Prep Period</b>	<b>11:00-11:50</b>	<b>Teacher Prep Period</b>	<b>11:00-11:50</b>
<b>Teacher Lunch</b>	<b>11:50-12:25</b>	<b>Teacher Lunch</b>	<b>11:50-12:25</b>
Afternoon PM Cohort			
Monday/Wednesday		Tuesday/Thursday	
Period 1	12:25-1:15 (50)	Period 3	12:25-1:15 (50)
Passing	1:15-1:22 (7)	Passing	1:15-1:22 (7)
Period 2	1:22-2:12 (50)	Period 4	1:22-2:12 (50)
Passing	2:12-2:19 (7)	Passing	2:12-2:19 (7)
Period 5/7	2:19-3:05 (46)	Period 6/8	2:19-3:05 (46)

- Students will continue to have Asynchronous learning during the regular school day when not attending in-person.
- PM Class begins at 12:25
- Friday Intervention: Minimum of 8 students, Can have as many students as will allow 6' between desks; Teacher will arrange students and notify office; Office will screen students from 8:00-8:15

**HAMILTON UNIFIED SCHOOL DISTRICT  
REGULAR BOARD MEETING MINUTES  
Hamilton High School Library/Zoom/Facebook Live  
Wednesday, January 20, 2021**

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5:30 p.m. Public session for purposes of opening the meeting only via Zoom:  
5:30 p.m. Closed session to discuss closed session items listed below via Zoom (For Board Only)  
6:00 p.m. Reconvene to open session no **later** than 6:30 p.m. via Facebook Live or Zoom (see below)

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*Hamilton Unified School District Board Meetings are open to the public. We are still adhering to social distancing for public safety so in-person seating capacity in the Hamilton High School Library is limited to thirteen attendees. As authorized by the Governor's Emergency Executive Orders issued on March 12 and 17, 2020, the Hamilton Unified School District Board of Education will continue to conduct Board of Education meetings by video conference until further notice. Please join the meeting by attending the livestream via Facebook Live on the District's Facebook page or through the below Zoom link or dial by phone as listed below:*

Join Zoom Meeting

<https://us02web.zoom.us/j/83991686943?pwd=cFJ6Y2REa0R6NXdaT1dyMGJ5TUFOUT09>

Meeting ID: 839 9168 6943

Passcode: board

Dial in by phone

+1 669 900 6833

Meeting ID: 839 9168 6943

Passcode: 032752

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**1.0 OPENING BUSINESS:**

- a. Call to order and roll call at 5:30 p.m.

Hubert "Wendell" Lower, President

Rod Boone, Clerk

via zoom Gabriel Leal

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. [None](#)

**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. 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.
- e. Conference with labor Negotiator Gov. Code sec. 54957.6, subd. (a). Agency designated representative: Dr. Jeremy Powell; Employee Organization: Hamilton Teachers Association.
- f. Conference with Real Property Negotiators (Gov. Code Section 54956.8) APN: 032-230-015 Agency Negotiators: MJD, DWK. Negotiating parties; District and Westermann Farms, a California Limited Partnership. Under negotiation: price and terms of payment.

Report out action taken in closed session: [None](#).

**5.0 PUBLIC SESSION/FLAG SALUTE:** Lead by Mr. Boone.

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

Mr. Lower requested to move item 11.0a Spring 2021 Instructional Schedule up to 7.0f

Motion to adopt the agenda by Mr. Boone 2<sup>nd</sup> by Mr. Odom.

Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

**7.0 COMMUNICATIONS/REPORTS:**

- a. Board Member Comments/Reports.
  - i. Mr. Odom requested that a teacher from the elementary, middle and high school each attend and give a five minute report at the next meeting.
- b. District Reports (written)
  - ii. Technology Report by Frank James & Derek Hawley (p. 6)
  - iii. Nutrition Services Report by Sean Montgomery (p. 7)
  - iii. Operations Report by Alan Joksch (p.8)
- c. Principal and Dean of Student Reports (written)
  - i. Kathy Thomas, Hamilton Elementary School Principal (p. 10)
    - 1. Ms. Thomas gave her report orally.
  - ii. Maria Reyes, District Dean of Students (p. 11)
  - iii. Cris Oseguera, Hamilton High School Principal (p. 12)
    - 1. Mr. Oseguera gave his report orally and answered questions and comments from public and board.
  - iv. Sylvia Robles, Adult School (p. 14)
- d. Chief Business Official Report by Kristen Hamman (p. 15)
- e. Superintendent Report by Jeremy Powell (p. 16)
  - i. Dr. Powell gave his report orally
- f. Spring 2021 Instructional Schedule (moved from 11.0a.)
  - i. Dr. Garrison from Glenn County Public Health gave a presentation and answered questions from public and board.

**8.0 PRESENTATIONS:**

- a. None

**9.0 CORRESPONDENCE:**

- a. None

**10.0 INFORMATION ITEMS:**

Dr. Powell reviewed and commented on items b, c, d below:

- a. Form 700 – Annual Statement of Economic Interests (P. 17)
- b. HUSD Enrollment History for 5 years (p. 21)
- c. Bond Status (Fund 21) Update (p.22)
- d. HHS Site Expansion Permitting Status Update – Mike Cannon (p. 25)
  - i. Mike Cannon reviewed the expansion permitting status update.

**11.0 DISCUSSION ITEMS:**

Dr. Powell reviewed and commented on the discussion items below:

- a. Spring 2021 Instructional Schedule (handout)
- b. Local Plan Section B: Governance and Administration FY 2020-21 SELPA (p. 27)
- c. Gamut CSBA Policy Conversion Reconciliation – First Reading and Discussion (p. 75)
  - i. Deletion of Board Policy BP 0520.2 – Title I Program Improvement Schools
  - ii. Deletion of Board Policy BP 0520.3 – Title I Program Improvement Schools
  - iii. Deletion of Board Policy BP 1020 – Youth Services
  - iv. Deletion of Board Policy BP 4112.24 – Teacher Qualifications Under the No Child Left Behind Act
  - v. Deletion of Board Policy BP 6161.3 – Toxic Art Supplies
  - vi. Deletion of Board Policy BP 6162.52 – High School Exit Examination

- vii. Renaming Board Policy BP 6146.5 – Elementary/Middle School Promotion/Graduation Requirements to Elementary/Middle School Graduation Requirements
- viii. Renaming Board Policy BP 6164.5 – Student Study Team to Student Success Teams
- ix. Renaming Board Policy BP 9240 – Board Development to Board Training
- x. Renumber Board Policy (current) BP 3541.2(a) to CSBA BP 3541.2 – Transportation for Students with Disabilities
- xi. Deletion of Administrative Regulation AR 0520.2 – Title I Program Improvement Schools
- xii. Deletion of Administrative Regulation AR 0520.3 – Title I Program Improvement Districts
- xiii. Deletion of Administrative Regulation AR 4112.24 – Teacher Qualifications Under the No Child Left Behind Act
- xiv. Deletion of Administrative Regulation AR 6162.52 – High School Exit Examination
- xv. Renaming Administrative Regulation AR 6164.5 – Student Study Team to Student Success Teams
- d. Gamut CSBA December 2020 Policies for First Reading and Discussion (p. 78)
  - i. Administrative Regulation AR 0430 – Comprehensive Local Plan for Special Education
  - ii. Board Policy BP 1312.3 - Uniform Complaint Procedures
  - iii. Administrative Regulation AR 1312.3 – Uniform Complaint Procedures
  - iv. Board Policy BP 4119.25/4219.23/4319.25 – Political Activities of Employees
  - v. Administrative Regulation AR 4119.25/4219.25/4319.25 – Political Activities of Employees
  - vi. Board Policy BP 4140/4240/4340 – Bargaining Units
  - vii. Board Policy BP 5113.2 – Work Permits
  - viii. Administrative Regulation AR 5113.2 – Work Permits
  - ix. Board Policy BP 5126 – Awards for Achievement
  - x. Administrative Regulation AR 5126 – Awards for Achievement
  - xi. Board Policy BP 5141.31 – Immunizations
  - xii. Administrative Regulation AR 5441.31 – Immunizations
  - xiii. Board Policy BP 5148.3 – Preschool/Early Childhood Education
  - xiv. Administrative Regulation AR 5148.3 – Preschool/Early Childhood Education
  - xv. Board Policy BP 6146.1 – High School Graduation Requirements
  - xvi. Board Policy BP 6146.2 – Certificate of Proficiency/High School Equivalency
  - xvii. Administrative Regulation AR 6146.2 – Certificate of Proficiency/High School Equivalency
  - xviii. Exhibit E 6146.2 – Certificate of Proficiency/High School Equivalency
  - xix. Board Policy BP 6170.1 – Transitional Kindergarten
  - xx. Board Bylaw BB 9012 – Board Member Electronic Communications
  - xxi. Board Bylaw BB 9320 – Meetings and Notices

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.

Public comments were made.

**13.0 ACTION ITEMS:**

- a. Determine Extracurricular Activities for Independent Study Students (p. 225)  
Several comments were made by administrators, board members and staff.

Motion to allow independent study students to participate in extracurricular and cocurricular activities this semester by Mr. Odom 2<sup>nd</sup> by Mr. Boone. Motion Carried 4-1

Leal: AYE	Lower: NO
Boone: AYE	Reyes: AYE
Odom: AYE	

- b. Approve Spring 2021 Instructional Schedule (p. 226)  
Dr. Powell reviewed proposed instructional schedule prior to vote.  
Mr. Oseguera commented after the vote.

Motion to approve continuing AM/PM schedule to March 1<sup>st</sup> by Mr. Reyes 2<sup>nd</sup> by Mr. Odom. Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

c. Adopt CSBA Policies for 2<sup>nd</sup> Reading Review and adoption (p. 227)

Motion to approve CSBA policies as listed by Mr. Boone 2<sup>nd</sup> by Mr. Reyes.

Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- i. Exhibit E 1113 (New Exhibit) District and School Web Sites
- ii. Board Policy BP 3280 Sale or Lease of District-Owned Real Property
- iii. Board Policy BP 3530 Risk Management Insurance
- iv. Administrative Regulation AR 3530 Risk Management Insurance
- v. Board Policies BP 4119.11/4219.11/4319.11 Sexual Harassment
- vi. Administrative Regulations AR 4119.11/4219.11/4319.11 Sexual Harassment
- vii. Administrative Regulations AR 4119.12/4219.12/4319.12 Title IX Sexual Harassment Complaint Procedures
- viii. Exhibits E 4119.12/4219.12/4319.12 (New Exhibit) Title IX Sexual Harassment Complaint Procedures
- ix. Board Policy BP 4157/4257/4357 Employee Safety
  - x. Administrative Regulation AR 4157/4257/4357 Employee Safety
- xi. Administrative Regulation AR 4157.1/4257.1/4357.1 Work-Related Injuries
- xii. Board Policy BP 5113.1 Chronic Absence and Truancy
- xiii. Administrative Regulation AR 5113.1 Chronic Absence and Truancy
- xiv. Administrative Regulation AR 5113.11 Attendance Supervision
- xv. Board Policy BP 5145.7 Sexual Harassment
- xvi. Administrative Regulation AR 5145.7 Sexual Harassment
- xvii. Administrative Regulation AR 5145.71 Title IX Sexual Harassment Complaint Procedures
- xviii. Exhibit E 5145.71 (New Exhibit) Title IX Sexual Harassment Complaint Procedures
- xix. Board Policy BP 6161.1 Selection and Evaluation of Instructional Materials
  - xx. Administrative Regulation AR 6161.1 Selection and Evaluation of Instructional Materials
- xxi. Exhibit E 6161.1 Selection and Evaluation of Instructional Materials
- xxii. Exhibit E (1) 9323.2 Actions by the Board

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.

Motion to accept consent agenda by Mr. Boone 2<sup>nd</sup> by Mr. Reyes.

Motion Carried 5-0

Leal: AYE	Lower: AYE
Boone: AYE	Reyes: AYE
Odom: AYE	

- a. Minutes from Regular Board Meeting on December 9, 2020 (p. 233)
- b. Minutes from Special Board Meeting on December 17, 2020 (p. 239)
- c. Approve 2019-20 School Accountability Report Cards (SARC): Hamilton High School, Ella Barkley High School, Hamilton Elementary School and Hamilton Community Day School. (p. 241)
- d. Warrants and Expenditures (p. 279)
- e. Interdistrict Transfers (new only; elementary students reapply annually).
  - i. Out
    - 1. Hamilton Elementary School
      - a. none
    - 2. Hamilton High School
      - a. none
  - ii. In
    - 1. Hamilton Elementary School
      - a. none
    - 2. Hamilton High School



- a. 9<sup>th</sup> Grade x 2
- b. None

f. Personnel Actions as Presented:

i. New hires:

Sheila Skemp	Long Term Substitute Teacher - Position ending June 2021	HUSD
Chloe Patton	Long Term Substitute Teacher - Position ending June 2021	HUSD
Giovanni Martinez Barron	Child Nutrition Assistant, Short-Term - Position starting December 14, 2020 and ending June 4, 2021	HES/HHS
Derek Nall	JV Girls Basketball Coach	HHS
Trevor Heyl	Temporary Multiple Subject Teacher (5th Grade)	HES
Mariesa Fitzgerald-Adams	Special Education Paraprofessional	HUSD
Rosa Rivera	Office Assistant I	HES
Jonathan Romano	District Custodian	HUSD
Cierra McCarthy	District Custodian	HUSD
Dianna Camarena	Social Services Coordinator	HUSD

ii. Resignations/Retirement:

Sheila Skemp	Multiple Subject Teacher, Long Term Substitute - Position ending December 2020	HUSD
Chloe Patton	English Teacher, Long Term Substitute - Position ending December 2020	HUSD
Marisa Fitzgerald-Adams	Paraeducator/Library Media Technician - Position ending December 2020	
Rosa Rivera	Temporary Office Assistant I - Position Ending December 2020	HES
Jonathan Romano	Short-Term District Custodian - Position Ending December 2020	HUSD
Cierra McCarthy	Short-Term District Custodian - Position Ending December 2020	HUSD
Dianna Camarena	Office Assistant I	HES
Dianna Camarena	Temporary District Case Manager/Parent/Family Coordinator	HUSD

15.0 ADJOURNMENT: 8:49 p.m. Question in closing: "What have you done to unify our district?"

X

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Rod Boone  
HUSD Board Clerk

X

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Jeremy Powell, Ed.D.  
Superintendent

## HUSD Certificated Seniority List

First Name	Last Name	Hire Date*	Status		
Trudy	Bryan	26-Aug-88			
Lynn	Larson	24-Aug-89			
Betty	Mercado	27-Aug-93			
Liz (Adriana)	Cox (El Allie)	25-Aug-95			
Maribel	Hernandez (Medina)	25-Aug-97			
Maria	Gonzalez-Alvarez	25-Aug-97			
Kelly	Langan	19-Aug-98			
Bertha	Carter	19-Aug-99			
Rina	Gonzalez	23-Aug-00			
Alexandra	Charlon	16-Aug-01			
Guadalupe	Funderburk	15-Aug-02			
Ellese	Mello Buttitta	29-Aug-03			
Margrit	Vogelesang	12-Aug-04			
Maria	Llamas	13-Aug-04			
Maria	Esquivel	13-Aug-04			
Blanca	Godinez	13-Aug-04			
Hogan	Brown	8-Jan-07			
Janice	Lohse	15-Aug-07			
Matthew	Steele	15-Aug-07			
Maria	Reyes	27-Aug-07			
Matthew	Jarvis	15-Aug-12			
Raquel	Bocast	9-Aug-13			
Jennifer	Firth	11-Aug-14			
Kristy	Eden	7-Aug-15			
Paula	Garcia	7-Aug-15			
Mary	Hansen	7-Aug-15			
Patricia	Hernandez	7-Aug-15			
John	Hironimus	7-Aug-15			
Shelley	Whittaker	7-Aug-15			
Nancy	Heffley	14-Sep-15			
Andrew	Martin	10-Aug-18			
Knutson	Heather	9-Aug-19	Prob II		
Curiel	Aimee	9-Aug-19	Prob II		
Zuppan	Kol (Joshua)	9-Aug-19	Prob II		
Developed: 3.4.2010					
Revised: 2.18.2011 / Adopted: 2.22.2011					
Revised: 2.25.2011 / Adopted: 3.9.2011					
Revised: 1.04.2012 / Adopted: 1.17.2012					
Revised: 3.5.2012 / Adopted: 3.19.2012					
Revised: 12.5.2012/ For Certificated Staff review					
Revised: 1.11.2013/ Adopted: 1.22.2013					
Revised: 2.08.2013/ Adopted: 2.12.2013					
Revised: 12.18.2013/For Certificated Staff review/Adopted: 1.21.2014					
Revised: 10.17.2014/For Certificated review/Adopted: 1.20.2015					
Revised: 12.15.2015/For Certificated review/Adopted: 1.21.2016					
Revised: 10.25.2016/For Certificated review/Adopted: 1.25.2017					
Revised: 11.8.2017/For Certificated review/Adopted: 1.30.2018					
Revised: 10.24.2018/For Certificated review					
Revised: 11.28.2018/For Certificated review/Adopted: 1.23.2019					
Revised: 10.15.2019/For Certificated review/Adopted: 1.22.2020					
Revised: 10.22.2020/For Certificated review/Adopted:					
(See Seniority Change log for details of revisions.)					
* represents the beginning date of service					
Intern Teachers	Long Term Subs OR Temp. Teachers	Hire Date			
	Aaron Johnson	8/17/2020 (Temporary Position during 2019-20 hire date 3/25/20)			
	Derek Nall	8/6/2020 (On 39 Month Rehire List, original hire date 8/10/2018 was at Prob II)			
	Chloe Patton	8/24/2020			
	Sheila Skemp	10/5/2020 (GCOE Substitute for HUSD 9/27/2016)			

HUSD CLASSIFIED SENIORITY LIST

NAME	POSITION	SERVICE DATE	SERVICE DATE FROM BEGINNING OF EMPLOYMENT W/ DISTRICT(S)
DelaCruz, Yolanda (Bernice)	<b>Paraeducator/Library Media Technician</b>	7/1/2019	2/5/1985 (Paraeducator)
	Paraeducator	8/11/2014	x
	Paraeducator II	8/9/2010	x
	Cook Helper	8/24/2009	x
	Instructional Aide	8/28/1989	x
	Teacher Aide	2/5/1985	x
Crosby, Clyde (Austin)	<b>District Universal - Maintenance &amp; Transportation</b>	7/1/2013	(7/1/1996) Custodian
	Custodian/Sub Bus Driver	7/1/2005	x
	Custodian	10/1/1996	x
Mercado, Guadalupe (Lupe)	<b>Administrative Technician</b>	1/1/2014	(5/1/1997) Business Asst/Adult Ed Secry
	Adult Ed & Continuation Office Assistant I	7/1/2010	x
	Adult Ed & Continuation Office Assistant I/Business Asst	7/1/2009	x
	Adult Ed Office Assistant I	7/1/2000	x
	Adult Ed Secretary	11/3/1997	x
	Adult Ed Teacher Aide I	5/12/1997	x
Garcia, Irma	<b>Preschool Assistant</b>	11/7/2013	(8/20/1998) Preschool Aide
	Preschool Paraeducator II (Paraeducator)	8/9/2013	x
	Preschool Paraeducator I	8/11/2011	x
	Preschool Teacher Aide	8/27/2001	x
	Preschool Teacher	8/20/1998	x
Moreno, Erendida	<b>Child Nutrition Lead</b>	8/9/2013	(8/19/2002) Cook
	Head Cook	8/13/2009	x
	Cook	8/18/2006	x
	Assistant Cook	3/6/2006	x
	Cook Helper/Dish	8/19/2002	x
Lopez-Reyes, Bertha (Maria)	<b>District Custodian</b>	10/08/2003	
DeVries, Chris	<b>Business Services Technician</b>	7/1/2019	(4/29/2004) Accounting Clerk
	District Account Clerk	5/10/2004	x
Johnson, Erin	<b>Student Services and Library Coordinator</b>	8/11/2014	(1/10/2005) Clerk, Counseling & Library
	Office Assistant II	8/15/2007	x
	Paraeducator II	1/6/2005	x
Fitzgerald-Adams, Mariesa	<b>SPED Paraeducator</b>	1/11/2021	(8/12/2016) Paraeducator
	Short-Term SPED Paraeducator	10/19/2020	Hired in Short-Term Position
	Short-Term Paraeducator	8/10/2020	Hired in Short-Term Position
	Paraeducator/Library Media Technician	7/1/2019	Placed on 39 Month Rehire List Effective 6/30/20
	Paraeducator	8/12/2016	x
Kitahara, Chris	<b>District Universal - Maintenance &amp; Transportation</b>	12/21/2016	
Elkin, Dave	<b>District Universal - Maintenance &amp; Transportation</b>	5/30/2017	
Mundo, Asha	<b>Child Nutrition Assistant</b>	8/9/2019	(9/19/2017) Yard Duty Supervisor/Crossing Guard
	District Universal - Maintenance & Transportation	8/14/2018	x
	Yard Duty Supervisor/Crossing Guard	9/19/2017	x
Dietle, Rowan	<b>Office Assistant I</b>	1/10/2018	
Rivera, Rosa	<b>Office Assistant I</b>	1/11/2021	(8/27/2018) Office Assistant I
	Temporary Office Assistant I	9/30/2020	Hired in Temp. position
	Office Assistant I	8/27/2018	Placed on 39 Month Rehire List Effective 6/30/20
Deatherage, Dallas	<b>District Universal - Maintenance &amp; Transportation</b>	6/3/2019	
Malagon, Lilliana	<b>Preschool Teacher</b>	8/9/2019	
Rivera, Marcie	<b>Child Nutrition Lead</b>	8/9/2019	
Montgomery, Maxwell	<b>Paraeducator/Library Media Technician</b>	1/11/2021	
	Short-Term Paraeducator/Library Median Technician	9/24/2020	x Short-Term Paraeducator/Library Median Technician 9/24/20 - 12/18/20
Romano, Jonathan	<b>District Custodian</b>	1/11/2021	
	Short-Term District Custodian	8/26/2020	x Short-Term District Custodian 8/26/20 - 12/18/20
Cierra McCarthy	<b>District Custodian</b>	1/11/2021	
	Short-Term District Custodian	10/14/2020	x Short-Term District Custodian 10/14/20 - 12/18/20

EMPLOYED FROM 39 MONTH REHIRE LIST

Brand, Maribel	<b>Temporary Child Nutrition Assistant</b>	8/6/2020 - 12/18/2020	(10/11/2018) Yard Duty Supervisor/Crossing Guard
	Yard Duty Supervisor/Crossing Guard	10/11/2018	Placed on 39 Month Rehire List Effective 6/30/20

(See Seniority Change Log for details of revisions)

Revision: January 26, 2021 Adopted:

Hamilton Unified School District

**Quarterly Report on Williams Uniform Complaints**

(Education Code § 35186)

Person completing this form: Jeremy Powell

Title: Superintendent

Quarterly Report Submission Date:

*(check one)*

January 2021

April 2021

July 2021

October 2021

Date for information to be reported publicly at governing board meeting: February 24, 2021

Please check the box that applies:

No complaints were filed with any school in the district during the quarter indicated above.

Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Total No. of Complaints	No. Resolved	No. Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

\_\_\_\_\_  
Dr. Jeremy Powell, Superintendent

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

## HES School Site Council Minutes

11/10/2020

6:15 PM

**Item 1:** Welcome and introductions

**Item 2:** Establish Quorum

Parents present: Rocio Jauregui, Teresa Alvarado, Ana Lozano, Fabiola Mata, Maria Guerra,

Staff present: Kathy Thomas, Maribel Hernandez, Jenny Firth, Maggie Sawyer, Aaron Johnson, Ariel Ellis, Dianna Camarena

**Item 3:** verification of posting of agenda 11/6/2020

**Item 4: Public comment:**

Jenny Firth shared what's happening with the Middle School and how much she appreciated having the Car Parade.

**Item 5:** Approval of Minutes

Ariel motioned and Maribel seconded the October minutes.

**Item 6:** Prepare for elections

Explanation of the SSC and the roles, responsibilities and the purpose of the body. Ana Lozano was nominated as chair by J. Firth. Ana Lozano nominated Teresa Alvarado for Vice Chair. Rocio was nominated by Maggie Sawyer to serve as secretary.

**Item 7: Attendance and Engagement Update**

Mrs. Thomas shared current Attendance percentages for all grade levels and talked about the difference between ADA and period attendance/engagement. There was a question about tardies and when students are marked absent. It was explained that right now tardies are flexible due to the car traffic and drop offs---there is a 5 minute grace being asked of teachers, but tardies are being tracked by classroom teachers.

**Item 8:** LCFF (Local Control Funding Formula) Presented by Dr. Powell by invitation of council members.

Dr. Powell explained that there is a base grant based on ADA (ADA explained by Mrs. Thomas in Item 7). The high school receives slightly more because of additional costs needed at the HS level. All schools do receive the same amount of money but there is supplemental funding based on students receiving free/reduced lunch qualification, as well as special populations—EL, Special Education, homeless which is a supplemental/concentration grant. The Elementary school does qualify for this additional funding due to their student population, but the HS does not get this additional funding. This additional funding is targeted to support students of need.

Parent asked a question if this is broken down to grade level, but it is a “whole school” funding.

- Title I is a federal program based on Free and Reduced numbers.
- COVID \$: expenditures for cleaning, tent, etc.
  - NOT permanent.
  - Additional staffing
  - Any resources needed to serve during the pandemic.

Rocio asked if the COVID \$ is not permanent, what about the current resources that our school needs? Will these resources continue next semester and next year? Dr. Powell explained that this is not a funding that we get, but not sure of how long this situation will last, and we could have the same issues next year to work with, for example, the liaison position was cut, but brought back with the COVID \$. This is an "integral and key" position at the Elementary School. Title I money could be spent for this kind of resource and the SCC has a voice in these kinds of decisions.

Members thanked Dr. Powell for explaining the funding and have a clearer understanding of how our school receives its money and how it can be spent.

**Item 9:** Parent feedback shared by Mrs. Thomas regarding the return to in-person instruction. Feedback is positive and complimentary of the district, teachers and staff.

**Action Items:**

**Item 10:** Nominate and Elect Chair, Vice Chair and Secretary.

Ana Lozano was nominated as chair by J. Firth. Ana Lozano nominated Teresa Alvarado for Vice Chair. Rocio was nominated by Maggie Sawyer to serve as secretary. All in favor. Motion carried.

**Item 11:** Approve Addition to By Laws

Council Agreements overview--take action at next meeting

- bring multiple perspective
- share open and honest
- stay on agenda
- assume positive intent
- respect commitment of role: attend all meetings, arrive on time, and come prepared
- keeping students at the center

Maggie Sawyer made motion and Ariel Ellis seconded. All in Favor. Motion carried.

**Item 12:** Approve Site Budget

Ana Lozano made motion. Maggie Sawyer seconded. All in Favor. Motion carried.

**Item 13:** Approve SSC dates and times

Approve SSC dates. Maribel Hernandez seconded. All in favor. Motion carried.

Maggie Sawyer made motion and Ariel Ellis seconded.

Meeting adjourned 7:05 PM



**Hamilton Elementary School**  
277 Capay Avenue • P.O. Box 277  
Hamilton City, CA 95951-0277  
School Office (530) 826-3474 • Fax (530) 826-0419  
District Office (530) 826-3261

**Hamilton Elementary School  
School Site Council Meeting**

**Tuesday, February 9th @ 6:00 p.m.**

**Join Zoom Meeting**

<https://zoom.us/j/97601934227?pwd=Zi9QO2JLMWFMSktXU1p2T1JjaFMrdz09>

**Meeting ID: 976 0193 4227**

**Passcode: HES SSC**

**Norms:**

- Bring multiple perspectives
- Share openly & honestly
- Stay on agenda
- Assume positive intent
- Respect commitment of role: Attend all meetings, arrive on time, come prepared

*Agenda*

**ORDER OF BUSINESS**

**Item 1 Call to Order**

- Welcome
- Introductions

**Item 2 Establish Quorum (3 HES Staff, 2 Parents/Community Members)**

*Staff Present:*

*Parents Present:*

**Item 3 Verification of Posting of the Agenda—72 Hours in Advance**

Anticipated posting by 2/5/21

**Item 4 Public Comment**

*This is the time for members of the audience to present items not on the Agenda. Comments should be limited to a maximum of three minutes duration. The SSC is prohibited by State Law from taking action on any item presented if it is not listed on the Agenda.*

**Item 5 [Approval of Minutes](#)— (5 minutes.)**

**DISCUSSION ITEMS**

**Item 6 In-person am/pm sessions**

**Item 7 [PBIS incentives/support](#) and Title I funds  
[Brag Tags](#)  
[Mascot](#) or another**



[Achievement bracelets](#)

**Item 8** Title I funds and personnel/support for 21-22

**Item 9** SARC --what questions do you have?

**Item 10** Safety Plan Goals

**ACTION ITEMS**

**Item 11** SARC approval

**Item 12** Approve Safety Plan Goals

**Item 13** Title I fund expenditures: PBIS support

**ADJOURNMENT** By 7:00 pm

## **Hamilton Elementary School Site Council By-laws**

*Revised January 2015*

### **ARTICLE I – HAMILTON ELEMENTARY SCHOOL SITE COUNCIL**

The Hamilton Unified School District has established the Hamilton Elementary School Site Council. Hereinafter, the School Site Council may be referred to as the Council.

### **ARTICLE II - ROLE OF THE COUNCIL**

The School Site Council is required, under state law, to serve as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources. The School Site Council has responsibilities for these duties:

- **Analyzing and evaluating the academic achievement of all students in the school.**
- **Obtaining recommendations from school site advisory, standing, and special committees regarding the focus of the School's Single Plan for Student Achievement**
- **Developing and approving the school plan and all related budget expenditures to the local governing board**

- **Providing ongoing monitoring of the implementation of the plan and budget expenditures in accordance with all state and federal laws and regulations**
- **Recommending the school plan including related budget expenditures to the local governing board**
- **Providing ongoing monitoring for the implementation of the plan and budgets/expenditures**
- **Revising the school plan, including expenditures, timelines, and evaluation criteria, as needed**
- **Participating in all local, state, and federal reviews of the school's program for compliance and quality**
- **Annually evaluating the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students**
- **Encouraging broad representation of parents, community members, teachers, and students, if appropriate, including all socioeconomic, ethnic, and programmatic groups represented in the school in leadership roles and in the activities of the School Site Council**
- **Carry out all other duties assigned to the council by the district governing board and by state or federal law.**

Every two years, an English Learner Advisory Committee may elect to have the School Site Council serve as the site leadership body for the EL program. If this occurs, the School Site Council, after training, will assist the principal and staff in:

- **Developing a detailed school plan for EL students as a part of the Single Plan for Student Achievement that is submitted to the local board of education**
- **Developing the school's needs assessment for EL students**
- **Administering the school's language census**
- **Assuring that efforts have been made to notify EL parents of the importance of regular school attendance**

If funding for Economic Impact Aid becomes available, every two years a School Advisory Committee may elect to have the School Site Council serve as the site leadership body for the Economic Impact Aid Program will assist the principal and staff in:

- **Developing a detailed school plan for low income educationally disadvantaged and English learner students as a part of the Single Plan for Student Achievement that is submitted to the local board of education.**

The School Site Council will vote to determine whether the school will participate in the School based Coordination Program.

### **ARTICLE III – Members**

#### ***Section 1: Size and Compensation***

The School Site Council will be composed of (10) members. Half of the representation on the council shall be from the school staff. This council half will include:

(1)-Principal

(3)-Teachers, selected by teachers; (NOTE: Classroom teachers shall constitute the majority of those persons representing the school staff)

(1)-Other School Personnel

(5)-Parents or community members, selected by parents at the school

#### ***Section 2: Term of Office***

All parents of the Council shall serve for a term of 2 years. All teachers or other school personnel shall serve for a term of one year. However, in order to achieve staggered membership, one half, or the nearest approximation, of each representative group shall be selected during the odd years and the remaining number of members selected during the even years. At the end of each representative member's term, membership terminates. In order to continue to serve as a council member, the member must be reselected by the appropriate representative group.

(New Councils) With the exception of the principal a chance method or lottery will be used to determine the length of each member's term at the first council meeting.

#### ***Section 3: Selection/Election of Members***

Elections of council members shall be held each year, no later than September 30<sup>th</sup>.

Annually, the SSC will establish an Election Committee composed of a teacher, other school personnel, a parent to oversee the election of council members.

Election Committee: The duties of the committee shall be to supervise the election procedure, to identify nominees on the basis of the nominating procedure, to unseal and count the ballots, and to declare elected representatives on the basis of the election procedure.

The following procedures shall be followed in nominating candidates and selecting/electing council members:

- Teachers: Secret ballot of HES certificated staff that are HTA members; election by the end of September 30
- Parents/Guardians: Secret ballot of parents/guardians election by September 30

- Other School Personnel: Secret ballot of HES classified staff that are CSEA members election by September 30.

Election ballots shall be prepared by the Election Committee with the assistance of the principal and shall be distributed to each peer group.

In all elections for council members, ties will be decided by lot.

#### ***Section 4: Voting Rights***

Each member of the council shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Council. Absentee ballots shall not be permitted.

An alternate representative may not cast a vote in the absence of the selected member. The role of an alternate is for information collection only.

#### ***Section 5: Termination of Membership***

A member shall no longer hold membership should he or she cease to be a resident of the school or no longer meets the membership requirements under which he or she was selected (e.g., a parent becomes employed by the district). Membership shall automatically terminate for any member who is absent from all regular meetings for a period three consecutive meetings. The Council, by an affirmative vote of two-thirds of all the members, can suspend or expel a member.

#### ***Section 6: Transfer of Membership***

Membership on the Council **may not** be assigned or transferred.

#### ***Section 7: Resignation***

Any selected council member may terminate his or her membership by submitting a written letter of resignation to the Council chairperson.

#### ***Section 8: Vacancy***

Any vacancy on the Council that occurs during the term of a member shall be filled by:

- **An election of a new member by the appropriate representative group**
- **Or an appointment of a new member through the remainder of the term (selected by the remaining peer group members, not the council as a whole).**

### **ARTICLE IV - OFFICERS**

#### **Section 1: Officers**

The officers of the Council shall include a chairperson, vice- chairperson, secretary, parliamentarian and any other officers the Council shall deem as desirable.

### **Section 2: Election of Officers and Terms of Office**

The officers of the Council shall be elected annually and shall serve a term for one year or until a successor has been elected. Any member of the Council, including the principal, may serve in any officer capacity.

### **Section 3: Removal of Officers**

Any officer may be removed from their office by a two-thirds vote of all council members.

### **Section 4: Vacancy in an Officer Position**

A vacancy in any office because of resignation, removal, disqualification, death. or otherwise shall be filled for the remainder of the officer's term. A vacancy in any office shall be filled by a special election of the Council. This special election will be included in the posted meeting agenda.

### **Section 5: Officer duties**

The chairperson shall:

- **Preside at all meetings of the Council**
- **Sign all letters, reports. and other communications of the Council**
- **Perform all duties incident to the Office of the chairperson**

The vice-chairperson shall:

- **Represent the chairperson or council in assigned duties**
- **Substitute for the chairperson in his or her absence**

The secretary shall:

- **Keep minutes of all regular and special meetings of the Council**
- **Promptly transmit to each of the council members and district representative true and correct copies of the minutes of such meetings**
- **Provide all notices in accordance with the provisions of these by laws**
- **Serve as custodian of the School Site Council records**
- **Maintain a register of the address, phone number, and term of office of each council member**
- **Maintain a register of the chairpersons of other school advisory and subcommittee members, including addresses and phone numbers**
- **Perform all duties incident to the office of secretary**
- **Perform such duties that are assigned by the chairperson or the council**

The Parliamentarian shall:

- **Be the time keeper for the meeting**
- **Ensure the Bylaws are followed**
- **Draft positions or plans for council review**
- **Perform the duties of Sargent at Arms**

Annually each School Site Council shall convene a professional development committee, composed of a majority of teachers, to determine the professional development activities included within the Single Plan for Student Achievement.

## **ARTICLE V – COMMITTEES**

### **Section 1: Standing and Special Committees**

The School Site Council may, from time to time, establish standing or special committees to perform various functions as prescribed by the Council. All such committees will include representation from the various representative groups. All appointed individuals and committees serve at the pleasure of the Council and are advisory to it. No standing or special committee may exercise the authority of the Council. A standing or special committee may be abolished by a vote of the Council.

The purpose of these committees is to:

- **Gather and analyze data**
- **Examine materials staffing or fund possibilities**
- **Propose to the Council strategies for improving the instructional practices**

### **Section 2: Standing and Special Committee Membership**

Unless otherwise determined by the Council, the Council chairperson shall appoint members of the standing or special committees. A vacancy on a standing or special committee shall be filled by appointment of the chairperson.

### **Section 3: Standing and Special Committee Term of Office**

The Council shall determine the membership terms for all standing and special committees. This term should be communicated to the committee members at the beginning of their assignment.

### **Section 4: Standing and Special Committee Rules**

Each standing and special committee will establish procedural rules that are consistent with the Council's bylaws and the district governing board.

## **ARTICLE VI - MEETINGS OF THE SCHOOL SITE COUNCIL**

### **Section 1: Meetings**

The council shall hold regular monthly meetings with the day and time as agreed upon by the Council at the September meeting of that school year. Special meetings of the Council may be called by the chairperson or by a majority vote of the Council.

### **Section 2: Place of Meetings**

The Council shall hold its regular meetings at a facility provided by the school, unless the school principal determines that such a facility accessible to the public, including 'handicapped persons, is unavailable or does not meet health and/or safety codes. Alternative meeting sites shall be determined jointly by the school principal and Council chairperson.

### **Section 3: Notice of Meetings**

Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the school site, or any other appropriate place that is accessible to the public. This written notice shall specify the date, time, and location of the meeting, and contain an agenda describing each item of business to be discussed or acted upon. Any change in the established date, time, or location of the meeting needs to be especially noted in the agenda. The Council shall not take any action on any item of business unless that item appears on the posted agenda or unless the Council or committee members present by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.

Questions or brief statements made at a meeting by members of the Council, committee, or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.

All required notices shall be delivered to council and committee members to no less than 72 hours, and no more than (5) days in advance of the meeting, personally, by mail, or by email.

The Council will annually notify representative groups of the meetings through:

- Inclusion in school communications (e.g., bulletins, newsletters)
- Posted (e.g., in the school office window and community services bulletin)

### **Section 4: Quorum**

The presence of 51% of the Council membership (51% school and 51% parent) in attendance at the meeting will constitute a quorum. No decisions of the Council shall be valid unless a quorum of the membership is present.

### **Section 5: Conduct of Meetings**

Meeting of the Council shall be conducted in accordance with the rules of order established by Education Code 35147 and the Robert's Rules of Order or an adaptation thereof approved by the Council.

If the Council violates any of the procedural meeting requirements found in Ed. Code Section 35147, and upon demand of any person, the Council shall reconsider the item at its next meeting, after allowing for public input.

### **Section 6: Meetings Open to the Public**

All meetings of the Council and its appointed committees shall be open to the public. Any member of the public shall be able to address the Council during the meeting on any item within the subject matter jurisdiction of the Council. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the School Site Council on any item of interest to the public, before or during the Council's consideration of that item.

The Council may not take any action on any item of business unless that item appears on the posted agenda or unless council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the Council subsequent to the posting of the agenda.

Each meeting agenda will include a time for public comment. The School Site Council will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the Council.

The minutes of the Council meeting are public records and are available to the public. Any materials provided to a School Site Council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Chapter 3.5 (Commencing with Section 6250] of Division 7 of Title 1).

### **Section 7: Communication with the Local Board of Education**

The School Site Council shall implement the rules and regulations as defined in local board policy. The Council may communicate with the board by submitting a letter to the Board of Education office. A School Site Council may request to speak at a local board of education meeting by following district procedures for communicating with the school board.

A local board of education has the right to deny the content and related and related budget found in the school's Single Plan for Student Achievement. The Board of Education will provide written notification to the Council about their concerns.



### **Section 8: Uniform Complaint Procedures**

Annually, the School Site Council shall participate in training about the district's uniform complaint procedures. This training will review procedures for filing a complaint. If any School Site Council member or member of the public believes that the School Site Council has taken an action that is in violation of their legal authority, the individual or group may file a uniform compliant form with the district.

### **ARTICLE VII – BYLAW AMENDMENTS**

An amendment of these bylaws maybe made at any regular meeting of the Council 'by a vote of two -thirds of the members present. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to the Council members at least (5) days prior to the meeting at which the amendment is to be considered for adoption.

**Hamilton High School  
School Site Council  
Agenda  
January 15, 2021  
HHS Zoom Meeting - 1:55pm**

- I. Call to Order: (time)\_\_\_\_\_
- II. Approve agenda:\_\_\_\_\_
- III. Approve Minutes of Previous Meeting
- IV.

Public Comment: Public invite of items not listed/Public Comment:

This is the time for members of the audience to present items not on the Agenda. Comments should be limited to a maximum of three (3) minutes duration. The SSC is prohibited by California state law from taking any action on any item presented if it is not listed on the Agenda.

Non-Agenda Items:

- 1.
- 2.
- 3.

**V. Business Items:**

- 1. SARC Review of HHS/EBHS
  - a. Information from SARC
- 2. HHS Safety Plan Discussion/Review
  - a. Coronavirus Pandemic protocols
  - b. Other updates or discussion
- 3. 20-21 Assessment Information
  - a. Will there be testing for 20-21 School Year?
  - b. Testing Window
- 4. Spring Semester Hybrid Model
  - a. Screening Protocol
  - b. AM/PM schedule
  - c. Independent Study Model Info

VI. Other/Announcements

VII. Adjourn

**Hamilton High School  
School Site Council  
Agenda  
January 15, 2021  
HHS Zoom Meeting - 1:55pm**

- I. Call to Order: (time) **2:05pm**
- II. Approve agenda: **1<sup>st</sup>: C. Rios, 2<sup>nd</sup>: K. Langan**
- III. Approve Minutes of Previous Meeting: **1<sup>st</sup>: Gonzalez, 2<sup>nd</sup>: Oseguera**
- IV. Members present: **Gonzalez, Hernandez, Funderburk, Garcia, Brown, Charlon, Mello, Song, Hansen, Martin, Lohse, Mercado, Johnson, Jarvis, Steele, VK, K. Brown, Dietle, Rios, Reyes, Langan and Natalie Castro.**

Public Comment: Public invite of items not listed/Public Comment:

This is the time for members of the audience to present items not on the Agenda. Comments should be limited to a maximum of three (3) minutes duration. The SSC is prohibited by California state law from taking any action on any item presented if it is not listed on the Agenda.

Non-Agenda Items:

1. **We have been back in person this week with AM/PM model. Things are going good; staff and students seem to like small groups and are glad to be back in person for at least some time.**
2. **Nothing on sports at this time.**
3. **Various Staff said they are glad to be back on campus, seeing students and having some king of normalcy.**

V. **Business Items:**

1. SARC Review of HHS/EBH
  - a. Information from SARC: **We reviewed last year's plan, not much has changed other than there is a distance learning component.**
2. HHS Safety Plan Discussion/Review: **Goals were reviewed, no changes were recommended. Focus was on COVID-19 protocols. On-going review of District live binder.**
  - a. Coronavirus Pandemic protocols: **Conduct health check on students, if there are any health issues, student will be isolated and send home. we will get advisement from nurse. If quarantine needs to happen, date will be given to us by nurse. All families are asked to monitor their student's health**

**and keep them home if needed. If a teacher sees that a student isn't feeling good, student will be sent to office.**

- b. Other updates or discussion: **None**
- 3. 20-21 Assessment Information: **Mr. O reported on this. More information to come regarding actual testing, state may not have testing again this year.**
  - a. Will there be testing for 20-21 School Year?
  - b. Testing Window:
- 4. Spring Semester Hybrid Model
  - a. Screening Protocol: **We will continue to have two locations for screening, in cafeteria parking lot and at corner, outside of Ms. Gonzalez's room. We will ask the questions, take temperatures, check off students and give them a label to wear so teachers know that they have been screened.**
  - b. AM/PM schedule: **Two groups, one in the morning and one in the afternoon, Monday thru Thursday. Fridays is just for intervention/extra help, 8am to 10am. Teachers will ask some student to come or students may also come if they feel they need more help.**
  - c. Independent Study Model Info: **Student who choose to do IS will be working off a program. There will be a teacher who will be responsible for K-5 and another teacher 6-8.**

VI. Other/Announcements: **Keep up the good work. We will get thru this together.**

VII. Adjourn: **2:37pm**

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	Liab Amt	Net	Amount
001075/00	AT&T												
	PO-000403	12/12/2020	DEC HS;15729111	1	01-0000-0-0000-2700-5990-000-000-00000	NN	P				0.00	119.71	
	PO-000403	12/12/2020	DEC ELEM;15730555	1	01-0000-0-0000-2700-5990-000-000-00000	NN	P				0.00	44.25	
	TOTAL PAYMENT AMOUNT										163.96 *	163.96	
000053/00	CALIFORNIA WATER SERVICE CO	000000000											
	210052	PO-000422	12/29/2020	JAN 4141117777	1	01-0000-0-0000-8100-5590-000-000-00000	NN	P			0.00	51.73	
	210052	PO-000422	12/29/2020	JAN 3141117777	1	01-0000-0-0000-8100-5590-000-000-00000	NN	P			0.00	51.73	
	210052	PO-000422	12/29/2020	JAN 3624177777	1	01-0000-0-0000-8100-5590-000-000-00000	NN	P			0.00	13.41	
	210052	PO-000422	12/29/2020	JAN 7314177777	1	01-0000-0-0000-8100-5590-000-000-00000	NN	P			0.00	122.02	
	210052	PO-000422	12/29/2020	JAN 7314177777	2	01-0000-0-0000-8100-5590-100-000-00000	NN	P			0.00	183.01	
	210052	PO-000422	12/29/2020	JAN 0669843652	3	01-0000-0-0000-8100-5590-800-000-00000	NN	P			0.00	936.84	
	210052	PO-000422	12/29/2020	JAN 4328876467	3	01-0000-0-0000-8100-5590-800-000-00000	NN	P			0.00	387.93	
	210052	PO-000422	12/29/2020	JAN 6314177777	4	01-0000-0-0000-8100-5590-300-000-00000	NN	P			0.00	121.81	
	TOTAL PAYMENT AMOUNT										1,868.48 *	1,868.48	
000334/00	CALSTRS-JEM												
	PO-000428	01/07/2021	166549-OCT-DEC QTR 2	1	01-0000-0-0000-2700-5890-000-000-00000	NN	P				0.00	152.00	
	TOTAL PAYMENT AMOUNT										152.00 *	152.00	
002024/00	CHICO PRINTING												
	210345	PO-021400	01/08/2021	27761-2021 SPRING A/E SCHED	1	11-6391-0-4110-1000-4300-000-000-00000	NN	F			858.00	900.90	
	TOTAL PAYMENT AMOUNT										900.90 *	900.90	
001498/00	CHRISTY WHITE ASSOCIATES	272956198											
	PO-000446	12/15/2020	16550;19-20 3RD PROGRESS	1	01-0000-0-0000-7191-5810-000-000-00000	NN	P				0.00	8,100.00	
	TOTAL PAYMENT AMOUNT										8,100.00 *	8,100.00	
000764/00	DANIELSON CO												
	PO-000425	12/08/2020	239706	5	01-3210-0-1110-1000-4300-000-000-00000	NN	P				0.00	98.88	
	PO-000425	12/15/2020	240116	5	01-3210-0-1110-1000-4300-000-000-00000	NN	P				0.00	98.88	
	PO-000425	12/30/2020	TXFR TO 3215	5	01-3210-0-1110-1000-4300-000-000-00000	NN	C				0.00	0.00	
	PO-000425	12/15/2020	240116	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P				0.00	17.95	
	PO-000425	12/08/2020	239706	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P				0.00	35.90	
	PO-000425	12/15/2020	240116	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P				0.00	1,698.25	
	PO-000425	12/08/2020	239706	2	13-5310-0-0000-3700-4700-000-000-00000	NN	P				0.00	2,022.36	

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date			Fd Res Y Goal	Func Obj	Sit Bdr DD T9MPS	Liq Amt		Net Amount
000764 (CONTINUED)									
PO-000425	12/08/2020	239706		4	13-5320-0-0000-3700-4700-000-049-00000	NN P	0.00		295.96
TOTAL PAYMENT AMOUNT						4,268.18 *			4,268.18
000424/00 DELL MARKETING 742616805									
210232	PO-021307	10/23/2020	10432936809-BATTERY	1	01-9150-0-0000-2420-4300-000-000-00000	NN F	86.87		86.87
210341	PO-021410	01/08/2021	10454970728-BT TRANSMITTER	1	01-3215-0-1110-1000-4300-000-000-00000	NN F	184.36		184.36
TOTAL PAYMENT AMOUNT						271.23 *			271.23
001042/00 EDUCATIONAL FACILITIES PROGRAM 050597395									
210029	PO-021150	01/04/2021	DEC HRS;INV#17;2018 BOND	1	21-0000-0-0000-8500-5890-000-000-00000	NY P	1,120.00		1,120.00
210099	PO-021167	12/14/2020	INV#1;BOONE BARN CO#1	2	01-6387-0-3800-8500-5890-000-000-00000	NY F	2,240.00		2,240.00
TOTAL PAYMENT AMOUNT						3,360.00 *			3,360.00
000460/00 FLORA FRESH									
210278	PO-021343	01/10/2021	CANCEL/COVID	1	11-6391-0-4110-1000-4300-000-023-00000	NN C	600.00		0.00
TOTAL PAYMENT AMOUNT						0.00 *			0.00
000428/00 FORTUNA UNIFIED SCHOOL DISTRIC									
210243	PO-021310	01/10/2021	CONF NOV 5-6;A MARTIN	1	01-7010-0-3800-1000-5200-000-000-00000	NN F	75.00		75.00
TOTAL PAYMENT AMOUNT						75.00 *			75.00
000162/00 GRAINGER									
PO-000409	01/08/2021	9740981395		1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00		66.98
PO-000409	01/08/2021	9740761706		1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00		148.58
PO-000409	01/09/2021	9743749831		1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00		40.20
PO-000409	01/13/2021	9745716234		1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00		55.88
TOTAL PAYMENT AMOUNT						311.64 *			311.64
000113/00 HAMILTON CITY COMMUNITY SVC									
210047	PO-000414	11/01/2020	NOV-DEC;ROAD 203	1	01-0000-0-0000-8100-5590-000-000-00000	NN P	0.00		642.85
210047	PO-000414	11/01/2020	NOV-DEC;ROAD 203	2	01-0000-0-0000-8100-5590-100-000-00000	NN P	0.00		964.28
210047	PO-000414	11/01/2020	NOV-DEC;277 CAPAY AVE	3	01-0000-0-0000-8100-5590-800-000-00000	NN P	0.00		2,295.90
210047	PO-000414	11/01/2020	NOV-DEC;290 6TH ST	4	01-0000-0-0000-8100-5590-300-000-00000	NN P	0.00		76.53

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
000113 (CONTINUED)									
210047	PO-000414	11/01/2020	NOV-DEC;535	SACRAMENTO	5	11-6391-0-4110-8100-5590-000-000-00000	NN P	0.00	76.53
210047	PO-000414	11/01/2020	NOV-DEC;300	6TH ST	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	12/09/2020	604170599		1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00	57.45
	PO-000412	12/30/2020	604191918		1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00	241.16
	PO-000412	12/30/2020	604191916		1	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00	48.43
	PO-000412	12/30/2020	TXFR TO 3215		2	01-3210-0-0000-8100-4300-000-000-00000	NN C	0.00	0.00
TOTAL PAYMENT AMOUNT								347.04 *	347.04
002077/00 IN TENTS EVENTS 844486166									
210340	PO-021401	01/05/2021	i10621-JAN HS	SCREEN TENT	1	01-3215-0-1110-1000-5890-100-000-00000	NY P	440.00	440.00
210340	PO-021401	01/05/2021	i10621-JAN ELEM	SCREEN TENT	2	01-3215-0-1110-1000-5890-800-000-00000	NY P	440.00	440.00
TOTAL PAYMENT AMOUNT								880.00 *	880.00
000723/00 JIMMY'S CUSTOM TROPHIES									
210297	PO-021369	01/10/2021	30669-TW	NAME PLAQUE	1	01-0000-0-0000-2700-4300-000-000-00000	NN F	10.72	10.72
210297	PO-021369	01/10/2021	30669-WL	NAME PLAQUE	2	01-0000-0-0000-7110-4300-000-000-00000	NN F	13.10	13.10
TOTAL PAYMENT AMOUNT								23.82 *	23.82
001138/00 JOHNNY ON THE SPOT 464458679									
210082	PO-021139	01/05/2021	i10621-JAN ELEM	2WASH STN	1	01-3210-0-1110-1000-5890-800-000-00000	NY P	252.90	252.90
TOTAL PAYMENT AMOUNT								252.90 *	252.90
001251/00 K-12 SPECIALTIES INC 000000000									
210050	PO-000420	01/05/2021	TXFR TO 3215		1	01-3220-0-0000-8100-4300-000-000-00000	NN C	0.00	0.00
210050	PO-000420	01/05/2021	73367-BIO	SPRAY REFILLS	2	01-3215-0-1110-1000-4300-000-000-00000	NN P	0.00	422.43
TOTAL PAYMENT AMOUNT								422.43 *	422.43

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
000349/00	LARKIN AUTO ELECTRIC	564958031									
PO-000401	12/09/2020	2474-FORKLIFT SERVICE	1	01-8150-0-0000-8100-5630-000-000-00000	NY P					0.00	510.87
		TOTAL PAYMENT AMOUNT									510.87
000860/00	M T HALL & ASSOCIATES INC										
210168	PO-021239	12/14/2020	1759-BOONE BARN	1	01-6387-0-3800-8500-5890-000-000-00000	NN F				1,200.00	2,062.50
		TOTAL PAYMENT AMOUNT									2,062.50
000592/00	MISSION UNIFORM & LINEN										
PO-000405	01/01/2021	513634655	1	13-5310-0-0000-3700-4300-000-000-00000	NN P					0.00	77.65
PO-000405	01/01/2021	513541237	1	13-5310-0-0000-3700-4300-000-000-00000	NN P					0.00	77.65
		TOTAL PAYMENT AMOUNT									155.30
000524/00	MJB WELDING SUPPLY										
210120	PO-021200	12/31/2020	01323845-TANK RENTAL	2	01-0350-0-6000-1000-5890-000-053-00000	NN P				9.50	9.50
		TOTAL PAYMENT AMOUNT									9.50
000012/00	NAPA AUTO PARTS										
PO-000418	12/17/2020	737102	1	01-8150-0-0000-8100-4300-000-000-00000	NN P					0.00	38.48
PO-000418	12/03/2020	738778	1	01-8150-0-0000-8100-4300-000-000-00000	NN P					0.00	69.49
		TOTAL PAYMENT AMOUNT									107.97
000127/00	NICHOLS MELBURG & ROSSETTO	680009012									
210356	PO-018634	11/30/2020	18-2857-06	1	14-0000-0-0000-8100-5630-000-000-00000	NY F				2,120.00	2,120.00
		TOTAL PAYMENT AMOUNT									2,120.00
002066/00	NORTH VALLEY BUILDING										
210098	PO-021164	11/30/2020	INVB7471-ROY BOONE MEMORIAL	1	01-6387-0-3800-8500-6200-000-000-00000	NN F				1,617.50	1,617.50
210098	PO-021164	11/30/2020	INVB7471-ROY BOONE MEMORIAL	2	01-6387-0-3800-8500-6200-000-000-00000	NN F				5,900.00	5,900.00
		TOTAL PAYMENT AMOUNT									7,517.50



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	
000309/00	OFFICE DEPOT INC							
210094 PO-021175	12/22/2020	143110222001	2 01-0000-0-1110-1000-4300-800-000-00000	NN P		63.08	63.08	
210094 PO-021175	12/21/2020	143121538001	2 01-0000-0-1110-1000-4300-800-000-00000	NN P		48.84	48.84	
TOTAL PAYMENT AMOUNT						111.92 *	111.92	
000027/00	ORLAND HARDWARE							
210118 PO-021190	11/30/2020	452614	2 01-7010-0-3800-1000-4300-000-000-00000	NN P		36.83	36.83	
210118 PO-021190	12/16/2020	454080	2 01-7010-0-3800-1000-4300-000-000-00000	NN P		31.97	31.97	
TOTAL PAYMENT AMOUNT						68.80 *	68.80	
001407/00	PARAMEX SCREENING SERVICE	680179882						
PO-000431	12/29/2020	CORE0013506	1 01-0000-0-0000-3600-5890-000-000-00000	NY P		0.00	89.00	
TOTAL PAYMENT AMOUNT						89.00 *	89.00	
000084/00	PG&E							
PO-000416	12/24/2020	DEC DIST;9921774729-6	1 01-0000-0-0000-8100-5590-000-000-00000	NN P		0.00	2,946.62	
PO-000416	12/24/2020	DEC HS;9921774729-6	2 01-0000-0-0000-8100-5590-100-000-00000	NN P		0.00	4,419.93	
PO-000416	12/24/2020	DEC ELEM;3699672995-4	4 01-0000-0-0000-8100-5590-800-000-00000	NN P		0.00	4,755.23	
TOTAL PAYMENT AMOUNT						12,121.78 *	12,121.78	
000418/00	PITNEY BOWES GLOBAL FINCL INC	201344287						
PO-000443	12/11/2020	OCT-JAN 2021;3104489134	1 01-0000-0-1110-1000-5620-800-000-00000	NN P		0.00	145.53	
TOTAL PAYMENT AMOUNT						145.53 *	145.53	
000512/00	PLATT ELECTRIC SUPPLY INC							
PO-000432	11/30/2020	Z772760	1 01-8150-0-0000-8100-4300-000-000-00000	NN P		0.00	203.02	
PO-000432	12/16/2020	Z783380	1 01-8150-0-0000-8100-4300-000-000-00000	NN P		0.00	115.27	
TOTAL PAYMENT AMOUNT						318.29 *	318.29	
000763/00	PROPACIFIC FRESH							
PO-000407	12/14/2020	6832700	1 13-5310-0-0000-3700-4700-000-000-00000	NN P		0.00	1,206.23	
TOTAL PAYMENT AMOUNT						1,206.23 *	1,206.23	

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
001510/00	RAY MORGAN COMPANY								
210046	PO-000413	12/21/2020	JAN DIST;3177962	1	01-0000-0-0000-2700-5620-000-000-00000	NN	P	0.00	166.44
210046	PO-000413	12/21/2020	JAN HS;3177962	2	01-0000-0-1110-1000-5620-100-000-00000	NN	P	0.00	370.12
210046	PO-000413	12/21/2020	JAN ELEM;3177962	3	01-0000-0-1110-1000-5620-800-000-00000	NN	P	0.00	995.19
210046	PO-000413	12/21/2020	JAN ELLAB;3177962	4	01-0000-0-3200-1000-5620-300-000-00000	NN	P	0.00	104.03
210046	PO-000413	12/21/2020	JAN DIST COLOR;3177962	7	01-0000-0-0000-2700-4300-000-000-00000	NN	P	0.00	28.10
210046	PO-000413	12/21/2020	JAN DIST B&W;3177962	7	01-0000-0-0000-2700-4300-000-000-00000	NN	P	0.00	22.03
210046	PO-000413	12/21/2020	JAN HS B&W;3177962	8	01-0000-0-1110-1000-4300-100-000-00000	NN	P	0.00	55.13
210046	PO-000413	12/21/2020	JAN ELEM B&W;3177962	9	01-0000-0-1110-1000-4300-800-000-00000	NN	P	0.00	61.42
210046	PO-000413	12/21/2020	JAN ELLAB B&W;3177962	10	01-0000-0-3200-1000-4300-300-000-00000	NN	P	0.00	4.81
210046	PO-000413	12/21/2020	JAN ADULT ED;3177962	5	11-6391-0-4110-1000-5620-000-000-00000	NN	P	0.00	202.58
210046	PO-000413	12/21/2020	JAN ADULT ED B&W;3177962	11	11-6391-0-4110-1000-4300-000-000-00000	NN	P	0.00	11.85
210046	PO-000413	12/21/2020	JAN PRESCH;3177962	6	12-6105-0-1110-1000-5620-000-000-00000	NN	P	0.00	104.02
210046	PO-000413	12/21/2020	JAN PRESCH B&W;3177962	12	12-6105-0-1110-1000-4300-000-000-00000	NN	P	0.00	4.81
TOTAL PAYMENT AMOUNT								2,130.53	*
001382/00	U S BANK CORPORATE								
210031	PO-021110	12/21/2020	MTG SUPPLIES	2	01-0000-0-0000-7150-4300-000-000-00000	NN	P	35.07	35.07
210239	PO-021303	01/10/2021	CLOSE;PREV PD; 21-295	1	01-0000-0-1110-1000-4300-100-013-00000	NN	C	67.55	0.00
210277	PO-021342	01/10/2021	CANCEL/COVID	1	01-7010-0-3800-1000-5200-000-000-00000	NN	C	220.00	0.00
210304	PO-021367	12/21/2020	ACURIEL SPEAKER	1	01-3220-0-1110-1000-4300-100-000-00000	NN	F	214.49	214.49
210305	PO-021377	12/21/2020	JARVIS PE EQUIP	1	01-3220-0-1110-1000-4300-100-000-00000	NN	F	365.34	365.34
210342	PO-021404	12/21/2020	TW CSEA EXE ASST PRGM	1	01-0000-0-0000-2700-5200-000-000-00000	NN	F	300.00	300.00
	FV-000048	12/21/2020	DEC 4246044555628555		11-6391-0-4110-1000-4392-000-021-00000	NN			28.29
	FV-000048	12/21/2020	DEC 4246044555628555		01-0000-0-0000-8100-4392-000-000-00000	NN			6.58
TOTAL PAYMENT AMOUNT								949.77	*
000172/00	U S POSTMASTER								
	FV-000049	12/21/2020	BULK MAIL PERMIT#1 HUSD		01-0000-0-0000-2700-5990-000-000-00000	NN			240.00
TOTAL PAYMENT AMOUNT								240.00	*
001078/00	WILGUS FIRE CONTROL INC 942412079								
	PV-000050	12/21/2020	31395:ELEM FIRE EXT SERVICE		01-0000-0-1110-1000-5890-800-000-00000	NN			223.48
TOTAL PAYMENT AMOUNT								223.48	*
TOTAL BATCH PAYMENT								55,619.17	***
								0.00	
								55,619.17	

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Reg Reference	Date			Fd Res Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount

TOTAL DISTRICT PAYMENT						55,619.17 ****	0.00		55,619.17
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TOTAL FOR ALL DISTRICTS:						55,619.17 ****	0.00		55,619.17
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Number of checks to be printed:	34, not counting voids due to stub overflows.	55,619.17
Number of zero dollar checks:	1, will be skipped.	55,619.17

Printed: 01/12/2021 19:19:09

<i>Chris Torres</i>	<i>1/10/21</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	Pd Res	Y Goal	Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount	
000010/00	ALHAMBRA & SIERRA SPRINGS									
210045	PO-000406	12/27/2020	DEC DIST	9858589	122720	1	01-0000-0-0000-2700-4300-000-000-00000	NN P	0.00	19.60
210045	PO-000406	12/27/2020	DEC HS	9858589	122720	2	01-0000-0-0000-2700-4300-100-000-00000	NN P	0.00	29.40
210045	PO-000406	12/27/2020	DEC ELEM	9858589	122720	3	01-0000-0-0000-2700-4300-800-000-00000	NN P	0.00	88.00
210045	PO-000406	12/27/2020	DEC ELLAB	9858589	122720	4	01-0000-0-3200-1000-4300-300-000-00000	NN P	0.00	0.00
210045	PO-000406	12/27/2020	DEC MAINT	9858589	122720	5	01-8150-0-0000-8100-4300-000-000-00000	NN P	0.00	16.00
210045	PO-000406	12/27/2020	DEC ADULT ED	9858589	122720	6	11-6391-0-4110-1000-4300-000-000-00000	NN P	0.00	33.00
			TOTAL PAYMENT AMOUNT						186.00 *	186.00
001075/00	AT&T									
	PO-000403	01/19/2021	JAN HS;15872044			1	01-0000-0-0000-2700-5990-000-000-00000	NN P	0.00	714.03
	PO-000403	01/19/2021	JAN ELEM;15873486			1	01-0000-0-0000-2700-5990-000-000-00000	NN P	0.00	638.38
			TOTAL PAYMENT AMOUNT						1,352.41 *	1,352.41
000272/00	BETTY MERCADO									
	FV-000055	11/11/2020	MILEAGE-TESTING				01-3215-0-1110-1000-5200-100-000-00000	NN		13.57
			TOTAL PAYMENT AMOUNT						13.57 *	13.57
000332/00	BOARD OF EQUALIZATION									
	FV-000057	01/12/2021	057-416161 2020 QTR4 FUEL TAX				01-0000-0-0000-3600-5890-000-000-00000	NN		200.00
			TOTAL PAYMENT AMOUNT						200.00 *	200.00
000398/00	BOAT OUTFITTERS			591995804						
	210359	PO-021419	01/13/2021	400564537		1	01-3215-0-1110-1000-4300-000-000-00000	NY F	4,425.50	4,425.50
			TOTAL PAYMENT AMOUNT						4,425.50 *	4,425.50
002084/00	BURLINGTON ENGLISH INC			000000000						
	210354	PO-021416	01/11/2021	I14758;ANNUAL ACCESS		1	11-6391-0-4110-1000-5890-000-000-00000	NN F	960.00	960.00
			TOTAL PAYMENT AMOUNT						960.00 *	960.00
000794/00	BUSWEST - NORTH									
	PO-000421	01/12/2021	XA410023691:01			1	01-0000-0-0000-3600-4300-000-000-00000	NN P	0.00	290.04
			TOTAL PAYMENT AMOUNT						290.04 *	290.04

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
000156/00	CASBO								
210273	PO-021336	11/11/2020	INV#630952-KH RETIRE CONCEPTS	1	01-0000-0-0000-7300-5200-000-000-00000	NN	F	265.00	265.00
			TOTAL PAYMENT AMOUNT					265.00 *	265.00
000762/00	CRYSTAL CREAMERY								
210060	PO-000445	11/23/2020	18887456	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	400.98
210060	PO-000445	11/30/2020	18920367	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	101.58
210060	PO-000445	12/07/2020	18920371	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	54.35
210060	PO-000445	12/07/2020	18920373	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	383.18
210060	PO-000445	12/07/2020	18920386	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	209.25
210060	PO-000445	12/14/2020	18938168	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P	0.00	139.50
			TOTAL PAYMENT AMOUNT					1,288.84 *	1,288.84
001023/00	FP MAILING SOLUTIONS								
210054	PO-000424	01/05/2021	JAN-MAR;RI104743182	1	01-0000-0-0000-2700-5620-000-000-00000	NN	P	0.00	66.93
210054	PO-000424	01/05/2021	JAN-MAR;RI104743182	2	01-0000-0-1110-1000-5620-100-000-00000	NN	P	0.00	100.38
			TOTAL PAYMENT AMOUNT					167.31 *	167.31
000276/00	GAGER DISTRIBUTING INC								
	PO-000404	01/19/2021	123914	1	13-5310-0-0000-3700-4300-000-000-00000	NN	P	0.00	612.87
			TOTAL PAYMENT AMOUNT					612.87 *	612.87
000113/00	HAMILTON CITY COMMUNITY SVC								
210047	PO-000414	01/01/2021	JAN-FEB;ROAD 203	1	01-0000-0-0000-8100-5590-000-000-00000	NN	P	0.00	642.85
210047	PO-000414	01/01/2021	JAN-FEB;ROAD 203	2	01-0000-0-0000-8100-5590-100-000-00000	NN	P	0.00	964.28
210047	PO-000414	01/01/2021	JAN-FEB;277 CAPAY	3	01-0000-0-0000-8100-5590-800-000-00000	NN	P	0.00	2,295.90
210047	PO-000414	01/01/2021	JAN-FEB;290 6TH	4	01-0000-0-0000-8100-5590-300-000-00000	NN	P	0.00	76.53
210047	PO-000414	01/01/2021	JAN-FEB;535 SACRAMENTO	5	11-6391-0-4110-8100-5590-000-000-00000	NN	P	0.00	76.53
210047	PO-000414	01/01/2021	JAN-FEB;300 6TH	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
000114/00	HAMILTON UNIFIED REVOLVING FND								
	PV-000059	01/13/2021	SHEEP BARN COMP NOTICE		01-6387-0-3800-8500-5890-000-000-00000	NN			14.00
	PV-000059	01/13/2021	KINDER REG POSTAGE		01-0000-0-1110-1000-5890-800-000-00000	NN			145.16
			TOTAL PAYMENT AMOUNT						159.16 *

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 EdR DD	T9MPS	Liq Amt	Net Amount
000072/00	HILLYARD INC								
PO-000412	01/13/2021	604205003	1	01-8150-0-0000-8100-4300-000-0000-000000	NN P			0.00	998.80
PO-000412	12/30/2020	604191917-FOAM SANITIZER	4	01-3215-0-1110-1000-4300-000-0000-000000	NN P			0.00	5,810.81
TOTAL PAYMENT AMOUNT									6,809.61
001427/00	HOLT OF CALIFORNIA	680421094							
PV-000058	01/13/2021	1166156-FORKLIFT FUEL SYS REPA	01-8150-0-0000-8100-5630-000-0000-000000	NY					368.33
TOTAL PAYMENT AMOUNT									368.33
000070/00	HOUGHTON MIFFLIN CO								
210283	PO-021347	01/04/2021	710208281-SYS 44 FOR DI	3	01-3215-0-1110-1000-5890-100-000-000000	NN F		427.29	427.29
210283	PO-021347	01/04/2021	710208281-SYS 44 FOR DI	4	01-3215-0-1110-1000-5890-800-000-000000	NN F		829.47	829.47
TOTAL PAYMENT AMOUNT									1,256.76
001003/00	INFINITY COMMUNICATIONS & CONS								
210069	PO-021135	01/11/2021	JAN-MAR;11638	1	01-9150-0-0000-2420-5890-000-000-000000	NN P		1,575.00	1,575.00
TOTAL PAYMENT AMOUNT									1,575.00
001138/00	JOHNNY ON THE SPOT	464458679							
210360	PO-021427	01/19/2021	I11376-1/19-2/15 ELEM	1	01-3210-0-1110-1000-5890-800-000-000000	NY P		379.35	379.35
210360	PO-021427	02/16/2021	I11377-2/16-3/15 HS/DIST	2	01-3210-0-1110-1000-5890-100-000-000000	NY P		192.90	192.90
TOTAL PAYMENT AMOUNT									572.25
001251/00	K-12 SPECIALTIES INC	000000000							
210050	PO-000420	01/13/2021	73409-BIOSPRAY REFILL/TOW	2	01-3215-0-1110-1000-4300-000-000-000000	NN P		0.00	901.82
TOTAL PAYMENT AMOUNT									901.82
001189/00	MARGRIT VOGELASANG								
PV-000054	11/11/2020	REIMB SUPPLIES PURCHASED	12-6105-0-1110-1000-4300-000-000-000000	NN					51.28
TOTAL PAYMENT AMOUNT									51.28

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
001450/00	MARIA REYES								
	PV-000053	01/01/2021	MILEAGE-TESTING		01-3215-0-1110-1000-5200-100-000-00000	NN			11.16
			TOTAL PAYMENT AMOUNT						11.16 *
000592/00	MISSION UNIFORM & LINEN								
	PO-000405	01/21/2021	514058673		1 13-5310-0-0000-3700-4300-000-000-00000	NN P		0.00	84.68
			TOTAL PAYMENT AMOUNT						84.68 *
000524/00	MJB WELDING SUPPLY								
	210120	PO-021200	01/13/2021	TXFR;SITE 100	1 01-0350-0-6000-1000-4300-000-053-00000	NN C		1,800.00	0.00
	210120	PO-021200	01/13/2021	TXFR;SITE 100	2 01-0350-0-6000-1000-5890-000-053-00000	NN C		143.00	0.00
			TOTAL PAYMENT AMOUNT						0.00 *
000309/00	OFFICE DEPOT INC								
	210344	PO-021407	01/08/2021	144547515001	1 01-0000-0-1110-1000-4300-800-000-00000	NN F		83.41	83.41
	210347	PO-021414	01/11/2021	146777134001	1 01-0000-0-1110-1000-4300-800-000-00000	NN F		8.23	8.23
			TOTAL PAYMENT AMOUNT						91.64 *
000027/00	ORLAND HARDWARE								
	210118	PO-021190	01/13/2021	TXFR;SITE 100	1 01-0350-0-6000-1000-4300-000-053-00000	NN C		980.63	0.00
	210118	PO-021190	01/13/2021	TXFR;SITE 100	2 01-7010-0-3800-1000-4300-000-000-00000	NN C		570.21	0.00
			TOTAL PAYMENT AMOUNT						0.00 *
000399/00	PATRICIA HERNANDEZ								
	PV-000051	01/01/2021	MILEAGE-TESTING		01-3215-0-1110-1000-5200-100-000-00000	NN			11.16
			TOTAL PAYMENT AMOUNT						11.16 *
000418/00	PITNEY BOWES GLOBAL FINCL INC	201344287							
	210343	PO-021409	01/08/2021	INV#1017192148-INK REFILLS	1 01-0000-0-1110-1000-5990-800-000-00000	NN F		182.30	182.30
			TOTAL PAYMENT AMOUNT						182.30 *

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								
PO-021125	01/07/2021	13702839-STUDENT SCREEN LABELS	5	01-3210-0-1110-1000-4300-000-0000-000000	NN P			0.00	89.19
PO-021125	01/07/2021	13612807	1	01-0000-0-0000-2700-4300-000-0000-000000	NN P			0.00	132.08
PO-021125	01/07/2021	13756388	1	01-0000-0-0000-2700-4300-000-0000-000000	NN P			0.00	43.91
210350	PO-021405	01/07/2021 13612558	1	01-0000-0-1110-1000-4300-800-000-000000	NN F			159.57	159.57
210351	PO-021408	01/07/2021 13612754	1	01-0000-0-1110-1000-4300-800-000-000000	NN F			155.98	155.98
210353	PO-021415	01/07/2021 13656717	1	01-0000-0-1110-1000-4300-800-000-000000	NN F			0.00	207.98
	PV-000060	01/07/2021 13702839		11-6391-0-4110-1000-4300-000-0000-000000	NN				31.08
			TOTAL PAYMENT AMOUNT					819.79 *	819.79
000268/00	RAQUEL BOCAST								
	FV-000052	01/01/2021 MILEAGE-TESTING		01-3215-0-1110-1000-5200-800-000-000000	NN				11.16
			TOTAL PAYMENT AMOUNT					11.16 *	11.16
000137/00	SCHOOL SERVICES OF CALIF INC								
	PO-000426	01/01/2021 JAN 2021-0127731-IN	1	01-0000-0-1110-1000-5890-000-0000-000000	NN P			0.00	320.00
			TOTAL PAYMENT AMOUNT					320.00 *	320.00
000023/00	SUCCESS PRINTING								
	210346	PO-021403 01/07/2021 6393-KINDER REG POSTCARDS	1	01-0000-0-1110-1000-4300-800-000-000000	NN F			223.08	223.08
			TOTAL PAYMENT AMOUNT					223.08 *	223.08
001184/00	TEHAMA COUNTY DEPT OF ED								
	210358	PO-021418 12/23/2020 INV21-00412;A CURIEL	1	01-4035-0-1110-1000-5200-800-000-000000	NN F			4,200.00	4,200.00
			TOTAL PAYMENT AMOUNT					4,200.00 *	4,200.00
000172/00	U S POSTMASTER								
	PV-000056	11/11/2020 2021PO BOX FEES; BOX 487 & 488		01-0000-0-0000-2700-5990-000-0000-000000	NN				150.00
			TOTAL PAYMENT AMOUNT					150.00 *	150.00
000377/00	WASTE MANAGEMENT								
	210044	PO-000402 01/04/2021 JAN HS 40236285003	2	01-0000-0-0000-8100-5590-100-000-000000	NN P			0.00	621.43
	210044	PO-000402 01/04/2021 JAN DIST 40236285003	1	01-0000-0-0000-8100-5590-000-000-000000	NN P			0.00	414.29
	210044	PO-000402 01/04/2021 JAN PRESCH/ELLAB 40238285009	1	01-0000-0-0000-8100-5590-000-000-000000	NN P			0.00	340.56



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

000377 (CONTINUED)

210044	PO-000402	01/04/2021	JAN ELEM 40238215004	3	01-0000-0-0000-8100-5590-800-000-00000	NN	P	0.00	281.57
210044	PO-000402	01/04/2021	JAN ELEM 40238905009	3	01-0000-0-0000-8100-5590-800-000-00000	NN	P	0.00	340.56
TOTAL PAYMENT AMOUNT									1,998.41 *

000743/00 WEST COAST PAPER

	PO-000429	01/13/2021	12090913	1	01-8150-0-0000-8100-4300-000-000-00000	NN	P	0.00	68.37
	PO-000429	01/13/2021	12090912	1	01-8150-0-0000-8100-4300-000-000-00000	NN	P	0.00	362.56
	PO-000429	01/07/2021	12085027	1	01-8150-0-0000-8100-4300-000-000-00000	NN	P	0.00	220.94
	PO-000429	01/14/2021	12092854	1	01-8150-0-0000-8100-4300-000-000-00000	NN	P	0.00	167.41
TOTAL PAYMENT AMOUNT									819.28 *

001462/00 WIZARD CLEANING

822765674

210339	PO-021402	01/19/2021	JAN 2021;2641	1	01-3210-0-1110-1000-5890-000-000-00000	NY	P	2,100.00	2,100.00
TOTAL PAYMENT AMOUNT									2,100.00 *

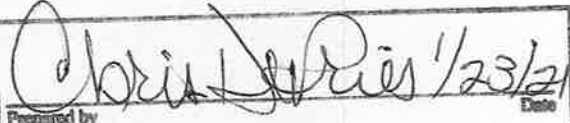
TOTAL BATCH PAYMENT 36,611.03 \*\*\* 0.00 36,611.03

TOTAL DISTRICT PAYMENT 36,611.03 \*\*\*\* 0.00 36,611.03

TOTAL FOR ALL DISTRICTS: 36,611.03 \*\*\*\* 0.00 36,611.03

Number of checks to be printed: 34, not counting voids due to stub overflows. 36,611.03  
 Number of zero dollar checks: 2, will be skipped.

Printed: 01/23/2021 16:36:26

 Prepared by	1/23/21 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	01/19/2021	FEBRUARY 2021	1	01-0000-0-0000-0000-9571-000-000-00000	NN P			0.00	31,079.07
PO-000444	01/19/2021	FEBRUARY 2021	2	01-0000-0-0000-0000-9572-000-000-00000	NN P			0.00	55,542.58
PO-000444	01/19/2021	FEBRUARY 2021	3	01-0000-0-0000-0000-9573-000-000-00000	NN P			0.00	3,833.05
TOTAL PAYMENT AMOUNT				90,454.70	*				90,454.70

002047/00	DANNIS WOLIVER KELLEY		943172834						
PO-000423	01/19/2021	NOVEMBER 2020 ATTORNEY BILL	1	01-0000-0-0000-7110-5815-000-000-00000	NE P			0.00	5,114.00
PO-000423	01/19/2021	NOVEMBER 2020 ATTORNEY BILL	2	21-0000-0-0000-8500-5815-000-000-00000	NE P			0.00	3,598.50
TOTAL PAYMENT AMOUNT				8,712.50	*				8,712.50

000522/00	LESLIE ANDERSON-MILLS		573472011						
PO-000433	01/19/2021	FEBRUARY 2021 - CASH IN LIEU	1	01-0000-0-1110-1000-3701-000-000-00000	NY P			0.00	791.67
TOTAL PAYMENT AMOUNT				791.67	*				791.67

000584/00	STANDARD								
PO-000408	01/19/2021	JANUARY 2021	1	01-0000-0-0000-0000-9573-000-000-00000	NN P			0.00	354.21
TOTAL PAYMENT AMOUNT				354.21	*				354.21

TOTAL BATCH PAYMENT	100,313.08	***	0.00	100,313.08
TOTAL DISTRICT PAYMENT	100,313.08	****	0.00	100,313.08
TOTAL FOR ALL DISTRICTS:	100,313.08	****	0.00	100,313.08

Number of checks to be printed: 4, not counting voids due to stub overflows. 100,313.08

<i>John T...</i>	1/19/21
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
000010/00	ALHAMBRA & SIERRA SPRINGS										
210045	PO-000406	01/27/2021	JAN DIST	9858589	012721	1	01-0000-0-0000-2700-4300-000-000-000000	NN	P	0.00	6.40
210045	PO-000406	01/27/2021	JAN HS	9858589	012721	2	01-0000-0-0000-2700-4300-100-000-000000	NN	P	0.00	9.60
210045	PO-000406	01/27/2021	JAN ELEM	9858589	012721	3	01-0000-0-0000-2700-4300-800-000-000000	NN	P	0.00	40.00
210045	PO-000406	01/27/2021	JAN ELLAB	9858589	012721	4	01-0000-0-3200-1000-4300-300-000-000000	NN	P	0.00	45.00
210045	PO-000406	01/27/2021	JAN MAINT	9858589	012721	5	01-8150-0-0000-8100-4300-000-000-000000	NN	P	0.00	16.00
210045	PO-000406	01/27/2021	JAN ADULTED	9858589	012721	6	11-6391-0-4110-1000-4300-000-000-000000	NN	P	0.00	0.00
TOTAL PAYMENT AMOUNT										117.00 *	117.00
000272/00	BETTY MERCADO										
	FV-000061	01/19/2021	COVID TEST MILEAGE				01-3215-0-1110-1000-5200-100-000-000000	NN			29.91
TOTAL PAYMENT AMOUNT										29.91 *	29.91
000896/00	BSN SPORTS COM										
210228	PO-021293	11/06/2020	910604618			1	01-0000-0-1110-1000-4300-100-006-000000	NN	F	1,990.22	1,990.22
TOTAL PAYMENT AMOUNT										1,990.22 *	1,990.22
000156/00	CASBO										
210274	PO-021339	11/11/2020	630953			1	01-0000-0-0000-7300-5200-000-000-000000	NN	F	255.00	255.00
TOTAL PAYMENT AMOUNT										255.00 *	255.00
001054/00	CLYDE CROSBY										
	FV-000065	01/19/2021	REIMB FUEL/PROPANE				01-0000-0-0000-8100-4392-000-000-000000	NN			24.11
TOTAL PAYMENT AMOUNT										24.11 *	24.11
000764/00	DANIELSON CO										
	PO-000425	01/12/2021	241151			7	01-3215-0-1110-1000-4300-000-000-000000	NN	P	0.00	40.76
	PO-000425	01/05/2021	240696			7	01-3215-0-1110-1000-4300-000-000-000000	NN	P	0.00	104.12
	PO-000425	01/12/2021	241151			1	13-5310-0-0000-3700-4300-000-000-000000	NN	P	0.00	30.88
	PO-000425	01/12/2021	241151			2	13-5310-0-0000-3700-4700-000-000-000000	NN	P	0.00	951.76
	PO-000425	01/19/2021	241554			2	13-5310-0-0000-3700-4700-000-000-000000	NN	P	0.00	972.36
	PO-000425	01/26/2021	242109			4	13-5320-0-0000-3700-4700-000-049-000000	NN	P	0.00	719.19
	PO-000425	01/05/2021	240701			4	13-5320-0-0000-3700-4700-000-049-000000	NN	P	0.00	134.72
	PO-000425	01/26/2021	242109			3	13-5320-0-0000-3700-4300-000-049-000000	NN	P	0.00	17.95
	PO-000425	01/05/2021	240701			2	13-5310-0-0000-3700-4700-000-000-000000	NN	P	0.00	905.54
	PO-000425	01/19/2021	241551			2	13-5310-0-0000-3700-4700-000-000-000000	NN	P	0.00	421.00

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
000764	(CONTINUED)								
PO-000425	01/05/2021	240696	2	13-5310-0-0000-3700-4700-000-000-00000	NN P			0.00	2,644.53
PO-000425	01/05/2021	240696	4	13-5320-0-0000-3700-4700-000-049-00000	NN P			0.00	123.91
PO-000425	01/19/2021	241554	1	13-5310-0-0000-3700-4300-000-000-00000	NN P			0.00	162.28
TOTAL PAYMENT AMOUNT								7,229.00 *	7,229.00
001279/00	ERIN JOHNSON								
PV-000064	01/19/2021	COVID TEST MILEAGE		01-3215-0-1110-1000-5200-100-000-00000	NN				10.87
TOTAL PAYMENT AMOUNT								10.87 *	10.87
000162/00	GRAINGER								
PO-000409	01/21/2021	9781221156	1	01-8150-0-0000-8100-4300-000-000-00000	NN P			0.00	125.99
PO-000409	01/28/2021	9789164838-WIPES	2	01-3215-0-1110-1000-4300-000-000-00000	NN P			0.00	163.70
210379	PO-020529	01/04/2021	9780244886-N95 MASKS	1	01-3215-0-1110-1000-4300-000-000-00000	NN F		754.10	754.10
TOTAL PAYMENT AMOUNT								1,043.79 *	1,043.79
000217/00	KELLY LANGAN								
PV-000063	01/19/2021	COVID TEST MILEAGE		01-3215-0-1110-1000-5200-100-000-00000	NN				10.87
TOTAL PAYMENT AMOUNT								10.87 *	10.87
001388/00	LARRY'S PEST & WEED CONTROL	141953612							
PO-000440	01/08/2021	DEC W13166;DIST WIDE	1	01-0000-0-0000-8100-5590-000-000-00000	NY P			0.00	540.00
TOTAL PAYMENT AMOUNT								540.00 *	540.00
000973/00	LOGMEIN COMMUNICATIONS INC	020783048							
PO-000442	01/01/2021	JAN 2021-IN7100163557	1	01-0000-0-0000-2700-5990-000-000-00000	NN F			0.00	1,782.94
TOTAL PAYMENT AMOUNT								1,782.94 *	1,782.94
001450/00	MARIA REYES								
PV-000062	01/19/2021	COVID TEST MILEAGE		01-3215-0-1110-1000-5200-100-000-00000	NN				10.87
TOTAL PAYMENT AMOUNT								10.87 *	10.87

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	
000524/00	MJB WELDING SUPPLY											
210120	PO-021200	01/19/2021	01326077	3	01-0350-0-6000-1000-4300-100-053-00000	NN	P			491.24	491.24	
210120	PO-021200	01/19/2021	01326019	3	01-0350-0-6000-1000-4300-100-053-00000	NN	P			120.99	120.99	
210120	PO-021200	01/19/2021	01326021	3	01-0350-0-6000-1000-4300-100-053-00000	NN	P			10.26	10.26	
210120	PO-021200	01/19/2021	01326020	3	01-0350-0-6000-1000-4300-100-053-00000	NN	P			10.26	10.26	
TOTAL PAYMENT AMOUNT										632.75	*	632.75
000672/00	NORTHEAST GATE COMPANY	000000000										
210265	PO-021329	01/15/2021	153370-AG PENS	1	01-6387-0-3800-8500-6200-000-000-00000	NN	F			24,685.37	24,685.37	
TOTAL PAYMENT AMOUNT										24,685.37	*	24,685.37
001331/00	PARK SEED WHOLESALE	000000000										
210361	PO-021420	01/20/2021	CI21031095	1	01-0350-0-6000-1000-4300-100-052-00000	YN	P			44.42	44.42	
TOTAL PAYMENT AMOUNT										44.42	*	44.42
TOTAL USE TAX AMOUNT												3.22
000512/00	PLATT ELECTRIC SUPPLY INC											
	PO-000432	01/12/2021	Z798847	1	01-8150-0-0000-8100-4300-000-000-00000	NN	P			0.00	690.78	
TOTAL PAYMENT AMOUNT										690.78	*	690.78
000763/00	PROPACIFIC FRESH											
	PO-000407	01/19/2021	CLOSE;FUNDS EXPIRED	5	01-3220-0-1110-1000-4300-000-000-00000	NN	C			0.00	0.00	
	PO-000407	01/11/2021	6837006	6	01-3215-0-1110-1000-4300-000-000-00000	NN	P			0.00	37.97	
	PO-000407	01/25/2021	6840355	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P			0.00	703.99	
	PO-000407	01/19/2021	6838818	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P			0.00	529.58	
	PO-000407	01/11/2021	6837006	1	13-5310-0-0000-3700-4700-000-000-00000	NN	P			0.00	773.38	
	PO-000407	01/25/2021	6840355	3	13-5320-0-0000-3700-4700-000-049-00000	NN	P			0.00	64.50	
	PO-000407	01/19/2021	6838818F	3	13-5320-0-0000-3700-4700-000-049-00000	NN	P			0.00	79.99	
TOTAL PAYMENT AMOUNT										2,189.41	*	2,189.41
001510/00	RAY MORGAN COMPANY											
210046	PO-000413	01/20/2021	FEB DIST;3205982	1	01-0000-0-0000-2700-5620-000-000-00000	NN	P			0.00	166.44	
210046	PO-000413	01/20/2021	FEB HS;3205982	2	01-0000-0-1110-1000-5620-100-000-00000	NN	P			0.00	370.12	
210046	PO-000413	01/20/2021	FEB ELEM;3205982	3	01-0000-0-1110-1000-5620-800-000-00000	NN	P			0.00	995.19	
210046	PO-000413	01/20/2021	FEB ELLAB;3205982	4	01-0000-0-3200-1000-5620-300-000-00000	NN	P			0.00	104.03	
210046	PO-000413	01/20/2021	FEB DIST COLOR;3205982	7	01-0000-0-0000-2700-4300-000-000-00000	NN	P			0.00	56.28	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	Pd Res Y Goal Func Obj	Sit Bdr DD	T9MPS	Liq Amt	Net Amount	

001510 (CONTINUED)

210046	PO-000413	01/20/2021	FEB HS B&W;3205982	8	01-0000-0-1110-1000-4300-100-000-00000	NN	P	0.00	40.12
210046	PO-000413	01/20/2021	FEB DIST B&W;3205982	7	01-0000-0-0000-2700-4300-000-000-00000	NN	P	0.00	6.07
210046	PO-000413	01/20/2021	FEB ELEM B&W;3205982	9	01-0000-0-1110-1000-4300-800-000-00000	NN	P	0.00	59.93
210046	PO-000413	01/20/2021	FEB ELLAB B&W;3205982	10	01-0000-0-3200-1000-4300-300-000-00000	NN	P	0.00	1.92
210046	PO-000413	01/20/2021	FEB ADULT ED;3205982	5	11-6391-0-4110-1000-5620-000-000-00000	NN	P	0.00	202.58
210046	PO-000413	01/20/2021	FEB ADULT ED B&W;3205982	11	11-6391-0-4110-1000-4300-000-000-00000	NN	P	0.00	9.13
210046	PO-000413	01/20/2021	FEB PRESCH;3205982	6	12-6105-0-1110-1000-5620-000-000-00000	NN	P	0.00	104.02
210046	PO-000413	01/20/2021	FEB PRESCH B&W;3205982	12	12-6105-0-1110-1000-4300-000-000-00000	NN	P	0.00	1.92
TOTAL PAYMENT AMOUNT									2,117.75 *

000144/00 ROBERTSON ERICKSON INC 822988190

210030	PO-021152	12/31/2020	7108-LEGAL PLAT/IMAGE	1	21-0000-0-0000-8500-6100-000-000-00000	NN	P	180.00	180.00
TOTAL PAYMENT AMOUNT									180.00 *

TOTAL BATCH PAYMENT 43,585.06 \*\*\* 0.00 43,585.06  
 TOTAL USE TAX AMOUNT 3.22

TOTAL DISTRICT PAYMENT 43,585.06 \*\*\*\* 0.00 43,585.06  
 TOTAL USE TAX AMOUNT 3.22

TOTAL FOR ALL DISTRICTS: 43,585.06 \*\*\*\* 0.00 43,585.06  
 TOTAL USE TAX AMOUNT 3.22

Number of checks to be printed: 19, not counting voids due to stub overflows.

Printed: 02/02/2021 20:55:08

43,585.06

<i>Chris Series</i>	<i>2/29/21</i>
Prepared by	Date
Authorized by	Date